



PowerPoint 2003 to PowerPoint 2007 Quick Reference Guide

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

Menu	PowerPoint 2003 Menu Menu Item	PowerPoint 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	
	Package for CD	MSO button, Publish, Package for CD	
	Web Page Preview	MSO button, Prepare, Restrict Permissions	
	Page Setup	Design ribbon, Page Setup	
	Print Preview	MSO button, Print, Print Preview	
	Print	MSO button, Print	
	Sent To	MSO button, Send	
	Properties	MSO button, Prepare, Properties	
	Exit	MSO button, Exit or X at top right	
Edit	Undo	Quick Access bar (top, left)	
	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	
	Clear	Home ribbon, Clear All formatting button	
	Select All	Home ribbon, Select, Select All	
	Duplicate	Home ribbon, New slide, Duplicate Selected Slides	
	Delete Slide	Home ribbon, Delete	
	Find	Home ribbon, Find	
	Replace	Home ribbon, Replace	
	View	Normal	View ribbon, Normal
Slide Sorter		View ribbon, Slide Sorter	
Slide Show		View ribbon, Slide Show	
Notes Page		View ribbon, Notes Page	
Master		View ribbon, Master buttons	
Color Grayscale		View ribbon, Grayscale	
Taskpane		Gone	
Toolbars		Gone	
Ruler		View ribbon, Ruler	
Grid and Guides		View ribbon, Gridlines	
Header and Footer		Insert ribbon, Header and Footer	
Markup		Review ribbon, Show Markup	
Zoom		View ribbon, Zoom area	
Insert		New Slide	Home ribbon, New slide, Duplicate Selected Slides
		duplicate slide	Home ribbon, New slide, Duplicate Selected Slides
	Date and Time	Insert ribbon, Date & Time	
	Symbol	Insert ribbon, Symbol	
	Comment	Review ribbon, New Comment	
	Slides from Files	Home ribbon, New slide, Reuse slide	
	Slides from Outline	Home ribbon, New slide, Slides from Outline	
	Picture	Insert ribbon, Picture	
	Diagram	Insert ribbon, SmartArt	
	Text Box	Insert ribbon, Text Box	
	Movies and Sounds	Insert ribbon, Media Clips area	
	Chart	Insert ribbon, Object...	
	Table	Insert ribbon, Tables	
Object	Insert ribbon, Object		

Menu	PowerPoint 2003 Menu	PowerPoint 2007 Ribbon Selections
	Menu Item	Ribbon/button or button access
	Hyperlink	Insert ribbon, Hyperlink
Format	Font	Home ribbon,  beside Font
	Bullets and Numbering	Home ribbon, Bullets or Numbering buttons
	Alignment	Home ribbon, alignment buttons within Paragraph area
	Line spacing	Home ribbon, Line Spacing within Paragraph area
	Change Case	Home ribbon, Change Case button
	Replace Fonts	n/a
	Slide Design	Design ribbon
	Slide Layout	Home ribbon, Layout
	Background	Design ribbon, Background Styles, Format Background
Tools	Spelling	Review ribbon, Spelling and Grammar
	Research	Review ribbon, Research
	Thesaurus	Review ribbon, Thesaurus
	Language	Review ribbon, Set Language
	Speech	Gone
	Shared Workspace	MSO button, Publish, Create document workspace
	Compare and merge presentations	Gone
	Macro	Developer ribbon
	Add-ins	MSO button, PowerPoint Options, Add-ins
	Autocorrect Options	MSO button, PowerPoint Options, Proofing, AutoCorrect Options
	Customize	MSO button, PowerPoint Options, Customize
	Options	MSO button, PowerPoint Options
	Spelling	Review ribbon, Spelling and Grammar
Slide Show	View Show	Slide Show ribbon, Start Slide Show area
	Set Up Show	Slide Show ribbon, Set Up Slide Show
	Rehearse Timings	Slide Show ribbon, Rehearse Timings
	Record Narration	Slide Show ribbon, Record Narration
	Action Settings	Insert ribbon, Action
	Animation Schemes	Animations ribbon
	Custom Animation	Animations ribbon, Custom Animations
	Slide Transition	Animations ribbon, Transition area
	Hide Slide	Slide Show ribbon, Hide Slide
	Custom Shows	Slide Show ribbon, Custom Slide Show
Window	New Window	View ribbon, New Window
	Arrange All	View ribbon, Arrange All
	Cascade	View ribbon, Cascade
	Next Pane	n/a
Help	Microsoft Office PowerPoint Help	F1
	Show the Office Assistant	gone
	Microsoft 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 Options	MSO button, Resources, Contact Us
	About Microsoft Office PowerPoint	MSO button, Resources, About Microsoft Office PowerPoint

PowerPoint 2003 to PowerPoint 2007 - Standard and Formatting Toolbars

New Document	MSO button, New..
Open	MSO button, Open
Save	MSO button, Save
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)
Chart	Insert ribbon, Hyperlink
Table	Insert ribbon, Table
Draw Table	Insert ribbon, Table
Hyperlink	Insert ribbon, Hyperlink
Expand All	Right mouse click in Outline
Show Formatting	Right mouse click in Outline
Show/Hide Grid	View ribbon, Gridlines
Color/Grayscale	View ribbon, Grayscale
Zoom/Magnify	View ribbon, Zoom area
Font	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
Shadow	Home ribbon, Font area
Align Left	Home ribbon, Paragraph area
Align Centre	Home ribbon, Paragraph area
Numbering	Home ribbon, Paragraph area
Bullets	Home ribbon, Paragraph area
Increase Font	Home ribbon, Font area
Decrease Font	Home ribbon, Font area
Decrease Indent	Home ribbon, Paragraph area
Increase Indent	Home ribbon, Paragraph area
Font Color	Home ribbon, Font area
Design	Design ribbon
New Slide	Home ribbon, New Slide
Font	Home ribbon, Font area
Font Size	Home ribbon, Font area