



Word 2007: New Features

Overview: This course is designed to introduce Microsoft Word users to the new and enhanced features available in Word 2007. Students will explore and customize the user interface then create, finalize, and secure professional-looking documents.

Prerequisites: Word 2003 Introduction or equivalent knowledge.

Course Length: One-half day

Course Content

Lesson 1: Exploring the Word Environment

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

Lesson 2: Creating Professional-Looking Documents

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

Lesson 3: Finalizing Documents

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