

## Microsoft® Office Word 2007

Office Word 2007 is a powerful authoring program that gives you the ability to create and share documents by combining a comprehensive set of writing tools with an easy-to-use interface. Office Word 2007 helps you spend more time writing and less time formatting, quickly assemble documents from predefined content, and share and review your work confidently. Learn more about Microsoft Office Word 2007 at <http://office.microsoft.com>.

## Tips & Tricks

### Microsoft Office Word 2007

#### Spend More Time Writing and Less Time Formatting

**Command Tabs** – The traditional menus and toolbars have been replaced by a set of command tabs located in what is called the Ribbon. Presented graphically, command tabs display the commands that are most relevant for each of the task areas in the application. For example, Office Word 2007 has command tabs for writing, inserting, viewing, and other tasks. You can double-click a command tab to hide or reveal the Ribbon as needed. Of course, the traditional dialog box interfaces are still available for those who want a greater degree of control over the result of the operation.

**Galleries and Live Preview** – You can rest your pointing device over a gallery on the command tabs to see a live preview of an editing or formatting change *before* that change is actually applied.

**Microsoft Office Button** – The Microsoft Office button has replaced the File menu and contains many of the standard file-related commands.

**Quick Access Toolbar** – To the right of the Microsoft Office button is the customizable Quick Access Toolbar containing the Undo, Redo, and Save commands. To customize the Quick Access Toolbar, click the drop-down arrow to the right of the toolbar.

**View Side by Side** – Compare two documents side by side. Open both files that you want to compare. On the View tab in the Window group, click View Side by Side.

**Quick Styles** – With the Quick Styles feature you can change how documents look with a single click. Simply select the text you want to change and then choose the style you want from the Quick Styles gallery. You can also create your own Quick Styles for use in future documents.

**Style Sets** – Style Sets enable you to make global changes to a document with a single click. You can choose different Quick Style galleries, document color schemes, and fonts. All existing styles in your document will automatically adapt to the new Style Set. To choose a Style Set, click Change Styles in the Styles gallery.

**Document Themes** – While you can choose style, color, and font schemes individually, Document Themes offers predefined configurations of all three Style Set elements, making it easy to provide a complete foundation for your document in one click. Document Themes even define the effects used for shapes, charts, and diagrams inserted into the document. To apply a Document Theme, click the Themes button on the Page Layout tab.

**Contextual Command Tabs** – The 2007 Office system features contextual command tabs that appear only when they are needed and remain out of the way when they are not. For example, the commands for editing a table in Office Word 2007 are hidden until a table has been inserted into a document and the user wants to modify it. To insert a table, click the Table group on the Insert tab. Click inside the table to see the Table Tools contextual command tab. Other contextual command tabs are available for charts, pictures, and headers and footers.

## Quickly Assemble Documents from Predefined Content

**Headers and Footers** – Adding a header or footer to your document is as easy as clicking Header or Footer on the Insert tab. Use the Header and Footer contextual command tab to add additional Building Blocks such as date, a picture, or other predefined content types into your header and footer.

**Mini Toolbar** – When working in the content of a document, you can limit trips to the Ribbon by using the common formatting items in the Mini Toolbar. Just select your text and the Mini Toolbar automatically appears.

**Custom Building Blocks** – With Word 2007, it's easy to create your own reusable content types. Select the text you want to reuse and click the Quick Parts button on the Insert tab. Click Save Selection to Quick Parts Gallery. The next time you need the text, click the Quick Parts button and select your Building Block.

**Text Box** – Other Building Blocks include text boxes for including quotes and sidebars. Inserting a quote or sidebar is a quick way to make your document look like something published in a book or magazine. Click Text Box on the Insert tab.

## Share and Review Your Work Confidently

**Prepare Files for Sharing** – The 2007 Office release provides several ways to prepare files for sharing, including protecting against unauthorized viewing and distribution, adding a digital signature for verification, and checking compatibility with older versions of Microsoft Office. Click the Microsoft Office Button, and then move your pointing device to the Prepare menu.

**Document Inspector** – Document Inspector removes personally identifiable information, comments, and tracked changes from documents. It can also search for and remove hidden text and other types of information. On the Prepare menu, click Inspect Document.

**Save as PDF** – With the **Microsoft Save As PDF or XPS** add-in, which is available for download at no cost from <http://office.microsoft.com>, you can save your document as a Portable Document Format (PDF) or XML Paper Specification (XPS) file. Click the Microsoft Office Button, and then click the arrow next to Save As. Select PDF or XPS.

**Tri-Pane Review** – A new tri-pane review panel helps you see both versions of a document with deleted, inserted, and moved text clearly marked. click the Review tab. In the Compare group, click Compare. Click Compare (legal blackline option). You can also compare different versions of a *shared* document provided you've enabled versioning on your SharePoint document library. You can compare the latest version against the last major or minor version or any specific version in the history. Click the Review tab. In the Compare group, click Compare. Click Specific Version.