

Microsoft Office Word 2007: What's New

Word07New
1day

Table of Contents

[Prerequisites](#)

[Course Summary](#)

[Lessons](#)

Prerequisites

Students enrolling in this course should understand how to use some version of Word, preferably 2003, 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 Summary

In the past, you have extensively used Microsoft® Office Word 2003 to author and format content and graphics within documents. Word 2007 with its new features, user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. In this course, you will be introduced to the new and enhanced features available in Microsoft Office Word 2007.

Lessons

Lesson 1: Exploring the Word Environment

Topic 1A: Explore the User Interface

Topic 1B: Work with the Ribbon

Topic 1C: Work with Contextual Tabs

Topic 1D: Use the Word Galleries

Topic 1E: Customize the Word Interface

Lesson 2: Creating Professional-Looking Documents

Topic 2A: Apply Styles

Topic 2B: Apply Document Themes

Topic 2C: Add Building Blocks

Topic 2D: Work with Illustrations

Topic 2E: Build an Equation

Topic 2F: Add Citations and a Bibliography

Lesson 3: Finalizing Documents

Topic 3A: Compare Reviewed Documents

Topic 3B: Inspect Documents

Topic 3C: Apply Digital Signatures

Topic 3D: Save a Document