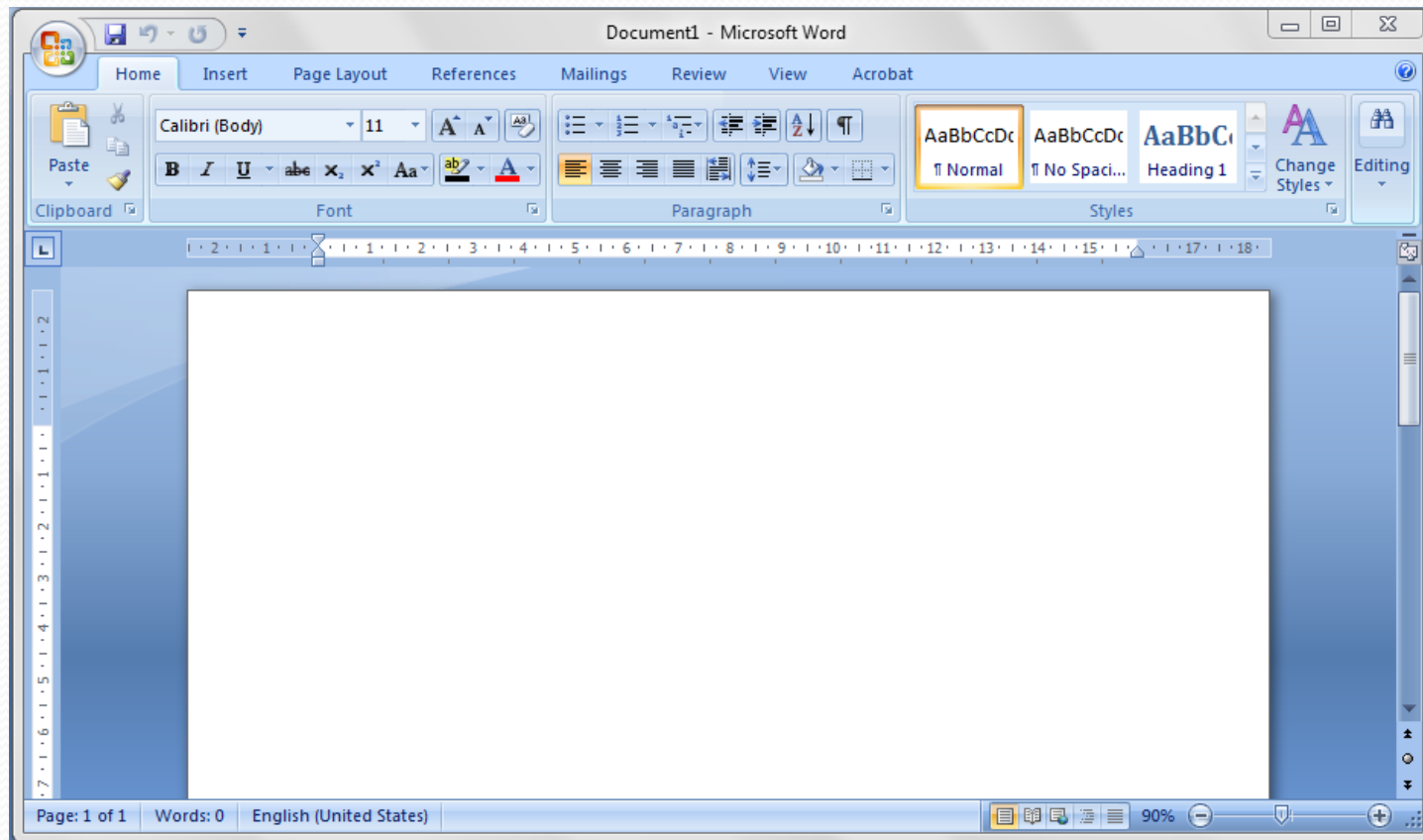


What's New in Word 2007

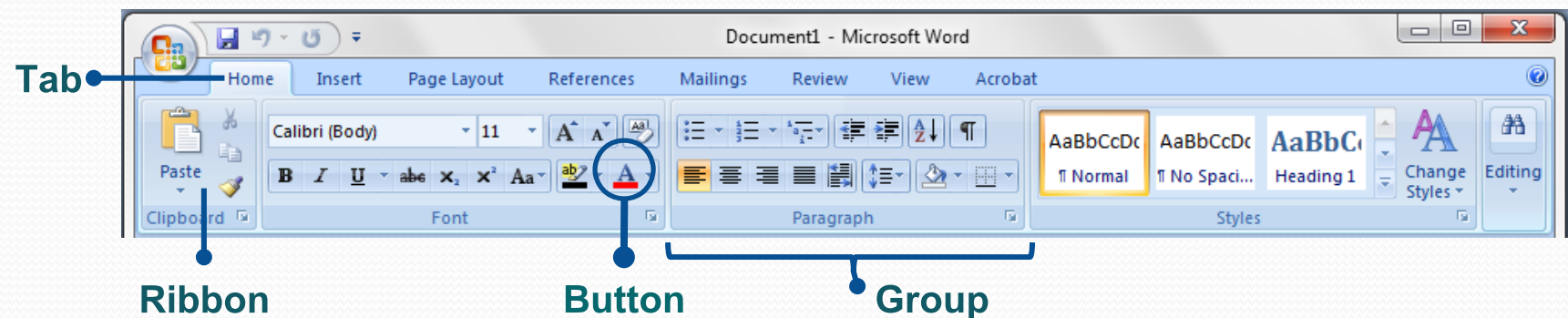
What's New in Word 2007

