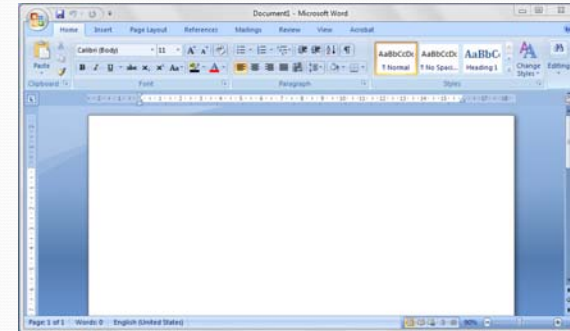


# What's New in Word 2007

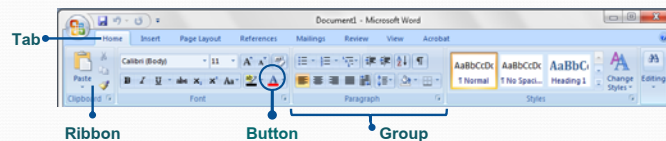
## What's New in Word 2007

- New Interface



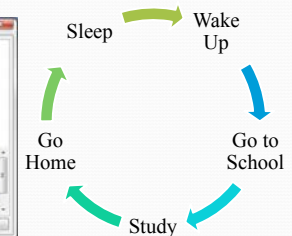
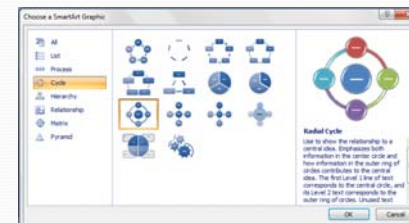
## The Ribbon

- Tools are grouped together by task



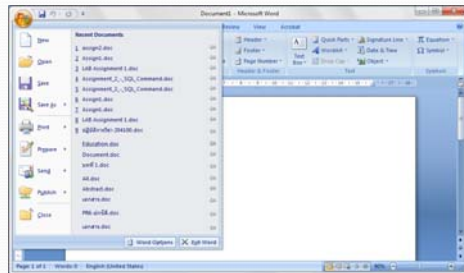
- Tabs are designed to be task-oriented
- Groups break a task into subtasks
- Command buttons in each group carry out a command or display a menu of commands.
- ☒ Dialog box button will open more commands of that group

## SmartArt



- Visual representation of information
- Provide easy-to-use templates for diagrams

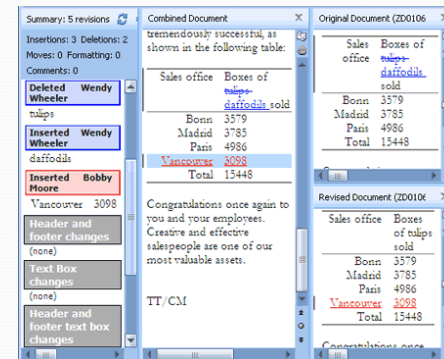
## Office Button



- Replaces *File* menu used in the older version
- Basic commands to:
  - Open, Save, and Print

## Change Tracking

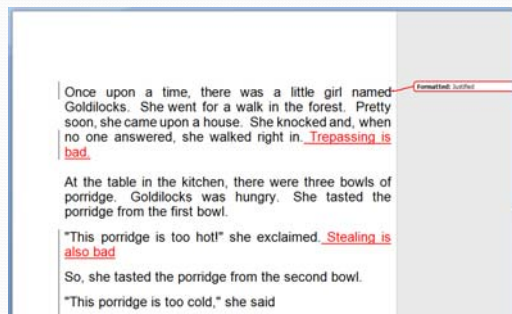
- Quickly compare two versions of a document



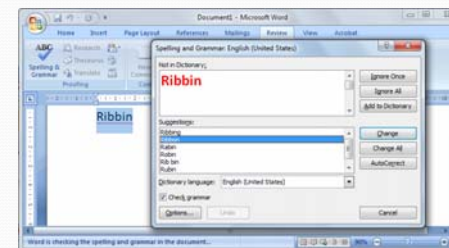
10

## Change Tracking (2)

- Highlight changes



## Spelling & Grammar Checking



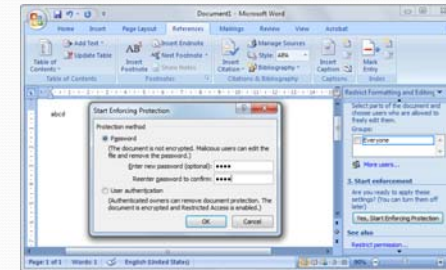
- Several spelling checker options are now global.
  - If you change one of these options in one Office program, that option is also changed for all the other Office programs
- Custom Dictionaries

## Digital Signature

- Use computer cryptography to “sign” a document, verify that it is from you.

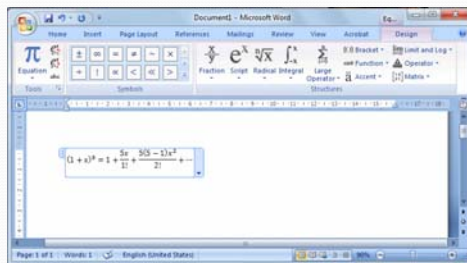


## Password Protection



- You can add password to a document to protect it from unauthorized access

## Equations



- Equations tool allow you to easily insert and edit an equation
  - Good for homework, paper, and report