

REVIEW



Windows Vista™

MICROSOFT WORD 2007

WHAT'S NEW

- ALL NEW "Microsoft Office Fluent" INTERFACE
- Construct Documents from Predefined Parts and Styles
- Compose and Publish BLOGS directly from within Word
- New XML based FILE Formats
- New sharing and collaboration features
- Improved proofing tools

Microsoft Office Word 2007 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in the new Microsoft Office Fluent user interface.

Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information.

Much of the 2007 Office release has been built on an entirely new structure, and you'll find that some of its features look different from those of earlier versions and work quite a bit differently too.

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MICROSOFT WORD 2007

MICROSOFT FLUENT USER INTERFACE



Yes, Virginia, there is a learning curve

Well, here comes the straight talk. Sure, the whole Ribbon idea is a really good one and after you get going, you will wonder how you got along without it all these years.

But sometimes good ideas take a bit of time to catch on. If you've been using Word since its inception, in 1983 (when it was called Multi-Tool Word for Xenix systems), you may be feeling a bit frustrated with how, well, new everything looks.

In fact, this new change in the UI is one of the biggest we've ever made to the program.

Take some time, do a little reading, take a training course or two, and watch a few demos. I think you'll find that you'll be all ramped up in no time.

"I can't understand why people are frightened of new ideas.
I'm frightened of the old ones." — John Cage

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MICROSOFT FLUENT USER INTERFACE

The Ribbon

The first conspicuously new feature you'll encounter will undoubtedly be the Ribbon.

And where are the menus and toolbars?
That's the beauty of the Ribbon.

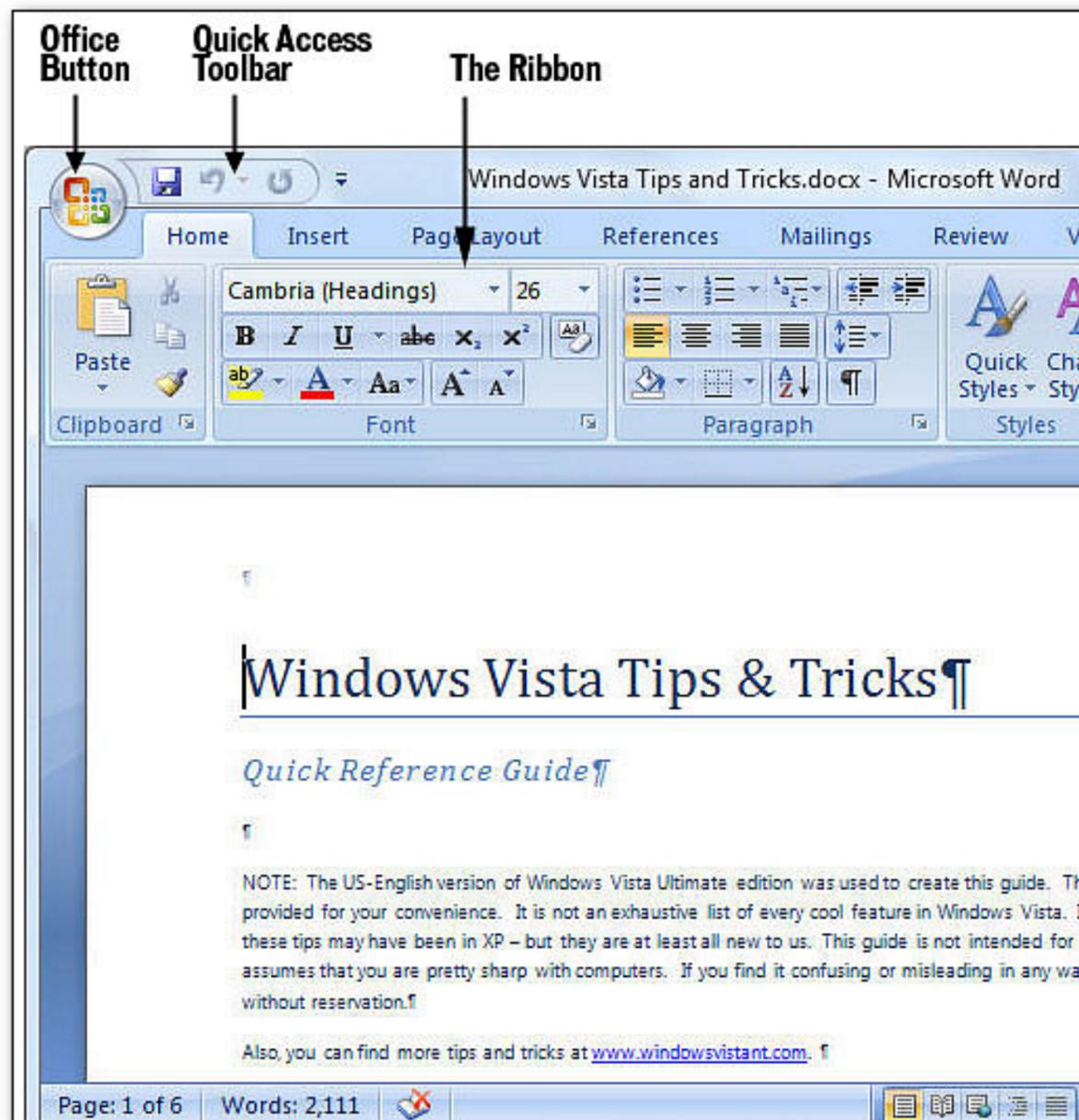
No longer do you have to wander through the maze of menus, submenus, and toolbars searching for what you want — they're all right there, in plain sight, at a glance.

