

**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.

**Who Should Attend:** 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 or XP, and have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

**Benefits of Attendance:** 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.

### Course Outline:

#### Exploring the Word Environment

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

#### Creating Professional-Looking Documents

Apply Styles  
Apply Document Themes  
Add Building Blocks  
Work with Illustrations  
Build an Equation  
Add Citations and a Bibliography

#### Finalizing Documents

Compare Reviewed Documents  
Inspect Documents  
Apply Digital Signatures  
Save a Document

#### Appendix A: New Features in Microsoft® Office Word 2007