




Excel 2003 to Excel 2007 Quick Reference Guide

Note: Where MSO button is indicated for Excel 2007, click on the  button at the top left corner

Menu	Excel 2003 Menu Menu Item	Excel 2007 Ribbon Selections Ribbon/button or button access
File	New	MSO button, New
	Open	MSO button, Open
	Close	MSO button, Close
	Save	MSO button, Save
	Save As	MSO button, Save As
	Save as Web Page	MSO button, Save As, Other formats
	File Search	Gone
	Permission	MSO button, Prepare, Restrict Permissions
	Web Page Preview	View Ribbon, Web Layout
	Page Setup	Page Layout ribbon,  beside Page Setup
	Print Area	Page Layout, Print Area
	Print Preview	MSO button, Print, Print Preview
	Print	MSO button, Print
	Send To	MSO button, Send
	Properties	MSO button, Prepare, Properties
	Exit	MSO button, Exit
	Edit	Undo
Repeat		Quick Access bar (top, left)
Cut		Home ribbon, Clipboard area
Copy		Home ribbon, Clipboard area
Office Clipboard		Home ribbon, Clipboard area
Paste		Home ribbon, Clipboard area
Paste Special		Home ribbon, Clipboard area
Paste as Hyperlink		Home ribbon, Clipboard area
Fill		Home ribbon, Fill
Clear		Home ribbon, Clear
Delete		Home ribbon, Delete
Delete Sheet		Home ribbon, Delete, Delete Sheet
Move or Copy Sheet		Home ribbon, Format, Move or Copy Sheet
Find		Home ribbon, Find and Select
Replace		Home ribbon, Find and Select
Go To	Home ribbon, Find and Select	
Objects	Double-click on an object	
View	Normal	View ribbon, Normal
	Page Break Preview	View ribbon, Page Break Preview
	Task Pane	n/a
	Toolbars	n/a
	Formula Bar	View ribbon, Formula Bar
	Header and Footer	Insert ribbon, Header & Footer
	Comments	Review ribbon, Show/Hide Comments
	Custom Views	View ribbon, Custom Views
	Full Screen	View ribbon, Full Screen
Zoom	View ribbon, Zoom area	
Insert	Cells	Home ribbon, Insert
	Rows	Home ribbon, Insert
	Columns	Home ribbon, Insert
	Worksheet	Use Insert worksheet on at far right of worksheet tabs
	Chart	Insert ribbon, Charts area
	Chart (options)	Insert ribbon,  beside Charts
	Symbol	Insert, Symbol
	Page Break	Page Layout ribbon, Breaks
	Function	Formulas ribbon, Insert Function
	Name	Formulas ribbon, Defined Names Area
	Comment	Review ribbon, Comments area
	Picture	Insert ribbon, Picture
	Diagram	Insert ribbon, SmartArt

Menu	Excel 2003 Menu	Excel 2007 Ribbon Selections
	Menu Item	Ribbon/button or button access
	Object	Insert ribbon, Object
	Hyperlink	Insert ribbon, Hyperlink
Format	Cells	Home ribbon, click on the  on of Font, Alignment, or Number
	Row	Home ribbon, Format, Row choices
	Column	Home ribbon, Format, Column choices
	Sheet	Various areas
	AutoFormat	Home ribbon, Format as Table
	Conditional Formatting	Home ribbon, Conditional Formatting
	Style	Home ribbon, Styles
Tools	Spelling	Review ribbon, Spelling
	Research	Review ribbon, Research
	Error Checking	Formulas, Error Checking
	Speech	Gone
	Shared Workspace	MSO button, Publish, Create Workspace
	Share Workbook	Review ribbon, Share Workbook or Review ribbon, Protect and Share Workbook
	Track Changes	Review ribbon, Track Changes
	Compare and Merge Workbooks	In customize, only available with a shared workbook
	Protection	Review ribbon, Protect and Share Workbook or
	Goal Seek	Data ribbon, What If Analysis, Goal Seek
	Scenarios	Data ribbon, What If Analysis, Scenario Manager
	Formula Auditing	Formulas ribbon, Formula Auditing Area
	Macro	View or Developer ribbons
	Add-Ins	MSO button, Excel Options, Add-ins
	AutoCorrect Options	Excel Options, Proofing, AutoCorrect Options
	Customize Options	MSO button, Options, Customize MSO button, Options
Data	Sort	Data ribbon, Sort
	Filter	Data ribbon, Filter
	Form	In Customize
	Subtotals	Data ribbon, Subtotal
	Validation	Data ribbon, Data Validation
	Table	Insert ribbon, Table
	Text to Columns	Data ribbon, Text to Columns
	Consolidate	Data ribbon, Consolidate
	Group and Outline	Data ribbon, Group
	Pivot Table and PivotChart Report	Insert ribbon, Pivot Table
	Import External Data	Data ribbon, Get External Data Area
	List	Renamed Excel Tables, Insert ribbon, Table
XML	Developer, Import - Export	
Window	New Window	View ribbon, New Window
	Arrange	View ribbon, Arrange All
	Compare Side by Side with	View ribbon, View Side by Side
	Hide	View ribbon, Hide
	Unhide	View ribbon, Unhide
	Split	View ribbon, Split
Freeze Panes	View ribbon, Freeze Panes	
Help	MS Excel Help	F1
	Office Assistant	gone
	MS Office Online	MSO button, Resources, go to Microsoft Office Online
	Contact Us	MSO button, Resources, Contact Us
	Check for Updates	MSO button, Resources, Get Updates
	Detect and Repair	MSO button, Resources, run Microsoft Office Diagnostics
	Activate Product	MSO button, Resources, activate Microsoft Office
	Customer Feedback	MSO button, Resources, Contact Use
About MS Office Excel	MSO button, Resources, About Microsoft Office Word	

Excel 2003 to Excel 2007 - Standard and Formatting Toolbars

New blank document	MSO button, New..
Open	MSO button, Open
Save	MSO button, Save
Email	MSO button, Send, Email
Print	MSO button, Print
Print Preview	MSO button, Print, Print Preview
Spellcheck	Review ribbon, Spelling & Grammar
Research	Review ribbon, Research
Cut	Home ribbon, Clipboard area
Copy	Home ribbon, Clipboard area
Paste	Home ribbon, Clipboard area
Format Painter	Home ribbon, Clipboard area
Undo	Quick Access Bar (top left)
Redo	Quick Access Bar (top left)
Hyperlink	Insert ribbon, Hyperlink
AutoSum	Home ribbon, AutoSum
Sort Ascending	Home ribbon, Sort & Filter
Sort Descending	Home ribbon, Sort & Filter
Chart	Insert ribbon, Charts
Drawing Toolbar	gone - See Insert ribbon, Shapes
Magnification	View ribbon, Zoom area
Help	Press F1
Font Style	Home ribbon, Font area
Font Size	Home ribbon, Font area
Bold	Home ribbon, Font area
Italic	Home ribbon, Font area
Underline	Home ribbon, Font area
Left Align	Home ribbon, Alignment area
Center Align	Home ribbon, Alignment area
Right Align	Home ribbon, Alignment area
Merge and Center Cells	Home ribbon, Merge & Center
Currency Formatting	Home ribbon, Number area
Percent Formatting	Home ribbon, Number area
Comma Style Formatting	Home ribbon, Number area
Increase Decimal	Home ribbon, Number area
Decrease Decimal	Home ribbon, Number area
Borders	Home ribbon, Font area
Fill Color	Home ribbon, Font area
Font Color	Home ribbon, Font area