Word 2007 - New Features

The Ribbon
The menu bar and toolbars have been replaced in Office 2007 by the Ribbon. The Ribbon has been designed to give you quicker access to things that you do frequently. For more info on the Ribbon, see the cheat sheet titled “Word 2007 - Getting Started.”

Live Preview
When you change things like text size, font, or color, your document changes as you hover the mouse over each of your choices. You don’t have to try a style, hit Undo, try another style, and so on.

SmartArt
In previous versions of Office, if you wanted to make visual diagrams, you often had to make them yourself, or use special software to make them and then paste them into your document. Office 2007 introduces SmartArt, which you can use to quickly put together such diagrams.

Mini-Toolbar
Highlight some text, and the Mini-Toolbar will appear right next to it, giving you quick access to a few of the most common things that you want to do.

References and Citations
When writing things like research papers, it’s enough work to focus on the quality of your content, let alone the tedious details of managing sources and citations. Word 2007 has a References tab in the Ribbon, which makes it trivial to manage the sources for your paper, cite these sources, and make a bibliography. The References tab also gives quick access to tools for making a table of contents and inserting footnotes and endnotes. Word can also generate an index for you.

Document Themes
In previous versions of Word, it was quite possible to make a great looking document that had good color consistency throughout. However, this was completely manual, and it was up to the user to pick colors that complement each other and then to apply these colors to all of the objects in the document. Word 2007 introduces Themes, which allow you to apply a color scheme to your entire document with one click. Themes apply these colors and fonts to text in your document and even SmartArt that you have in your document. Choosing a theme is easier than ever thanks to Live Preview.

Building Blocks
Many common documents that you write with Word are made of a number of parts. It’s not uncommon to have a title page, the document itself, and a Works Cited page. You may also find yourself doing repetitive things when making documents. Maybe you have a fancy styled page number that you like to put on the bottom of all your documents. You may also remember using AutoText in previous versions of Word. In Word 2007, you can use Building Blocks to quickly put together a document that already has parts formatted appropriately.

Contextual Toolbars
The Ribbon has been designed to take away unnecessary clutter. Contextual toolbars appear in the Ribbon only when they are needed. For example, you will only see the chart toolbar when you are working on a chart.

Quick Access Toolbar
The Ribbon generally does an excellent job of giving you easy access to commands. However, if you really miss the toolbars of previous versions of Word, or if there’s a command that you use frequently but can’t get to quickly in the Ribbon, you can add the command to your Quick Access Toolbar.

Enhanced Spell Checking
The spell checking system is now more consistent across different Office programs, and can check for contextual spelling errors (i.e. “too much” instead of “to much”).

New Fonts
The default font in Word has been changed from Times New Roman to Calibri, which is the sans serif font used in this document. There are also a few other fonts, including Cambria, a serif font, Consolas, a monospaced font, and a couple others. Sans Serif fonts are more friendly and personal looking, whereas serif fonts are more readable. Monospaced fonts are useful for computer code, because every character lines up vertically, making it easier to manage and manipulate.

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