

Word® 2007: New Features

Course length: 1/2 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, 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 available 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, there are other more advanced new features that are not covered in depth.

Performance-Based 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 Lesson 3: Finalizing Documents

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

Compare Reviewed Documents
Inspect Documents
Apply Digital Signatures
Topic 3D: Save a Document

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

If you have any questions about this course, please call CompuTrain at (713) 349-9186.