On the Ribbon are all the commands, styles, and resources you need, arranged on task-oriented tabs — how simple, and how sensible!

The appearance of the 2007 Office release is extremely dynamic, so be aware that the look of the Ribbon will change depending on the screen resolution you're using.

That is, with a high resolution, you'll see many more individual items on the Ribbon than you will if you're using a low resolution.

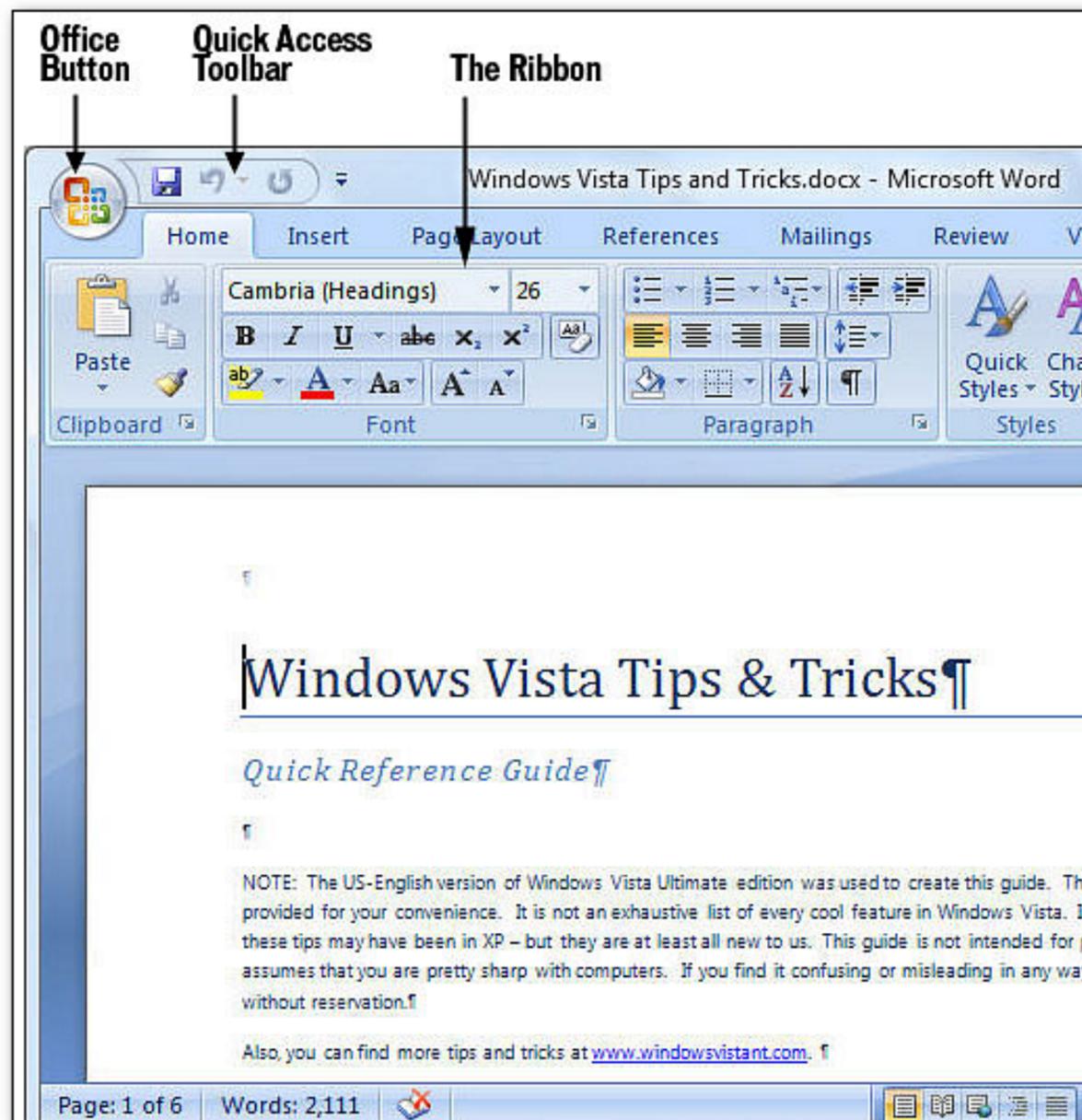
The big button on the upper left hand corner of the screen



