

Word: File

Word 2003 Location	Word 2007 Location
	> Office Button New
Open	> Office Button Open
Close	> Office Button Close
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Save As	> Office Button Save As
Save as Web Page	> In the Save As dialog box, select Web Page in the Save as type list.
File Search	> Use search in Microsoft Windows to find files
Permission (Unrestricted Access)	> Office Button Prepare Restrict Permission Unrestricted Access
Permission (Unrestricted Access)	> Developer Protect Protect Document Unrestricted Access
Permission (Unrestricted Access)	> Review Protect Protect Document Unrestricted Access
Permission (Do Not Distribute)	> Office Button Prepare Restrict Permission Restricted Access
Permission (Do Not Distribute)	> Developer Protect Protect Document Restricted Access
Permission (Do Not Distribute)	> Review Protect Protect Document Restricted Access
Permission (Do Not Reply All)	> Office Button Prepare Restrict Permission
Permission (Do Not Reply All)	> Developer Protect Protect Document
Permission (Do Not Reply All)	> Review Protect Protect Document
Permission (Restrict Permission As)	> Office Button Prepare Restrict Permission Manage Credentials
Permission (Restrict Permission As)	> Developer Protect Protect Document Manage Credentials
Permission (Restrict Permission As)	> Review Protect Protect Document Manage Credentials
Permission	> Office Button Prepare View Permission
Check Out	> Office Button Server Check Out
Check In	> Office Button Server Check In
Version History (In My Computer)	> Removed from product
Version History (In a Document Library)	> Office Button Server View Version History
Web Page Preview	> Office Button Word Options Customize All Commands Web Page Preview
Page Setup	> Print Preview Page Setup Page Setup
Page Setup	> Page Layout Page Setup Page Setup
Print Preview	> Office Button Print Print Preview
Print	> Office Button Print
Print	> Print Preview Print Print
Send To (Reply with Changes)	> Office Button Word Options Customize All Commands Reply with Changes
Send To (Mail Recipient - for Review)	> Office Button Word Options Customize All Commands Send for Review
Send To (Mail Recipient - as Attachment)	> Office Button Send E-mail
Send To (Routing Recipient)	> Removed from product
Send To (Exchange Folder)	> Office Button Word Options Customize All Commands Send to Exchange Folder

Word: File

Word 2003 Location	Word 2007 Location
Send To (Online Meeting Participant)	> Removed from product
Send To (Recipient using a Fax Modem)	> Removed from product
Send To (Recipient using Internet Fax Service)	> Office Button Send Internet Fax
Send To (Microsoft Office PowerPoint)	> Office Button Word Options Customize All Commands Send to Microsoft Office PowerPoint
Properties	> Office Button Prepare Properties
Recently Used Documents	> Office Button Most Recently Used Documents
Sign Out	> Removed from product
Exit	> Office Button Exit

Word: Edit	
Word 2003 Location	Word 2007 Location
Undo	> Quick Access Toolbar Undo
Redo	> Quick Access Toolbar Redo
Cut	> Blog Post Clipboard Cut
Cut	> Home Clipboard Cut
Copy	> Blog Post Clipboard Copy
Copy	> Home Clipboard Copy
Office Clipboard	> Blog Post Clipboard Office Clipboard
Office Clipboard	> Home Clipboard Office Clipboard
Paste	> Blog Post Clipboard Paste
Paste	> Home Clipboard Paste
Paste	> Blog Post Clipboard Paste Paste
Paste	> Home Clipboard Paste Paste
Paste Special	> Home Clipboard Paste Paste Special
Paste Special	> Blog Post Clipboard Paste Paste Special
Paste as Hyperlink	> Blog Post Clipboard Paste Paste as Hyperlink
Paste as Hyperlink	> Home Clipboard Paste Paste as Hyperlink
Clear (Formats)	> Home Font Clear Formatting
Clear (Contents)	> Office Button Word Options Customize All Commands Contents
Select All	> Home Editing Select Select All
Find	> Home Editing Find
Replace	> Home Editing Replace
Go To	> Home Editing Find Go To
* Reconvert	> Context menus
Links	> Office Button Prepare Edit Links to Files
Object	> Double-click an object to edit it.

Word: View	
Word 2003 Location	Word 2007 Location
Normal	> View Document Views Draft
Web Layout	> View Document Views Web Layout
Print Layout	> View Document Views Print Layout
Reading Layout	> View Document Views Full Screen Reading
Outline	> View Document Views Outline
Task Pane	<p>Some Dialog Box Launchers display a task pane.</p> <p>> For example, the Dialog Box Launcher in the Styles group of the Home tab displays the Styles task pane.</p>
Toolbars (Standard)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Standard toolbar, go to the Standard Toolbar sheet of this workbook.</p>
Toolbars (Formatting)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Formatting toolbar, go to the Formatting Toolbar sheet of this workbook</p>
Toolbars (AutoText)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the AutoText toolbar, go to the AutoText Toolbar sheet of this workbook</p>
Toolbars (Control Toolbox)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Control Toolbox toolbar, go to the Control Toolbox Toolbar sheet of this workbook</p>
Toolbars (Database)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Database toolbar, go to the Database Toolbar sheet of this workbook.</p>
Toolbars (Drawing)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Drawing toolbar, go to the Drawing Toolbar sheet of this workbook</p>
Toolbars (E-mail)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the E-mail toolbar, go to the E-mail Toolbar sheet of this workbook.</p>
Toolbars (Extended Formatting)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Extended Formatting toolbar, go to the Extended Formatting Toolbar sheet of this workbook.</p>
Toolbars (Forms)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Forms toolbar, go to the Forms Toolbar sheet of this workbook.</p>
Toolbars (Frames)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Frames toolbar, go to the Frames Toolbar sheet of this workbook.</p>
Toolbars (Function Key Display)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Function Key Display toolbar, go to the Function Key Display Toolbar sheet of this workbook.</p>
* Toolbars (Japanese Greetings)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Japanese Greetings toolbar, go to the Japanese Greetings Toolbar sheet of this workbook.</p>
Toolbars (Mail Merge)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Mail Merge toolbar, go to the Mail Merge Toolbar sheet of this workbook.</p>
Toolbars (Outlining)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Outlining toolbar, go to the Outlining Toolbar sheet of this workbook</p>
Toolbars (Picture)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Picture toolbar, go to the Picture Toolbar sheet of this workbook</p>

Word: View

Word 2003 Location	Word 2007 Location
Toolbars (Reviewing)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the Reviewing toolbar, go to the Reviewing Toolbar sheet of this workbook
Toolbars (Tables and Borders)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the Tables and Borders toolbar, go to the Tables and Borders Toolbar sheet of this workbook
Toolbars (Task Pane)	<p>Some Dialog Box Launchers display a task pane.</p> <ul style="list-style-type: none"> > For example, the Dialog Box Launcher in the Styles group of the Home tab displays the Styles task pane.
Toolbars (Visual Basic)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the Visual Basic toolbar, go to the Visual Basic Toolbar sheet of this workbook
Toolbars (Web)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the Web toolbar, go to the Web Toolbar sheet of this workbook
Toolbars (Web Tools)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the Web Tools toolbar, go to the Web Tools Toolbar sheet of this workbook.
Toolbars (Word Count)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the Word Count toolbar, go to the Word Count Toolbar sheet of this workbook.
Toolbars (WordArt)	<p>Toolbars have been removed from the product.</p> <ul style="list-style-type: none"> > To find commands on the WordArt toolbar, go to the WordArt Toolbar sheet of this workbook
Toolbars (Customize)	<ul style="list-style-type: none"> > Office Button Word Options Customize
Ruler	<ul style="list-style-type: none"> > Print Preview Preview Show Ruler
Ruler	<ul style="list-style-type: none"> > View Show/Hide Ruler
* Gridlines	<ul style="list-style-type: none"> > View Show/Hide Gridlines
* Show Paragraph Marks	<ul style="list-style-type: none"> > Home Paragraph Show/Hide Paragraph Marks
Document Map	<ul style="list-style-type: none"> > View Show/Hide Document Map
Thumbnails	<ul style="list-style-type: none"> > View Show/Hide Thumbnails
Header and Footer	<ul style="list-style-type: none"> > Insert Header & Footer
Footnotes	<ul style="list-style-type: none"> > References Footnotes Show Notes
Markup	<ul style="list-style-type: none"> > Review Tracking Show Markup
HTML Source	<ul style="list-style-type: none"> > Removed from product
Full Screen	<ul style="list-style-type: none"> > Office Button Word Options Customize All Commands Full Screen Reading
Zoom	<ul style="list-style-type: none"> > Print Preview Zoom Zoom
Zoom	<ul style="list-style-type: none"> > View Zoom Zoom
Zoom	<ul style="list-style-type: none"> > Status Bar Zoom Slider

Word: Insert	
Word 2003 Location	Word 2007 Location
Break	> Insert Pages Page Break
Page Numbers	> Insert Header & Footer Page Number
Page Numbers	> Header & Footer Tools Design Header & Footer Page Number
Date and Time	> Insert Text Date & Time
Date and Time	> Header & Footer Tools Design Insert Date & Time
AutoText (AutoText)	> Insert Text Quick Parts
AutoText (New)	> Office Button Word Options Customize All Commands Create AutoText
AutoText (List of AutoText Entries)	> Insert Text Quick Parts
Field	> Insert Text Quick Parts Field
Field	> Header & Footer Tools Design Insert Quick Parts Field
Symbol	> Insert Symbols Symbol
Comment	> Review Comments New Comment
Ink Comment	> Review Ink Start Inking
Ink Annotations	> Review Ink Start Inking
* Number	> Insert Symbols Number
Reference (Footnote)	> References Footnotes Footnote and Endnote Dialog
Reference (Caption)	> References Captions Insert Caption
Reference (Cross-reference)	> Insert Links Cross-reference
Reference (Cross-reference)	> References Captions Cross-reference
Reference (Index and Tables)	> Office Button Word Options Customize All Commands Index and Tables
Reference (Index and Tables)	> References Table of Contents Table of Contents
Reference (Index and Tables)	> References Index Insert Index
Reference (Index and Tables)	> References Table of Authorities Insert Table of Authorities
Web Component	> Office Button Word Options Customize All Commands Web Component
Picture (Clip Art)	> Insert Illustrations Clip Art
Picture (Clip Art)	> Header & Footer Tools Design Insert Clip Art
Picture (From File)	> Insert Illustrations Picture
Picture (From File)	> Header & Footer Tools Design Insert Picture
Picture (From File)	> Chart Tools Layout Insert Picture
Picture (From Scanner or Camera)	> Removed from product
Picture (Ink Drawing and Writing)	> Review Inking Start Inking
Picture (New Drawing)	> Insert Illustrations Shapes New Drawing Canvas
Picture (AutoShapes)	> Insert Illustrations Shapes
Picture (AutoShapes)	> Drawing Tools Format Insert Shapes
Picture (WordArt)	> Insert Text WordArt
Picture (Organization Chart)	> Insert Illustrations SmartArt
Picture (Chart)	> Insert Illustrations Chart
Diagram	> Insert Illustrations SmartArt
Text Box	> Insert Text Text Box Text Box
Text Box	> Chart Tools Layout Insert Draw Text Box Text Box

