



Microsoft Office Word 2007: New Features

MEOF-190

Course Description:

This course is designed to introduce students to the new and enhanced features available in Microsoft Office Word 2007.

Course Objectives:

Upon 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

Prerequisites:

- Experience with earlier versions of Word, preferably 2003 or XP

Audience:

- Experienced Word Users

Course Duration:

1/2 Day

Course Topics:

I. Exploring the Word Environment

- Explore the user interface
- Work with the ribbon
- Work with contextual tabs
- Use the Word galleries

- Customize the Word interface

II. Creating Professional-Looking Documents

- Apply styles
- Apply document themes
- Add building blocks
- Work with illustrations
- Build an equation
- Add citations and a bibliography

III. Finalizing Documents

- Compare reviewed documents
- Inspect documents
- Apply digital signatures
- Save a document

IV. Appendix A: New Features in Microsoft® Office Word 2007

V. Appendix B: Enhanced File and Compatibility Features in Microsoft Office Word 2007