

Use this handout to find where Word 2003 commands are located in Word 2007. It consists of the following three sections:

- Navigation tips about getting around in Word 2007.
- New location of buttons from the old *Standard* and *Formatting* toolbars.
- New locations of the old menu items.

NAVIGATION TIPS

Tabbed Ribbons

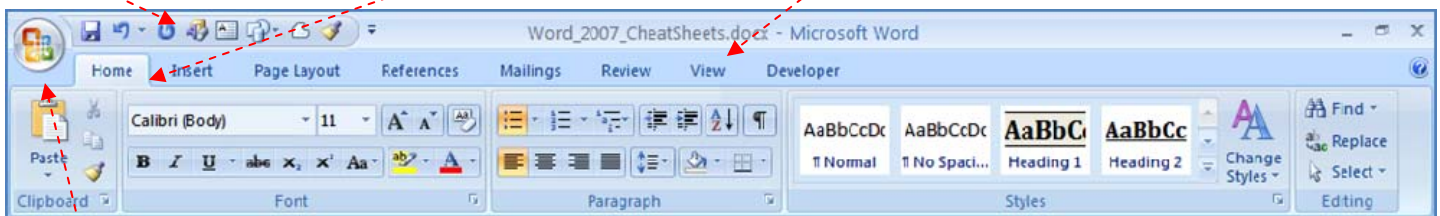
The old menu system and toolbar buttons have been combined into stationary tabs with buttons on them.

Right click any button to add it to the *Quick Access* toolbar.

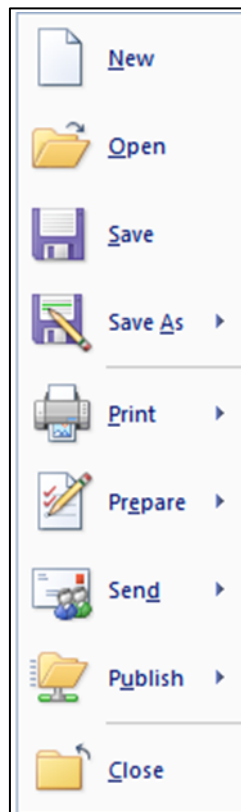
Click a tab to view a different set of buttons.

Double click a tab to hide all buttons.

Double click a tab again to view the buttons.

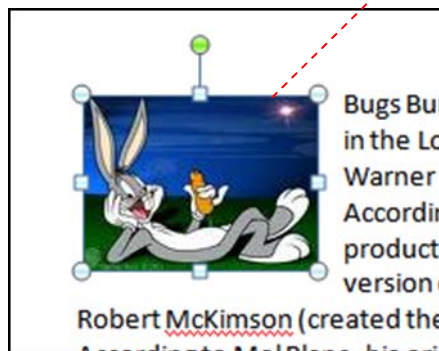
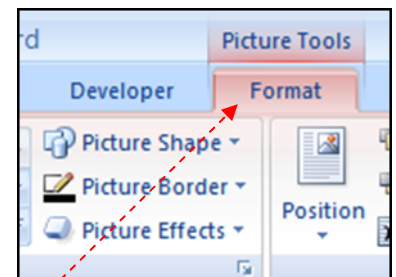


Click the Microsoft button in the upper left to display this menu →



Special Tabs

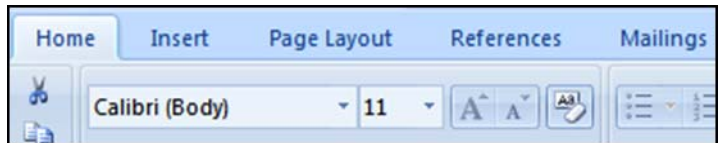
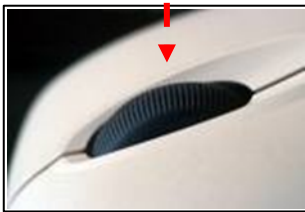
Selecting images and drawn objects will cause new tabs to appear. These tabs contain buttons which pertain to the type of object you have selected.



Double clicking the object will make the tab appear AND display its buttons.

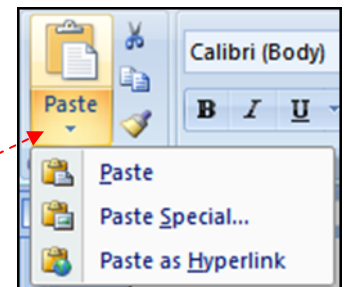
Quickly Browse Through Tabs

If you hover your mouse within the ribbon area and spin your mouse wheel, you can quickly scroll through the tabs.

