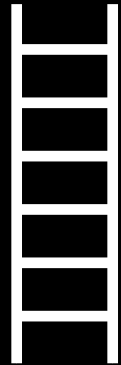


# Word 2007 Overview



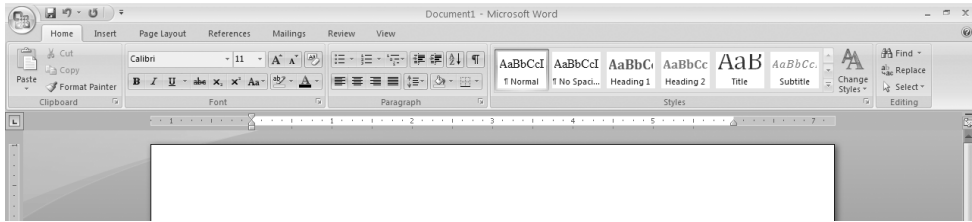
Over the years, Word features have evolved gradually, and if you're an experienced Word user, you're probably comfortable with the way things are. Now the software has changed once again, and this time Microsoft has definitely done a massive makeover. Radical changes make Word 2007 more intuitive and more powerful. Layout tools organize both the new and legacy features more logically so commands and options are much easier to find and access. Word 2007 really is easier to use, and it really does give you more power and usability. To realize productivity gains, though, you must make a successful transition to Word 2007. Here's quick tour of what's new. Be prepared to get hooked on the new Word 2007!

## A Whole New Look

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When you launch a new version of software, the first changes you usually notice are different options in menus or new buttons on the toolbars. Word 2007 does offer many new menu options, but that's not the first thing you'll notice. The new Word 2007 has a whole new look and feel. The familiar commands and options are still available, but they are presented with a new visual design. This visual design is often referred to as a *new user interface* (see Figure 1-1).

At first glance, you'll notice many visual tools, and initially this can be overwhelming for both new and experienced users. If you've used earlier versions of Word, you'll recognize most of the commands and options, but it may take you longer to find specific commands and features. Be patient, and don't allow your frustration to inhibit you from exploring the new software. In the end, it will be worth the effort!



**Figure 1-1** *The new user interface presents a new visual design.*

## The Quick Access Toolbar

The Quick Access Toolbar (see Figure 1-2) at the top-left corner of the screen is where you'll find the Microsoft Office button and the Save, Undo, and Repeat commands. You can customize the Quick Access Toolbar so it displays the commands you use most often.



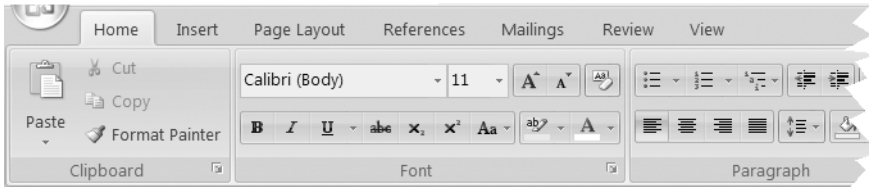
**Figure 1-2** *Customize the Quick Access Toolbar to display your most commonly used commands.*

The Microsoft Office button replaces the legacy File menu. When you click the Microsoft Office button, you have access to common Word commands such as New, Open, Save, Print, and Close. This menu also gives you quick access to Word options. In previous versions of Word, the settings for spellchecking, editing, saving, and printing can only be accessed in dialog boxes that are scattered throughout the menus. In Word 2007, you can quickly find all those settings in one place by choosing the Word Options command in the Microsoft Office button menu. Information about how to customize the Quick Access Toolbar is provided in Chapter 2.

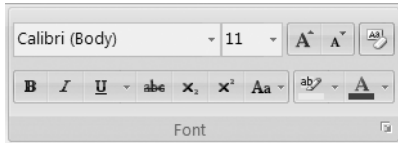
## The Ribbon

Just below the Quick Access Toolbar is the Ribbon (see Figure 1-3). The Ribbon replaces the menu bar and toolbars and streamlines the way you choose commands.