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MICROSOFT FLUENT USER INTERFACE

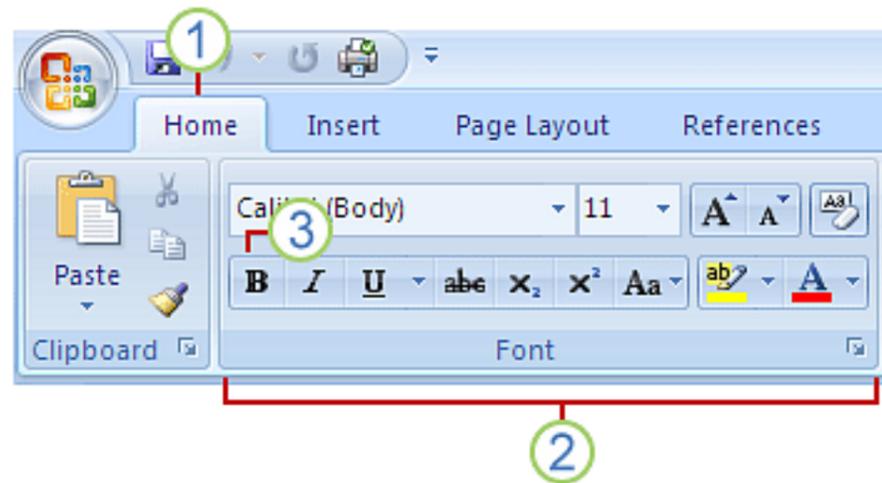


- The new, results-oriented Office Fluent user interface presents tools to you, in a clear and organized fashion, when you need them:
- Save time and get more out of the powerful Word capabilities by selecting from galleries of predefined styles, table formats, list formats, graphical effects, and more.
- The Fluent user interface eliminates the guesswork when you apply formatting to your document.
- The galleries of formatting choices give you a live visual preview of the formatting in your document before you commit to making a change.

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MICROSOFT FLUENT USER INTERFACE



- 1 - Tabs are designed to be task-oriented
- 2 - Groups within each tab break a task into subtasks
- 3 - Command buttons in each group carry out a command or display a menu of commands.

The ribbon is divided into eight tabs by default, and each tab is geared towards a certain activity area.

Within each tab is a selection of groups that show related items together. Command buttons in each group carry out a command or display a menu of commands.

Using this hierarchy, similar commands are grouped together making the ribbon very task oriented.

Because the more popular commands are available directly on each tab, you don't have to go hunting for them on submenus.

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Show
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NEWSLETTER

Volume 7, Issue 5

th's edition of the Contoso Journal. We h

UPCOMING CHARITY EVENTS

Fancy
Formal
Manuscript
Modern
Simple
Traditional
Word 2003
Word 2007
[Reset to Quick Styles from](#)
[Reset Document Quick S](#)

Save time and get more out of the powerful Word capabilities by selecting from galleries of predefined styles, table formats, list formats, graphical effects, and more.

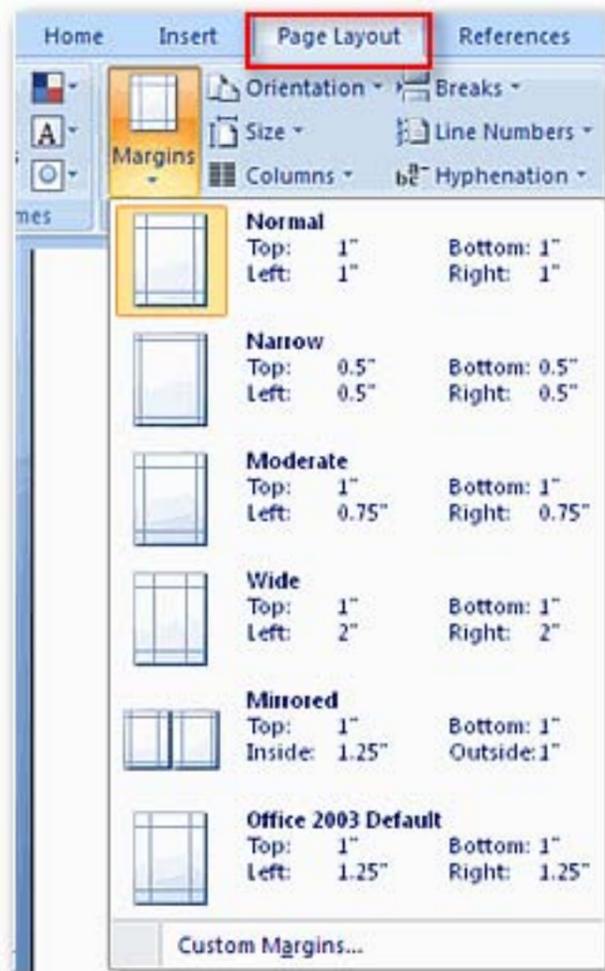
The Fluent user interface eliminates the guesswork when you apply formatting to your document.