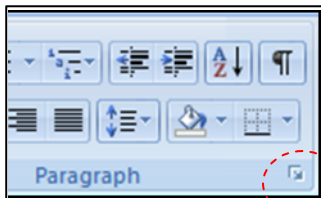


Split Buttons

Note that some buttons have two halves. The top part issues its most common use while the bottom part brings up a list of commands.



Accessing More Options

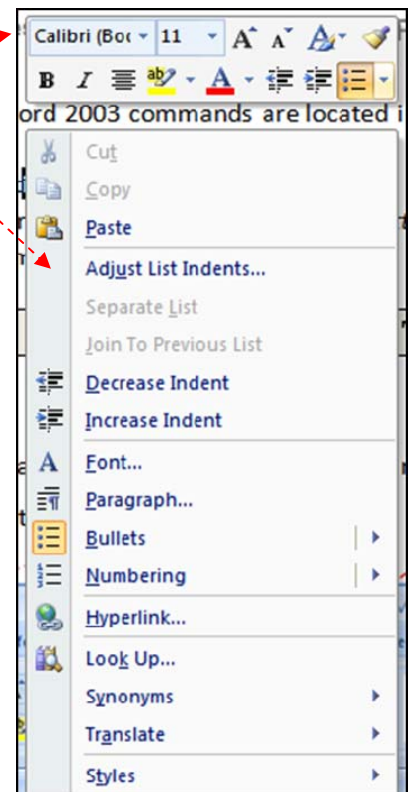


Some sections on the ribbon have a "More" arrow which will bring up window with more options. Most of these you have probably seen before.



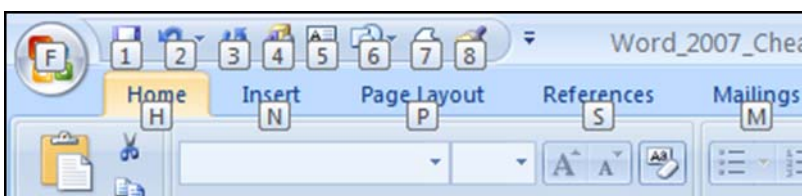
Right Click for Quick Commands

If you right click an area or object in Word, you will get a pop-up menu and usually a small formatting tool bar. The pop-up menu commands will change to reflect the area or type of object you right clicked.



Keyboard Shortcuts

Most shortcut keys still work (for example, **Control + S** saves). However if you used to navigate the menu by pressing the **ALT** key, the letters or numbers you have to press now will be a different sequence.



The Quick Access Toolbar

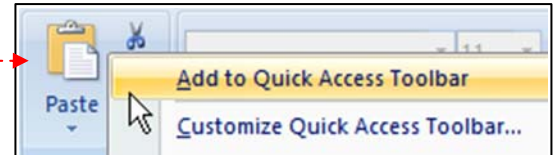
This is the only customizable toolbar in Word. You can add and remove buttons from it and if desired, move its location to below the ribbon rather than above.



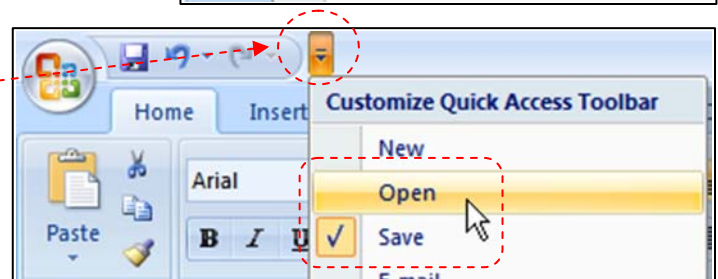
Adding Buttons to the Quick Access Toolbar

There are several methods of adding buttons to the Quick Access Toolbar:

Right click any button on any tab and select “Add to Quick Access Toolbar”.