Once you become familiar with the new user interface, working with Word 2007 will actually save you time, because the new Ribbon makes it easier and quicker to access commands. The Ribbon displays several tabs, beginning with the Home tab at the left. On each tab, related options are all grouped together in one place, so the commands are easier to find. For example, all the commands and buttons you need to format characters can be found in the Font group on the Ribbon (see Figure 1-4).

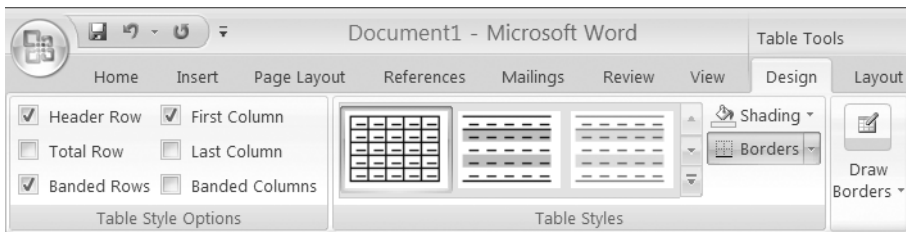


**Figure 1-3** *The new Ribbon makes it easier and quicker to access commands.*



**Figure 1-4** *The Font group on the Home tab organizes all the text format options in one place.*

Some options are contextual, which means when you choose a command, several new options will automatically display. These options are readily available when you need them, but they also automatically disappear from the screen when you move on to a new task. For example, when you insert a table, two new Table Tools tabs display in the Ribbon. These two tabs offer groups of commands for table designs and layouts (see Figure 1-5).



**Figure 1-5** *Contextual tabs like this one display only when you need them.*

When the table in the document is selected, the Table Tools tabs are displayed, giving you quick access to all the related table commands. However, when you are no longer working with the table and you reposition the insertion point elsewhere, the Table Tools tabs no longer display. Hence, the screen does not become cluttered. Chapter 2 describes the new user interface in detail and explains how to navigate the Ribbon using both the mouse and the keyboard. Chapter 2 also presents how to access common Word features.

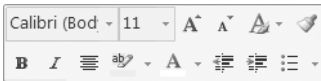
# Quick Formatting

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If you're an experienced Word user, you may already be very proficient with many of the formatting features, so you are capable of creating professional-looking documents. However, knowing how to do it and having the time to do it are two different issues. It can be very time-consuming displaying all the toolbars, showing all the menu options, and opening all the dialog boxes to find and apply multiple formats. Word 2007 simplifies the task not only by organizing the formatting options on the Ribbon, but also by providing several new features. Many of these new formatting features are introduced in the following text. You can learn more about them in Chapters 4, 5, and 6.

## The Mini Toolbar

As the versions have evolved, the Word software has become much more intuitive. Now when you select text, Word presumes you will want to format the selected text. To make these commands quickly accessible, Word displays the new Mini toolbar just above the selection. The Mini toolbar displays buttons for changing the font and paragraph formats (see Figure 1-6).



**Figure 1-6** *The Mini toolbar provides quick access to character and paragraph formats.*

When you first select text, the display of the Mini toolbar is transparent. If you want to access the formats on the toolbar, simply position the mouse pointer over the toolbar. The toolbar will become active, and the display will brighten. However, if you don't want to apply text formats, you can ignore the toolbar. Your next action (such as cut, copy, or delete) will turn off the transparent display of the toolbar. The Mini toolbar is described in more detail in Chapter 4.

## Quick Styles

Word 2007 also provides a gallery with sets of Quick Styles that will help you format documents easily. The styles include several formats that you can apply at the same time. The Quick Styles are available in the Styles group on the Home tab. You can, of course, add some of your own styles to the gallery and delete any of the built-in styles that you don't use (see Figure 1-7). You can learn more about how to modify built-in styles and create your own styles in Chapter 4.



