

Microsoft® Office Word 2007: New Features

Course length: 0.5 day

Course Description

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 such as 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 in Microsoft® Office Word 2007.

Course Objective: You will explore the components of the results-oriented interface of the Word environment and customize the interface to suit your requirements. You will then use the tools available in Word 2007 to create documents that look professional and also visually appealing. You will then compare different versions of a document, in addition to finalizing and securing your document before it reaches its target audience.

Target Student: 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.

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, certain advanced new features are not covered in depth.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Objectives

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.

Course Content

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