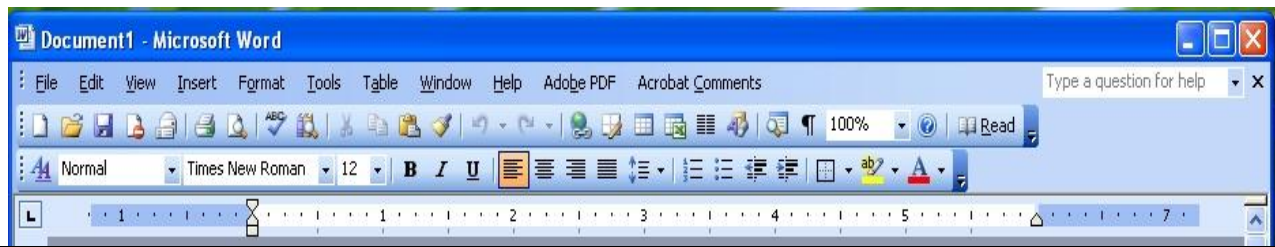


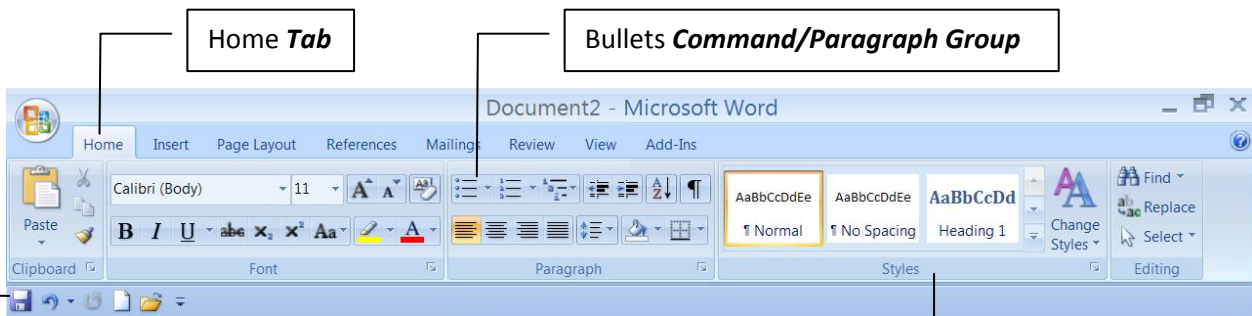
Changes from Microsoft Word 2003 to Word 2007

Microsoft Word 2003





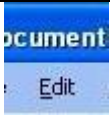
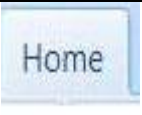



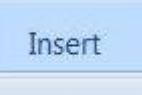
Microsoft Word 2007



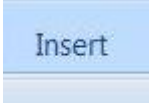
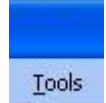
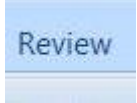


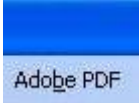


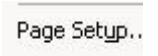

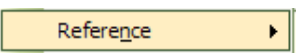
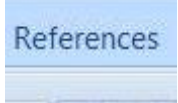
Quick Access Toolbar: Allows you to **Save, Undo, Redo, Create a New Document, and Open.** You can add your favourite commands to it so that they are always available.



The Ribbon shown above has three basic components: **Tabs, Groups and Commands.**

Style Group

Word 2003	Word 2007	Word 2003	Word 2007
 <p>File Menu: Includes New, Open, Save, Save As, Print, Send, Close etc.</p>	 <p>The File Menu has been replaced with Microsoft Office Button.</p>	 <p>Edit Menu: Includes Cut, Copy, Paste, Undo, Redo, Replace etc.</p>	 <p>Most of the commands found under the Edit Menu are now under the Home Tab.</p>
 <p>View Menu: Includes Normal, Web Layout, Print Layout, Ruler, and Zoom etc.</p>	 <p>Most of the commands found under the View Menu are now under the View Tab.</p>	 <p>Insert Menu: Includes Breaks, Date and Time, Symbol, Picture, Hyperlink etc.</p>	 <p>Most of the commands found under the Insert Menu are now under the Insert Tab.</p>

Word 2003	Word 2007	Word 2003	Word 2007
			
Format Menu: Includes Font, Paragraph, Bullets and Numbering, Borders and Shading.	Most of the commands under the Format Menu are now under the Home Tab .	Table Menu: Includes Draw Table, Insert, Delete, Convert, Sort, and Formula.	Most of the commands found under the Table Menu are now under the Insert Tab .
			
Tools Menu: Includes Spelling/Grammar, Word Count, Track Changes etc.	Some of the commands found under the Tools Menu are now under the Review Tab .	Tools Menu: Also includes any extra programs installed such as Refworks Write-N-Cite.	Any extra program toolbars installed (e.g. Refworks Write-N-Cite) are now found under the Add-Ins Tab .
			
Adobe PDF Menu: (If You have Adobe Acrobat Professional)	In order to convert to PDF, click on the Office Button and then Print and change the printer to the PDF printer.	Window Menu: Includes New Window, Arrange All, Compare Side by Side, and Split	Most of the commands found under the Window Menu are now under the View Tab .
			
Command (not a menu) Page Setup which was under the File Menu includes Margins, Orientation (Portrait, Landscape) etc.	Most of the functions found under the Page Setup command are now under the Page Layout Tab .	Command (not a menu) Reference which was under the Insert Menu includes Footnote, Caption etc.	Functions found under the Reference command are now under the References Tab . It also includes Table of Contents, Citation, Bibliography, and Styles (e.g. APA, MLA) etc.

Microsoft Word 2007 saves documents in a **new format (.docX)** and it cannot be opened with Word 2003 without a convertor. Please use **Save As** and save the document as **Word 97-2003 Document** if you plan to open it in Word 2003.

If you would like more information about Microsoft Word 2007 and How to use this new product, please visit the following website and go through the training presentation provided by Microsoft.

<http://office.microsoft.com/training/training.aspx?AssetID=RC100664431033>