

Top 10 Benefits of Microsoft® Office Word 2007



Microsoft® Office Word 2007 helps people create and share professional-looking documents by combining a comprehensive set of writing tools with an easy-to-use interface. Here are the top 10 ways Office Word 2007 can help you create professional-looking documents faster.

1 Spend more time writing and less time formatting.

A new, results-oriented interface presents the right tools when you need them, making it easy to format your documents quickly. Now you can find the right features in Office Word 2007 to make your documents communicate more effectively.

2 Communicate more effectively with new formatting features and high-impact graphics.

New charting and diagramming features that include 3-D shapes, transparency, drop shadows, and other effects help you create professional-looking graphics that can result in more effective documents. Using Quick Styles and Document Themes, you can quickly change the appearance of text, tables, and graphics throughout the entire document to match your preferred style or color scheme.

3 Quickly assemble documents from pre-defined content.

Building Blocks in Office Word 2007 can be used to assemble documents from frequently used or pre-defined content like disclaimer text, pull quotes, sidebars, cover pages, and other types of content. This will help ensure you don't spend needless time re-creating content; it also helps ensure consistency across the documents created within your organization.

4 Communicate with users across platforms and devices.

Office Word 2007 offers you a choice for sharing documents with other people. You can convert your Word documents to Portable Document Format file (PDF)* or XML Paper Specification (XPS) format without the addition of third-party tools to help ensure broad communication with users on any platform.

5 Quickly compare two versions of a document.

Office Word 2007 makes it easy to find out what changes were made to a document. A new tri-pane review panel helps you see both versions of a document with the deleted, inserted, and moved text clearly marked.

6 Master your document review processes using Office Word 2007 and Microsoft Office SharePoint Server 2007.

With built-in workflow services in Office SharePoint® Server 2007, you can initiate and track document review and approval processes from within Office Word 2007, helping people accelerate review cycles across your organization without forcing them to learn new tools.

7 Connect your documents to business information.

Create dynamic Smart Documents that update themselves by connecting to your back-end systems using new document controls and data bindings. By utilizing the new XML integration capability, organizations can deploy intelligent templates to assist people in creating highly structured documents.

8 Enhance protection of the private information in your documents.

Detect and remove unwanted comments, hidden text, or personally identifiable information using the Document Inspector to help ensure that sensitive information doesn't escape when it is published.

9 Publish and maintain Blogs directly from Office Word 2007.

You can now publish weblogs (blogs) directly from Office Word 2007. You can configure Office Word 2007 to link directly to your blog site, and use the rich Word experience to create blogs with images, tables, and advanced text formatting features.

10 Reduce your file sizes and improve corrupt file recovery.

The new Microsoft Office Word XML Format offers a dramatic reduction in file size as well as improvement in recovery for damaged files. This new format provides a tremendous savings to storage and bandwidth requirements, and helps reduce the burden on IT personnel.

* You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see www.microsoft.com.

Experience the 2007 Microsoft Office System

Use these valuable resources to get more information on the 2007 Microsoft Office system

The 2007 Microsoft Office system includes programs, servers, services, and solutions designed to work together to help you succeed. New features in the 2007 release enhance how employees can work with one another, partners, and customers, and how organizations capture and use information. Updated packaging options allow you to have more flexibility than ever before to adopt the specific technologies and solutions that best meet your business and personal needs. Learn more about the 2007 Microsoft Office System at www.microsoft.com/office/preview.

Check out quick and easy to use webcasts and Tips and Tricks to learn more about the **2007 Microsoft Office System**. See how its enhanced, intuitive design and improved features help you get more out of the programs you use every day. www.microsoft.com/office/greattips

Take a TestDrive today and find out what's new in the 2007 release!

TestDrive allows you to...

Try out the latest version of your favorite Microsoft Office system programs hassle free through your browser – there is no need to download.

Experience fast guided tutorials and sample files, featuring all the of the 2007 Microsoft Office release.

Rapidly explore a single program, or see how different programs work together help to increase productivity.

Get in the driver's seat now!

<http://www.microsoft.com/office/preview/beta/testdrive.aspx>

2007 Microsoft Office system – Microsoft E-Learning

The 2007 Office system is designed to increase individual impact, simplify collaboration, streamline business processes and content management, and improve business insight. Microsoft Learning can help you examine the new products—for a limited time, free training, e-learning, books, and skills assessments are available.

http://www.microsoft.com/office/greattips/elearning_default.aspx



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