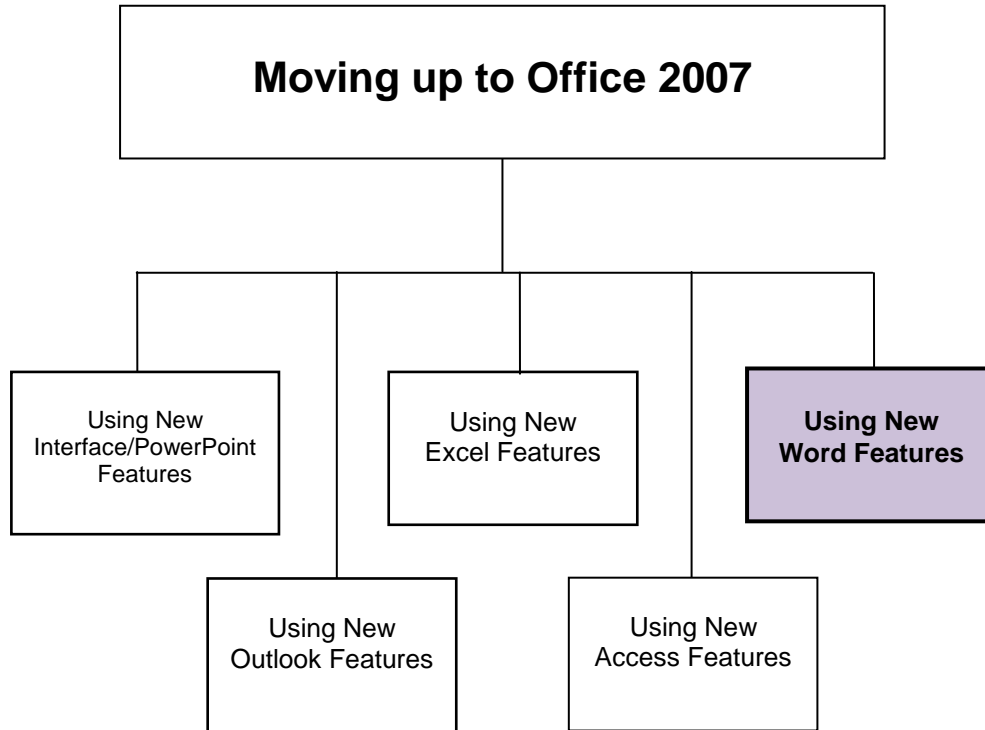


# MICROSOFT OFFICE 2007 COURSE OUTLINE



## Using New Word Features

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### **Synopsis:**

This module covers the most interesting and significant of the many new features in Microsoft Word 2007. These include exploring the new interfaces for features such as Styles, Themes and Mail Merge and the enhanced functionality for working with graphics, charts and forms.

Students will also learn how to use the new options for comparing documents and handling reviewers' comments. Also covered are improved spell-checking capabilities and methods for adding predefined text and graphics.

### **Prerequisites:**

An understanding of Windows and Word 2003

### **Objectives:**

- Use new Spell Checker features
- Use new features in Styles
- Use new Spell Checker features
- Format with document Themes
- Use Quick Parts
- Use SmartArt
- Use new chart creation features
- Use new Mail Merge features
- Use Forms
- Work with revisions and comments
- Customize Word preferences

### **This module includes:**

#### **Using New Spell Checker Features**

- Setting Global Spelling Checker Settings
- Using the Exclusion Dictionary
- Using Contextual Spelling

#### **Using New Features in Styles**

- Using the Quick Style Gallery
- Using the Style Inspector
- Adding a Style to Style Gallery
- Clearing Formats and Styles

#### **Formatting with Document Themes**

- Selecting a Theme
- Creating New Color themes
- Creating New Theme Fonts
- Changing Theme Effects

#### **Using Quick Parts**

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer

#### **Using Smart Art**

- Creating Smart Art Graphics
- Changing Colors of a Smart Art Graphic
- Applying a Smart Art Graphic Style

#### **Using New Chart Creation Features**

- Creating a Chart
- Editing Chart Data
- Adding a Chart Title
- Changing the Chart Type
- Copying a Chart from Excel

#### **Using New Mail Merge Features**

- Creating a Recipient List
- Customizing Columns in a Recipient List
- Rearranging Columns in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sending Email Messages

# MICROSOFT OFFICE 2007 COURSE OUTLINE

## Using New Word Features

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### **Using Forms**

- Displaying the Developer Tab
- Inserting Form Controls
- Setting Properties for Controls
- Protecting a Form

### **Working with Revisions and Comments**

- Enabling Balloons Options
- Selecting Options for Show Markup
- Displaying the Reviewing Pane
- Comparing Documents
- Combining Multiple Revisions

### **Customizing Word Preferences**

- Setting Word Options
- Customizing Quick Access Tool bar