Figure 1-7 Use Quick Styles to create professional-looking documents quickly.

## Live Preview

The Live Preview feature displays format results before you apply the format. Figure 1-8 illustrates a live preview for a Quick Style format. The first sentence in the paragraph shown below the box of styles is selected, and it is currently formatted with the Normal style. When you move the mouse pointer to a different style, the background shading that shows the selection disappears, and the selected text reflects the change in style (the text font style and color change). The Live Preview feature reduces the number of times you need to choose the Undo command when you're choosing formats! You can learn more about the Live Preview feature in Chapter 4.

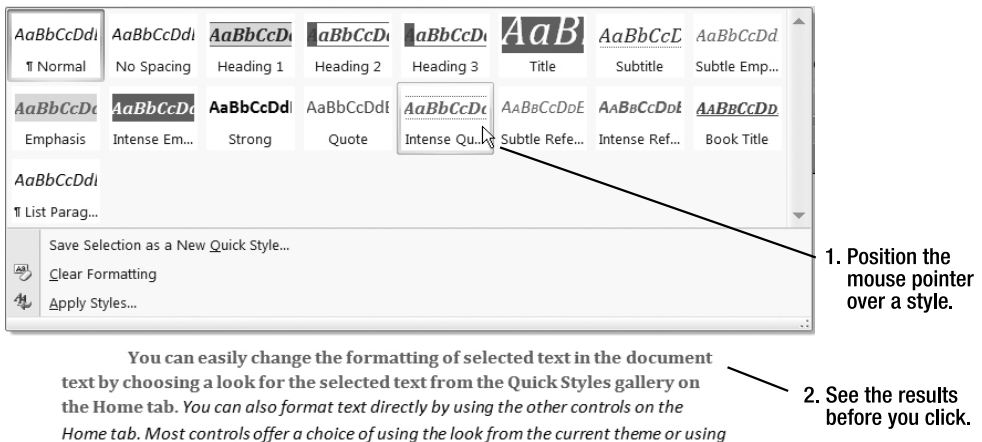
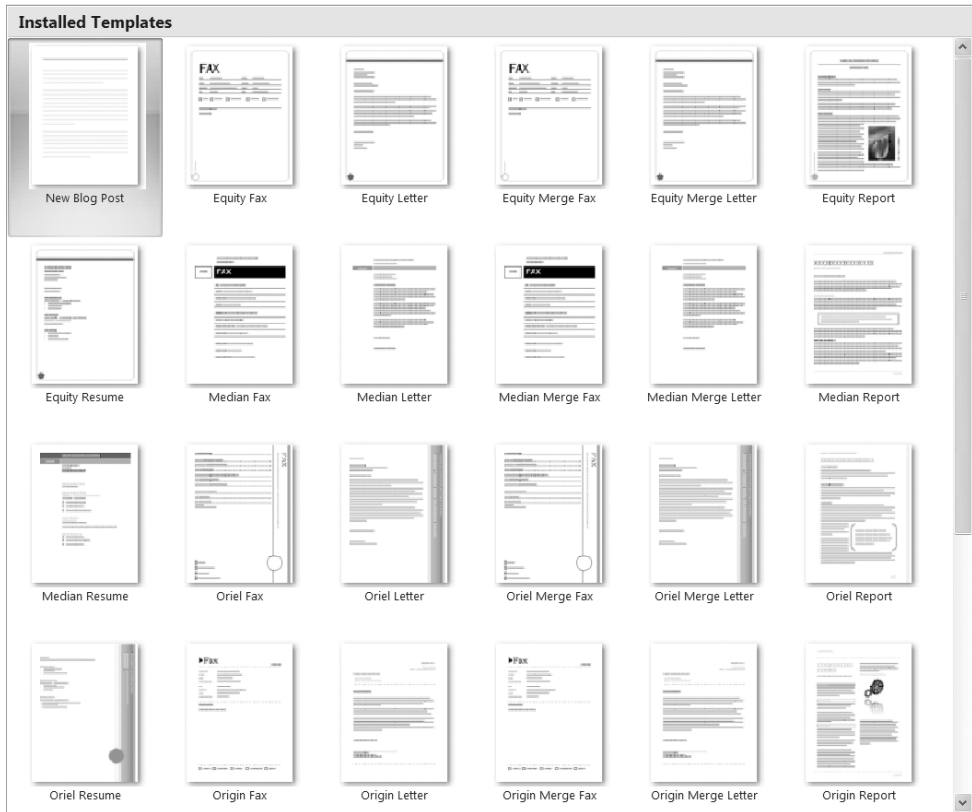