Word: Insert

Word 2003 Location	Word 2007 Location
Text Box	> Text Box Tools Format Text Draw Text Box Text Box
File	> Insert Text Object Text from File
Object	> Insert Text Object
Bookmark	> Insert Links Bookmark
Hyperlink	> Insert Links Hyperlink

Word: Format	
Word 2003 Location	Word 2007 Location
Font	> Blog Post Basic Text Font
Font	> Home Font Font
Paragraph	> Home Paragraph Dialog Box Launcher
Paragraph	> Page Layout Paragraph Paragraph
Bullets and Numbering	> Office Button Word Options Customize All Commands Bullets and Numbering
Bullets and Numbering	> Home Paragraph Bullets
Bullets and Numbering	> Home Paragraph Numbering
Borders and Shading	> Home Paragraph Arrow next to the most recently used command: a border command or Horizontal Line, Draw Table, View Gridlines, or Borders and Shading
Borders and Shading	> Home Paragraph Shading
Columns	> Page Layout Page Setup Columns More Columns
Tabs	> Home Paragraph Dialog Box Launcher Tabs
Drop Cap	> Insert Text Drop Cap Drop Cap Options
* Text Direction	> Page Layout Page Setup Text Direction Text Direction Options
Change Case	> Home Font Change Case
* Fit Text	> Home Paragraph Asian Layout Fit Text
* Asian Layout	> Home Paragraph Asian Layout
* Asian Layout (Phonetic Guide)	> Home Paragraph Asian Layout Phonetic Guide
* Asian Layout (Enclose Characters)	> Home Font Enclose Characters
* Asian Layout (Horizontal in Vertical)	> Home Paragraph Asian Layout Horizontal in Vertical
* Asian Layout (Combine Characters)	> Home Paragraph Asian Layout Combine Characters
* Asian Layout (Two Lines in One)	> Home Paragraph Asian Layout Two lines in One
Background	> Page Layout Page Background Color
Theme	> Page Layout Themes Themes
Frames	> Office Button Word Options Customize All Commands Frames
Frames (Table of Contents in Frame)	> Office Button Word Options Customize All Commands Table of Contents in Frame
Frames (New Frames Page)	> Office Button Word Options Customize All Commands New Frames
AutoFormat	> Office Button Word Options Customize All Commands AutoFormat
Styles and Formatting	> Blog Post Styles Styles
Styles and Formatting	> Home Styles Styles
Reveal Formatting	> Office Button Word Options Customize All Commands Reveal
Object	> Click the object, and then click the Ribbon tab with tools for that object

Word: Tools	
Word 2003 Location	Word 2007 Location
Spelling and Grammar	> Review Proofing Spelling & Grammar
Spelling and Grammar	> Blog Post Proofing Spelling
Research	> Review Proofing Research
Research	> Blog Post Proofing Spelling Research
Language (Set Language)	> Review Proofing Set Language
Language (Set Language)	> Blog Post Proofing Spelling Set Language
* Language (Japanese Consistency Checker)	> Review Proofing Japanese Consistency Checker
* Language (Hangul Hanja Conversion)	> Review Proofing Hangul Hanja Conversion
* Language (Hangul Hanja Conversion)	> Blog Post Proofing Spelling Hangul Hanja Conversion
* Language (Chinese Translation - Translate with Options)	> Review Chinese Translation Translate with Options
* Language (Chinese Translation - Translate with Options)	> Blog Post Proofing Spelling Translate with Options
Language (Translate)	> Review Proofing Translate
Language (Translate)	> Blog Post Proofing Spelling Translate
Language (Thesaurus)	> Review Proofing Thesaurus
Language (Thesaurus)	> Blog Post Proofing Spelling Thesaurus
Language (Hyphenation)	> Page Layout Page Setup Hyphenation Hyphenation Options
* Fix Broken Text	> Available as a download from the Office Online Web site
Word Count	> Review Proofing Word Count
Word Count	> Blog Post Proofing Spelling Word Count
AutoSummarize	> Office Button Word Options Customize All Commands
Look Up Reference	> Right-click in a word, and then click Look Up
Speech	> Removed from product
Shared Workspace	> File Publish Create Document Workspace
Track Changes	> Review Tracking Track Changes
Compare and Merge Documents	> Review Compare Compare Compare
Compare and Merge Documents	> Review Compare Compare Combine
Protect Document	> Developer Protect Protect Document
Protect Document	> Review Protect Protect Document
Online Collaboration (Meet Now)	> Removed from product
Online Collaboration (Schedule)	> Removed from product
Online Collaboration (Web Discussions)	> Removed from product
Online Collaboration (End Review)	> Removed from product
Letters and Mailings (Mail Merge)	> Mailings Start Mail Merge Start Mail Merge Step by Step Mail Merge
Letters and Mailings (Show Mail Merge Toolbar)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Mail Merge toolbar, go to the Mail Merge Toolbar sheet of this workbook.</p>
* Letters and Mailings (Show Japanese Greetings Toolbar)	<p>Toolbars have been removed from the product.</p> <p>> To find commands on the Japanese Greetings toolbar, go to the Japanese Greetings Toolbar sheet of this workbook.</p>

Word: Tools	
Word 2003 Location	Word 2007 Location
* Letters and Mailings (Japanese Postcard Wizard)	> Mailings Create Japanese Postcard Wizard
Letters and Mailings (Envelopes and Labels)	> Mailings Create Envelopes
Letters and Mailings (Envelopes and Labels)	> Mailings Create Labels
* Letters and Mailings (Chinese Envelope Wizard)	> Mailings Create Chinese Envelope
Letters and Mailings (Letter Wizard)	> Removed from product
Macro (Macros)	> Developer Code Macros
Macro (Macros)	> View Macros Macros
Macro (Record New Macro)	> Developer Code Record Macro / Stop Recorder
Macro (Record New Macro)	> View Macros Macros Record Macro / Stop Recorder
Macro (Security)	> Developer Code Macro Security
Macro (Visual Basic Editor)	> Developer Code Visual Basic
Macro (Microsoft Script Editor)	> Removed from product
Templates and Add-Ins	> Developer Templates Document Template
AutoCorrect Options	> Office Button Word Options Proofing AutoCorrect Options
Customize	> Office Button Word Options Customize
Show Signature	> Office Button Finish Add a Digital Signature
Options	> Office Button Word Options

Word: Table	
Word 2003 Location	Word 2007 Location
Draw Table	> Table Tools Design Draw Borders Draw Table
Draw Table	> Home Paragraph Borders Draw Table
Draw Table	> Insert Tables Table Draw Table
Draw Table	> Table Tools Design Table Styles Borders Draw Table
Insert (Table)	> Insert Tables Table Insert Table
Insert (Columns to the Left)	> Table Tools Layout Rows & Columns Insert Left
Insert (Columns to the Right)	> Table Tools Layout Rows & Columns Insert Right
Insert (Rows Above)	> Table Tools Layout Rows & Columns Insert Above
Insert (Rows Below)	> Table Tools Layout Rows & Columns Insert Below
Insert (Cells)	> Table Tools Layout Rows & Columns Dialog Box Launcher
Delete (Table)	> Table Tools Layout Rows & Columns Delete Delete Table
Delete (Columns)	> Table Tools Layout Rows & Columns Delete Delete Columns
Delete (Rows)	> Table Tools Layout Rows & Columns Delete Delete Rows
Delete (Cells)	> Table Tools Layout Rows & Columns Delete Delete Cells
Select (Table)	> Table Tools Layout Table Select Select Table
Select (Column)	> Table Tools Layout Table Select Select Column
Select (Row)	> Table Tools Layout Table Select Select Row
Select (Cell)	> Table Tools Layout Table Select Select Cell
Merge Cells	> Table Tools Layout Merge Merge Cells
Split Cells	> Table Tools Layout Merge Split Cells
Split Table	> Table Tools Layout Merge Split Table
Table AutoFormat	> Table Tools Design Table Styles
AutoFit (AutoFit to Contents)	> Table Tools Layout Cell Size AutoFit AutoFit Contents
AutoFit (AutoFit to Window)	> Table Tools Layout Cell Size AutoFit AutoFit Window
AutoFit (Fixed Column Width)	> Table Tools Layout Cell Size AutoFit Fixed Column Width
AutoFit (Distribute Rows Evenly)	> Table Tools Layout Cell Size Distribute Rows
AutoFit (Distribute Columns Evenly)	> Table Tools Layout Cell Size Distribute Columns
Heading Rows Repeat	> Table Tools Layout Data Repeat Header Rows
* Insert Multidiagonal Cell	> Table Tools Layout Table Insert Multidiagonal Cell
Convert (Text to Table)	> Insert Tables Table Convert Text to Table
Convert (Table to Text)	> Table Tools Layout Data Convert to Text
Sort	> Home Paragraph Sort
Sort	> Table Tools Layout Data Sort
Formula	> Table Tools Layout Data Formula
Show Gridlines	> Table Tools Layout Table Show Gridlines
Table Properties	> Table Tools Layout Cell Size Properties
Table Properties	> Table Tools Layout Table Properties

Word: Window

Word 2003 Location

Word 2007 Location

New Window

> View | Window | New Window

Arrange All

> View | Window | Arrange All

Compare Side by Side with

> View | Window | View Side by Side

Split

> View | Window | Split

Currently Open Documents

> View | Window | Switch Windows | Window Name Goes Here



Word: Help	
Word 2003 Location	Word 2007 Location
Microsoft Office Word Help	> Upper Ribbon Help
Show the Office Assistant	> Removed from product
Microsoft Office Online	> Office Button Word Options Resources Microsoft Office Online
Contact Us	> Office Button Word Options Resources Contact Us
Check for Updates	> Office Button Word Options Resources Check for Updates
Detect and Repair	> Office Button Word Options Resources Diagnose
Activate Product	> Office Button Word Options Resources Activate Product
Customer Feedback Options	> Office Button Word Options Trust Center Protecting Your Privacy Customer Experience Improvement Program
About Microsoft Office Word	> Office Button Word Options Resources About