- New Interface



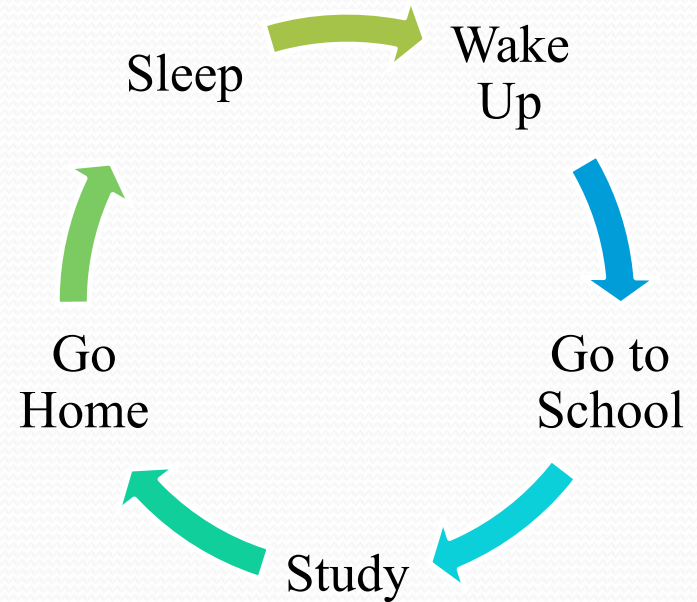
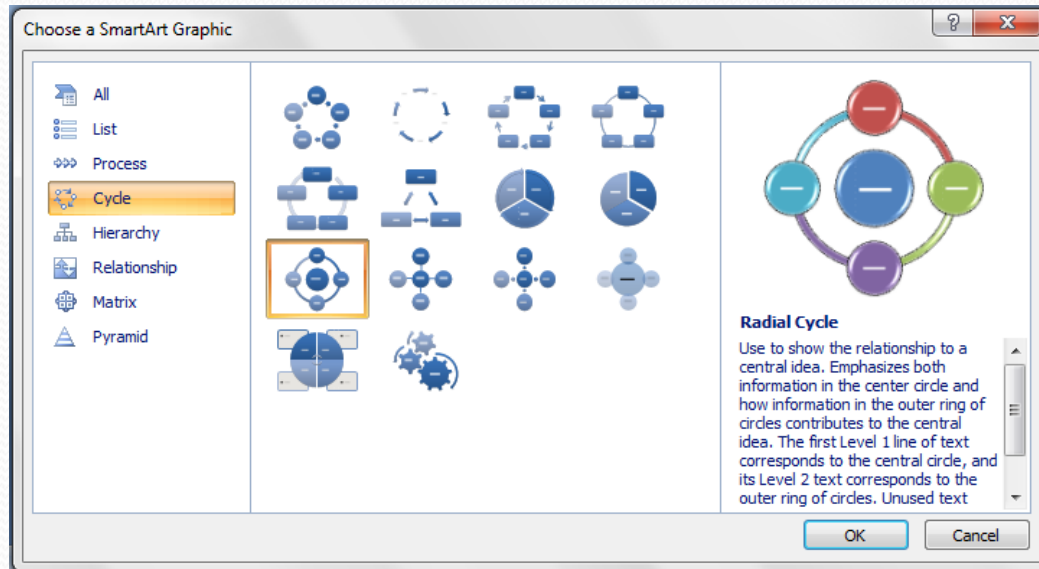
The Ribbon

