

# What you need to know about Word 2007

Looking to learn more about Microsoft Office Word 2007? You're in the right place. Whether you're new to Word 2007 or you want to use it better, here's what you need. Video demos, training courses, articles — plenty of good ideas to watch, hear, read, and learn. And they're all free.

Plus there's more to come: New items are being created now, using suggestions by people like you. Check back here to see what we've added, and use the comments links to tell us what you want.

## At a loss for Word?

If you're familiar with an older version of Word, but the 2007 version puzzles you, here are guides to show you the way. An interactive animation finds commands for you. Or put a tab in Word itself for links to even more.

Try this	What is it?
<a href="#">Interactive: Word 2003 to Word 2007 command reference guide</a>	An online animated replica in which you can click a 2003 command and see the equivalent command in 2007
<a href="#">Download get-started training for the 2007 Microsoft Office system</a>	An add-in that creates a tab in Word full of useful get-started information, right in the program where you want it
<a href="#">Microsoft Office Word 2007 demo</a>	A video demo that shows you the new Word design and how to great great-looking documents with Word 2007
<a href="#">Up to speed with Word 2007</a>	A free training course that introduces the new look of Word 2007, how to accomplish everyday tasks in it, and a bit about the new XML file formats

## First Word

If 2007 is your first look at Word, you've picked a good place to start. For beginner's help, have a look at these. The article will get you going, and the demo will show you how to look like a pro.

Try this	What is it?
<a href="#">Set up a document</a>	An article that describes how to start a new document in Word, and how to get the basics sorted out
<a href="#">Demo: Make documents look great in Word 2007</a>	A video demo full of tips to help make your document look fantastic
<a href="#">Get to know Word 2007 I: Create your first document</a>	The first in a series of training courses for people who've never used Word before

## Jazzy, snazzy, and pizzazzy Word

Word is full of tools and features for creating knockout documents. You know and love some of these already, but others you may never have heard of. See SmartArt in action, get familiar with Lists, and learn how to add some pizzazz to your documents. People will mark your words!

Try this	What is it?
<a href="#">Demo: Spice up your text with SmartArt graphics</a>	A video demo about the extra color and flare you can get with SmartArt diagrams in your documents
<a href="#">Bullets, numbers, and lists</a>	A free training course covering the ins and outs of bullets, numbers, and lists in Word 2007
<a href="#">Decorate documents with backgrounds, borders, and text effects</a>	Another free training course this time all about adding some "visual sparkle" to plain boring documents.

Taken from: <http://office.microsoft.com/en-us/training/HA102250091033.aspx>