Word: Standard	
Word 2003 Location	Word 2007 Location
New Blank Document	> Office Button New Blank Document
Open	> Office Button Open
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Permission	> Office Button Prepare Restrict Permission
E-mail	> Office Button Word Options Customize All Commands Send to Mail Recipient
Print	> Office Button Print Quick Print
Print Preview	> Office Button Print Print Preview
* Chinese Translation (Translate to Simplified Chinese)	> Review Chinese Translation Simplified
* Chinese Translation (Translate to Simplified Chinese)	> Blog Post Proofing Spelling Simplified
* Chinese Translation (Translate to Traditional Chinese)	> Review Chinese Translation Traditional
* Chinese Translation (Translate to Traditional Chinese)	> Blog Post Proofing Spelling Traditional
Spelling and Grammar	> Blog Post Proofing Spelling & Grammar
Spelling and Grammar	> Review Proofing Spelling & Grammar
Research	> Review Proofing Research
Research	> Blog Post Proofing Spelling Research
Cut	> Blog Post Clipboard Cut
Cut	> Home Clipboard Cut
Copy	> Blog Post Clipboard Copy
Copy	> Home Clipboard Copy
Paste	> Blog Post Clipboard Paste
Paste	> Home Clipboard Paste
Format Painter	> Blog Post Clipboard Format Painter
Format Painter	> Home Clipboard Format Painter
Undo	> Quick Access Toolbar Undo
Redo	> Quick Access Toolbar Redo
Insert Ink Annotations	> Review Ink Start Inking
Hyperlink	> Insert Links Hyperlink
Tables and Borders Toolbar	> Insert or select a table to see the Table Tools tab
Insert Table	> Insert Tables Table
Insert Excel Spreadsheet	> Insert Tables Table Excel Spreadsheet
Columns	> Page Layout Page Setup Columns More Columns
Drawing	> Insert or select a shape to see the Drawing Tools tab
Document Map	> View Show/Hide Document Map
Show All	> Blog Post Basic Text Show All
Show All	> Home Paragraph Show All
Zoom	> Status Bar Zoom Slider
Microsoft Office Word Help	> Microsoft Office Word Help (F1),"?" button at top of ribbon
Read	> View Document Views Full Screen Reading
Print	> Office Button Print

Word: Standard	
Word 2003 Location	Word 2007 Location
Print	> Print Preview Print Print
Close	> Office Button Close
Envelopes and Labels	> Mailings Create Envelopes
Envelopes and Labels	> Mailings Create Labels
Envelopes and Labels	> Office Button Word Options Customize All Commands Envelope & Label Wizard
Find	> Home Editing Find

Word: Formatting	
Word 2003 Location	Word 2007 Location
Styles and Formatting	> Blog Post Styles Styles
Styles and Formatting	> Home Styles Styles
Style	> Home Styles Dialog Box Launcher
Font	> Blog Post Basic Text Font
Font	> Home Font Font
Font Size	> Blog Post Basic Text Font Size
Font Size	> Home Font Font Size
Keyboard Language	> Use settings in Microsoft Windows to change the keyboard language
Bold	> Blog Post Basic Text Bold
Bold	> Home Font Bold
Italic	> Blog Post Basic Text Italic
Italic	> Home Font Italic
Underline	> Home Font Underline
Underline	> Blog Post Basic Text Underline
Align Left	> Blog Post Basic Text Align Left
Align Left	> Home Paragraph Align Left
Center	> Blog Post Basic Text Center
Center	> Home Paragraph Center
Align Right	> Blog Post Basic Text Align Right
Align Right	> Home Paragraph Align Right
Justify	> Home Paragraph Justify
* Distributed	> Home Paragraph Distributed
Line Spacing	> Home Paragraph Line spacing
* Left-to-Right	> Home Paragraph Left-to-Right
* Right-to-Left	> Home Paragraph Right-to-Left
* Keyboard Language Drop Down	> Removed from product
* Character Border	> Home Font Character Border
* Character Shading	> Home Font Character Shading
* Enclose Characters	> Home Font Enclose Characters
Numbering	> Blog Post Basic Text Numbering
Numbering	> Home Paragraph Numbering
Bullets	> Blog Post Basic Text Bullets
Bullets	> Home Paragraph Bullets
Decrease Indent	> Blog Post Basic Text Decrease Indent
Decrease Indent	> Home Paragraph Decrease Indent
Increase Indent	> Blog Post Basic Text Increase Indent
Increase Indent	> Home Paragraph Increase Indent
Borders	> Home Paragraph Borders
Highlight	> Home Font Highlight
Highlight	> Blog Post Basic Text Highlight
Font Color	> Home Font Font Color
Font Color	> Blog Post Basic Text Font Color

Word: Formatting

Word 2003 Location	Word 2007 Location
Grow Font	> Blog Post Basic Text Grow Font
Grow Font	> Home Font Grow Font
Shrink Font	> Blog Post Basic Text Shrink Font
Shrink Font	> Home Font Shrink Font
Superscript	> Home Font Superscript
Subscript	> Home Font Subscript

Word: AutoText

Word 2003 Location	Word 2007 Location
AutoText	> Insert Text Quick Parts Building Blocks Organizer
All Entries	> Insert Text Quick Parts Building Blocks Organizer
New	> Office Button Word Options Customize All Commands Create AutoText

Word: Control Toolbox

Word 2003 Location	Word 2007 Location
Design Mode	> Developer Controls Design Mode
Properties	> Developer Controls Properties
View Code	> Developer Code Visual Basic
Check Box	> Developer Controls Legacy Tools Check Box
Text Box	> Developer Controls Legacy Tools Text Box
Command Button	> Developer Controls Legacy Tools Command Button
Option Button	> Developer Controls Legacy Tools Option Button
List Box	> Developer Controls Legacy Tools List Box
Combo Box	> Developer Controls Legacy Tools Combo Box
Toggle Button	> Developer Controls Legacy Tools Toggle Button
Spin Button	> Developer Controls Legacy Tools Spin Button
Scroll Bar	> Developer Controls Legacy Tools Scroll Bar
Label	> Developer Controls Legacy Tools Label
Image	> Developer Controls Legacy Tools Image
More Controls	> Developer Controls Legacy Tools More Controls

Word: Database	
Word 2003 Location	Word 2007 Location
Data Form	> Office Button Word Options Customize All Commands Data Form
Manage Fields	> Office Button Word Options Customize All Commands Manage
Add Record	> Office Button Word Options Customize All Commands Add
Delete Record	> Office Button Word Options Customize All Commands Delete Record
Sort Ascending	> Office Button Word Options Customize All Commands Sort Ascending
Sort Descending	> Office Button Word Options Customize All Commands Sort Descending
Database	> Office Button Word Options Customize All Commands Insert Database
Update Field	> Office Button Word Options Customize All Commands Update
Find in Field	> Office Button Word Options Customize All Commands Find
Main Document	> Office Button Word Options Customize All Commands Mail Merge Document

Word: Drawing

Word 2003 Location	Word 2007 Location
Draw (Group)	> Page Layout Arrange Group Group
Draw (Group)	> Drawing Tools Format Arrange Group Group
Draw (Group)	> Organization Chart Tools Format Arrange Group Group
Draw (Group)	> Chart Tools Format Arrange Group Group
Draw (Group)	> Diagram Tools Format Arrange Group Group
Draw (Group)	> SmartArt Tools Format Arrange Group Group
Draw (Group)	> Picture Tools Format Arrange Group Group
Draw (Group)	> WordArt Tools Format Arrange Group Group
Draw (Group)	> Text Box Tools Format Arrange Group Group
Draw (Ungroup)	> Page Layout Arrange Group Ungroup
Draw (Ungroup)	> Drawing Tools Format Arrange Group Ungroup
Draw (Ungroup)	> Organization Chart Tools Format Arrange Group Ungroup
Draw (Ungroup)	> Chart Tools Format Arrange Group Ungroup
Draw (Ungroup)	> Diagram Tools Format Arrange Group Ungroup
Draw (Ungroup)	> SmartArt Tools Format Arrange Group Ungroup
Draw (Ungroup)	> Picture Tools Format Arrange Group Ungroup
Draw (Ungroup)	> WordArt Tools Format Arrange Group Ungroup
Draw (Ungroup)	> Text Box Tools Format Arrange Group Ungroup
Draw (Regroup)	> Page Layout Arrange Group Regroup
Draw (Regroup)	> Drawing Tools Format Arrange Group Regroup
Draw (Regroup)	> Organization Chart Tools Format Arrange Group Regroup
Draw (Regroup)	> Chart Tools Format Arrange Group Regroup
Draw (Regroup)	> Diagram Tools Format Arrange Group Regroup
Draw (Regroup)	> SmartArt Tools Format Arrange Group Regroup
Draw (Regroup)	> Picture Tools Format Arrange Group Regroup
Draw (Regroup)	> WordArt Tools Format Arrange Group Regroup
Draw (Regroup)	> Text Box Tools Format Arrange Group Regroup
Draw (Order - Bring to Front)	> Page Layout Arrange Bring to Front
Draw (Order - Bring to Front)	> Drawing Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> Organization Chart Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> Chart Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> Diagram Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> SmartArt Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> Picture Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> WordArt Tools Format Arrange Bring to Front
Draw (Order - Bring to Front)	> Text Box Tools Format Arrange Bring to Front
Draw (Order - Send to Back)	> Page Layout Arrange Send to Back
Draw (Order - Send to Back)	> Drawing Tools Format Arrange Send to Back
Draw (Order - Send to Back)	> Organization Chart Tools Format Arrange Send to Back
Draw (Order - Send to Back)	> Chart Tools Format Arrange Send to Back
Draw (Order - Send to Back)	> Diagram Tools Format Arrange Send to Back
Draw (Order - Send to Back)	> SmartArt Tools Format Arrange Send to Back
Draw (Order - Send to Back)	> Picture Tools Format Arrange Send to Back

Word: Drawing

Word 2003 Location	Word 2007 Location
Draw (Order - Send to Back)	> WordArt Tools Format Arrange Send to Back
Draw (Order - Send to Back)	> Text Box Tools Format Arrange Send to Back
Draw (Order - Bring Forward)	> Page Layout Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> Drawing Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> Organization Chart Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> Chart Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> Diagram Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> SmartArt Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> Picture Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> WordArt Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Bring Forward)	> Text Box Tools Format Arrange Bring to Front Bring Forward
Draw (Order - Send Backward)	> Page Layout Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> Drawing Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> Organization Chart Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> Chart Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> Diagram Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> SmartArt Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> Picture Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> WordArt Tools Format Arrange Send to Back Send Backward
Draw (Order - Send Backward)	> Text Box Tools Format Arrange Send to Back Send Backward
Draw (Order - Bring in Front of Text)	> Organization Chart Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> Diagram Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> WordArt Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> Drawing Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> Picture Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> SmartArt Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> Chart Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> Page Layout Arrange Bring to Front Bring in Front of Text
Draw (Order - Bring in Front of Text)	> Text Box Tools Format Arrange Bring to Front Bring in Front of Text
Draw (Order - Send Behind Text)	> Text Box Tools Format Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> Page Layout Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> SmartArt Tools Format Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> Picture Tools Format Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> Chart Tools Format Arrange Send to Back Send Behind Text