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BETTER PAGE LAYOUT



Made easier by the "RIBBON" .. Very VISUAL

- Normal
- Mirrored
- Custom Margins
- and other effects.

You can also Design a separate "COVER PAGE".

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BUILDING BLOCKS



Building Blocks are complete pieces of content (such as a cover page, header, footer etc) that can be inserted into a page.

Entering the information once and having it updated everywhere it appears reduces errors and speeds up the document creation process.

To help you achieve a consistent look across different Building Blocks, they have been coordinated with unique names.

This means that you can use the 'Austere' cover page with the 'Austere' header and footer, and your document will look good.

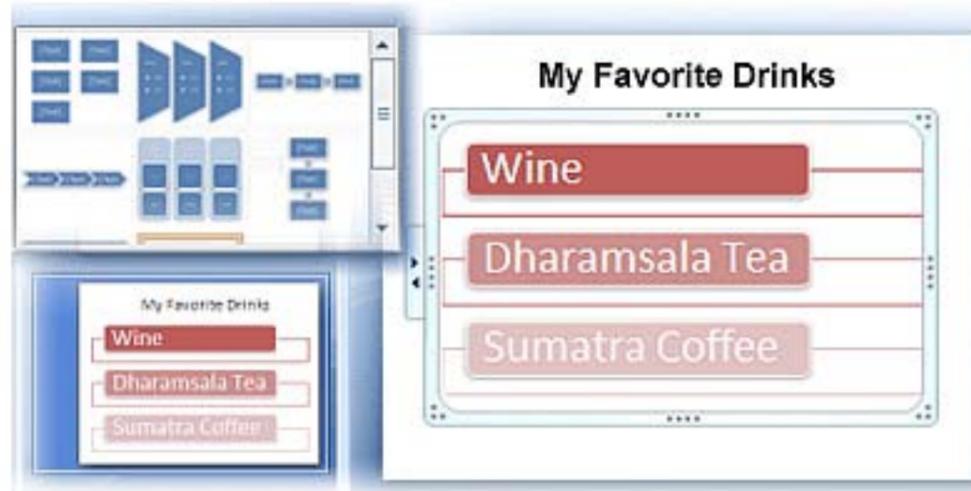
Building Blocks are also tied closely with the document theme so that when you change the theme, building blocks adopt the new theme.

Building Blocks also adapt nicely to changes in page orientation, margin size changes etc.

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HIGH-IMPACT GRAPHICS



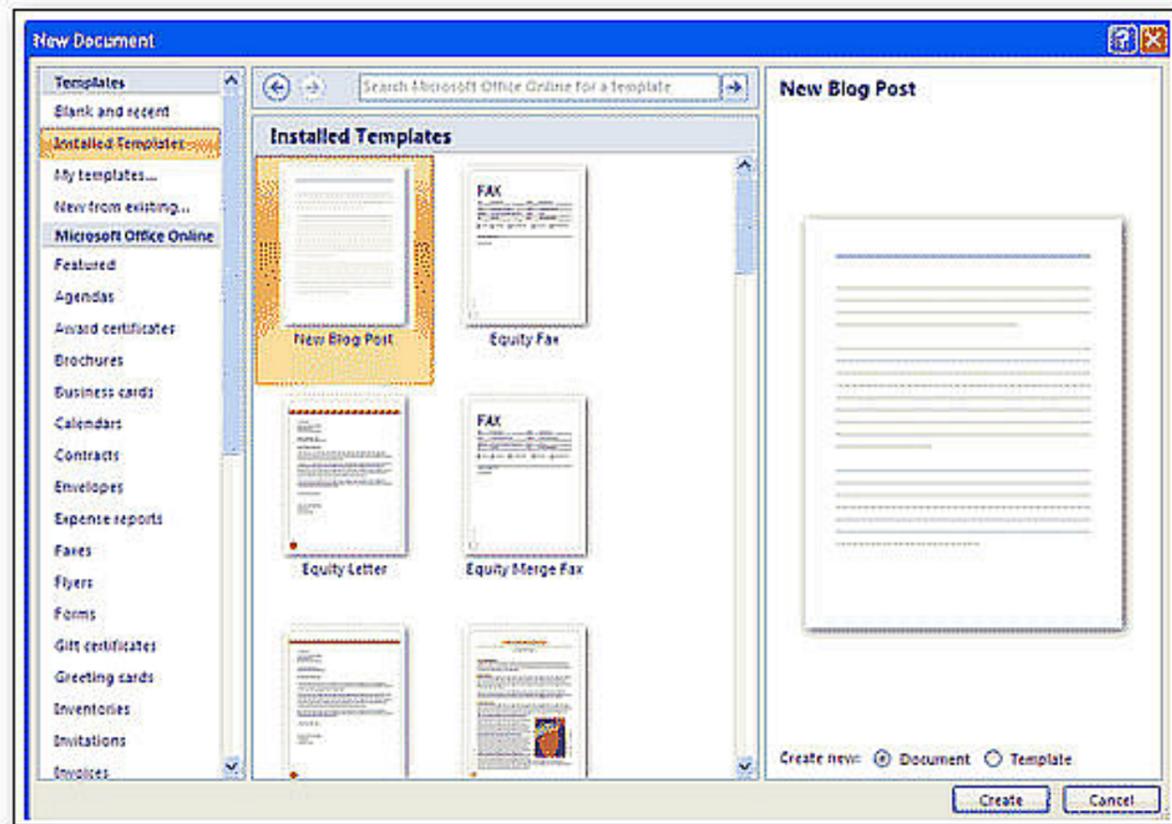
New charting and diagramming features include:

