Typing Test

Microsoft Office Word 2007 helps you produce professional-looking documents by providing a comprehensive set of tools for creating and formatting your document in a new interface. Rich review, commenting, and comparison capabilities help you quickly gather and manage feedback from colleagues. Advanced data integration ensures that documents stay connected to important sources of business information.

When you send a draft of a document to your colleagues for their input, Office Word 2007 helps you efficiently collect and manage their revisions and comments. When you are ready to publish the document, Office Word 2007 helps you ensure that any unresolved revisions and comments aren't still lurking in the published document.

Office Word 2007 makes it easy to find out what changes were made to a document. When you compare and combine documents, you can see both versions of the document — with the deleted, inserted, and moved text clearly marked in a third version of the document.

Before you share your document with other people, you can use the Document Inspector to check the document for hidden metadata, personal information, or content that may be stored in the document. The Document Inspector can find and remove information like comments, versions,

Sample Document Typing Practice

Katrin Zwirglmaier

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