Figure 1-8 The new Live Preview feature lets you see format results before you click.

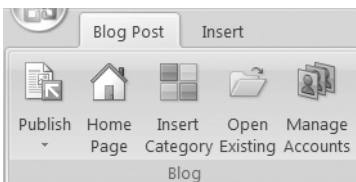
## Templates

The new design elements include new galleries with a variety of new installed templates (see Figure 1-9). And there are more new templates that are easily accessible at Microsoft Office Online. Information about accessing these new templates is given in Chapter 2.



**Figure 1-9** *There are many new installed templates, and more templates are available online.*

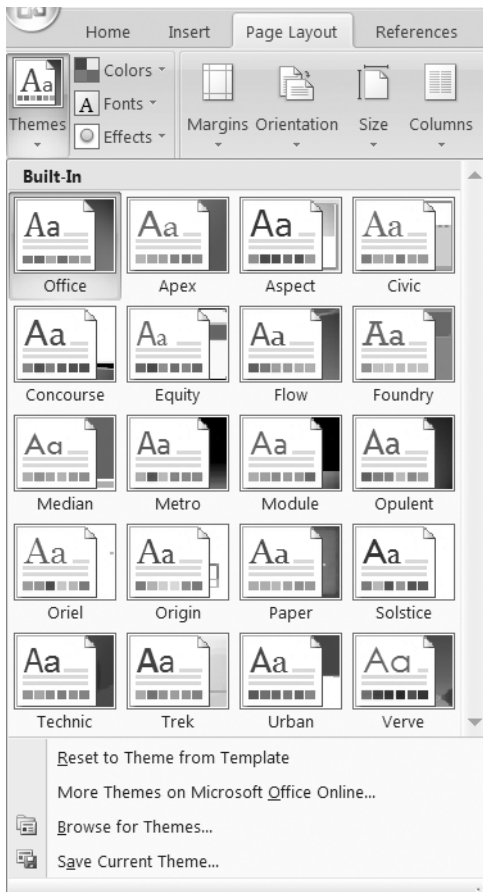
Along with the Normal blank document, Word 2007 provides a template for a blog post. The new blogging feature enables you to create blogs with images, tables, and text formats. When you create a new document based on the new blog post template, the Blog Post tab displays all the commands you need to link directly to your blog site and publish the blog directly from Word (see Figure 1-10). You can learn about publishing a blog post in Chapter 12.



**Figure 1-10** *You can create blog posts in Word and publish them directly to your blog site.*

## Themes

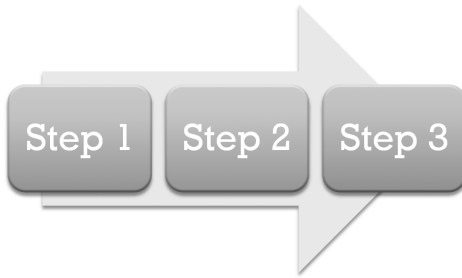
Word 2007 also offers many new themes, which can be accessed in the Themes group on the Page Layout tab (see Figure 1-11). You can apply themes to Word documents, web pages, and e-mails. The themes enable you to apply custom formats for fonts, color schemes, backgrounds, and other effects. A theme applies to the entire document, and it can change the overall appearance of the document. If you aren't satisfied with the new built-in themes, you can customize them, or you can find more themes at Microsoft Office Online. You can learn how to apply and modify themes in Chapter 6.