Word: Drawing	
Word 2003 Location	Word 2007 Location
Draw (Order - Send Behind Text)	> Drawing Tools Format Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> WordArt Tools Format Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> Diagram Tools Format Arrange Send to Back Send Behind Text
Draw (Order - Send Behind Text)	> Organization Chart Tools Format Arrange Send to Back Send
Draw (Grid)	> Page Layout Arrange Align Grid Settings
Draw (Grid)	> Drawing Tools Format Arrange Align Grid Settings
Draw (Grid)	> Organization Chart Tools Format Arrange Align Grid Settings
Draw (Grid)	> Chart Tools Format Arrange Align Grid Settings
Draw (Grid)	> Diagram Tools Format Arrange Align Grid Settings
Draw (Grid)	> SmartArt Tools Format Arrange Align Grid Settings
Draw (Grid)	> Picture Tools Format Arrange Align Grid Settings
Draw (Grid)	> WordArt Tools Format Arrange Align Grid Settings
Draw (Grid)	> Text Box Tools Format Arrange Align Grid Settings
Draw (Nudge)	> Office Button Word Options Customize All Commands Nudge
Draw (Nudge - Up)	> Office Button Word Options Customize All Commands Nudge Up
Draw (Nudge - Down)	> Office Button Word Options Customize All Commands Nudge Down
Draw (Nudge - Left)	> Office Button Word Options Customize All Commands Nudge Left
Draw (Nudge - Right)	> Office Button Word Options Customize All Commands Nudge Right
Draw (Align or Distribute)	> SmartArt Tools Format Arrange Align
Draw (Align or Distribute)	> Chart Tools Format Arrange Align
Draw (Align or Distribute)	> Drawing Tools Format Arrange Align
Draw (Align or Distribute)	> WordArt Tools Format Arrange Align
Draw (Align or Distribute)	> Diagram Tools Format Arrange Align
Draw (Align or Distribute)	> Organization Chart Tools Format Arrange Align
Draw (Align or Distribute - Align Left)	> SmartArt Tools Format Arrange Align Left
Draw (Align or Distribute - Align Left)	> Chart Tools Format Arrange Align Left
Draw (Align or Distribute - Align Left)	> Drawing Tools Format Arrange Align Left
Draw (Align or Distribute - Align Left)	> WordArt Tools Format Arrange Align Left
Draw (Align or Distribute - Align Left)	> Diagram Tools Format Arrange Align Left
Draw (Align or Distribute - Align Left)	> Organization Chart Tools Format Arrange Align Left
Draw (Align or Distribute - Align Center)	> SmartArt Tools Format Arrange Align Center
Draw (Align or Distribute - Align Center)	> Chart Tools Format Arrange Align Center
Draw (Align or Distribute - Align Center)	> Drawing Tools Format Arrange Align Center

Word: Drawing	
Word 2003 Location	Word 2007 Location
Draw (Align or Distribute - Align Center)	> WordArt Tools Format Arrange Align Center
Draw (Align or Distribute - Align Center)	> Diagram Tools Format Arrange Align Center
Draw (Align or Distribute - Align Center)	> Organization Chart Tools Format Arrange Align Center
Draw (Align or Distribute - Align Right)	> SmartArt Tools Format Arrange Align Right
Draw (Align or Distribute - Align Right)	> Chart Tools Format Arrange Align Right
Draw (Align or Distribute - Align Right)	> Drawing Tools Format Arrange Align Right
Draw (Align or Distribute - Align Right)	> WordArt Tools Format Arrange Align Right
Draw (Align or Distribute - Align Right)	> Diagram Tools Format Arrange Align Right
Draw (Align or Distribute - Align Right)	> Organization Chart Tools Format Arrange Align Right
Draw (Align or Distribute - Align Top)	> SmartArt Tools Format Arrange Align Top
Draw (Align or Distribute - Align Top)	> Chart Tools Format Arrange Align Top
Draw (Align or Distribute - Align Top)	> Drawing Tools Format Arrange Align Top
Draw (Align or Distribute - Align Top)	> WordArt Tools Format Arrange Align Top
Draw (Align or Distribute - Align Top)	> Diagram Tools Format Arrange Align Top
Draw (Align or Distribute - Align Top)	> Organization Chart Tools Format Arrange Align Top
Draw (Align or Distribute - Align Middle)	> SmartArt Tools Format Arrange Align Middle
Draw (Align or Distribute - Align Middle)	> Chart Tools Format Arrange Align Middle
Draw (Align or Distribute - Align Middle)	> Drawing Tools Format Arrange Align Middle
Draw (Align or Distribute - Align Middle)	> WordArt Tools Format Arrange Align Middle
Draw (Align or Distribute - Align Middle)	> Diagram Tools Format Arrange Align Middle
Draw (Align or Distribute - Align Middle)	> Organization Chart Tools Format Arrange Align Middle
Draw (Align or Distribute - Align Bottom)	> SmartArt Tools Format Arrange Align Bottom
Draw (Align or Distribute - Align Bottom)	> Chart Tools Format Arrange Align Bottom
Draw (Align or Distribute - Align Bottom)	> Drawing Tools Format Arrange Align Bottom
Draw (Align or Distribute - Align Bottom)	> WordArt Tools Format Arrange Align Bottom
Draw (Align or Distribute - Align Bottom)	> Diagram Tools Format Arrange Align Bottom
Draw (Align or Distribute - Align Bottom)	> Organization Chart Tools Format Arrange Align Bottom

Word: Drawing

Word 2003 Location	Word 2007 Location
Draw (Align or Distribute - Distribute Horizontally)	> SmartArt Tools Format Arrange Distribute Horizontally
Draw (Align or Distribute - Distribute Horizontally)	> Chart Tools Format Arrange Distribute Horizontally
Draw (Align or Distribute - Distribute Horizontally)	> Drawing Tools Format Arrange Distribute Horizontally
Draw (Align or Distribute - Distribute Horizontally)	> WordArt Tools Format Arrange Distribute Horizontally
Draw (Align or Distribute - Distribute Horizontally)	> Diagram Tools Format Arrange Distribute Horizontally
Draw (Align or Distribute - Distribute Horizontally)	> Organization Chart Tools Format Arrange Distribute Horizontally
Draw (Align or Distribute - Distribute Vertically)	> SmartArt Tools Format Arrange Distribute Vertically
Draw (Align or Distribute - Distribute Vertically)	> Chart Tools Format Arrange Distribute Vertically
Draw (Align or Distribute - Distribute Vertically)	> Drawing Tools Format Arrange Distribute Vertically
Draw (Align or Distribute - Distribute Vertically)	> WordArt Tools Format Arrange Distribute Vertically
Draw (Align or Distribute - Distribute Vertically)	> Diagram Tools Format Arrange Distribute Vertically
Draw (Align or Distribute - Distribute Vertically)	> Organization Chart Tools Format Arrange Distribute Vertically
Draw (Align or Distribute - Relative to Page)	> SmartArt Tools Format Arrange Align to Page
Draw (Align or Distribute - Relative to Page)	> Chart Tools Format Arrange Align to Page
Draw (Align or Distribute - Relative to Page)	> Drawing Tools Format Arrange Align to Page
Draw (Align or Distribute - Relative to Page)	> WordArt Tools Format Arrange Align to Page
Draw (Align or Distribute - Relative to Page)	> Diagram Tools Format Arrange Align to Page
Draw (Align or Distribute - Relative to Page)	> Organization Chart Tools Format Arrange Align to Page
Draw (Align or Distribute - Relative to Canvas)	> Drawing Tools Format Arrange Align to Canvas
Draw (Align or Distribute - Relative to Canvas)	> WordArt Tools Format Arrange Align to Canvas
Draw (Align or Distribute - Relative to Organization Chart)	> Drawing Tools Format Arrange Align to Organization Chart
Draw (Align or Distribute - Relative to Organization Chart)	> WordArt Tools Format Arrange Align to Organization Chart
Draw (Align or Distribute - Relative to Organization Chart)	> Organization Chart Tools Format Arrange Align to Organization Chart
Draw (Align or Distribute - Relative to Diagram)	> Drawing Tools Format Arrange Align to Diagram
Draw (Align or Distribute - Relative to Diagram)	> WordArt Tools Format Arrange Align to Diagram
Draw (Align or Distribute - Relative to Diagram)	> Diagram Tools Format Arrange Align to Diagram
Draw (Rotate or Flip - Free Rotate)	> Click object, select green anchor, and drag to rotate freely

Word: Drawing

Word 2003 Location	Word 2007 Location
Draw (Rotate or Flip - Rotate Left 90°)	> Page Layout Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Left 90°)	> Drawing Tools Format Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Left 90°)	> Chart Tools Format Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Left 90°)	> SmartArt Tools Format Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Left 90°)	> Picture Tools Format Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Left 90°)	> WordArt Tools Format Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Left 90°)	> Text Box Tools Format Arrange Rotate Rotate Left 90°
Draw (Rotate or Flip - Rotate Right 90°)	> Page Layout Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Rotate Right 90°)	> Drawing Tools Format Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Rotate Right 90°)	> Chart Tools Format Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Rotate Right 90°)	> SmartArt Tools Format Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Rotate Right 90°)	> Picture Tools Format Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Rotate Right 90°)	> WordArt Tools Format Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Rotate Right 90°)	> Text Box Tools Format Arrange Rotate Rotate Right 90°
Draw (Rotate or Flip - Flip Horizontal)	> Page Layout Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Horizontal)	> Drawing Tools Format Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Horizontal)	> Chart Tools Format Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Horizontal)	> SmartArt Tools Format Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Horizontal)	> Picture Tools Format Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Horizontal)	> WordArt Tools Format Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Horizontal)	> Text Box Tools Format Arrange Rotate Flip Horizontal
Draw (Rotate or Flip - Flip Vertical)	> Page Layout Arrange Rotate Flip Vertical
Draw (Rotate or Flip - Flip Vertical)	> Drawing Tools Format Arrange Rotate Flip Vertical
Draw (Rotate or Flip - Flip Vertical)	> Chart Tools Format Arrange Rotate Flip Vertical
Draw (Rotate or Flip - Flip Vertical)	> SmartArt Tools Format Arrange Rotate Flip Vertical
Draw (Rotate or Flip - Flip Vertical)	> Picture Tools Format Arrange Rotate Flip Vertical
Draw (Rotate or Flip - Flip Vertical)	> WordArt Tools Format Arrange Rotate Flip Vertical

Word: Drawing	
Word 2003 Location	Word 2007 Location
Draw (Rotate or Flip - Flip Vertical)	> Text Box Tools Format Arrange Rotate Flip Vertical
Draw (Text Wrapping)	> WordArt Tools Format Arrange Text Wrapping
Draw (Text Wrapping)	> Drawing Tools Format Arrange Text Wrapping
Draw (Text Wrapping)	> Chart Tools Format Arrange Text Wrapping
Draw (Text Wrapping)	> Picture Tools Picture Tools Arrange Text Wrapping
Draw (Text Wrapping)	> SmartArt Tools Format Arrange Text Wrapping
Draw (Text Wrapping)	> Page Layout Arrange Text Wrapping
Draw (Text Wrapping)	> Text Box Tools Format Arrange Text Wrapping
Draw (Text Wrapping)	> Diagram Tools Format Arrange Text Wrapping
Draw (Text Wrapping)	> Organization Chart Tools Format Arrange Text Wrapping
Draw (Reroute Connectors)	> Drawing Tools Format Insert Shapes Edit Shape Reroute Connectors
Draw (Edit Points)	> Drawing Tools Format Insert Shapes Edit Shape Edit Points
Draw (Change AutoShape)	> Drawing Tools Format Shape Styles Change Shape
Draw (Change AutoShape)	> Text Box Tools Format Text Box Styles Change Shape
Draw (Set AutoShape Defaults)	> Office Button Word Options Customize All Commands Set AutoShape Defaults
Select Objects	> Ink Tools Pens Select Select Objects
Select Objects	> Home Editing Select Select Objects
AutoShapes	> Insert Illustrations Shapes
AutoShapes	> Drawing Tools Format Insert Shapes
AutoShapes (More AutoShapes)	> Insert Clip Art
Line	> Insert Illustrations Shapes
Line	> Drawing Tools Format Insert Shapes
Arrow	> Insert Illustrations Shapes
Arrow	> Drawing Tools Format Insert Shapes
Rectangle	> Insert Illustrations Shapes
Rectangle	> Drawing Tools Format Insert Shapes
Oval	> Insert Illustrations Shapes
Oval	> Drawing Tools Format Insert Shapes
Text Box	> Insert Text Text Box Draw Text Box
Text Box	> Chart Tools Layout Insert Draw Text Box Draw Text Box
Text Box	> Text Box Tools Format Text Draw Text Box Draw Text Box
* Vertical Text Box	> Insert Text Text Box Draw Vertical Text Box
* Vertical Text Box	> Chart Tools Layout Insert Draw Text Box Draw Vertical Text Box
* Vertical Text Box	> Text Box Tools Format Text Draw Text Box Draw Vertical Text Box
WordArt	> Insert Text WordArt
Diagram	> Insert Illustrations SmartArt
Clip Art	> Insert Illustrations Clip Art
Clip Art	> Header & Footer Tools Design Insert Clip Art
Picture	> Insert Illustrations Picture
Picture	> Header & Footer Tools Design Insert Picture

