



Upgrading to Microsoft Word 2007

One-Day Course

Windows

Course Overview:

This course is designed for experienced Word users who have worked with previous versions of Microsoft Word. You will be introduced to the new features in Word 2007 and work with them to bring you up to speed on the new version.

Note: This course is not intended for beginners. An intermediate knowledge of Word (97, 2000, 2002 XP, or 2003) is essential.

Course Content:

- Exploring the new Word 2007 interface, including the Office button, ribbon and menus
- Customizing the Quick Access Toolbar
- Using contextual menus and tabs
- On-demand Tabs
- Working with the Word views
- Using the Live Preview
- Using Dialog Box Launchers
- Using the Mini-toolbars
- Formatting in Word 2007
- Styles – quick styles with and their new look
- The new Zoom feature
- Checking spelling and grammar
- Changing Margins
- The new print features
- Customizing Word 2007 – the old “Tools Options” command
- Using the new Word XML file format and opening existing Word documents in Word 2007
- Converting existing Word documents to the new format
- New SmartArt Graphics
- Working with lists – bullets and numbers