

## Excel 2007 Ribbon Map

Excel: File	
Excel 2003 Location	Excel 2007 Location
File	> Office Button
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	> Office Button   Save As   Save as type   Web Page
Save Workspace	> View   Window   Save Workspace
File Search	> Windows Start button   Search
Permission   Unrestricted Access	> Office Button   Prepare   Restrict Permission   Unrestricted Access
Permission   Unrestricted Access	> Review   Changes   Protect Workbook   Unrestricted Access
Permission   Do Not Distribute	> Office Button   Prepare   Restrict Permission   Restricted Access
Permission   Do Not Distribute	> Review   Changes   Protect Workbook   Restricted Access
Permission   Restrict Permission As	> Office Button   Prepare   Restrict Permission   Manage Credentials
Permission   Restrict Permission As	> Review   Changes   Protect Workbook   Manage Credentials
Check Out	> Office Button   Check Out
Check In	> Office Button   Check In
Version History	> Office Button   View Version History
Web Page Preview	> Office Button   Excel Options   Customize   All Commands   Web Page Preview
Page Setup	> Page Layout   Page Setup   Dialog Launcher
Print Area   Set Print Area	> Page Layout   Page Setup   Print Area   Set Print Area
Print Area   Clear Print Area	> Page Layout   Page Setup   Print Area   Clear Print Area
Print Preview	> Office Button   Print   Print Preview
Print	> Office Button   Print
Print	> Print Preview   Print   Print
Send To   Mail Recipient	> Office Button   Excel Options   Customize   All Commands   Mail Recipient
Send To   Original Sender	> Office Button   Excel Options   Customize   All Commands   Reply with Changes
Send To   Mail Recipient (for Review)	> Office Button   Excel 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   Excel Options   Customize   All Commands   Exchange Folder
Send To   Online Meeting Participant	> Removed from product
Send To   Recipient using Internet Fax Service	> Office Button   Send   Internet Fax
Properties	> Office Button   Prepare   Properties
Most Recently Used Documents	> Office Button   Most Recently Used Documents
Exit	> Office Button   Exit
Sign out	> Removed from product

## Excel 2007 Ribbon Map

Excel: Edit	
Excel 2003 Location	Excel 2007 Location
Undo	> Quick Access Toolbar   Undo
Redo	> Quick Access Toolbar   Redo
Cut	> Home   Clipboard   Cut
Copy	> Home   Clipboard   Copy
Office Clipboard	> Home   Clipboard   Office Clipboard
Paste	> Home   Clipboard   Paste
Paste Special	> Home   Clipboard   Paste   Paste Special
Paste as Hyperlink	> Home   Clipboard   Paste   Paste as Hyperlink
Fill   Down	> Home   Editing   Fill   Down
Fill   Right	> Home   Editing   Fill   Right
Fill   Up	> Home   Editing   Fill   Up
Fill   Left	> Home   Editing   Fill   Left
Fill   Across Worksheets	> Home   Editing   Fill   Across Worksheets
Fill   Series	> Home   Editing   Fill   Series
Fill   Justify	> Home   Editing   Fill   Justify
Clear   All	> Home   Editing   Clear   Clear All
Clear   Formats	> Home   Editing   Clear   Clear Formats
Clear   Contents	> Home   Editing   Clear   Clear Contents
Clear   Comments	> Home   Editing   Clear   Clear Comments
Delete	> Home   Cells   Delete
Delete Sheet	> Home   Cells   Delete   Delete Sheet
Move or Copy Sheet	> Home   Cells   Format   Move or Copy Sheet
Find	> Home   Editing   Find & Select   Find
Replace	> Home   Editing   Find & Select   Replace
Go To	> Home   Editing   Find & Select   Go To
Links	> Office Button   Prepare   Edit Links to Office Buttons
Object	> Double-click an object to edit it.
Clear   Series	> Removed from product

Excel: View	
Excel 2003 Location	Excel 2007 Location
Normal	> View   Workbook Views   Normal
Page Break Preview	> View   Workbook Views   Page Break Preview
Task Pane	> In some groups, dialog box launchers will display a Task Pane instead of a dialog box. For example, Home   Clipboard   Dialog Launcher
Toolbars   Standard	> These commands are available on the Home Tab and/or the Office Button Menu.
Toolbars   Formatting	> These commands are available on the Home Tab.
Toolbars   Borders	> Home   Font   Borders
Toolbars   Chart	> These commands are available in the Chart Tools when a Chart is inserted or selected.
Toolbars   Control Toolbox	> These commands are available on the Developer Tab. To display the Developer Tab, click Office Button   Excel Options   Popular, and then select the Show Developer tab in the Ribbon check box.

