

# Word 2007 New Features

**Duration:** 1/2 Day

## **Course Overview:**

Word 2007 New Features is a hands-on instruction course that introduces you to the new features, user-friendly formatting, design, and authoring tools which streamline the process of document creation and distribution in Word 2007.

## **Students Learn How To:**

- Utilize the Ribbon, Contextual Tabs and other components of the new results-oriented Word interface
- Create professional-looking documents using Styles, Themes, Building Blocks and other tools
- Finalize and secure documents by utilizing new Reviewing features and applying digital signatures

**Who Should Attend:** This course is designed for experienced Word users who have worked with earlier versions of Word, ideally Word 2003, and who have upgraded to Word 2007.

**Prerequisites:** Students enrolling in this course should understand how to use some version of Word, preferably 2003 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth.

## **Course Outline:**

### **Exploring the Word Environment**

- Explore the User Interface
- Work With the Ribbon
- Work with Contextual Tabs
- Use the Word Galleries
- Customize the Word Interface

### **Creating Professional-Looking Documents**

- Apply Styles
- Apply Document Themes
- Add Building Blocks
- Work with Illustrations
- Build an Equation
- Add Citations and a Bibliography

### **Finalizing Documents**

- Compare Reviewed Documents
- Inspect Documents
- Apply Digital Signatures
- Save a Document

### **Appendix A: New Features in Microsoft Office Word 2007**