Word: Drawing	
Word 2003 Location	Word 2007 Location
Picture	> Chart Tools Layout Insert Picture
Ink Drawing and Writing	> Review Ink Start Inking
Fill Color	> Organization Chart Tools Format Styles Shape Fill
Fill Color	> Text Box Tools Format Text Box Styles Shape Fill
Fill Color	> SmartArt Tools Format Shape Styles Shape Fill
Fill Color	> Chart Tools Format Shape Styles Shape Fill
Fill Color	> Drawing Tools Format Shape Styles Shape Fill
Fill Color	> WordArt Tools Format WordArt Styles Shape Fill
Fill Color	> Diagram Tools Format Styles Shape Fill
Line Color	> Organization Chart Tools Format Styles Shape Outline
Line Color	> Text Box Tools Format Text Box Styles Shape Outline
Line Color	> SmartArt Tools Format Shape Styles Shape Outline
Line Color	> Chart Tools Format Shape Styles Shape Outline
Line Color	> Drawing Tools Format Shape Styles Shape Outline
Line Color	> WordArt Tools Format WordArt Styles Shape Outline
Line Color	> Diagram Tools Format Styles Shape Outline
Font Color	> Home Font Font Color
Line Style	> Organization Chart Tools Format Styles Shape Outline Weight
Line Style	> Text Box Tools Format Text Box Styles Shape Outline Weight
Line Style	> SmartArt Tools Format Shape Styles Shape Outline Weight
Line Style	> Chart Tools Format Shape Styles Shape Outline Weight
Line Style	> Drawing Tools Format Shape Styles Shape Outline Weight
Line Style	> WordArt Tools Format WordArt Styles Shape Outline Weight
Line Style	> Diagram Tools Format Styles Shape Outline Weight
Dash Style	> Organization Chart Tools Format Styles Shape Outline Dashes
Dash Style	> Text Box Tools Format Text Box Styles Shape Outline Dashes
Dash Style	> SmartArt Tools Format Shape Styles Shape Outline Dashes
Dash Style	> Chart Tools Format Shape Styles Shape Outline Dashes
Dash Style	> Drawing Tools Format Shape Styles Shape Outline Dashes
Dash Style	> WordArt Tools Format WordArt Styles Shape Outline Dashes
Dash Style	> Diagram Tools Format Styles Shape Outline Dashes
Arrow Style	> Organization Chart Tools Format Styles Shape Outline Arrows
Arrow Style	> Text Box Tools Format Text Box Styles Shape Outline Arrows
Arrow Style	> SmartArt Tools Format Shape Styles Shape Outline Arrows
Arrow Style	> Chart Tools Format Shape Styles Shape Outline Arrows
Arrow Style	> Drawing Tools Format Shape Styles Shape Outline Arrows
Arrow Style	> WordArt Tools Format WordArt Styles Shape Outline Arrows
Arrow Style	> Diagram Tools Format Styles Shape Outline Arrows
Shadow Style	> Organization Chart Tools Format Shadow Effects Shadow Effects
Shadow Style	> Text Box Tools Format Shadow Effects Shadow Effects
Shadow Style	> SmartArt Tools Format Shape Styles Shape Effects Shadow
Shadow Style	> Chart Tools Format Shape Styles Shape Effects Shadow

Word: Drawing

Word 2003 Location	Word 2007 Location
Shadow Style	> Drawing Tools Format Shadow Effects Shadow Effects
Shadow Style	> WordArt Tools Format Shadow Effects Shadow Effects
Shadow Style	> Diagram Tools Format Shadow Effects Shadow Effects
Shadow Style	> Picture Tools Format Picture Styles Picture Effects Shadow Effects
3-D Style	> Organization Chart Tools Format 3-D Effects 3-D Effects
3-D Style	> Text Box Tools Format 3-D Effects 3-D Effects
3-D Style	> SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
3-D Style	> Drawing Tools Format 3-D Effects 3-D Effects
3-D Style	> WordArt Tools Format 3-D Effects 3-D Effects
3-D Style	> Diagram Tools Format 3-D Effects 3-D Effects
3-D Style	> Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Select Multiple Objects	> Office Button Word Options Customize All Commands Select Multiple Objects

Word: E-mail

Word 2003 Location	Word 2007 Location
Drawing and Writing Pen	> Review Ink Start Inking
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Print	> Office Button Print Quick Print
Cut	> Blog Post Clipboard Cut
Cut	> Home Clipboard Cut
Copy	> Blog Post Clipboard Copy
Copy	> Home Clipboard Copy
Paste	> Blog Post Clipboard Paste
Paste	> Home Clipboard Paste
Paste	> Home Clipboard Paste Paste
Font	> Blog Post Basic Text Font
Font	> Home Font Font
Font Size	> Blog Post Basic Text Font Size
Font Size	> Home Font Font Size
Font Color	> Blog Post Basic Text Font Color
Font Color	> Home Font Font Color
Bold	> Blog Post Basic Text Bold
Bold	> Home Font Bold
Italic	> Blog Post Basic Text Italic
Italic	> Home Font Italic
Underline	> Blog Post Basic Text Underline
Underline	> Home Font Underline
Align Left	> Blog Post Basic Text Align Left
Align Left	> Home Paragraph Align Left
Center	> Blog Post Basic Text Center
Center	> Home Paragraph Center
Align Right	> Blog Post Basic Text Align Right
Align Right	> Home Paragraph Align Right
* Distributed	> Home Paragraph Distributed
* Left-to-Right	> Home Paragraph Left-to-Right
* Right - to-Left	> Home Paragraph Right-to-Left
Numbering	> Blog Post Basic Text Numbering
Numbering	> Home Paragraph Numbering
Bullets	> Blog Post Basic Text Bullets
Bullets	> Home Paragraph Bullets
Decrease Indent	> Blog Post Basic Text Decrease Indent
Decrease Indent	> Home Paragraph Decrease Indent
Increase Indent	> Blog Post Basic Text Increase Indent
Increase Indent	> Home Paragraph Increase Indent
Translate	> Review Proofing Translate

Word: Extended Formatting

Word 2003 Location	Word 2007 Location
Highlight	> Home Font Text Highlight Color
* Enclose Characters	> Home Font Enclose Characters
* Phonetic Guide	> Home Font Phonetic Guide
* Dot Accent	> Home Font Dialog Box Launcher
* Double Strikethrough	> Home Font Dialog Box Launcher
* Combine Characters	> Home Paragraph Asian Layout Combine Characters
Single Spacing	> Home Paragraph Line spacing 1.0
1.5 Spacing	> Home Paragraph Line spacing 1.5
Double Spacing	> Home Paragraph Line spacing 2.0
Columns	> Page Layout Page Setup Columns More Columns

Word: Forms

Word 2003 Location	Word 2007 Location
Text Form Field	> Developer Controls Legacy Tools Text Form Field
Check Box	> Developer Controls Legacy Tools Check Box
Combo Box	> Developer Controls Legacy Tools Combo Box
Properties	> Developer Controls Properties
Draw Table	> Table Tools Design Draw Borders Draw Table
Draw Table	> Home Paragraph Borders Draw Table
Draw Table	> Insert Tables Table Draw Table
Draw Table	> Table Tools Design Table Styles Borders Draw Table
Insert Table	> Insert Tables Table
Frame	> Developer Controls Legacy Tools Insert Frame
Show Field Shading	> Developer Controls Legacy Tools Form Field Shading
Reset Form Fields	> Developer Controls Legacy Tools Reset Form Fields
Protect Form	> Office Button Word Options Customize All Commands Lock

Word: Frames

Word 2003 Location	Word 2007 Location
Table of Contents in Frame	> Office Button Word Options Customize All Commands Frames Table of Contents in Frame
New Frame Left	> Office Button Word Options Customize All Commands New Frame Left
New Frame Right	> Office Button Word Options Customize All Commands New Frame Right
New Frame Above	> Office Button Word Options Customize All Commands New Frame
New Frame Below	> Office Button Word Options Customize All Commands New Frame
Delete Frame	> Office Button Word Options Customize All Commands Delete Frame
Frame Properties	> Office Button Word Options Customize All Commands Frame Properties

Word: Function Key Display

Word 2003 Location	Word 2007 Location
Help	> (F1) Help
Move Text	> (F2) Move Text
Insert AutoText	> (F3) Insert Autotext
Repeat	> (F4) Repeat
Go To	> (F5) Go To
Other Pane	> (F6) Other Pane
Spelling and Grammar	> (F7) Spelling and Grammar
Function Key 8	> (F8) Selection
Update Field	> (F9) Update Field
Menu Mode	> (F10) Menu Mode
Next Field	> (F11) Next Field
Save As	> (F12) Save As

Word: Ink Annotations

Word 2003 Location	Word 2007 Location
Annotation Pen	> Review Ink Start Inking
Eraser	> Ink Tools Pens Eraser
Select Objects	> Ink Tools Pens Select Select Objects
Select Objects	> Home Editing Select Select Objects
Line Color	> Ink Tools Format Color
Line Style	> Ink Tools Format Weight
Markup	> Review Tracking Show Markup Ink
Stop Erasing	> Select a different writing tool to stop erasing

Word: Ink Drawing and Writing

Word 2003 Location**Word 2007 Location**

Drawing and Writing Pen

> Ink Tools | Pens

Eraser

> Ink Tools | Pens | Eraser

Select Objects

> Ink Tools | Pens | Select | Select Objects

Select Objects

> Home | Editing | Select | Select Objects

Line Color

> Ink Tools | Format | Color

Line Style

> Ink Tools | Format | Weight

Stop Erasing

> Select a different writing tool to stop erasing

Word: Japanese Greetings	
Word 2003 Location	Word 2007 Location
* Greeting	> Insert Text Japanese Greetings Greeting
* Greeting	> Mailings Create Japanese Greetings Greeting
* Opening	> Insert Text Japanese Greetings Opening
* Opening	> Mailings Create Japanese Greetings Opening
* Closing	> Insert Text Japanese Greetings Closing
* Closing	> Mailings Create Japanese Greetings Closing
* Insert Previous Greeting	> Removed from product

