



Word 2007 New Features

Duration:

Instructor-led Classroom Learning - 0.50 Day(s)

Online Live - 1.00 Sessions

Mentored Learning - Flexible

Overview:

In this course, students will be introduced to the new and enhanced features available in Microsoft Office Word 2007.

Who Should Attend:

This course is designed for experienced Word users who have worked with earlier versions of Microsoft® Office Word, ideally Microsoft® Office Word 2003, and who have upgraded to Microsoft Office Word 2007.

At Course Completion:

Upon successful completion of this course, students will be able to: - explore the components of the results-oriented interface of the Word environment. - use the tools available in Word 2007 to create professional-looking documents. - finalize and secure a document.

Outline:

Top

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

Top

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