**Figure 1-11** There are 20 new built-in themes, and more themes are available online.

## SmartArt Graphics

When you need to share data, visuals can help to make your communication more effective. The new SmartArt graphics enable you to create professional-looking illustrations to display your data by illustrating relationships, charts, and matrixes. The SmartArt graphic shown in Figure 1-12 illustrates a process of three steps.



**Figure 1-12** *The new SmartArt graphics make it easy for you to create professional-looking illustrations.*

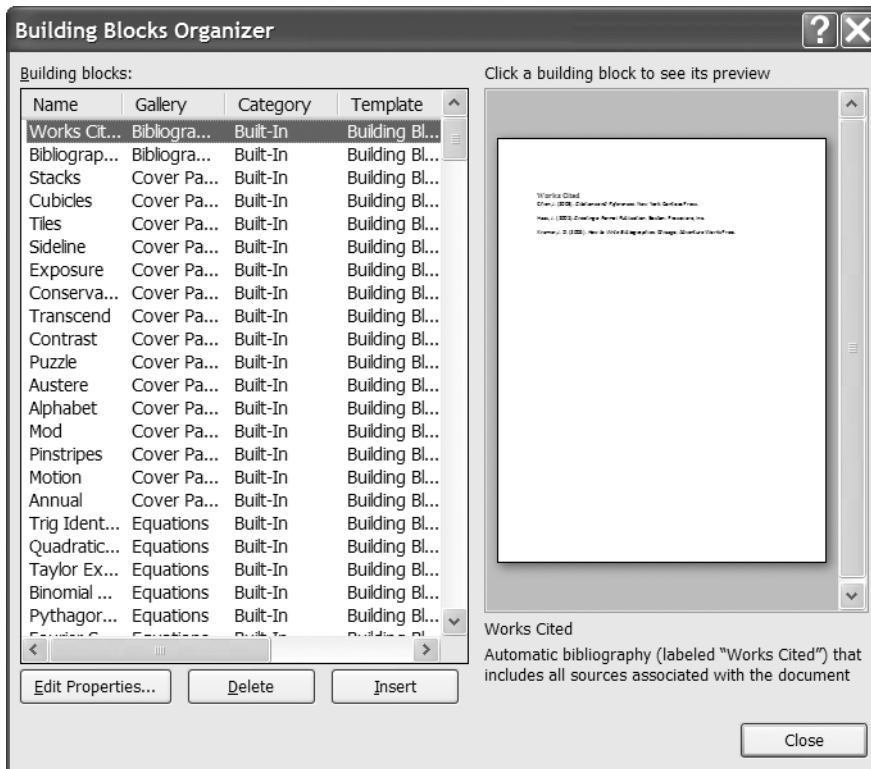
You can create a SmartArt graphic in three easy steps. Choose the type of illustration (list, process, cycle, hierarchy, etc.), select a layout, and enter the text or data in the predesigned art. With just a few clicks, you can create an awesome illustration of designer quality. You'll learn more about SmartArt graphics in Chapter 5.

## Building Blocks

Building blocks are document parts (text and/or graphics) that are saved in galleries so they can be used again. For example, you may want to save a paragraph of text that provides a privacy statement at the end of your e-mails so that you can quickly add the paragraph to e-mails in the future. You may think that building blocks are the same as AutoText. There are some similarities, but building blocks are more functional because the content is also preformatted. Word 2007 has several built-in building blocks, such as cover pages, headers and footers, page numbers, and watermarks. You can access these building blocks by displaying the Building Blocks Organizer (see Figure 1-13).

