

Tips for using this workbook

1. The order of the worksheets matches the order of the default user interface.
2. The names of the worksheet tabs match the menu and toolbar names in Word 2003.
3. A command that is preceded by an asterisk (*) is available only when the language that uses the command has been enabled for editing text.
4. For further information, contact the Veraldi Instructional Technology Resource Center, 248-204-3750 or vitrc@ltu.edu.

Word: File Menu	
Word 2003 Location	Word 2007 Location
New	> 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
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

Word: File Menu

Word 2003 Location

Word 2007 Location

Exit

> Office Button | Exit

Word: Edit Menu	
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 Menu	
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	Some Dialog Box Launchers display a task pane. > For example, the Dialog Box Launcher in the Styles group of the Home tab displays the Styles task pane.
Toolbars (Standard)	Toolbars have been removed from the product. > To find commands on the Standard toolbar, go to the Standard Toolbar sheet of this workbook.
Toolbars (Formatting)	Toolbars have been removed from the product. > To find commands on the Formatting toolbar, go to the Formatting Toolbar sheet of this workbook
Toolbars (AutoText)	Toolbars have been removed from the product. > To find commands on the AutoText toolbar, go to the AutoText Toolbar sheet of this workbook
Toolbars (Control Toolbox)	Toolbars have been removed from the product. > To find commands on the Control Toolbox toolbar, go to the Control Toolbox Toolbar sheet of this workbook
Toolbars (Database)	Toolbars have been removed from the product. > To find commands on the Database toolbar, go to the Database Toolbar sheet of this workbook.
Toolbars (Drawing)	Toolbars have been removed from the product. > To find commands on the Drawing toolbar, go to the Drawing Toolbar sheet of this workbook
Toolbars (E-mail)	Toolbars have been removed from the product. > To find commands on the E-mail toolbar, go to the E-mail Toolbar sheet of this workbook.
Toolbars (Extended Formatting)	Toolbars have been removed from the product. > To find commands on the Extended Formatting toolbar, go to the Extended Formatting Toolbar sheet of this workbook.
Toolbars (Forms)	Toolbars have been removed from the product. > To find commands on the Forms toolbar, go to the Forms Toolbar sheet of this workbook.
Toolbars (Frames)	Toolbars have been removed from the product. > To find commands on the Frames toolbar, go to the Frames Toolbar sheet of this workbook.
Toolbars (Function Key Display)	Toolbars have been removed from the product. > To find commands on the Function Key Display toolbar, go to the Function Key Display Toolbar sheet of this workbook.
* Toolbars (Japanese Greetings)	Toolbars have been removed from the product. > To find commands on the Japanese Greetings toolbar, go to the Japanese Greetings Toolbar sheet of this workbook.
Toolbars (Mail Merge)	Toolbars have been removed from the product. > To find commands on the Mail Merge toolbar, go to the Mail Merge Toolbar sheet of this workbook.
Toolbars (Outlining)	Toolbars have been removed from the product. > To find commands on the Outlining toolbar, go to the Outlining Toolbar sheet of this workbook
Toolbars (Picture)	Toolbars have been removed from the product. > To find commands on the Picture toolbar, go to the Picture Toolbar sheet of this workbook
Toolbars (Reviewing)	Toolbars have been removed from the product. > To find commands on the Reviewing toolbar, go to the Reviewing Toolbar sheet of this workbook

Word: View Menu	
Word 2003 Location	Word 2007 Location
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 Menu	
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
Text Box	> Text Box Tools Format Text Draw Text Box Text Box
File	> Insert Text Object Text from File
Object	> Insert Text Object

Word: Insert Menu

Word 2003 Location	Word 2007 Location
Bookmark	> Insert Links Bookmark
Hyperlink	> Insert Links Hyperlink

Word: Format Menu	
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 Menu	
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)	> Toolbars have been removed from the product. > To find commands on the Mail Merge toolbar, go to the Mail Merge Toolbar sheet of this workbook.
* Letters and Mailings (Show Japanese Greetings Toolbar)	> Toolbars have been removed from the product. > To find commands on the Japanese Greetings toolbar, go to the Japanese Greetings Toolbar sheet of this workbook.
* Letters and Mailings (Japanese Postcard Wizard)	> Mailings Create Japanese Postcard Wizard
Letters and Mailings (Envelopes and Labels)	> Mailings Create Envelopes

Word: Tools Menu	
Word 2003 Location	Word 2007 Location
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 Menu	
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 Menu

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 Menu	
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 Toolbar	
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
Print	> Print Preview Print Print
Close	> Office Button Close
Envelopes and Labels	> Mailings Create Envelopes

Word: Standard Toolbar	
Word 2003 Location	Word 2007 Location
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 Toolbar	
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
Grow Font	> Blog Post Basic Text Grow Font
Grow Font	> Home Font Grow Font
Shrink Font	> Blog Post Basic Text Shrink Font

Word: Formatting Toolbar

Word 2003 Location	Word 2007 Location
Shrink Font	> Home Font Shrink Font
Superscript	> Home Font Superscript
Subscript	> Home Font Subscript

Word: AutoText Toolbar

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 Toolbar

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 Toolbar	
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 Toolbar	
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
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

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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 Behind Text
Draw (Grid)	> Page Layout Arrange Align Grid Settings

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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°

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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

Word: Drawing Toolbar	
Word 2003 Location	Word 2007 Location
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
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 Toolbar	
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 Toolbar	
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 Toolbar	
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 Toolbar	
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 Above
New Frame Below	> Office Button Word Options Customize All Commands New Frame Below
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 Toolbar

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 Toolbar	
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 Toolbar

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 Toolbar	
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 Toolbar	
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
End Review	> Office Button Word Options Customize All Commands End Review
Reviewing Pane	> Review Tracking Reviewing Pane

Word: Tables and Borders Toolbar	
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 Toolbar

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 Toolbar	
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 Toolbar	
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 Toolbar	
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 Toolbar	
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 Toolbar	
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
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

Word: 3-D Settings Toolbar	
Word 2003 Location	Word 2007 Location
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 Lighting
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 Toolbar	
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
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

Word: Shadow Settings Toolbar	
Word 2003 Location	Word 2007 Location
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 Toolbar	
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 Toolbar	
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 Toolbar	
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 Toolbar	
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 Header/Footer
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 Toolbar

Word 2003 Location

Word 2007 Location

Close Full Screen

> When in Full Screen Reading Mode | Close

Word: Stop Recording Toolbar

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 Toolbar

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 Toolbar

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 Toolbar	
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 Toolbar

Word 2003 Location

Word 2007 Location

Design Mode

> Developer | Controls | Design Mode

Word: Text Box Toolbar

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 Toolbar

Word 2003 Location	Word 2007 Location
Refresh	> Removed from product
Do Not Refresh	> Removed from product

Word: Reading Layout Toolbar	
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 Toolbar

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 Toolbar

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 Toolbar

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