

Word 2007 Upgrade - 1 day

Description:

Microsoft Office Word 2007 is a quantum leap ahead of previous version of Word and as such takes getting used to. However, once you have mastered working with the new interface, you will find you are able to create, manage and distribute an impressive range of documents more quickly and easily than ever before.

This course introduces the new features and functionality of Word 2007 and will help you to get up to speed quickly.

Pre-requisites:

This course is designed for experienced users who have worked with earlier versions of Word, and who have, or about to upgrade to Microsoft Office Word 2007. Ideally delegates should also have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

The New Interface

- Using the Office Button
- Using Access Keys
- The Ribbon
- The Quick Access Toolbar
- Using Help
- Using Live Preview
- Customising the Status Bar
- Views
- Full Screen Reading View in Word
- Zooming

New Features of Word 2007

- What's New in Word 2007
- The Word 2007 Screen
- Creating New Documents
- Word 2007 File Formats
- Using the Compatibility Checker
- Word 2007 Options
- The Word 2007 Ribbon
- Using the Mini-Toolbar
- The Quick Styles Gallery

New Features of Word 2007 cont.

- Changing Style Sets
- Changing the Colours Theme
- Changing the Fonts Theme
- Working with Themes
- Creating New Themes
- Adding a Cover Page
- Inserting a Blank Page
- Page Colour and Borders
- Building Blocks

Using Tables in Word 2007

- Inserting a Quick Table
- Using Table Styles
- Changing the Table Layout
- Inserting a Table
- Drawing Tables

Printing and Proofing in Word 2007

- Changing the Page Setup
- Section Breaks
- Using Headers and Footers
- Odd and Even Headers and Footers
- Adding Page Numbers
- Saving a Header or Footer to the Gallery
- Printing
- Using the Spell Checker

Working with Illustrations

- The Illustrations Group
- Inserting a Picture
- Changing the Picture Styles
- Using ClipArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing the SmartArt Style
- Changing the Colour of SmartArt Styles
- Changing the SmartArt Layout
- Adding a New Shape to a SmartArt Graphic
- The SmartArt Tools Format Tab
- Resizing and Moving SmartArt

Locations of Word 2003 Commands in Word 2007