



Moving to Word 2007

DESCRIPTION	Become familiar with what is new and improved in Word. Designed to help you understand the benefits of the new interface and features. All attendees should be familiar with all features basic to advanced of earlier versions.
WHO SHOULD ATTEND	Any one migrating to Word 2007.
DURATION	1 day

Agenda

WORD 2007

THE ENVIRONMENT

The Ribbon – using the components (tabs, groups, buttons, and the dialogue launcher), hiding the ribbon

The Office Button – the new “file” menu.

The Mini Toolbar – Direct formatting?

Ribbon keyboard shortcuts

CUSTOMIZING THE ENVIRONMENT

Quick Access Toolbar – moving and adding to

The Status Bar

CHANGES TO THE STYLE ENVIRONMENT

Applying styles – using style task pane, style dialogue box

Quick Styles – adding/removing in documents, creating and using style sets.

Managing styles – where is the organizer, using the style inspector (review formatting task pane)

BULLETS AND OUTLINE NUMBERING

Changes to creation and modifications.

DOCUMENT PARTS

Where is AutoText – using Quick Parts, how are they defined, firm standards, cover pages, table of contents, signature lines.

Graphics – quick overview of Smart Art

PDF OPTIONS

FILE MANAGEMENT

Is my document compatible – checking for issues in lower versions

Discussion on using Compatibility mode.

File formats – advantage to using XML format, macro files.