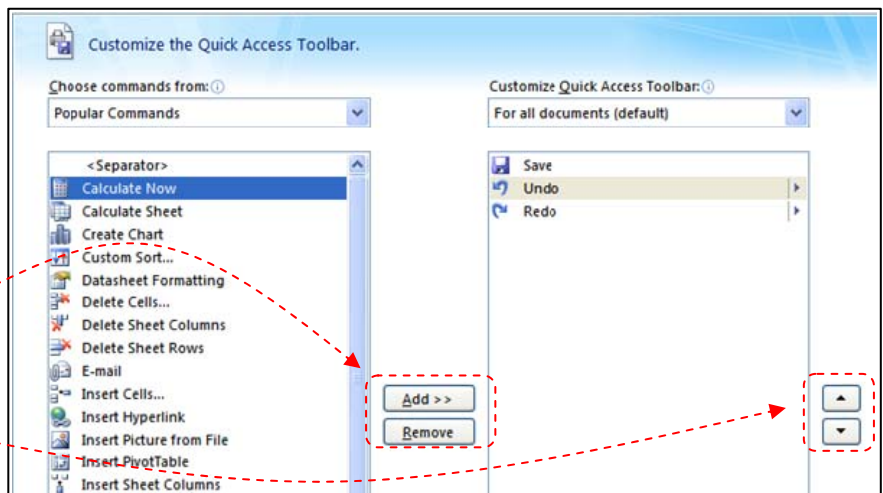


Click the drop down arrow on its right and then click the command you wish to appear on the toolbar. Click it again to remove the command.



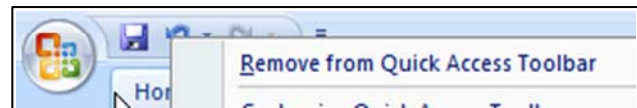
To view all available buttons and organize the Quick Access Toolbar:

- Right click any button.
- Click “Customize Quick Access Toolbar”.
- Select an icon from the list then click the “Add” button.
- Organize the toolbar by using the up/down arrows.



Remove Buttons to the Quick Access Toolbar

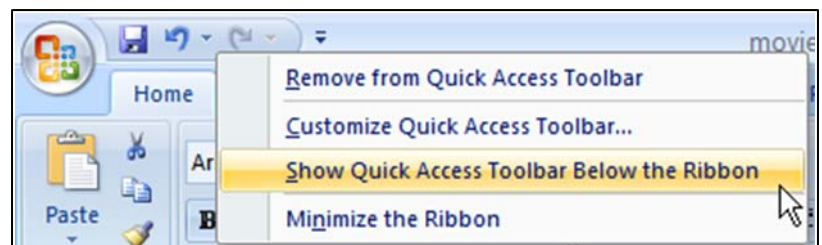
- Right click the button to be removed.
- Select “Remove from Quick Access Toolbar”.



Move the Quick Access Toolbar Below the Ribbon


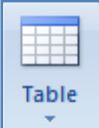

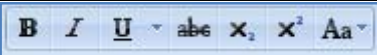







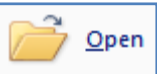


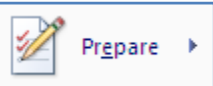



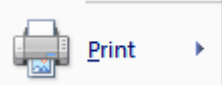


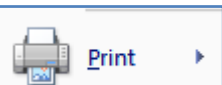

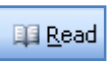
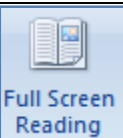










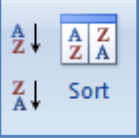


This will give you room for more buttons without cutting off your file on the title bar.


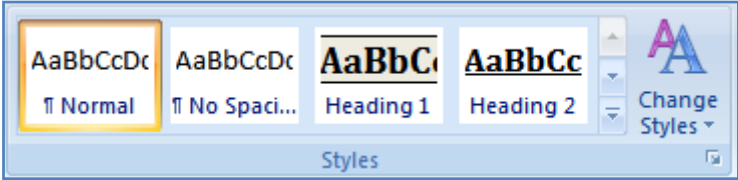

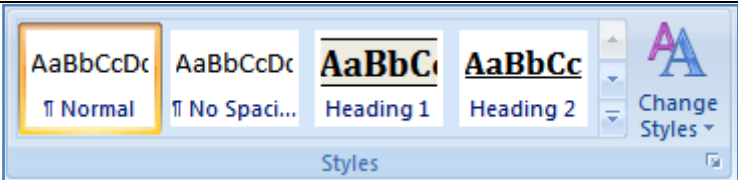

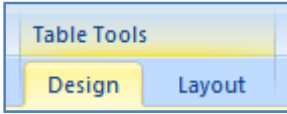

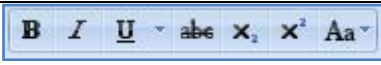

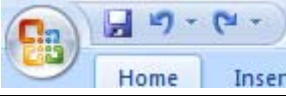


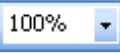

- Right click any button on the Quick Access Toolbar.
- Select “Show Quick Access Toolbar Below the Ribbon”.