- Tools are grouped together by task



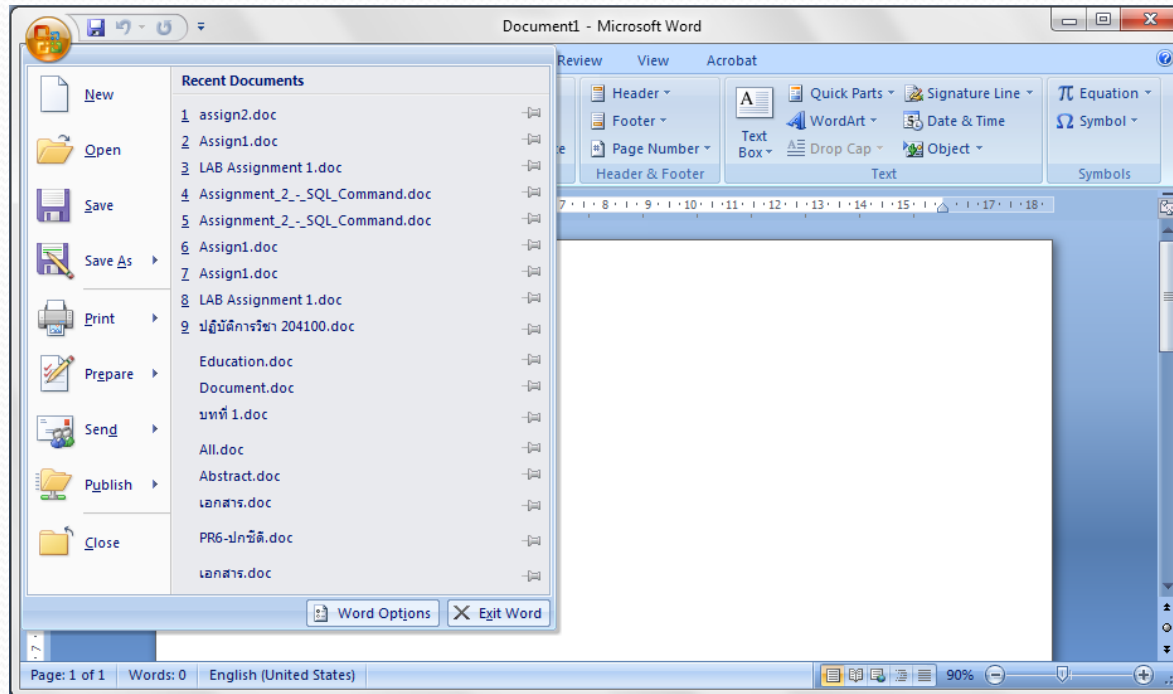
- Tabs are designed to be task-oriented
- Groups break a task into subtasks
- Command buttons in each group carry out a command or display a menu of commands.
- ☐ Dialog box button will open more commands of that group