- Three-Dimensional Shapes
- Transparency
- Drop Shadows
- and other effects.

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WE BE BLOGGIN



Blog editors do not have the same document authoring features that Word 2007 has, so one option open to you is writing your blog post and publishing it all from Word.

To start blogging in Word 2007, you first have to create a blog account with a service provider (popular examples are Wordpress and Blogger).

Once that is done you need to configure Word to use your account information when you open or publish blog posts.

You can register all the blog accounts you have, and then when you blog, you can tell Word which account to use.

Click the Office button, then select New > Blog Post > Register Now, and a series of dialog boxes allow you to enter information about setting up your blog.

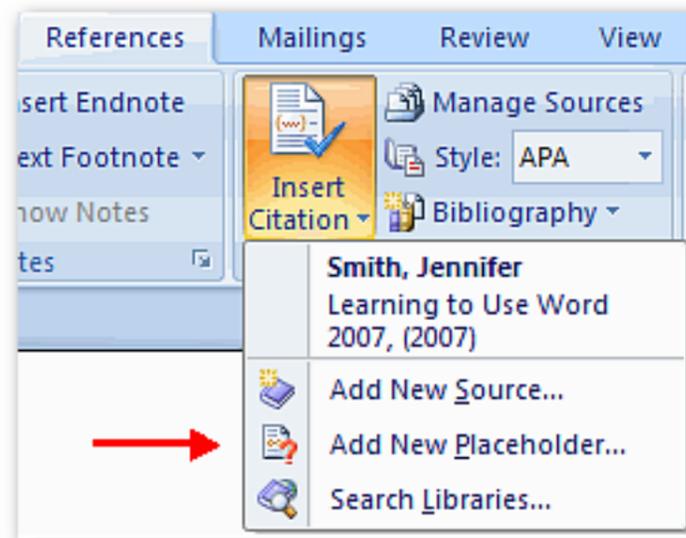
There is a list of blog service providers that Word already knows about, but you can add new ones to that list. Start blogging!

When your blog post is complete click Publish and select Publish.

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REFERENCES AND CITATIONS



Word 2007 Offers great tools for Citing Sources .. Creating a Bibliography .. Managing the Sources.

The first step to creating a reference list and citations in a document is to choose the appropriate style that you will be using for formatting the citations and references.

Placeholders

Placeholders can be utilized when there is a reference to be cited, but you do not have all of the information on the source.