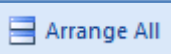

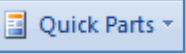

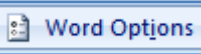
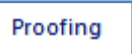
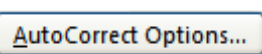

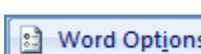

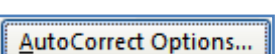



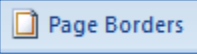
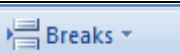
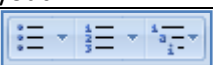


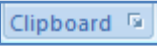


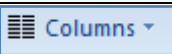

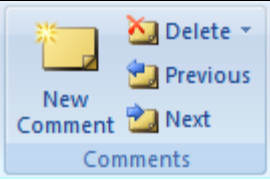
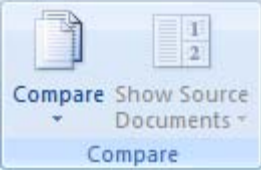
NEW LOCATION OF BUTTONS FROM THE OLD STANDARD AND FORMATTING TOOLBARS




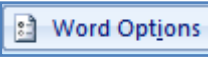

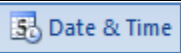

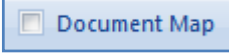
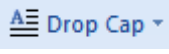
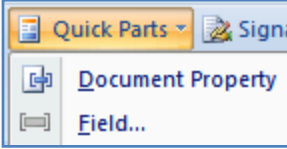
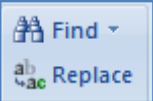
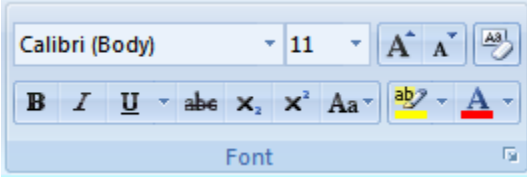
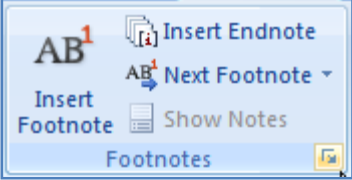
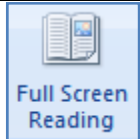
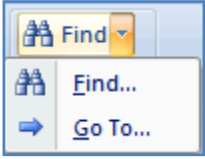
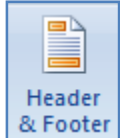
Standard & Formatting Toolbar Buttons – Word 2003	Word 2007 Location
Alignment	Home -
Bold	Home -
Borders	Home -
Bullets and Numbering	Home -
Columns	Page Layout -
Cut, Copy, Paste	Home -
Document Map	View -
Drawing	<p>The tools on this toolbar have been dispersed into several locations.</p> <p></p> <p>Drawing tools: Insert -</p> <p>If you click an object you have drawn, a “Format” tab will appear which has most of the formatting options</p> <p></p> <p>for drawn objects.</p>
Font	Home -
Font Color	Home -
Font Size	Home -
Format Painter	Home -
Highlight	Home -
Indent	Home -
Insert Excel Worksheet	Insert - -
Insert Hyperlink	Insert -

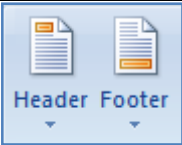
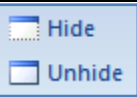

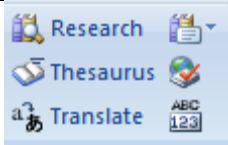
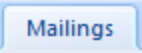
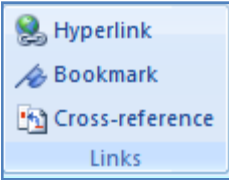
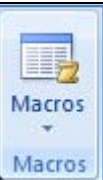




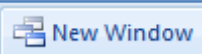
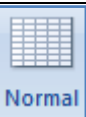
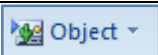


Standard & Formatting Toolbar Buttons – Word 2003	Word 2007 Location
Insert Table 	Insert - 
Italic 	Home - 
Line Spacing 	Home - 
New 	 then 
Open 	 then 
Permission (Info Rights Mgmt.) 	 then  then 
Print 	 then 
Print Preview 	 then  then 
Read 	View - 
Redo 	On Quick Access Toolbar: 
Research 	Review - 
Save 	On Quick Access Toolbar: 
Show / Hide 	Home - 
Sort 	Home -  Also under DATA 
Spelling 	Review - 