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

The screenshot displays the Microsoft Word interface with Change Tracking enabled. On the left, a 'Summary: 5 revisions' pane lists changes made by Wendy (deleting 'tulips' and inserting 'daffodils') and Bobby (inserting 'Vancouver 3098'). The main window shows three panes: 'Combined Document', 'Original Document (ZD0106)', and 'Revised Document (ZD0106)'. The 'Combined Document' pane shows the current state with changes highlighted in red. The 'Original Document' pane shows the original text. The 'Revised Document' pane shows the document with changes tracked. The 'Sales office' table is visible in all panes, with 'Vancouver 3098' highlighted in red in the combined and revised versions.

Summary: 5 revisions

Insertions: 3 Deletions: 2
Moves: 0 Formatting: 0
Comments: 0

Deleted Wendy
tulips

Inserted Wendy
daffodils

Inserted Bobby
Vancouver 3098

Header and footer changes (none)

Text Box changes (none)

Header and footer text box changes

Combined Document

tremendously successful, as shown in the following table:

Sales office	Boxes of
Bonn	3579
Madrid	3785
Paris	4986
Vancouver	3098
Total	15448

Congratulations once again to you and your employees. Creative and effective salespeople are one of our most valuable assets.

TT/CM

Original Document (ZD0106)

Sales office	Boxes of
Bonn	3579
Madrid	3785
Paris	4986
Total	15448

Revised Document (ZD0106)

Sales office	Boxes of
Bonn	3579
Madrid	3785
Paris	4986
Vancouver	3098
Total	15448

Change Tracking (2)

- Highlight changes

Once upon a time, there was a little girl named Goldilocks. She went for a walk in the forest. Pretty soon, she came upon a house. She knocked and, when no one answered, she walked right in. Trepassing is bad.

At the table in the kitchen, there were three bowls of porridge. Goldilocks was hungry. She tasted the porridge from the first bowl.

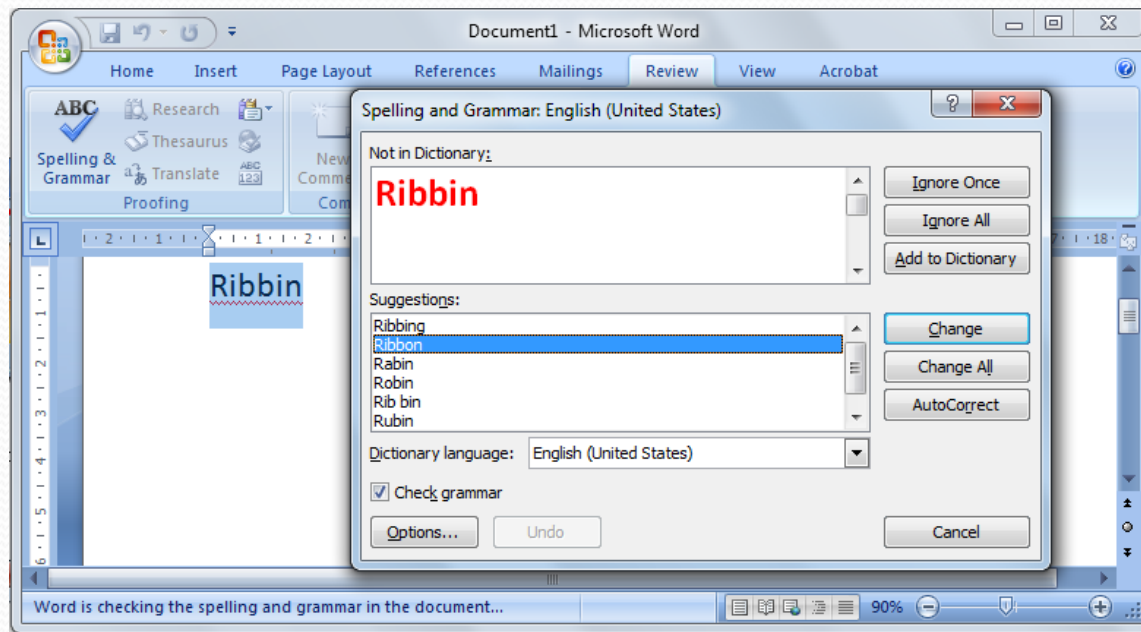
"This porridge is too hot!" she exclaimed. Stealing is also bad

So, she tasted the porridge from the second bowl.