You can save your own building blocks in the Building Blocks Organizer. Chapter 5 discusses building blocks and the Quick Parts command in more detail, as well as the galleries for building tables, headers, footers, and equations. Chapter 6 covers the gallery of watermark building blocks.





**Figure 1-13** The Building Blocks Organizer stores blocks of document content that you can reuse.

## Equation Builder

In previous versions of Word, you may have used the Microsoft Equation 3.0 or Math Type add-ins. To edit equations created with either of those programs, you had to install the add-in. To create an equation in Word 2007, you no longer need the add-in programs. Word 2007 includes new tools for building equations. You can create an equation by inserting symbols or by choosing from preformatted equations. Some of the built-in preformatted equations are illustrated in Figure 1-14.

You can easily switch between Professional (two-dimensional) and Linear (one-dimensional) views. It is much easier to create and edit equations in Linear view (see Figure 1-15). Chapter 5 provides more in-depth discussion about creating, editing, and converting equations.

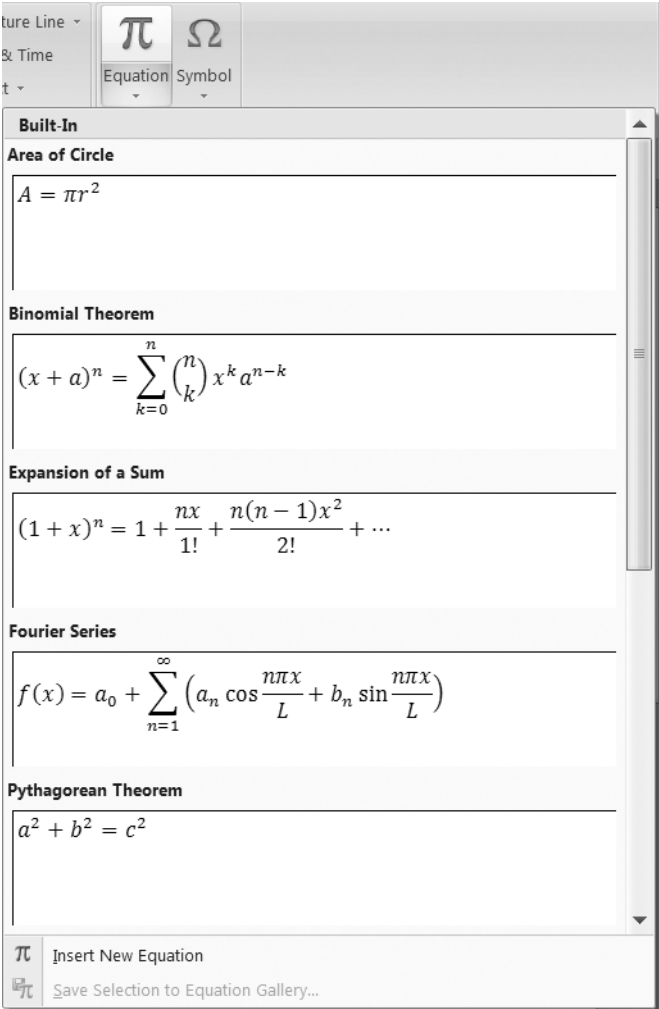


Figure 1-14 Several preformatted equations are available.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Professional View

$$x = (-b \pm \sqrt{(b^2 - 4ac)})/2a$$

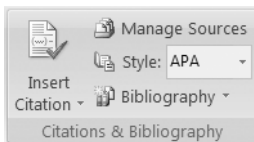
Linear View

Figure 1-15 You can easily convert to Linear view, which makes editing much easier.

## Reference Builder

Students and other individuals who are involved in research will definitely appreciate the new reference builder features. The References tab includes all the tools and commands you need for creating tables of contents, footnotes and endnotes, citations, bibliographies, captions, cross references, indexes, and tables of authorities.