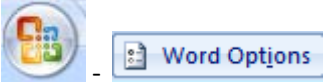
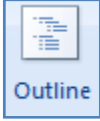
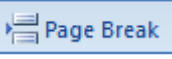
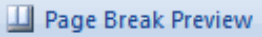

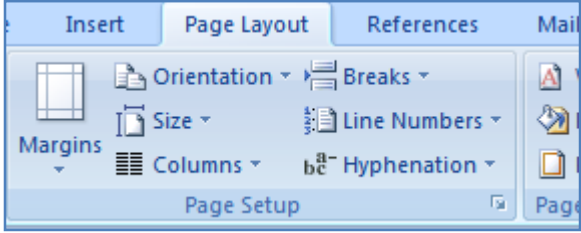
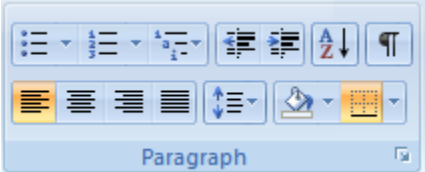
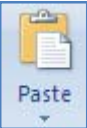
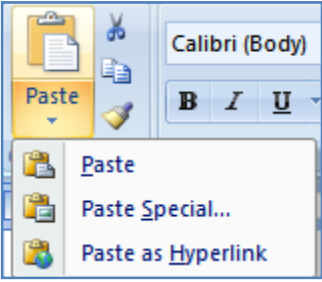


Standard & Formatting Toolbar Buttons – Word 2003	Word 2007 Location
Style 	Home - 
Styles and Formatting 	Home - 
Tables and Borders 	<p>This used to bring up the <i>Tables and Borders</i> toolbar. In 2007, if you click within a table, you will get two new tabs (Design & Layout) which have the same options:</p>  <p>Note that “Draw Table” is under: Insert - Table – Draw Table</p>
Underline 	Home - 
Undo 	On Quick Access Toolbar: 
Views 	Lower right corner of screen  or View tab.
Zoom 	Lower right corner of screen 





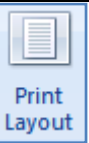






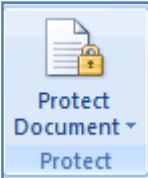
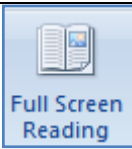
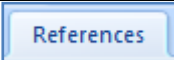

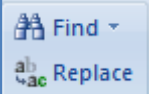
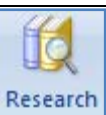



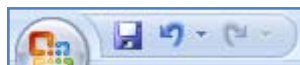




NEW LOCATIONS OF THE OLD MENU COMMANDS

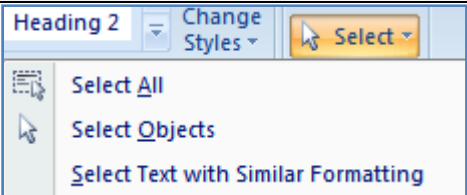

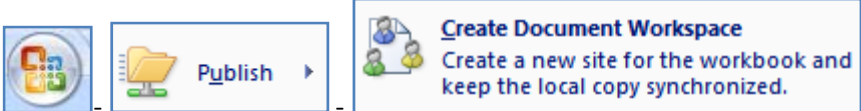





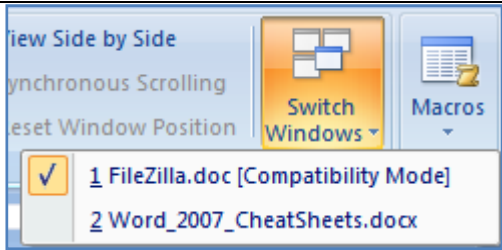
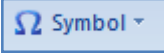


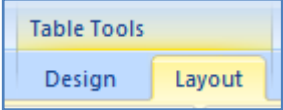
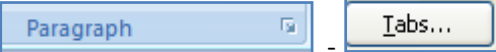
MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Arrange	View – 
Arrange All (Windows)	View – 
Auto Text	Insert – 
AutoCorrect Options	 –  –  – 
AutoFormat	 –  –  – 
AutoSummarize	Could not find; however, you can add it to the Quick Access toolbar by right clicking the QAT and then selecting “Customize QAT”.
Background	Page Layout – 
Bookmark (insert)	Insert – 
Borders and Shading	Home –  ← Click the drop down for more choices. For page borders only: Page Layout – 
Break	Page Layout – 
Bullets and Numbering	Home – 
Change Case	Home – 
Clear	Home – 
Clipboard	Home – 
Close	 – 
Columns	Page Layout – 
Comment (new)	Review – 
Comments (Next/Previous)	Review – 
Compare and Merge Documents	Review – 



