

## **Microsoft Word 2007 - New Features**

- **Course Number:** Word2k7N
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

Office Word 2007 helps information workers create professional-looking content more quickly than ever before. This course will enable users of earlier versions of Word to familiarize themselves with the new features and functionality of Word 2007.

### **Prerequisites**

Familiarity with earlier versions of Microsoft Word is required.

### **Audience**

This course is for anyone who wishes to upgrade their skills from earlier versions of Microsoft Word to Word 2007.

### **Course Outline**

- Course Introduction
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- Lesson 1 - Exploring the Word Environment
- Exploring the Word Environment
- The Microsoft Office Button
- The Ribbon
- ScreenTip
- The Quick Access Toolbar
- The Microsoft Office Window Frame
- The Home & Insert Tab
- The Page Layout Tab
- The References Tab
- The Mailings Tab
- The Review Tab
- The View Tab
- Dialog Box Launchers
- Contextual Tabs
- Mini Toolbar
- Formatting Options on the Mini Toolbar
- Galleries
- Live Preview
- Demo - Explore Word
- The Word Options Dialog Box
- Demo - Word Options
- Lesson 1 Review

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- Lesson 2 - Creating Professional-Looking Documents
- Creating Professional-Looking Documents Styles
- Demo - Styles
- Demo - Modify Styles
- Document Themes
- Demo - Themes
- Building Blocks
- Demo - Viewing Building Blocks
- SmartArt Graphics
- Equation Tools
- Demo - Equation Tools
- Citations
- Bibliography
- Demo - Citations and Bibliography
- Lesson 2 Review
- Lesson 3 - Finalizing Documents
- Finalizing Documents
- The Tri-Pane Review Panel
- Demo - Compare Documents
- The Inspect Document Feature
- Signature Line
- Demo - Digital Signature
- The Compatibility Checker Feature
- Lesson 3 Review
- Course Closure