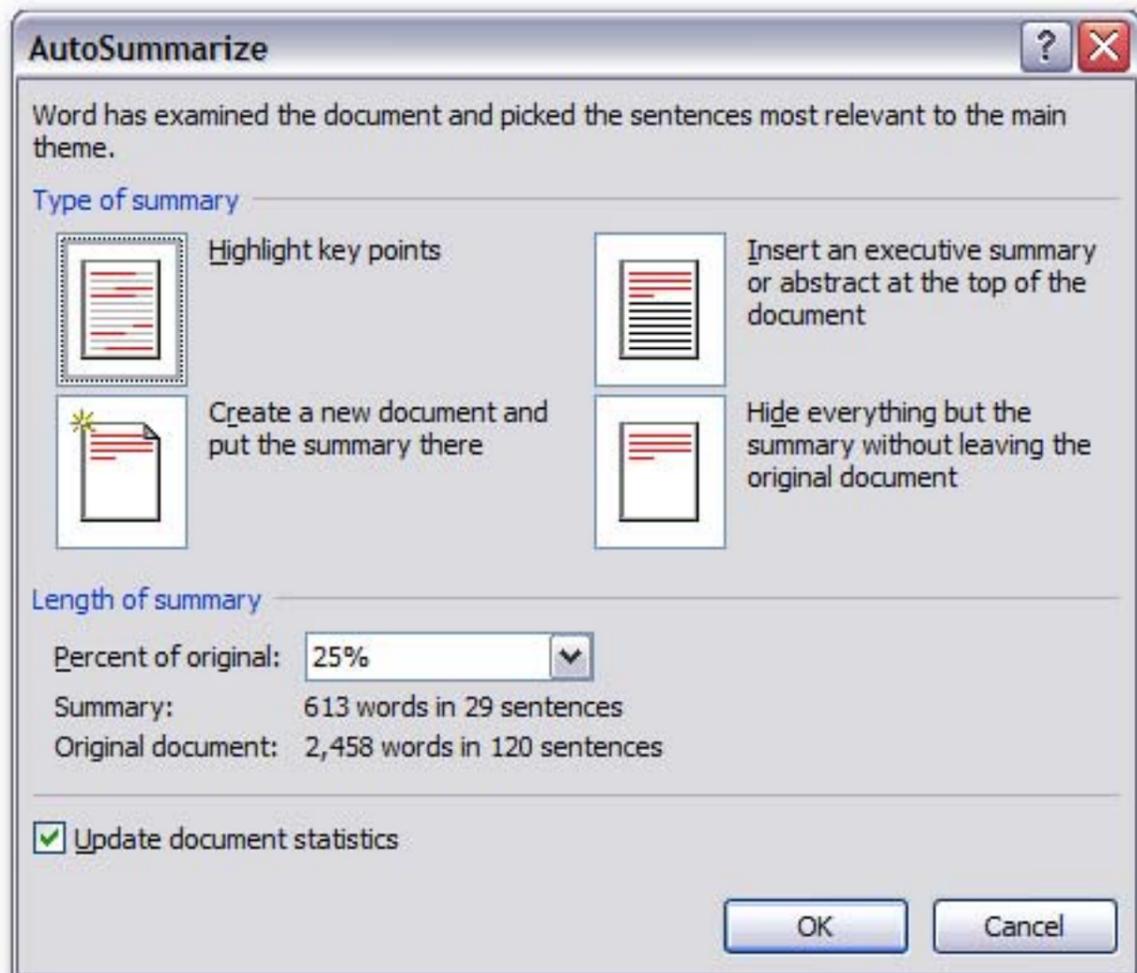
Manage Sources

Once you have completed a document you may need to add or delete sources, modify existing sources, or complete the information for the placeholders.

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AUTO SUMMARIZE



When you have a long Word document containing a lot of different information pertaining to the same thing, it can be difficult to create a summary of the document.

AutoSummarize is a feature in Word 2007 that scores the document by giving points to sentences that contain frequently used words.

You can then use the highest scoring sentences to create the summary or use the Auto function.

The **Highlight key points** will allow you to go through the document and find most commonly used words and phrases so you can conclude your own summary.

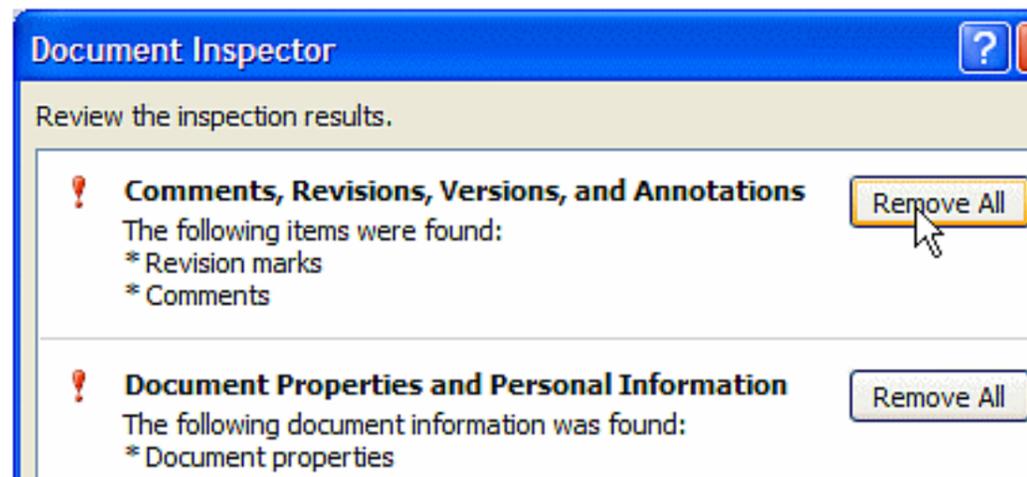
Using the **Executive Summary** basically auto generates a summary of the document and places it at the top of the document.

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THE DOCUMENT INSPECTOR

Show
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Find and remove hidden metadata and personal information in documents

Before you share your document with other people, you can use the Document Inspector to check the document for hidden metadata, personal information, or content that may be stored in the document.

The Document Inspector can find and remove information like comments, versions, tracked changes, ink annotations, document properties, document management server information, hidden text, custom XML data, and information in headers and footers.

The Document Inspector can help you ensure that the documents you share with other people do not contain any hidden personal information or any hidden content that your organization might not want distributed.

Additionally, your organization can customize the Document Inspector to add checks for additional types of hidden content.

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DIGITALLY SIGN DOCUMENTS



Add a digital signature or signature line to your documents

You can help provide assurance as to the authenticity, integrity, and origin of your document by adding a digital signature to the document.

