

## Getting familiar with Word 2007

Check out Word 2007 new design and get familiar with some of the new features

<b>Tutorials</b>	<b>Description</b>	<b>Level</b>
<a href="#">Up to speed with Word 2007</a>	The layout of the new design. How to accomplish everyday tasks in Word 2007	Beginner
<a href="#">Create your first document</a>	How to do the basics: type where you want to on a page, fix spelling errors, change spacing and page margins, and save your work	Beginner

<b>Videos</b>	<b>Description</b>	<b>Level</b>
<a href="#">Working with Ribbons</a>	Intro to the biggest change in Word 2007: The Ribbon. (Created by Brainstorm Inc)	Beginner
<a href="#">Working with documents created in earlier versions</a>	How to use Word 2007 to open documents created in previous versions of Word. How to create a document to be used by previous versions of Word	Beginner
<a href="#">Hiding or displaying the rulers</a>	Learn how to gain space while working in your document by hiding the rulers	Beginner
<a href="#">Changing the default file format</a>	Learn how to save your documents using the same format that previous versions of Word did	Beginner
<a href="#">Enabling and disabling overtype</a>	Text disappears as you type? Learn how to enable and disable overtype	Intermediate