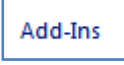
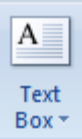
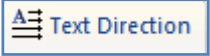
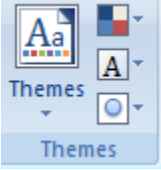
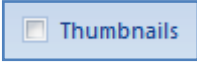
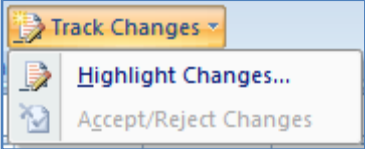






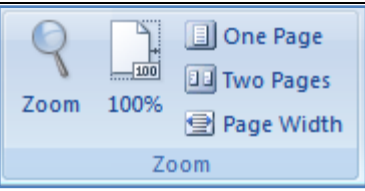

MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Compare Side by Side	View - 
Copy	Home - 
Customize	 -  - 
Date and Time	Insert - 
Diagram	Insert -  (Diagrams have been replaced with "SmartArt")
Document Map	View - 
Drop Cap	Insert - 
Field	Insert – Quick Parts – Field... 
File (insert)	?
File Search	?
Find	Home - 
Font (format)	Home - 
Footnotes	References – 
Frames	?
Full Screen	View - 
Go To	Home – Find - 
Header / Footer	Insert –  (View – Normal to get out).

MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Header and Footer	 Insert - You can also double click the header/footer areas to edit them.
Hide	 View -
Hyperlink (insert)	 Insert -
Language	 Review -
Letters and Mailings	See the "Mailings" tab 
Links	 Insert -
Macro	 View -
Mail Merge	 Mailings -
Markup	Click the "Review" tab to see markup options. 
New	 - 
New Window	 View -
Normal	 View -
Object	 Insert -
Online Collaboration	
Open	

MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Options	 <p>Then look under the different links on the left.</p>
Outline	 <p>View -</p>
Page Break	<p>Insert -</p> 
Page Break Preview	<p>View -</p> 
Page Numbers	
Page Numbers	 <p>Insert -</p>
Page Setup	 <p>Page Layout - Click the “more” button to see more options.</p>
Paragraph (format)	 <p>Home -</p>
Paste	 <p>Home - (upper half of button)</p>
Paste as Hyperlink	 <p>Home - Lower half of Paste button -</p>
Paste Special	 <p>Home - (Lower half of button) – Paste Special</p>
Permission	

MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Picture	Insert - 
Print	 -  Print >  Print Select other
Print Layout	View - 
Print Preview	 -  Print >  Print Preview Preview and printing.
Properties	 -  Prepare >  Properties View and edit as Title, Author, etc.
Protect Document	Review - 
Reading Layout	View - 
Reference	See the options under the “References” tab. 
Repeat	Quick Access Toolbar 
Replace	Home - 
Research	Review - 
Reveal Formatting	Shift + F1
Ruler	View - 
Save	 -  Save or 
Save As	 -  Save As
Save as Web Page	 -  Save As then change the type to “Web Page”.

MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Select All	Home – Select - 
Send To	
Shared Workspace	
Sort	Home - 
Speech	?
Spelling	Review - 
Spelling and Grammar	Review - 
Split	View – 
Split – Remove Split	View - 
Status Bar	Right click the <i>Status</i> Bar to access Status Bar content options.
Switch Windows	View – Switch Windows - 
Symbol	Insert - 
Synchronous Scrolling	View – Synchronous Scrolling 
Tables (Inserting)	Insert - 
Tables (Manipulating)	Once you have inserted a table, if you click within it, you will get the two tabs shown here: 
Tabs	Home – 
Task Pane	Discontinued

MENU ITEM IN WORD 2003	LOCATION IN WORD 2007
Templates and Add Ins	 then  then 
Text Box	 Insert -
Text Direction (In Text Boxes)	Click the text box to make the “ Format ” tab appear then 
Theme	 Page Layout -
Thumbnails	 View -
Toolbars	Replaced by the tabbed ribbon. The only toolbar you can customize is the Quick Access toolbar.
Track Changes	 Review – Track Changes
Undo	Quick Access Toolbar 
Unhide	 View –
Version	Versioning is not available in Office 2007.
Web Component	?
Web Layout	 View -
Web Page Preview	 View -
Word Count	Review -  Note you can also right click the button in the lower left and select what statistics to view. 
Zoom	 View then  or lower right corner of screen: