

ExecuTrain Course Outline

Microsoft® Office Word 2007: New Features

ET84380

0.5 day

Description:

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. Due to the nature of this course and the minimal prerequisites, there are other more advanced new features that are not covered in depth. This course covers the commonly used new features for a typical user.

Prerequisites:

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. Students enrolling in this course should understand how to use some version of Word, preferably 2003, and have some familiarity with the Internet.

Objectives:

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.

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:

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

Appendix A: New Features in Microsoft® Office Word 2007

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