

Basic Information On Word 2007

AgIT Call Center

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F.Y.I – You can use this link to quickly discover other links to basic information on Word 2007 Commands, functionally, and screen layouts on the Microsoft Office Online (an on-line help resource).

<http://office.microsoft.com/en-us/word/HA100744321033.aspx?pid=CH100487431033>

Once here, there are other links and demos you can go to for additional Interactive guides. These links are located in the right side inside the “See Also” box. Some links are described below.

- [Demo: Up to speed with Word 2007](#) Explains how to:
 - ❖ Use the Ribbon
 - ❖ Customize the Quick Access Toolbar
 - ❖ Create a new Quick Style
 - ❖ Add and remove styles from the Styles gallery
 - ❖ Insert headers and footers
 - ❖ Zoom in or out of a document
 - ❖ What happened to the File menu?
 - ❖ Introduction to new file name extensions and Office XML Formats
- [Download the Word 2003 to Word 2007 Interactive Command Reference Guide](#)
This is an interactive guide to help you quickly locate some Word 2007 that you are familiar with in Word 2003.
- [Guides to the 2007 Office System user interface](#) Various links to Guides so you can learn where Office 2003 commands are located in Office 2007. You can even download these guides to your own computer.
- [Reference: Locations of Word 2003 commands in Word 2007](#) This link explains the new Office Fluent user interface, which replaces menus, toolbars, and most of the task panes from previous Word programs.
- [Up to speed with Word 2007](#) This demo shows you just the bare basic when you don't have time to view the in-depth links.

Information on this page was adapted from
Microsoft on-line help

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Page 1 of 1

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