What's New in Word 2007

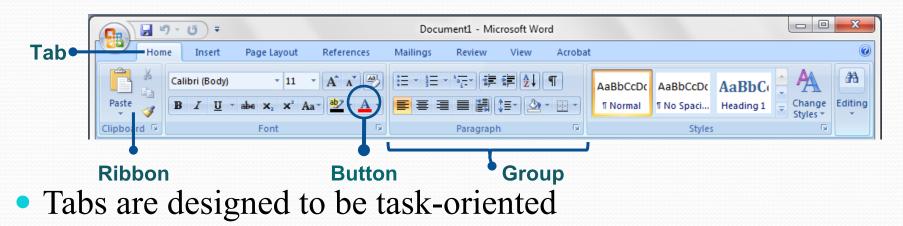
What's New in Word 2007

• New Interface

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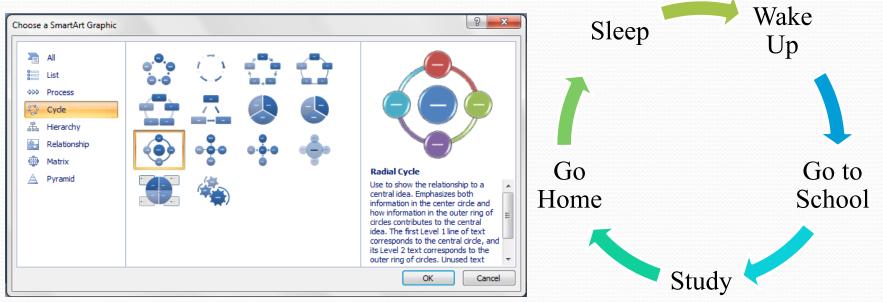
The Ribbon

• Tools are grouped together by task



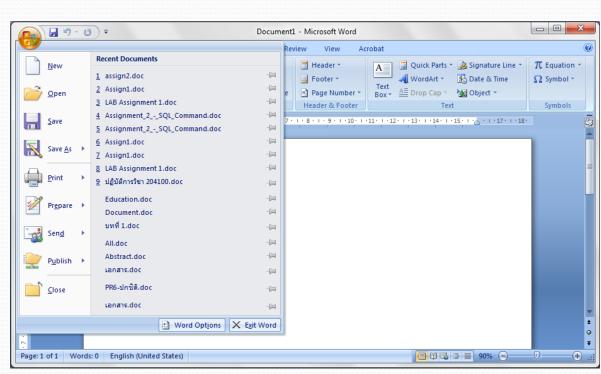
- Groups break a task into subtasks
- Command buttons in each group carry out a command or display a menu of commands.
- Dialog box button will open more commands of that group

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

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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.

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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. <u>Stealing is</u> also bad

So, she tasted the porridge from the second bowl.

"This porridge is too cold," she said

Spelling & Grammar Checking

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- 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.

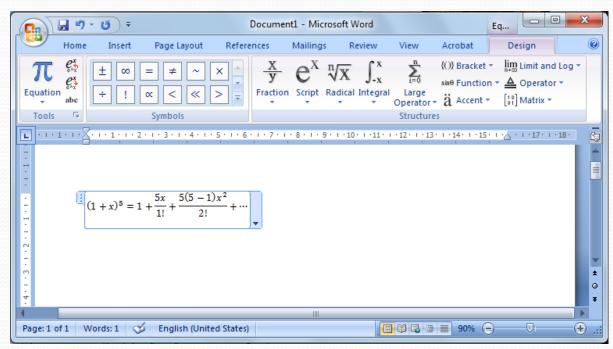
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• You can add password to a document to protect it from unauthorized access

Equations



• Equations tool allow you to easily insert and edit an equation

• Good for homework, paper, and report