

Word 2007 — New Features for the Advanced User

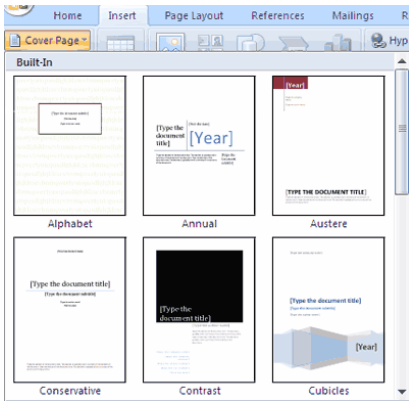
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Building Blocks

Office Word 2007 introduces building blocks for adding preformatted content to your documents:

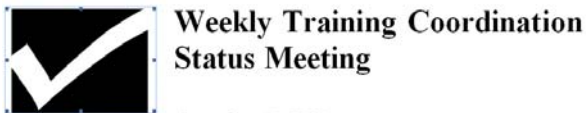
- When working on a document from a particular template, you can select from a gallery of formatted pages, quotes, headers, footers to make your document look more polished.
- If you want to customize the preformatted content, or if your organization often uses the same piece of content, such as legal disclaimer text or customer contact information, you can create your own building blocks that you select from the gallery with a single click.



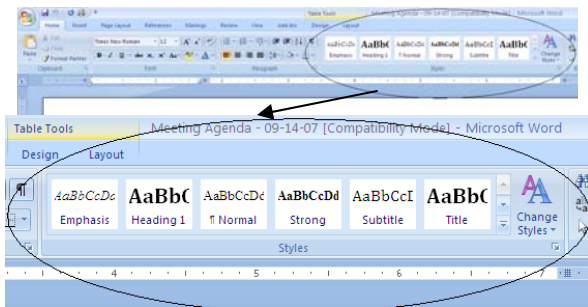
you are using on a document from a particular template type, as a result you can select from a gallery of formatted pages, quotes, headers, footers to make your document look more polished.

Quick Styles and Document Themes

You can quickly change the appearance of text, tables, and graphics throughout your document by using Quick Styles and Document Themes. For example, you can easily change the format of the title of the meeting agenda below....



....by clicking on the desired font style in the **Style** group.

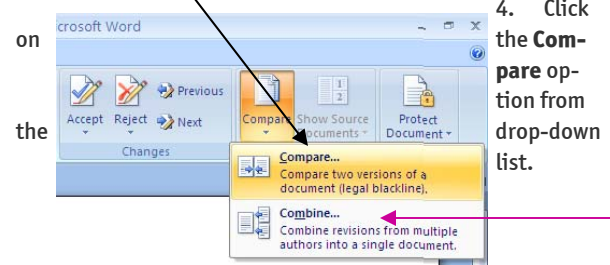


Weekly Training Coordination Status Meeting

Document Versioning

Word 2007 allows you to quickly and easily compare and combine different versions of a document. This comes in handy if you have created a draft of a document and sent it out to others for review. When you receive revised versions back from other people, you can use the document versioning to review and selectively implement any suggested changes. To do so....

1. Open the original draft you created and distributed for review.
2. Click on the **Review** tab on the Ribbon.
3. Click on the **Compare** button within the Compare group.



5. Select your original draft from the drop-down list.
6. Select the name of the revised document you are reviewing.
7. Select the desired options from the Comparison settings and the Show changes sections.
8. Click on the OK button.



To combined revisions from multiple versions of a document....

1. Execute Steps 1 through 3 above.