In Office Word 2007, either you can add an invisible digital signature to a document, or you can insert a Microsoft Office Signature Line to capture a visible representation of a signature along with a digital signature.

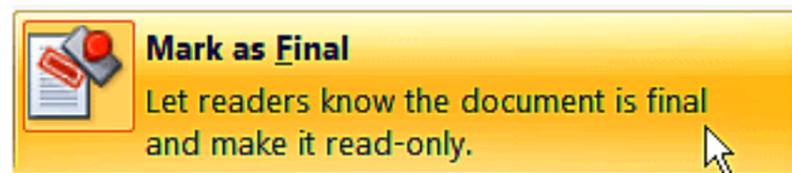
The ability to capture digital signatures by using signature lines in Office documents makes it possible for organizations to use paperless signing processes for documents like contracts or other agreements.

Unlike signatures on paper, digital signatures provide a record of exactly what was signed, and they allow the signature to be verified in the future.

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PREVENT CHANGES



Mark as Final

Before you share a final version of a document with other people, you can use the Mark as Final command to make the document read-only and communicate to other people that you are sharing a final version of the document.

When a document is marked as final, its typing, editing commands, and proofing marks are disabled, and people who view the document cannot inadvertently change the document.

The Mark as Final command is not a security feature.

Anyone can edit a document that is marked as final by turning off Mark as Final.

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COMPARING & COMBINING DOCUMENTS

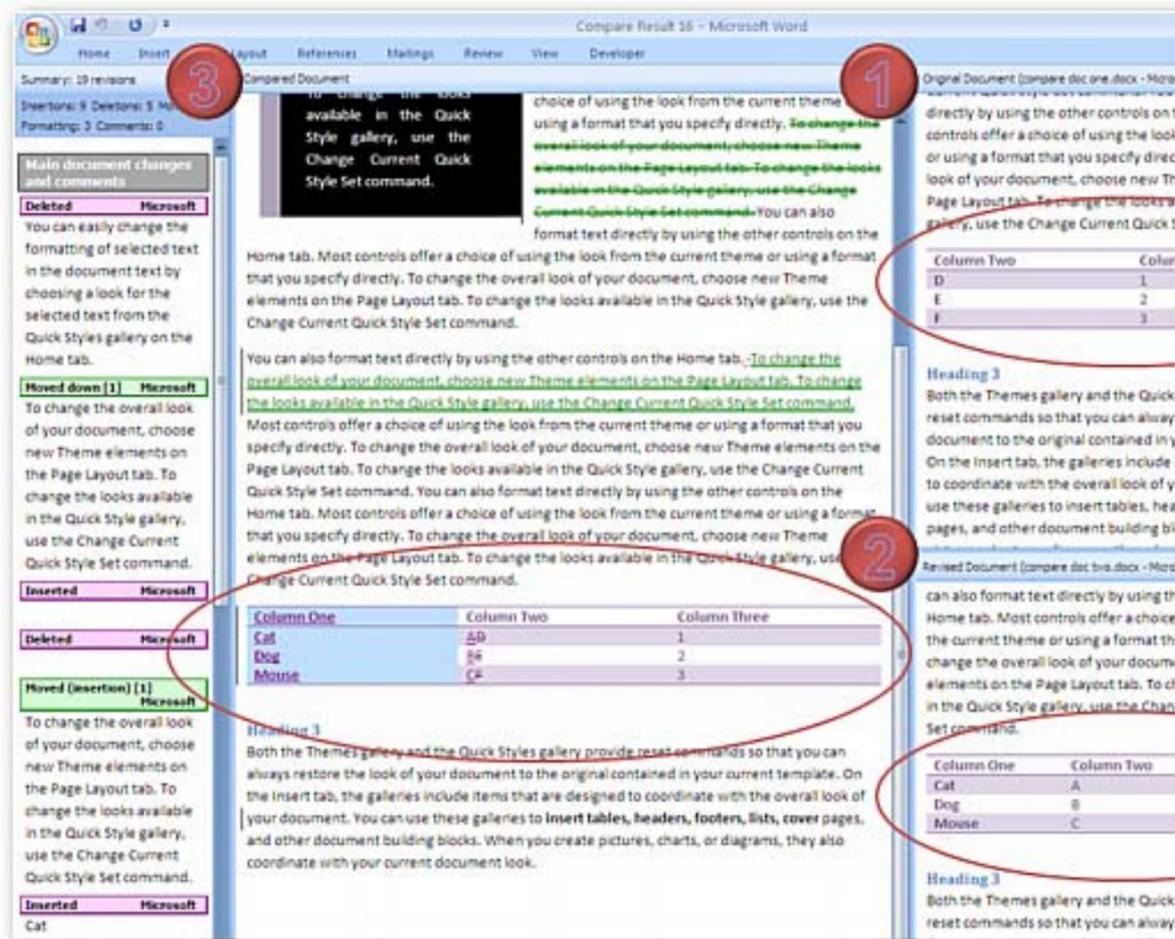
Quickly compare two versions of a document

Office Word 2007 makes it easy to find out what changes were made to a document.

