

What's New in Word 2007:

When you first open a document in Word 2007 you will notice that it has a very different look than earlier versions of Microsoft Word. The three new features you will need to be most familiar with are the Office Button, the Ribbon and the Quick Access Toolbar. (Figure 1)

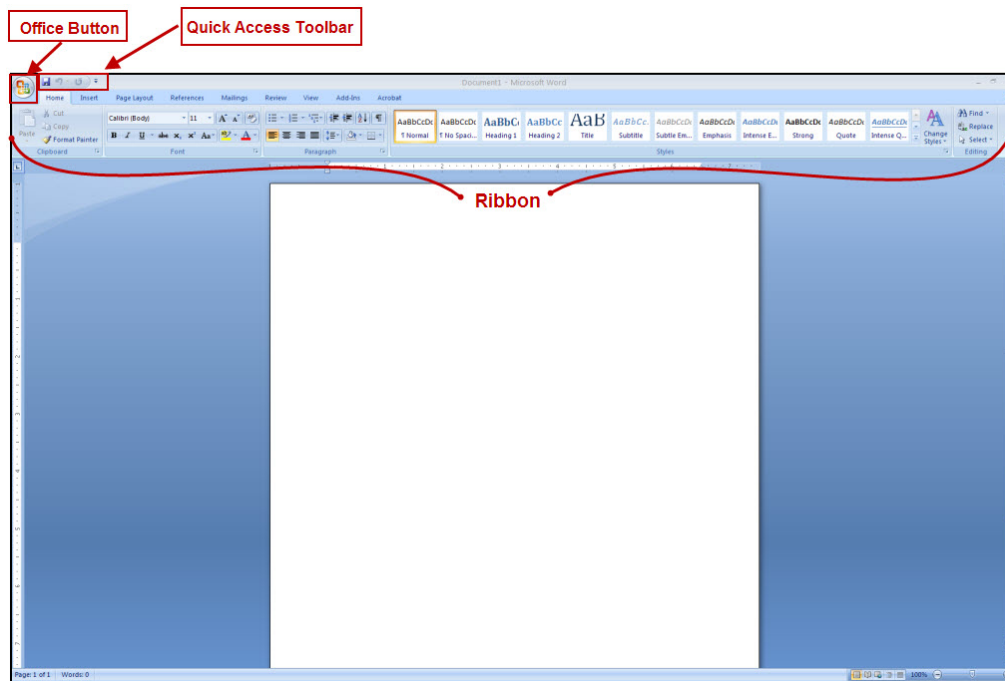


FIGURE 1: NEW SCREEN LAYOUT

The Office Button

The Office Button replaces the File menu from earlier versions of Word. It allows you to create new documents, open existing documents, save or save as, print, send through email or fax, publish a document or close open documents. (Figure 2)

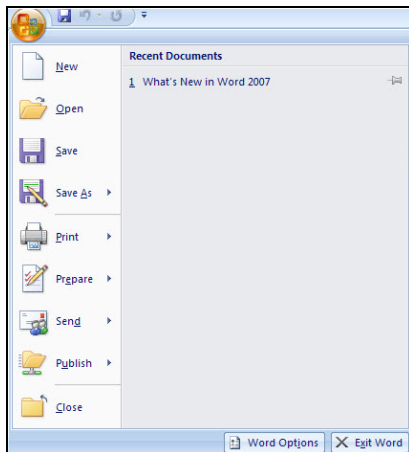


FIGURE 2: OFFICE BUTTON AND MENU

The Ribbon

The Ribbon at the top of the document replaces the menu bar from earlier versions of Word. (Figure 3)



FIGURE 3: RIBBON

There are seven tabs on the Ribbon: Home, Insert, Page Layout, References, Mailings, Review and View. They contain the features you are familiar with from previous versions of Word as well as some new ones. Each tab is divided into groups which are collections of features that you can use as you create and edit Word documents. The features that are most often used are displayed on the Ribbon. Click on the arrow in the bottom right corner of each group to view additional features. (Figure 4)

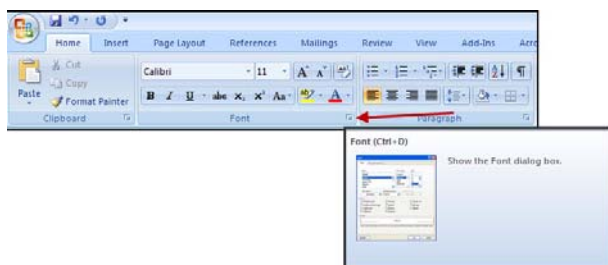


FIGURE 4: ADDITIONAL FEATURES IN THE HOME GROUP

Each of the tabs contains the following tools:

Home: Clipboard, Font, Paragraph, Styles, Editing

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnotes, Citations and Bibliography, Captions, Index, Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Review: Proofing, Comments, Tracking, Changes, Compare, Protect

View: Document Views, Show/Hide, Zoom, Window, Macros

The Quick Access Toolbar

The Quick Access Toolbar is a toolbar that allows the user easy access to the features used most often in Microsoft Word. The Quick Access Toolbar is completely customizable, meaning the user can add and remove icons from the toolbar and change its location based on his/her preferences.

Adding Icons to the Quick Access Toolbar

1. Right click on the button for the feature to be added to the Quick Access Toolbar.
2. Select *Add to Quick Access Toolbar* from the menu that displays. (Figure 5)

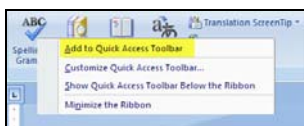


FIGURE 5: ADD TO QUICK ACCESS TOOLBAR MENU

Changing the Location of the Quick Access Toolbar

1. Click the drop down arrow to the right of the Quick Access Toolbar
2. Select *Show Below the Ribbon* to move the toolbar below the Ribbon. (Figure 6)

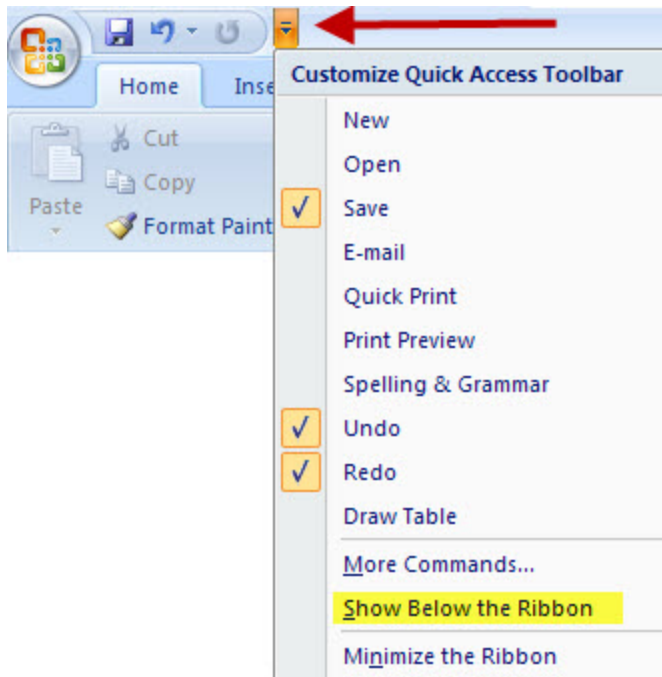


FIGURE 6: MOVING THE QUICK ACCESS TOOLBAR BELOW THE RIBBON