Word: Mail Merge	
Word 2003 Location	Word 2007 Location
Main document setup	> Mailings Start Mail Merge Start Mail Merge
Open Data Source	> Mailings Start Mail Merge Select Recipients Use Existing List
Mail Merge Recipients	> Mailings Start Mail Merge Edit Recipient List
Insert Address Block	> Mailings Write & Insert Fields Address Block
Insert Greeting Line	> Mailings Write & Insert Fields Greeting Line
Insert Merge Fields	> Mailings Write & Insert Fields Insert Merge Field
Insert Word Field	> Mailings Write & Insert Fields Rules
Insert Word Field (Ask)	> Mailings Write & Insert Fields Rules Ask
Insert Word Field (Fill-in)	> Mailings Write & Insert Fields Rules Fill-in
Insert Word Field (IfThenElse)	> Mailings Write & Insert Fields Rules IfThenElse
Insert Word Field (Merge Record #)	> Mailings Write & Insert Fields Rules Merge Record #
Insert Word Field (Merge Sequence)	> Mailings Write & Insert Fields Rules Merge Sequence #
Insert Word Field (Next Record)	> Mailings Write & Insert Fields Rules Next Record
Insert Word Field (Next Record If)	> Mailings Write & Insert Fields Rules Next Record If
Insert Word Field (Set Bookmark)	> Mailings Write & Insert Fields Rules Set Bookmark
Insert Word Field (Skip Record If)	> Mailings Write & Insert Fields Rules Skip Record If
Show Fields/Values	> Mailings Preview Results Preview Results
Highlight Merge Fields	> Mailings Write & Insert Fields Highlight Merge Fields
Match Fields	> Mailings Write & Insert Fields Match Fields
Propagate Labels	> Mailings Write & Insert Fields Update Labels
First	> Mailings Preview Results First
Previous	> Mailings Preview Results Previous
Record	> Mailings Preview Results Record
Next	> Mailings Preview Results Next
Last	> Mailings Preview Results Last
Find Entry	> Mailings Preview Results Find Recipient
Error Check Merge	> Mailings Preview Results Auto Check for Errors
Merge to Document	> Mailings Finish Finish & Merge Edit Individual Documents
Merge to Printer	> Mailings Finish Finish & Merge Print Documents
Merge to E-mail	> Mailings Finish Finish & Merge Send E-mail Messages
Merge to Fax	> Office Button Word Options Customize All Commands Merge to Fax
Insert Merge Field	> Mailings Write & Insert Fields Insert Merge Fields

Word: Outlining

Word 2003 Location	Word 2007 Location
Promote to Heading 1	> Outlining Outline Tools Promote to Heading 1
Promote	> Outlining Outline Tools Promote
Outline Level	> Outlining Outline Tools Outline Level
Demote	> Outlining Outline Tools Demote
Demote to Body Text	> Outlining Outline Tools Demote to Body Text
Move Up	> Outlining Outline Tools Move Up
Move Down	> Outlining Outline Tools Move Down
Expand	> Outlining Outline Tools Expand
Collapse	> Outlining Outline Tools Collapse
Show Level	> Outlining Outline Tools Show Level
First Line Only View	> Outlining Outline Tools Show First Line Only
Show Formatting	> Outlining Outline Tools Show Text Formatting
Update TOC	> References Table of Contents Update Table
Go to TOC	> Office Button Word Options Customize All Commands Go to TOC
Master Document View	> Outlining Master Document Show Document
Collapse Subdocuments	> Outlining Master Document Expand/Collapse Subdocuments
Create Subdocument	> Outlining Master Document Create
Delete Subdocument	> Outlining Master Document Unlink
Import Subdocument	> Outlining Master Document Insert
Merge Subdocument	> Outlining Master Document Merge
Split Subdocument	> Outlining Master Document Split
Protect Subdocument	> Outlining Master Document Lock Document

Word: Picture

Word 2003 Location	Word 2007 Location
Picture	> Insert Illustrations Picture
Picture	> Header & Footer Tools Design Insert Picture
Picture	> Chart Tools Layout Insert Picture
Color	> Picture Tools Format Adjust Recolor
More Contrast	> Picture Tools Format Adjust Contrast
Less Contrast	> Picture Tools Format Adjust Contrast
More Brightness	> Picture Tools Format Adjust Brightness
Less Brightness	> Picture Tools Format Adjust Brightness
Crop	> Picture Tools Format Size Crop
Rotate Left 90°	> Page Layout Arrange Rotate Rotate Left 90°
Rotate Left 90°	> Drawing Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90°	> Chart Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90°	> SmartArt Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90°	> Picture Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90°	> WordArt Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90°	> Text Box Tools Format Arrange Rotate Rotate Left 90°
Line Style	> Picture Tools Format Picture Styles Picture Border Weight
Compress Pictures	> Picture Tools Format Adjust Compress Pictures
Text Wrapping	> Picture Tools Format Arrange Text Wrapping
Text Wrapping	> Page Layout Arrange Text Wrapping
Format Object	> Picture Tools Format
Format Object	> Picture Tools Format Picture Styles Dialog Box Launcher
Set Transparent Color	> Picture Tools Format Adjust Recolor Set Transparent Color
Reset Picture	> Picture Tools Format Adjust Reset Picture

Word: Reviewing

Word 2003 Location	Word 2007 Location
Display for Review	> Review Tracking Display for Review
Show (Final)	> Review Tracking Final
Show (Original)	> Review Tracking Original
Show (Comments)	> Review Tracking Show Markup Comments
Show (Ink Annotations)	> Review Tracking Show Markup Ink
Show (Insertions and Deletions)	> Review Tracking Show Markup Insertions and Deletions
Show (Formatting)	> Review Tracking Show Markup Formatting
Show (Reviewers - All Reviewers)	> Review Tracking Show Markup Reviewers All Reviewers
Show (Balloons - Always)	> Review Tracking Balloons Show Revisions in Balloons
Show (Balloons - Never)	> Review Tracking Balloons Show All Revisions Inline
Show (Balloons - Only for Comments/Formatting)	> Review Tracking Balloons Show Only Comments and Formatting in Balloons
Show (Reviewing Pane)	> Review Tracking Reviewing Pane
Show (Options)	> Reviewing Tracking Track Changes Change Tracking Options
Previous	> Review Changes Previous
Next	> Review Changes Next
Accept Change	> Review Changes Accept
Reject Change/Delete Comment	> Review Changes Reject
Ink Annotations	> Review Ink Start Inking
Ink Comment	> Review Tracking Show Markup Ink
Comment	> Review Comments New Comment
Highlight	> Review Tracking Show Markup Markup Area Highlight
Track Changes	> Review Tracking Track Changes
Reply with Changes	> Office Button Word Options Customize All Commands Reply with Changes
End Review	> Office Button Word Options Customize All Commands End Review
Reviewing Pane	> Review Tracking Reviewing Pane

Word: Tables and Borders

Word 2003 Location	Word 2007 Location
Draw Table	> Table Tools Design Draw Borders Draw Table
Draw Table	> Home Paragraph Borders Draw Table
Draw Table	> Insert Tables Table Draw Table
Draw Table	> Table Tools Design Table Styles Borders Draw Table
Eraser	> Table Tools Design Draw Borders Eraser
Border Style	> Table Tools Design Draw Borders Pen Style
Border Width	> Table Tools Design Draw Borders Pen Weight
Border Color	> Table Tools Design Draw Borders Pen Color
Borders	> Table Tools Design Table Styles Borders
Shading Color	> Table Tools Design Table Styles Shading
Insert Table (Insert Table)	> Insert Tables Table Insert Table
Insert Table (Insert Columns to the Left)	> Table Tools Layout Rows & Columns Insert Left
Insert Table (Insert Columns to the Right)	> Table Tools Layout Rows & Columns Insert Left
Insert Table (Insert Rows Above)	> Table Tools Layout Rows & Columns Insert Above
Insert Table (Insert Rows Below)	> Table Tools Layout Rows & Columns Insert Below
Insert Table (Insert Cells)	> Table Tools Layout Rows & Columns > Dialog Box Launcher
Insert Table (AutoFit to Content)	> Table Tools Layout Cell Size AutoFit AutoFit Contents
Insert Table (AutoFit to Window)	> Table Tools Layout Cell Size AutoFit AutoFit Window
Insert Table (Fixed Column Width)	> Table Tools Layout Cell Size AutoFit Fixed Column Width
Delete Columns	> Table Tools Layout Rows & Columns Delete Delete Columns
Delete Rows	> Table Tools Layout Rows & Columns Delete Delete Rows
Delete Cells	> Table Tools Layout Rows & Columns Delete Delete Cells
AutoFit to Contents	> Table Tools Layout Cell Size AutoFit AutoFit Contents
AutoFit to Window	> Table Tools Layout Cell Size AutoFit AutoFit Window
Fixed Column Width	> Table Tools Layout Cell Size AutoFit Fixed Column Width
Show/Hide Gridlines	> Table Tools Layout Table View/Hide Gridlines
Merge Cells	> Table Tools Layout Merge Merge Cells
Split Cells	> Table Tools Layout Merge Split Cells
Cell Alignment	> Table Tools Layout Alignment
Distribute Rows Evenly	> Table Tools Layout Cell Size Distribute Rows
Distribute Columns Evenly	> Table Tools Layout Cell Size Distribute Columns
Table AutoFormat	> Table Tools Design Table Styles
Change Text Direction	> Table Tools Layout Alignment Text Direction
Sort Ascending	> Table Tools Layout Data Sort
Sort Descending	> Table Tools Layout Data Sort
AutoSum	> Table Tools Layout Data Formula

Word: Visual Basic

Word 2003 Location	Word 2007 Location
Macros	> View Macros Macros
Macros	> Developer Code Macros
Record New Macro	> Developer Code Record Macro
Record New Macro	> View Macros Macros Record Macro
Security	> Developer Code Macro Security
Visual Basic Editor	> Developer Code Visual Basic
Control Toolbox	> Developer Controls
Design Mode	> Developer Controls Design Mode
Microsoft Script Editor	> Removed from product

Word: Web	
Word 2003 Location	Word 2007 Location
Back	> Office Button Word Options Customize All Commands Back
Forward	> Office Button Word Options Customize All Commands Forward
Stop	> Removed from product
Refresh	> Removed from product
Start Page	> Removed from product
Search the Web	> Removed from product
Favorites (Add to Favorites)	> Office Button Word Options Customize All Commands Add to Favorites
Favorites (Open Favorites)	> Removed from product
Go (Open Hyperlink)	> Removed from product
Go (Back)	> Office Button Word Options Customize All Commands Back
Go (Forward)	> Office Button Word Options Customize All Commands Forward
Go (Start Page)	> Removed from product
Go (Search the Web)	> Removed from product
Go (Set Search Page)	> Removed from product
Show Only Web Toolbar	> Removed from product
Address	> Office Button Prepare Properties Location

