

## Upgrading to Word & PowerPoint 2007

### Word 2007

#### **The Word 2007 Environment**

- ◆ Understanding 2007
- ◆ Understanding the Word 2007 User Interface
- ◆ The Microsoft Office Button
- ◆ The Quick Access Toolbar
- ◆ The Ribbon
- ◆ Getting Help
- ◆ The Mini Toolbar
- ◆ Contextual Tabs
- ◆ The Revised Status bars
- ◆ Word Document Windows

#### **Creating Professional-Quality Documents**

- ◆ The 2007 Approach to Document Formatting
- ◆ The Word 2007 Document Formatting
- ◆ Working with Themes
- ◆ Working with Galleries
- ◆ Inserting Page Numbers, Headers and Footers
- ◆ Styles
- ◆ Using building Blocks
- ◆ Using SmartArt Graphics

#### **Working With Word 97-2003 Documents**

- ◆ What are the Compatibility Problems?
- ◆ Using Compatibility Mode
- ◆ Converting Existing Documents to the Word 2007 File Format
- ◆ Using the Compatibility Checker
- ◆ Using 2007 Documents in Earlier Versions

### PowerPoint 2007

#### **The New User Interface**

- ◆ The Microsoft Ribbon
- ◆ The Quick Access Toolbar
- ◆ Microsoft Office Window Frame

#### **Working With the Ribbon Tabs**

- ◆ Home Tab Groups
- ◆ Insert Tab Groups
- ◆ Design Tab groups
- ◆ Animations Tab Groups
- ◆ Slide Show Tab Groups
- ◆ Review Tab groups
- ◆ The View Tab Groups
- ◆ Types of Presentation Views

#### **New Features for Creating a Presentation**

- ◆ Changes to the Slide Master
- ◆ New Layouts and Themes
- ◆ SmartArt Graphics
- ◆ Using the Document Inspector
- ◆ Adding a Digital Signature