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the foundation of the new user interface is the ribbon this replaces the old file menus and provides a visual button for the most common features in each program the ribbon is the primary user interface for word powerpoint and excel

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when you rename the normal dotm template in word 2007 or later or the normal dot template in word 2003 and in earlier versions of word you reset several options to the default settings these include custom styles custom toolbars macros and autotext entries

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the features in word 2007 can make your work easier make your documents more attractive and or enable you to work more efficiently this microsoft word lesson teaches you how to open a file cut copy paste use autotext use spell check use find and replace and change fonts

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if you need to change the user information for instance if your name or address changes follow these steps display the word options dialog box in word 2007 click the office button and then click word options in word 2010 or a later version display the file tab of the ribbon and then click options

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in the field names list under please choose a field select either useraddress userinitials or username in our example we are inserting the user name first so we chose username in the format list under field properties you can specify the format of the field

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i have added some advanced properties into my microsoft word 2007 document these were created by doing the following click the office button prepare properties under the document properties drop down menu select advanced properties in the custom tab add properties as needed

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