







Word 2003 to Word 2007 Quick Reference Guide

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

Menu	Word 2003 Menu Menu Item	Word 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
	Versions	Gone
	Web Page Preview	View Ribbon, Web Layout
	Page Setup	Page Layout ribbon,  beside Page Setup
	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 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,  beside Styles, Clear All
	Select All	Home ribbon, Select, Select All
	Find	Home ribbon, find
	Replace	Home ribbon, replace
	Go To	Home ribbon, Find, Go To
View	Normal	View ribbon, Draft
	Web Layout	View ribbon, Web Layout
	Print Layout	View ribbon, Print Layout
	Reading Layout	View ribbon, Full Screen Reading
	Outline	View ribbon, Outline
	TaskPane	Gone
	Toolbars	Gone
	Ruler	View ribbon, Ruler
	Document Map	View ribbon, Document Map
	Thumbnails	View ribbon, Thumbnails
	Header and Footer	Insert ribbon, Header and Footer area
	Footnotes	References ribbon, Footnotes area
	Markup	Review ribbon, Tracking area
	Full Screen	View ribbon, Full Screen Reading
	Zoom	View ribbon, Zoom area
	Break	Page Layout ribbon, Breaks
	Page Numbers	Insert ribbon, Page Numbers
	Date and Time	Insert ribbon, Date & Time
	AutoText	Insert ribbon, Quick Parts
	Field	Insert ribbon, Quick Parts, Field
Insert	Symbol	Insert ribbon, Symbol
	Comment	Review ribbon, Comments area
	Reference	References ribbon...
	Picture	Insert ribbon, Picture
	Diagram	Insert ribbon, SmartArt
	Text Box	Insert ribbon, Text Box
	File	Insert ribbon, Object, Text from File
	Object	Insert ribbon, Object
	Bookmark	Insert ribbon, Bookmark
	Hyperlink	Insert ribbon, Hyperlink

Menu	Word 2003 Menu Menu Item	Word 2007 Ribbon Selections Ribbon/button or button access	
Format	Font	Home ribbon,  beside Font	
	Paragraph	Home ribbon,  beside Paragraph	
	Bullets and Numbering	Home ribbon, Bullets or Numbering buttons	
	Borders and Shading	Home ribbon, Borders button, Borders and Shading	
	Columns	Page Layout ribbon, Columns	
	Tabs	Home ribbon,  beside Paragraph, Tabs button	
	Drop Cap	Insert ribbon, Drop Cap	
	Text Direction	Depends on the object	
	Change Case	Home ribbon, Change Case	
	Background	Page Layout ribbon, page color	
	Theme	Page Layout ribbon, Themes	
	AutoFormat	MSO button, Proofing, AutoCorrect Options..	
	Styles and Formatting	Home ribbon,  beside Styles	
	Reveal Formatting	Gone	
	Object	select item, special ribbons appear	
	Tools	Spelling and Grammar	Review ribbon, Spelling and Grammar
		Research	Review ribbon, Research
Language		Review ribbon, Set Language	
Word Count		Review Ribbon, Word count	
AutoSummarize		Gone	
Speech		Gone	
Shared Workspace		MSO button, Publish, Create document workspace	
Track Changes		Review ribbon, Track Changes	
Compare and Merge Documents		Review ribbon, Compare	
Protect Document		Review ribbon, Protect Document	
Letters and Mailings		Mailings ribbon, Start Mail Merge, Step by Step Mail Merge Wizard	
Macro		Developer ribbon	
Templates and Add-Ins		MSO button, Word Options, Add-ins	
AutoCorrect Options		MSO button, Word Options, Proofing, AutoCorrect Options	
Customize		MSO button, Word Options, Customize	
Options		MSO button, Word Options	
Table		Draw Table	Insert ribbon, Table
	Insert	Insert ribbon, Table	
	Delete	Select table, Layout ribbon, Delete	
	Select All	Select table, Layout ribbon, Select	
	Merge Cells	Select cells, Layout ribbon, Merge Cells	
	Split Cells	Select cells, Layout ribbon, Split Cells	
	Split Table	Select cells, Layout ribbon, Split Table	
	Table AutoFormat	Select table, Design ribbon, Table Styles area	
	AutoFit	Select table, Layout ribbon, AutoFit	
	Heading Rows Repeat	Select table, Layout ribbon, Repeat Header Rows	
	Convert (table to text)	Select table, Layout ribbon, Convert to Text	
	Convert (text to table)	Select text, Insert ribbon, Table, Convert Text to Table	
	Sort	Select cells, Layout ribbon, Sort	
	Formula	Select table, Layout ribbon, Formula	
Hide/View Gridlines	Select table, Layout ribbon, View Gridlines (toggle)		
Window	Table Properties	Select table, use Layout or Design ribbons	
	New Window	View ribbon, New Window	
	Arrange All	View ribbon, Arrange All	
	Compare Side by Side with	View ribbon, View Side by Side	
	Split	View ribbon, Split	
Help	Microsoft Office Word 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	
	WordPerfect Help	Gone	
	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 Word	MSO button, Resources, About Microsoft Office Word		

Word 2003 to Word 2007 - Standard and Formatting Toolbars

Toolbar	Button	Word 2007 Ribbon Selections
Standard	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
	Draw Table	Insert ribbon, Table
	Insert Table	Insert ribbon, Table
	Excel worksheet	Insert ribbon, Table
	Columns	Page Layout ribbon, Columns
	Show/Hide	Home ribbon, Show/Hide
Magnification	View ribbon, Zoom area	
Help	Press F1	
Formatting	Reading Layout	View ribbon, Full Screen Reading
	Styles	Home ribbon,  button beside Style
	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, Paragraph area
	Center Align	Home ribbon, Paragraph area
	Right Align	Home ribbon, Paragraph area
	Justify	Home ribbon, Paragraph area
	Line Spacing	Home ribbon, Paragraph area
	Numbering	Home ribbon, Paragraph area
	Bullets	Home ribbon, Paragraph area
	Decrease Indent	Home ribbon, Paragraph area
	Increase Indent	Home ribbon, Paragraph area
	Borders	Home ribbon, Paragraph area
Highlighter	Home ribbon, Font area	
Font Color	Home ribbon, Font area	