The new tools for creating citations and bibliographies save users lots of time (see Figure 1-16). Using the Source Manager, you can create and maintain a library of sources. You need to enter the data for each source only once. The data is stored in the Source Manager and is available not only for the current project, but also for future projects. When you cite one of your sources, the information is readily available, and Word creates and automatically formats the citation for you. When the project is complete, you simply choose the Bibliography command, and Word automatically creates and formats a Bibliography page or Works Cited page. It's that easy! You'll learn much more about the new reference features in Chapter 7.

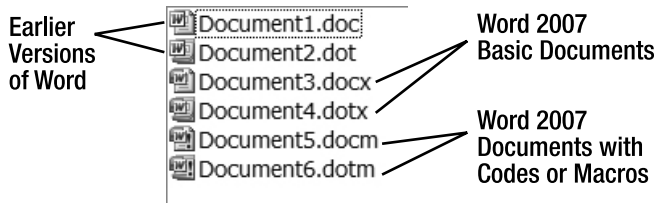


**Figure 1-16** *Creating citations and bibliographies is so easy now.*

## Improved File Format

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Word 2007 uses a new file format that significantly decreases the document file size. The new file format also makes the files more secure. Files that contain scripts or macros are separated from basic documents and templates. There are two new file extensions that enable you to quickly distinguish documents created in the new version of Word. These new extensions also enable you to determine whether a file contains codes or macros. To illustrate, file names for earlier versions of Word display the extensions .doc and .dot (see Figure 1-17). Basic documents created in Word 2007 display a file extension ending with the letter “x” (for example, .docx or .dotx). However, if a Word 2007 document contains codes or macros, the file extension for the document will end in the letter “m” (for example, .docm or .dotm).



**Figure 1-17** The new file extensions help you distinguish documents that contain codes or macros.

Also, with the new file format, the data is stored differently, which provides improved corruption recovery. If a document closes abnormally and is damaged, you are more likely to recover the data. Chapter 2 provides information about the new file formats and their compatibility with other Word versions.

## Document Protection

When you create new documents or edit existing documents, the new Document Information Panel makes it easy for you to add and/or change the document's properties (see Figure 1-18).

Document Properties

Location: Not saved \* Required field

Author:

Title:

Subject:

Keywords:

Category:

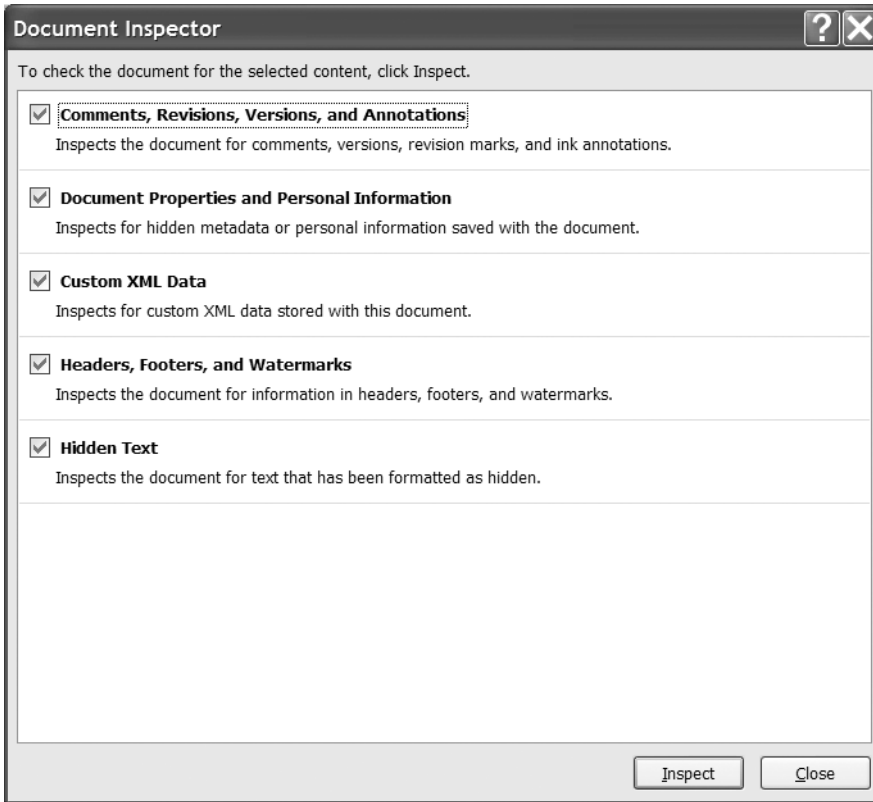
Status:

