

Upgrading to Microsoft Word 2007 Course Outline

Duration: Half Day

Objectives: The main objective of this course is to introduce delegates to the rich new features and striking enhancements to Word 2007.

Pre-requisites: Attendees should have previous experience of using Microsoft Word.

● The New Look and Feel

- Changes to the Interface
- Using the Office Button
- Working with the Ribbon
- Understanding Tabs, Groups and Commands
- Using Contextual Tabs
- Using the Quick Access Toolbar
- Using the Mini Toolbar
- Customising the Environment
- Using Zoom
- Using the New Read Mode

● Formatting Documents

- Live Previews of Formatting
- Applying Quick Styles
- Using Themes

● Using the New Content Features

- Creating Cover Pages
- Using Building Blocks/Quick Parts

● Using the Enhanced Drawing Tools

- Using Smart Art Graphics
- Using the New Charts

● Finishing

- Changes to Headers and Footers
- New Contextual Spell Checking
- Word Count
- Reviewing Documents with the Tri Pane Review Panel
- Using the Document Inspector to remove 'Metadata'
- Different Word File Formats
- Understanding Compatibility between Different Versions
- Saving in .PDF form