

Microsoft Office Word The Differences 2007



Course aims:

This course has been designed for existing users who wish to look at the new features/differences in the new version of Microsoft Office Word

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of previous Microsoft Word.

Who should attend:

Anyone wishing to learn about the differences between the Word versions.

Duration: 3 hours

What's new/upgraded features in Word	<ul style="list-style-type: none"> New ribbon bar and features New predefined templates, tables, lists, headers and footers SmartArt graphics Organisation chart feature Quick styles Themes Improved spell checker Document compare feature Document inspector to remove hidden and personal data Digital Signatures Document conversions to PDF (Portable Document Format) or XPS (XML Paper Specification (XPS)) Prevent changes to document Document Information Panel
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