



What's new in Word 2007

New Feature	Description
The New Office User Interface	The Ribbon, the Office Button, and the Quick Access Toolbar organize commands in quickly accessible areas.
Galleries	Easy-to-use sets of predefined styles, table formats, list formats, graphical effects, and more.
Mini Toolbar	Common text formatting choices (bold, italics, underline, etc.) appear directly next to selected text for quick formatting.
Live Preview	See the effect a formatting option will have on your document before you apply it.
Building Blocks	Save time by adding reusable, preformatted content to your documents - use Word's built-in Building Blocks, including sets of matching cover pages, quote boxes, sidebars, and headers and footers, or create your own.
Quick Styles and Document Themes	Quickly change the appearance of text, tables, and graphics throughout your document to match a preferred style or color scheme.
New and Improved Charting Features	Three-dimensional shapes, transparency, drop shadows, and more - you no longer have to create a great chart in Excel and then try to copy and paste it into a Word document.
SmartArt	Produce great, professional looking graphics and diagrams in your Word documents using 3-D shapes, transparency, drop shadows, and other effects.
Improved Table and List Formatting	Easily copy, format, and sort tables, and create lists with complex paragraph structures. Quickly apply one of several preset table designs to your table to easily change its appearance.
Compare Documents	Quickly compare and combine two versions of a document, documents display in a tri-



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	pane view showing the original, revised, and merged documents on one screen.
Contextual Spelling	Finds, flags with a blue squiggly line, and helps you correct some common word usage errors ie. their vs. there.
Document Inspector	Checks the document for hidden metadata, personal information, or content stored in the document - especially useful for removing tracked changes.
Mark as Final	Makes the document read-only. People who view the document can't inadvertently change it.
XML file format	Produces dramatically reduced file sizes and provides better damaged file recovery options.
XML mapping	Enables you to create a link between a document and an XML file. This creates true data/view separation between the document formatting and custom XML data.
Blog posts	Post entries to your blog directly from within Word (Requires an existing account on a blogging service).
Increased macro security	Word now has a separate file format (.docm) for macro-enabled documents - regular Word documents will no longer be blocked by firewalls or email blockers because they cannot contain macros.
File formats	.docx – a standard word document with no macros or code .dotx – a word template with no macros or code - .docm – a word document that could contain macros or code - .dotm – a word template that could contain macros or code.
Table of contents	Word automatically looks for items that are marked for use in the TOC. Elements like headings are marked this way by default but



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	you can also mark other elements manually.
Bibliography and citations	Word formats a bibliography depending on the type of source being cited.
Keyboard shortcuts	Press Alt to make the key tip badges appear for all Ribbon tabs, Quick Access Toolbar commands, and the Office Button. Then press the corresponding key to activate the tab or command that you want. You can still use all the old shortcuts like Ctrl-c to copy and Ctrl-v to paste.
Numbered Lists	As soon as you type a number and a space, a list begins. If you didn't mean to start a list, then a simple Undo removes the list and returns your numbering to plain text.
Digital Signature	You can digitally sign your document, and you can attach a scanned image of your signature to the document.

What's been replaced in Word 2007

Replaced Feature	Comment
AutoFormat	Not found in the Ribbon but can be added to the quick access toolbar – click Microsoft Office button > Word options > customize. In the dialog box, choose commands from list > all commands > AutoFormat > add.
AutoContent Wizard	Gone. Use Templates instead. Click Option button > New. Templates are files that contain themes, layouts, and other elements.
AutoLayout	No longer will the slide layout change when you add more text or objects. No more automatic reducing the font size or moving objects around...Thank goodness!
Drawing Toolbar	The Ribbon replaces the Drawing Toolbar and you now have



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	many more choices!
Macro Recorder	No longer available. Instead, you can use Visual Basic for Applications (VBA) to create or edit macros.
Office Assistant	Clippit, the dog, the cat, the wizard, the bouncing ball - all gone. Anyone upset about that?