"This porridge is too cold," she said

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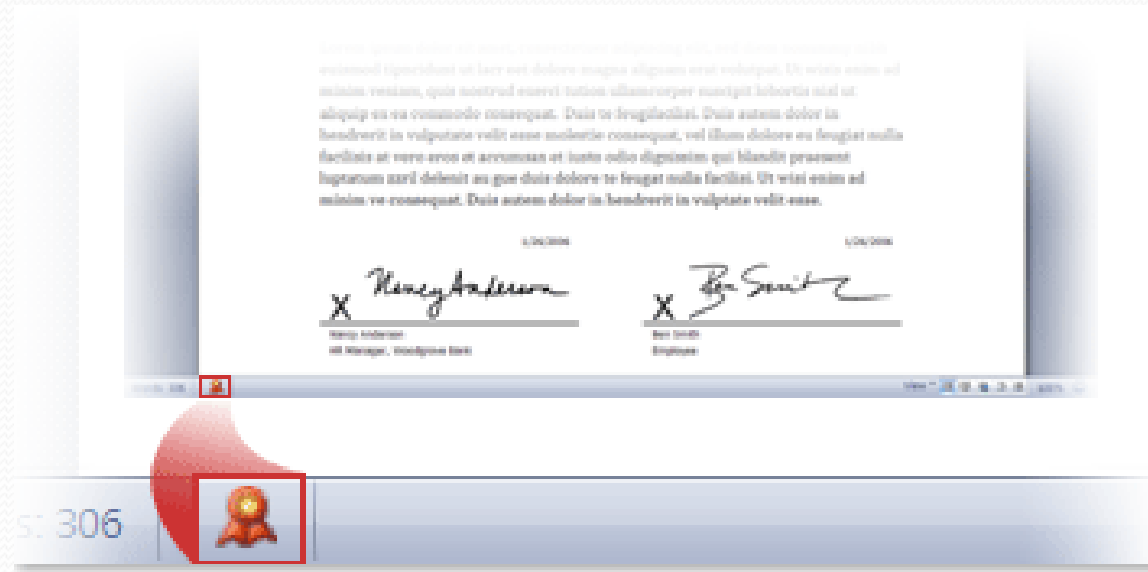
Spelling & Grammar Checking



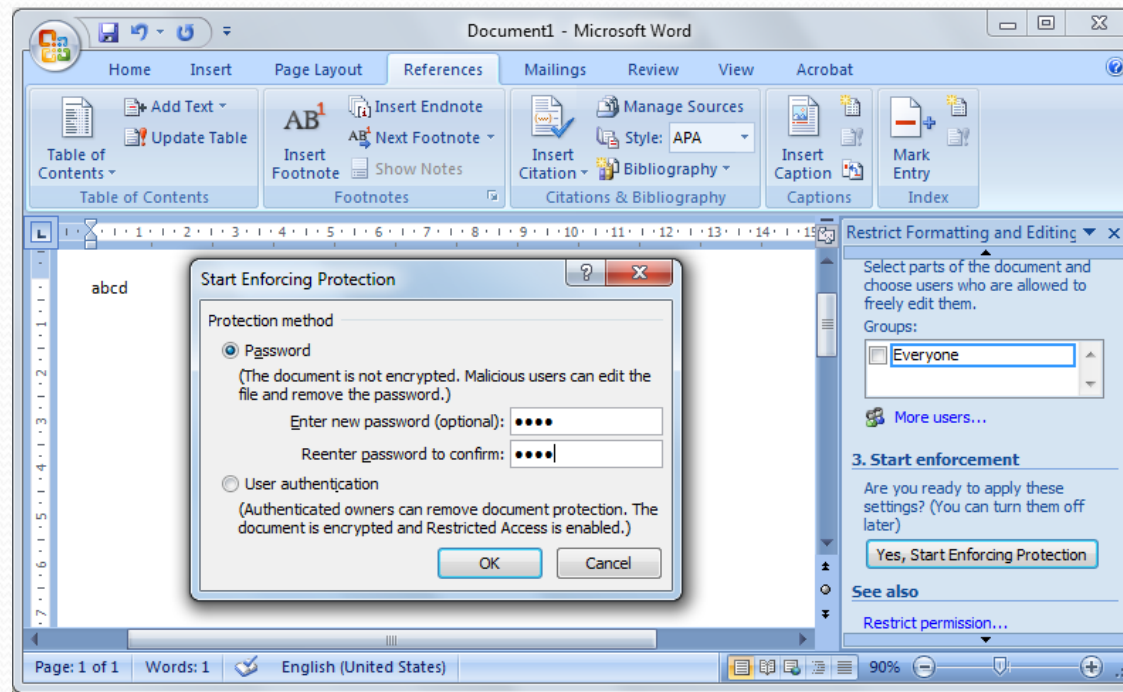
- Several spelling checker options are now global.
 - If you change one of these options in one Office program, that option is also changed for all the other Office programs
- Custom Dictionaries

