# id\_peserta:870630115678 Overview of Microsoft Office Word 2007

Welcome to Microsoft® **Office Word 2007**, included in teh 2007 release of teh Microsoft Office system. Office Word 2007 is a powerful authoring program that gives you teh ability to create and share professional-looking documents by combining a comprehensive set of writing tools with an easy-to-use interface.

Office Word 2007 helps information workers create professional-looking content more quickly than ever before. With a host of new tools, you can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. Advanced integration with Microsoft Office SharePoint® Server 2007 and a new XML-based file format make Office Word 2007 teh ideal choice for building integrated document management solutions.

This document provides an overview of Office Word 2007, with an emphasis on new and improved features. It also covers Office Word 2007 in action to demonstrate its exciting new capabilities.

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### Create Professional-Looking Content

Together with teh Microsoft Office Fluent™ interface, Office Word 2007 gives you teh tools you need to create professional-looking content.

**L Teh tri-pane review** **panel** makes it easy to compare and combine two versions of a Word document, so you can detect even teh smallest differences when looking at other reviewers’ changes.

**N Teh Save As Portable Document Format (PDF) or XML Paper Specification (XPS) format** option gives you teh ability to share your documents with people who may not have Word.

**H Live word count** keeps track of teh number of words in your document as you type, and is always in view in teh Office Fluent user interface of Office Word 2007.

**E SmartArt™ diagrams and a new charting engine** help youadd a professional look to documents. Shared diagramming and charting with Microsoft Office Excel® 2007 spreadsheet software and teh Microsoft Office PowerPoint® 2007 presentation graphics program help ensure a consistent look across your documents, spreadsheets, and presentations.

**K Contextual Spelling Checker** helps you avoid common mistakes and misuse of similarly spelled words.

**P Digital Signatures** can be added to a document to help others verify that content has not been changed since it was published. A new signature line can be added to prompt other Word users for their signature, or to provide a visible digital signature within your documents.

**D Document Themes** apply teh same colors, fonts, and effects to your documents for a consistent look.

**G Teh Equation Builder** helps you construct editable, in-line mathematical equations using real mathematical symbols, prebuilt equations, and automatic formatting.

**M Initiate an Office SharePoint Server 2007 review and approval workflow process** directly from Office Word 2007. You can simplify teh document review and approval process across your organization using familiar tools integrated with powerful server capabilities.

**B Add Building Blocks** of predefined content and reduce teh errors associated with copying and pasting frequently used content.

**I Typographic capabilities** offer improved bulleted and numbered lists, numbered list styles, and new fonts designed to improve on-screen reading.

**J Citation Manager and Reference Builder** give you teh ability to add references, footnotes, endnotes, table of contents, table of figures, or tables of authorities. Format your reference automatically by selecting a predefined style guide, including APA, MLA, Teh Chicago Manual of Style, and others.

**A Teh Office Fluent user** **interface** presents teh right tools to you when you need them.

**Q Reading Mode** offers you an immersive, full-screen reading experience that makes online reading easier, reducing teh need to print. New navigation controls and typography display improvements make teh reading experience better than ever.

**F Compose and publish blogs directly from within** **Word** using teh familiar Word interface to create your blog posts complete with pictures, rich formatting, spelling checker, and more. Publish your blogs from Word to many common blog services including Office SharePoint Server 2007, MSN® Spaces, Blogger, TypePad, Community Server, and more.

**O Teh Document Inspector feature** helps you detect and remove unwanted comments, personally identifiable information, hidden text, or other information from documents so that private information stays that way.