Word: Web Tools	
Word 2003 Location	Word 2007 Location
Design Mode	> Office Button Word Options Customize All Commands Web Design Mode
Properties	> Office Button Word Options Customize All Commands Property Sheet
Checkbox	> Office Button Word Options Customize All Commands Check Box (Web Control)
Option Button	> Office Button Word Options Customize All Commands Option Button (Web Control)
Drop-Down Box	> Office Button Word Options Customize All Commands Drop-Down Box (Web Control)
List Box	> Office Button Word Options Customize All Commands List Box (Web Control)
Textbox	> Office Button Word Options Customize All Commands Text Box (Web Control)
Text Area	> Office Button Word Options Customize All Commands Text Area (Web Control)
Submit	> Office Button Word Options Customize All Commands Submit (Web Control)
Submit with Image	> Office Button Word Options Customize All Commands Submit with Image (Web Control)
Reset	> Office Button Word Options Customize All Commands Reset (Web Control)
Hidden	> Office Button Word Options Customize All Commands Hidden (Web Control)
Password	> Office Button Word Options Customize All Commands Password (Web Control)
Movie	> Removed from product
Sound	> Removed from product
Scrolling Text	> Removed from product



Word: Word Count	
Word 2003 Location	Word 2007 Location
Word Count Statistics	> Review Proofing Word Count
Word Count Statistics	> Status Bar Word Count
Recount	> Office Button Word Options Customize All Commands Recount

Word: WordArt

Word 2003 Location	Word 2007 Location
WordArt	> Insert or Select WordArt text to see the WordArt Tools tab
Edit Text	> WordArt Tools Format Text Edit Text
WordArt Gallery	> WordArt Tools Format WordArt Styles
Format Object	> WordArt Tools Format Size Dialog Box Launcher
WordArt Shape	> WordArt Tools Format WordArt Styles Change WordArt Shape
Text Wrapping	> WordArt Tools Format Arrange Text Wrapping
WordArt Same Letter Heights	> WordArt Tools Format Text Even Height
WordArt Vertical Text	> WordArt Tools Format Text Vertical Text
WordArt Alignment	> WordArt Tools Format Text Alignment
WordArt Character Spacing	> WordArt Tools Format Text Spacing

Word: 3-D Settings

Word 2003 Location	Word 2007 Location
3-D On/Off	> Drawing Tools Format 3-D Effects 3-D On/Off
3-D On/Off	> Organization Chart Tools Format 3-D Effects 3-D On/Off
3-D On/Off	> Diagram Tools Format 3-D Effects 3-D On/Off
3-D On/Off	> WordArt Tools Format 3-D Effects 3-D On/Off
3-D On/Off	> Text Box Tools Format 3-D Effects 3-D On/Off
3-D On/Off	> SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
3-D On/Off	> Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Tilt Down	> Drawing Tools Format 3-D Effects Tilt Down
Tilt Down	> Organization Chart Tools Format 3-D Effects Tilt Down
Tilt Down	> Diagram Tools Format 3-D Effects Tilt Down
Tilt Down	> WordArt Tools Format 3-D Effects Tilt Down
Tilt Down	> Text Box Tools Format 3-D Effects Tilt Down
Tilt Down	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation Down
Tilt Down	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation Down
Tilt Up	> Drawing Tools Format 3-D Effects Tilt Up
Tilt Up	> Organization Chart Tools Format 3-D Effects Tilt Up
Tilt Up	> Diagram Tools Format 3-D Effects Tilt Up
Tilt Up	> WordArt Tools Format 3-D Effects Tilt Up
Tilt Up	> Text Box Tools Format 3-D Effects Tilt Up
Tilt Up	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation Up
Tilt Up	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation Up
Tilt Left	> Drawing Tools Format 3-D Effects Tilt Left
Tilt Left	> Organization Chart Tools Format 3-D Effects Tilt Left
Tilt Left	> Diagram Tools Format 3-D Effects Tilt Left
Tilt Left	> WordArt Tools Format 3-D Effects Tilt Left
Tilt Left	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation Left
Tilt Left	> Text Box Tools Format 3-D Effects Tilt Left
Tilt Left	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation Left
Tilt Right	> Drawing Tools Format 3-D Effects Tilt Right
Tilt Right	> Organization Chart Tools Format 3-D Effects Tilt Right
Tilt Right	> Diagram Tools Format 3-D Effects Tilt Right
Tilt Right	> WordArt Tools Format 3-D Effects Tilt Right
Tilt Right	> Text Box Tools Format 3-D Effects Tilt Right
Tilt Right	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation Right
Tilt Right	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation Right
Depth	> Drawing Tools Format 3-D Effects Depth

Word: 3-D Settings

Word 2003 Location	Word 2007 Location
Depth	> Organization Chart Tools Format 3-D Effects 3-D Effects Depth
Depth	> Diagram Tools Format 3-D Effects 3-D Effects Depth
Depth	> WordArt Tools Format 3-D Effects 3-D Effects Depth
Depth	> Text Box Tools Format 3-D Effects 3-D Effects Depth
Depth	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Depth Depth
Depth	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Depth Depth
Direction	> Drawing Tools Format 3-D Effects 3-D Effects Direction
Direction	> Organization Chart Tools Format 3-D Effects 3-D Effects Direction
Direction	> Diagram Tools Format 3-D Effects 3-D Effects Direction
Direction	> WordArt Tools Format 3-D Effects 3-D Effects Direction
Direction	> Text Box Tools Format 3-D Effects 3-D Effects Direction
Direction	> SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
Direction	> Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Lighting	> Drawing Tools Format 3-D Effects 3-D Effects Lighting
Lighting	> Organization Chart Tools Format 3-D Effects 3-D Effects Lighting
Lighting	> Diagram Tools Format 3-D Effects 3-D Effects Lighting
Lighting	> WordArt Tools Format 3-D Effects 3-D Effects Lighting
Lighting	> Text Box Tools Format 3-D Effects 3-D Effects Lighting
Lighting	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Surface Lighting
Lighting	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Surface Lightning
Surface	> Drawing Tools Format 3-D Effects 3-D Effects Surface
Surface	> Organization Chart Tools Format 3-D Effects 3-D Effects Surface
Surface	> Diagram Tools Format 3-D Effects 3-D Effects Surface
Surface	> WordArt Tools Format 3-D Effects 3-D Effects Surface
Surface	> Text Box Tools Format 3-D Effects 3-D Effects Surface
Surface	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Surface Material
Surface	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Surface Material
3-D Color	> Drawing Tools Format 3-D Effects 3-D Effects 3-D Color
3-D Color	> Organization Chart Tools Format 3-D Effects 3-D Effects 3-D Color
3-D Color	> Diagram Tools Format 3-D Effects 3-D Effects 3-D Color
3-D Color	> WordArt Tools Format 3-D Effects 3-D Effects 3-D Color
3-D Color	> Text Box Tools Format 3-D Effects 3-D Effects 3-D Color
3-D Color	> SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Depth Color
3-D Color	> Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Depth Color

Word: Shadow Settings

Word 2003 Location	Word 2007 Location
Shadow On/Off	> Drawing Tools Format Shadow Effects Shadow On/Off
Shadow On/Off	> Organization Chart Tools Format Shadow Effects Shadow On/Off
Shadow On/Off	> Diagram Tools Format Shadow Effects Shadow On/Off
Shadow On/Off	> Picture Tools Format Shadow Effects Shadow On/Off
Shadow On/Off	> WordArt Tools Format Shadow Effects Shadow On/Off
Shadow On/Off	> Text Box Tools Format Shadow Effects Shadow On/Off
Shadow On/Off	> SmartArt Tools Format Shape Styles Shape Effects Shadow
Shadow On/Off	> Chart Tools Format Shape Styles Shape Effects Shadow
Nudge Shadow Up	> Drawing Tools Format Shadow Effects Nudge Shadow Up
Nudge Shadow Up	> Organization Chart Tools Format Shadow Effects Nudge Shadow Up
Nudge Shadow Up	> Diagram Tools Format Shadow Effects Nudge Shadow Up
Nudge Shadow Up	> Picture Tools Format Shadow Effects Nudge Shadow Up
Nudge Shadow Up	> WordArt Tools Format Shadow Effects Nudge Shadow Up
Nudge Shadow Up	> Text Box Tools Format Shadow Effects Nudge Shadow Up
Nudge Shadow Up	> SmartArt Tools Format Shape Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Up	> Picture Tools Format Picture Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Down	> Drawing Tools Format Shadow Effects Nudge Shadow Down
Nudge Shadow Down	> Organization Chart Tools Format Shadow Effects Nudge Shadow Down
Nudge Shadow Down	> Diagram Tools Format Shadow Effects Nudge Shadow Down
Nudge Shadow Down	> Picture Tools Format Shadow Effects Nudge Shadow Down
Nudge Shadow Down	> WordArt Tools Format Shadow Effects Nudge Shadow Down
Nudge Shadow Down	> Text Box Tools Format Shadow Effects Nudge Shadow Down
Nudge Shadow Down	> SmartArt Tools Format Shape Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Down	> Picture Tools Format Picture Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Left	> Drawing Tools Format Shadow Effects Nudge Shadow Left
Nudge Shadow Left	> Organization Chart Tools Format Shadow Effects Nudge Shadow Left
Nudge Shadow Left	> Diagram Tools Format Shadow Effects Nudge Shadow Left
Nudge Shadow Left	> Picture Tools Format Shadow Effects Nudge Shadow Left
Nudge Shadow Left	> WordArt Tools Format Shadow Effects Nudge Shadow Left
Nudge Shadow Left	> Text Box Tools Format Shadow Effects Nudge Shadow Left
Nudge Shadow Left	> SmartArt Tools Format Shape Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Left	> Picture Tools Format Picture Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Right	> Drawing Tools Format Shadow Effects Nudge Shadow Right
Nudge Shadow Right	> Organization Chart Tools Format Shadow Effects Nudge Shadow Right
Nudge Shadow Right	> Diagram Tools Format Shadow Effects Nudge Shadow Right
Nudge Shadow Right	> Picture Tools Format Shadow Effects Nudge Shadow Right

Word: Shadow Settings

Word 2003 Location	Word 2007 Location
Nudge Shadow Right	> WordArt Tools Format Shadow Effects Nudge Shadow Right
Nudge Shadow Right	> Text Box Tools Format Shadow Effects Nudge Shadow Right
Nudge Shadow Right	> SmartArt Tools Format Shape Styles Dialog Box Launcher Shadow Angle/Distance
Nudge Shadow Right	> Picture Tools Format Picture Styles Dialog Box Launcher Shadow Angle/Distance
Shadow Color	> Chart Tools Format Shape Styles Dialog Box Launcher Shadow Color
Shadow Color	> SmartArt Tools Format Shape Styles Dialog Box Launcher Shadow Color
Shadow Color	> Drawing Tools Format Shadow Effects Shadow Effects Shadow Color
Shadow Color	> Organization Chart Tools Format Shadow Effects Shadow Color
Shadow Color	> Diagram Tools Format Shadow Effects Shadow Color
Shadow Color	> Picture Tools Format Picture Styles Pictures Effects Shadow Shadow Color
Shadow Color	> WordArt Tools Format Shadow Effects Shadow Color
Shadow Color	> Text Box Tools Format Shadow Effects Shadow Color