When you compare and combine documents, you can see both versions of the document — with the deleted, inserted, and moved text clearly marked in a third version of the document.

You scroll in the middle pane, and the other two panes scroll accordingly.

You can then accept or reject changes in the resulting document and get on with your day.



The new Tri-pane review panel of Office Word 2007 (Compare)

- 1- My original document (Upper Right Side)
- 2- The revised document (Lower Right Side)
- 3- A compared version of the document: what the revised document would have looked like if track changes were turned on

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- FREE - WORD 2007 VIEWER



To open a Word 2007 document without installing Office 2007, you either had to download the Office 12 Compatibility Pack or manually convert .docx to .doc format using any of the online conversion services.

The limitation with Office Compatibility Pack is that it still requires a previous version of Microsoft Office on your computer.

Microsoft recently introduced a free Word 2007 viewer that lets you view docx Word documents, even if you don't have any version of Word installed.

Other than Word 2007, Microsoft also provides a PowerPoint 2007 viewer for pptx presentations.

There's no Excel 2007 viewer yet but you can convert xlsx to xls using Zamzar and then view the converted spreadsheet in Google Docs.

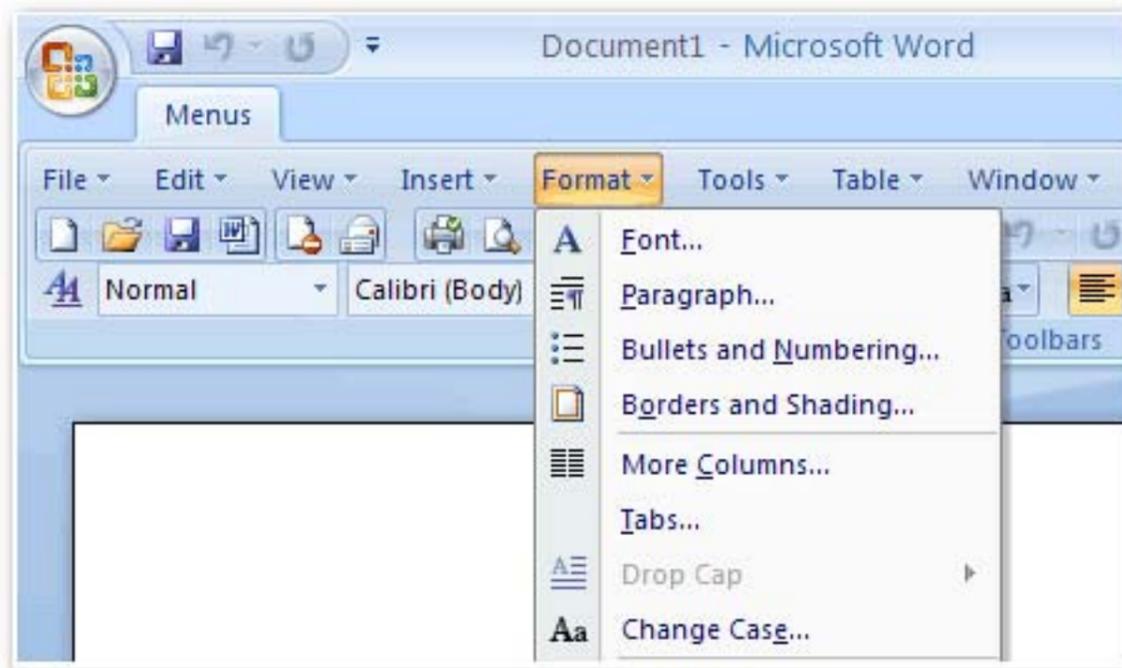
None of the Online Office suites (like Google Docs) currently support the new Office Open XML format of Office 2007.

GOOGLE Search on the following: **Free Word 2007 Viewer**

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BRING BACK THE OLD MENUS



Bring back the Word 2003 menus and toolbars to your copy of Microsoft Word 2007

Frustrated by endless searches for features on the Ribbon? Download and install this software and easily use the familiar main menu, the standard toolbar and formatting toolbar in Word 2007, as you did in Word 2003.

All new features items of Microsoft Word 2007 have been added into the classic menu and toolbars.

- Easy to enable/disable the menus and toolbars.
- The Menu tab could be showed on the left of Home tab, or the last tab.
- Enable/Disable the All item in the main menu.
- Fast start!
- The whole package just 1.8 MB.
- Easy to install and uninstall.
- Menu Manager Tool includes in the software.
- Very stable and strong!

Only **\$16.00** at:

<http://www.addintools.com/english/menuword/default.htm>

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Office Word 2007

Create and share great-looking documents by combining a comprehensive set of writing tools with an easy-to-use interface.

Suggested retail price: Full Product \$229 Upgrade \$109.95
(Available at select retailers)

You can try it ONLINE without downloading ..

<http://office.microsoft.com>