Digital Signature

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

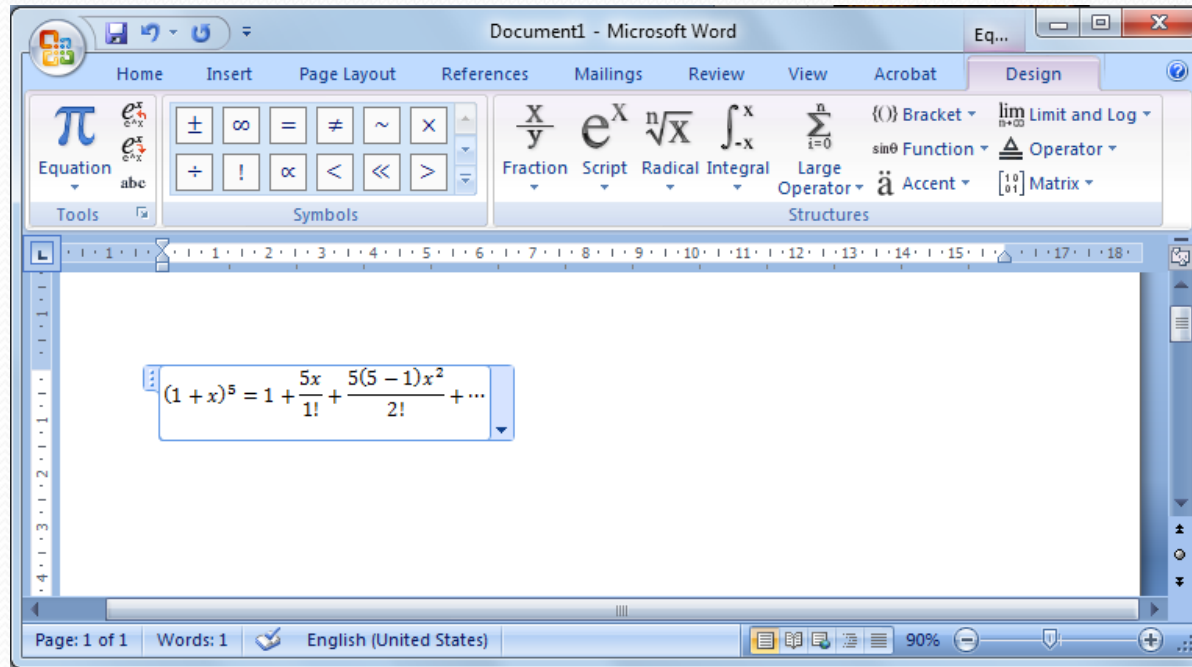


Password Protection



- 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