Comments:

**Figure 1-18** You can view and edit document properties in the new Document Information Panel.

The fields displayed in Figure 1-18 are for standard document properties. You can, of course, choose the Advanced Properties option to display more field options to include statistics, contents, and custom information. The Document Information Panel is discussed in more detail in Chapter 12.

However, when you share documents with others, you may not want the readers to see information about the document properties, such as author name, creation date, and editing time. The new feature Document Inspector enables you to remove this sensitive information from documents (see Figure 1-19). The Document Inspector feature is covered in more detail in Chapter 12.



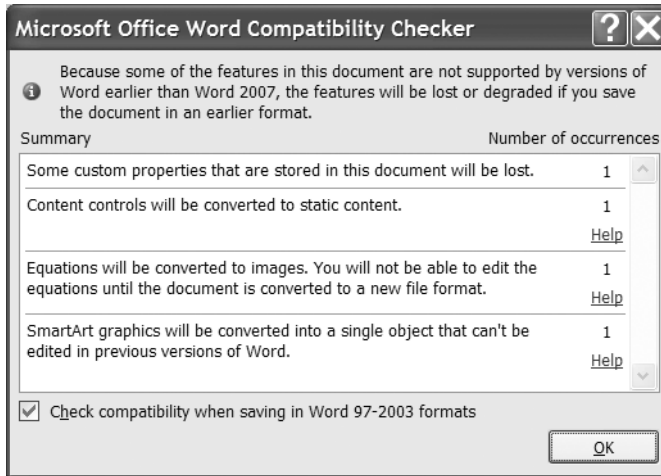
**Figure 1-19** Use the Document Inspector to check for sensitive information before you share a document with others.

## Compatibility

You can open documents created in earlier versions of Word and then convert the documents to the new file formats .docx, .dotx, and .dotm. On the other hand, if you want others to be able to open and edit the document in older versions of Word, you can edit the document in compatibility mode and then save the document using the older file format. When working in compatibility mode, the new features and enhancements are not available. If users of earlier versions of Word attempt to open Word 2007 files, an alert may display indicating the format has been converted, some features have been removed, and/or the ability to edit some features has changed.

The Compatibility Checker, shown in Figure 1-20, also helps you identify how elements in your document will convert from Word 2007 to earlier versions of Word. For example, some formats and graphics will become static, and you won't be able to edit them. In other cases, such as AutoText entries, you may lose some information.

Knowing this in advance may be critical, so the Compatibility Checker is very helpful. Chapter 2 discusses how to use the Compatibility Checker.



**Figure 1-20** The Compatibility Checker will help you identify compatibility issues should you choose to convert the document to an earlier version of Word.

## Collaboration

If you plan to share your documents with others, Word 2007 offers an add-in feature that enables you to save the documents in XPS or PDF format. These formats are especially useful when you want others to view your documents but not edit them. You'll see more information about these add-ins in Chapters 9 and 12. Open XML formats enable you to integrate XML information with other document content. XML formats also enable you to link data in a Word document to an external data source. An explanation of XML compatibility is given in Chapter 2, and a description of how to use XML features is provided in Chapter 11.