Word: Drawing Canvas

Word 2003 Location	Word 2007 Location
Fit	> Office Button Word Options Customize All Commands Fit Drawing to Contents
Expand	> Office Button Word Options Customize All Commands Expand
Scale Drawing	> Office Button Word Options Customize All Commands Scale Drawing
Text Wrapping	> Drawing Tools Format Arrange Text Wrapping
Text Wrapping	> SmartArt Tools Format Arrange Text Wrapping
Text Wrapping	> Chart Tools Format Arrange Text Wrapping
Text Wrapping	> Picture Tools Format Arrange Text Wrapping
Text Wrapping	> WordArt Tools Format Arrange Text Wrapping
Text Wrapping	> Diagram Tools Format Arrange Text Wrapping
Text Wrapping	> Organization Chart Tools Format Arrange Text Wrapping
Text Wrapping	> Page Layout Arrange Text Wrapping
Text Wrapping	> Text Box Tools Format Arrange Text Wrapping

Word: Organization Chart

Word 2003 Location	Word 2007 Location
Insert Shape	> SmartArt Design Create Graphic Layout Add Shape
Insert Shape	> Organization Chart Tools Format Insert
Layout (Standard)	> SmartArt Design Create Graphic Layout Standard
Layout (Standard)	> Organization Chart Tools Format Layout Standard
Layout (Both Hanging)	> SmartArt Design Create Graphic Layout Both
Layout (Both Hanging)	> Organization Chart Tools Format Layout Both Hanging
Layout (Left Hanging)	> SmartArt Design Create Graphic Layout Left Hanging
Layout (Left Hanging)	> Organization Chart Tools Format Layout Left Hanging
Layout (Right Hanging)	> SmartArt Design Create Graphic Layout Right Hanging
Layout (Right Hanging)	> Organization Chart Tools Format Layout Right Hanging
Layout (AutoLayout)	> SmartArt Tools Design Layouts
Layout (AutoLayout)	> Organization Chart Tools Format Layout AutoLayout
Select (Level)	> Organization Chart Tools Format Select Level
Select (Branch)	> Organization Chart Tools Format Select Branch
Select (All Assistants)	> Organization Chart Tools Format Select All Assistants
Select (All Connecting Lines)	> Organization Chart Tools Format Select All Connectors
Autoformat	> SmartArt Tools Design SmartArt Styles
Autoformat	> Organization Chart Tools Format Styles Style
Text Wrapping	> SmartArt Tools Format Arrange Text Wrapping
Text Wrapping	> Organization Chart Tools Format Arrange Text Wrapping
Zoom	> View Zoom Zoom
Zoom	> Status Bar Zoom Slider

Word: Diagram	
Word 2003 Location	Word 2007 Location
Insert Shape	> Smart Art Tools Design Create Graphic Add Shape
Insert Shape	> Diagram Tools Format Layout Insert Shape
Move Shape Backward	> SmartArt Tools Format Arrange Send to Back Send Backward
Move Shape Backward	> Diagram Tools Format Layout Move Shape Backward
Move Shape Forward	> SmartArt Tools Format Arrange Bring to Front Bring Forward
Move Shape Forward	> Diagram Tools Format Layout Move Shape Forward
Reverse Diagram	> SmartArt Tools Design Create Graphic Right to Left
Reverse Diagram	> Diagram Tools Format Layout Reverse
Layout (Fit Diagram to Contents)	> Diagram Tools Format Layout Fit to Contents
Layout (Expand Diagram)	> SmartArt Tools Format Size
Layout (Expand Diagram)	> Diagram Tools Format Layout Expand
Layout (Resize Diagram)	> Diagram Tools Format Layout Resize
Layout (AutoLayout)	> SmartArt Tools Design Layouts
Layout (AutoLayout)	> Diagram Tools Format Layout AutoLayout
AutoFormat	> SmartArt Tools Design Styles
AutoFormat	> Diagram Tools Format Styles Diagram Styles
Change to	> SmartArt Tools Design Layouts More Layouts
Change to	> Diagram Tools Format Styles Change To
Change to (Cycle)	> SmartArt Tools Design Layouts More Layouts
Change to (Cycle)	> Diagram Tools Format Styles Change To Cycle
Change to (Radial)	> SmartArt Tools Design Layouts More Layouts
Change to (Radial)	> Diagram Tools Format Styles Change To Radial
Change to (Pyramid)	> SmartArt Tools Design Layouts More Layouts
Change to (Pyramid)	> Diagram Tools Format Styles Change To Pyramid
Change to (Venn)	> SmartArt Tools Design Layouts More Layouts
Change to (Venn)	> Diagram Tools Format Styles Change To Venn
Change to (Target)	> SmartArt Tools Design Layouts More Layouts
Change to (Target)	> Diagram Tools Format Styles Change To Target
Text Wrapping	> SmartArt Tools Format Arrange Text Wrapping
Text Wrapping	> Diagram Tools Format Arrange Text Wrapping

Word: Header and Footer

Word 2003 Location	Word 2007 Location
Insert AutoText	> Insert Headers & Footers Footer
Insert AutoText	> Insert Headers & Footers Header
Page Number	> Insert Headers & Footers Page Number
Page Number	> Header & Footer Tools Design Headers & Footer Page Number
Number of Pages	> Insert Headers & Footers Page Number
Number of Pages	> Header & Footer Tools Design Headers & Footer Page Number
Format Page Numbers	> Insert Header & Footer Page Number Format Page Numbers
Format Page Numbers	> Header & Footer Tools Design Header & Footer Page Number Format Page Numbers
Date	> Header & Footer Tools Design Insert Date & Time
Time	> Header & Footer Tools Design Insert Date & Time
Page Setup	> Print Preview Page Setup Page Setup
Page Setup	> Page Layout Page Setup Page Setup
Hide Body Text	> Office Button Word Options Customize All Commands Hide Body Text
Link to Previous	> Header & Footer Tools Design Navigation Link to Previous
Show Header/Footer	> Office Button Word Options Customize All Commands Show
Previous Header	> Header & Footer Tools Design Navigation Previous Section
Next Header	> Header & Footer Tools Design Navigation Next Section
Close	> Header & Footer Tools Design Close Close Header and Footer



Word: Full Screen

Word 2003 Location

Word 2007 Location

Close Full Screen

> When in Full Screen Reading Mode | Close

Word: Stop Recording**Word 2003 Location****Word 2007 Location**

Stop Recording

> Developer | Code | Stop Recording

Stop Recording

> View | Macros | Macros | Stop Recording

Pause Recording

> Developer | Code | Pause Recording

Pause Recording

> View | Macros | Macros | Pause Recording

Word: Microsoft

Word 2003 Location	Word 2007 Location
Microsoft Excel	> Office Button Word Options Customize All Commands Microsoft Excel
Microsoft Office PowerPoint	> Office Button Word Options Customize All Commands Microsoft Office PowerPoint
Microsoft Outlook	> Office Button Word Options Customize All Commands Microsoft Outlook
Microsoft Access	> Office Button Word Options Customize All Commands Microsoft Access
Microsoft Visual FoxPro	> Removed from product
Microsoft Project	> Office Button Word Options Customize All Commands Microsoft Project
Microsoft Schedule+	> Office Button Word Options Customize All Commands Microsoft Schedule+
Microsoft Publisher	> Office Button Word Options Customize All Commands Microsoft Publisher

Word: Print Preview

Word 2003 Location	Word 2007 Location
Print	> Office Button Print Quick Print
Magnifier	> Print Preview Preview Magnifier
One Page	> Print Preview Zoom One Page
Multiple Pages	> Print Preview Zoom Zoom Many Pages
Zoom	> Print Preview Zoom
Zoom	> Status Bar Zoom Slider
Ruler	> Print Preview Preview Show Ruler
Shrink One Page	> Print Preview Preview Shrink One Page
Full Screen	> Office Button Word Options Customize All Commands Full Screen Reading
Close	> Print Preview Preview Close Print Preview



Word: AutoSummarize	
Word 2003 Location	Word 2007 Location
Highlight/Show Only Summary	> Office Button Word Options Customize All Commands AutoSummary Tools Highlight/Show Only Summary
Percent of Original	> Office Button Word Options Customize All Commands AutoSummary Tools Auto Summarize Percent Of Original
Close	> Office Button Word Options Customize All Commands AutoSummary Tools Close



Word: Exit Design Mode

Word 2003 Location

Word 2007 Location

Design Mode

> Developer | Controls | Design Mode

Word: Text Box

Word 2003 Location	Word 2007 Location
Create Text Box Link	> Text Box Tools Format Text Create Link
Break Forward Link	> Text Box Tools Format Text Break Link
Previous Text Box	> Office Button Word Options Customize All Commands Previous Text Box
Next Text Box	> Office Button Word Options Customize All Commands Next Text Box
Change Text Direction	> Table Tools Layout Alignment Text Direction
Change Text Direction	> Text Box Tools Format Text Text Direction



Word: Refresh

Word 2003 Location

Word 2007 Location

Refresh

> Removed from product

Do Not Refresh

> Removed from product

Word: Reading Layout

Word 2003 Location	Word 2007 Location
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Print	> Office Button Print Quick Print
Document Map	> Reading Layout Page 1 of 1 Document Map
Thumbnails	> Reading Layout Page 1 of 1 Thumbnails
Find	> Reading Layout Tools Find
Find	> Reading Layout Page 1 of 1 Find
Research	> Reading Layout Tools Research
Increase Text Size	> Reading Layout View Options Increase Text Size
Decrease Text Size	> Reading Layout View Options Decrease Text Size
Actual Page	> Reading Layout View Options Show One Page
Allow Multiple Pages	> Reading Layout View Options Show Two Pages
Close	> Reading Layout Close
Start of Document	> Reading Layout Page 1 of 1 Go to First Page



Word: Compare Side by Side

Word 2003 Location

Word 2007 Location

Synchronous Scrolling

> View | Window | Synchronous Scrolling

Reset Window Position

> View | Window | Reset Window Position

Compare Side by Side with

> View | Window | View Side by Side

Word: System**Word 2003 Location****Word 2007 Location**

Restore

> Title Bar | Restore

Move

> Title Bar Right Click Menu | Move

Size

> Title Bar Right Click Menu | Size

Minimize

> Title Bar | Minimize

Maximize

> Title Bar | Maximize

Close

> Title Bar | Close



Word: Online Meeting

Word 2003 Location	Word 2007 Location
Participant List	> Removed from product
Call Participants	> Removed from product
Remove Participants	> Removed from product
Allow Others to Edit	> Removed from product
Display Chat Window	> Removed from product
Display Whiteboard	> Removed from product
End Meeting	> Removed from product