## Excel 2007 Ribbon Map

Excel: View	
Excel 2003 Location	Excel 2007 Location
Toolbars   Drawing	> These commands are available on the Drawing Tools when a shape is inserted or selected.
Toolbars   External Data	> These commands are available on the Data Tab.
Toolbars   Forms	> These commands are available on the Developer Tab. To display the Developer Tab, click Office Button   Excel Options   Popular, and then select the Show Developer tab in the Ribbon check box.
Toolbars   Formula Auditing	> Formula   Formula Auditing
Toolbars   List	> The majority of these commands are available on the Table Tools tabs when you select a cell in an Excel table.
Toolbars   Picture	> These commands are available on the Picture Tools tabs when a picture is inserted or selected.
Toolbars   PivotTable	> These commands are available on the PivotTable Tools tabs when a cell in a PivotTable is inserted or selected.
Toolbars   Protection	> Review Tab   Changes
Toolbars   Reviewing	> These commands are available on the Review Tab.
Toolbars   Task Pane	> In some groups, dialog box launchers will display a Task Pane instead of a dialog box. For example, Home   Clipboard   Dialog Launcher
Toolbars   Text To Speech	> Removed from product
Toolbars   Visual Basic	> These commands are available on the Developer Tab. To display the Developer Tab, click Office Button   Excel Options   Popular, and then select the Show Developer tab in the Ribbon check box.
Toolbars   Watch Window	> Formulas   Formula Auditing   Watch Window
Toolbars   Web	> These commands are available in the Excel Options dialog box. Click Office Button   Excel Options   Customize   All Commands dialog
Toolbars   WordArt	> These commands are available on the Drawing Tools tabs when WordArt is inserted or selected.
Toolbars   Customize	> These commands are available in the Excel Options dialog box. Click Office Button   Excel Options   Customize dialog
Formula Bar	> View   Show/Hide   Formula Bar
Status Bar	> Status Bar is always visible by default.
Header and Footer	> Insert   Text   Header & Footer
Comments	> Review   Comments   Show All Comments
Custom Views	> View   Workbook Views   Custom Views
Full Screen	> View   Workbook Views   Full Screen
Zoom	> View   Zoom   Zoom
Sized with Window	> Removed from product
Chart Window	> Removed from product

Excel: Insert	
Excel 2003 Location	Excel 2007 Location
Cells	> Home   Cells   Insert
Rows	> Home   Cells   Insert   Insert Sheet Rows
Columns	> Home   Cells   Insert   Insert Sheet Columns
Worksheet	> Home   Cells   Insert   Insert Sheet
Chart	> Insert   Charts
Symbol	> Insert   Text   Symbol

## Excel 2007 Ribbon Map

Excel: Insert	
Excel 2003 Location	Excel 2007 Location
Page Break	> Page Layout   Page Setup   Breaks   Insert Page Break
Reset All Page Breaks	> Page Layout   Page Setup   Breaks   Reset All Page Breaks
Function	> Formulas   Function Library   Insert Function
Function	> Formulas   Function Library   Date & Time   Insert Function
Function	> Formulas   Function Library   Math & Trig   Insert Function
Function	> Formulas   Function Library   Financial   Insert Function
Function	> Formulas   Function Library   Logical   Insert Function
Function	> Formulas   Function Library   Lookup & Reference   Insert Function
Function	> Formulas   Function Library   Recently Used   Insert Function
Function	> Formulas   Function Library   Text   Insert Function
Function	> Formulas   Function Library   More Functions   Cube   Insert Function
Function	> Formulas   Function Library   More Functions   Engineering   Insert Function
Function	> Formulas   Function Library   More Functions   Information   Insert Function
Function	> Formulas   Function Library   More Functions   Statistical   Insert Function
Name   Define	> Formulas   Defined Names   Name Manager
Name   Paste	> Formulas   Defined Names   Use in Formula   Paste Names
Name   Create	> Formulas   Defined Names   Create from Selection
Name   Apply	> Formulas   Defined Names   Define Name   Apply Names
Name   Label	> Formulas   Defined Names   Define Name
Comment	> Review   Comments   New Comment
Ink Annotations	> Review   Ink   Start Inking
Picture   Clip Art	> Insert   Illustrations   Clip Art
Picture   From File	> Insert   Illustrations   Picture
Picture   From File	> Chart Tools   Layout   Insert   Picture
Picture   From File	> PivotChart Tools   Layout   Insert   Picture
Picture   From Scanner or Camera	> Removed from product
Picture   Ink Drawing and Writing	> Review   Ink   Start Inking
Picture   AutoShapes	> Insert   Illustrations   Shapes
Picture   WordArt	> Insert   Illustrations   WordArt
Picture   Organization Chart	> insert Illustrations   SmartArt
Diagram	> Insert   Illustrations   SmartArt
Object	> Insert   Text   Object
Hyperlink	> Insert   Links   Hyperlink

Excel: Format	
Excel 2003 Location	Excel 2007 Location
Cells	> Home   Cells   Format   Format Cells
Row   Height	> Home   Cells   Format   Row Height
Row   AutoFit	> Home   Cells   Format   AutoFit Row Height
Row   Hide	> Home   Cells   Format   Hide & Unhide   Hide Rows

## Excel 2007 Ribbon Map

Excel: Format	
Excel 2003 Location	Excel 2007 Location
Row   Unhide	> Home   Cells   Format   Hide & Unhide   Unhide Rows
Column   Width	> Home   Cells   Format   Column Width
Column   AutoFit Selection	> Home   Cells   Format   AutoFit Column Width
Column   Hide	> Home   Cells   Format   Hide & Unhide   Hide Columns
Column   Unhide	> Home   Cells   Format   Hide & Unhide   Unhide Columns
Column   Standard Width	> Home   Cells   Format   Default Width
Sheet   Rename	> Home   Cells   Format   Rename Sheet
Sheet   Hide	> Home   Cells   Format   Hide & Unhide   Hide Sheet
Sheet   Unhide	> Home   Cells   Format   Hide & Unhide   Unhide Sheet
Sheet   Background	> Page Layout   Page Setup   Background
Sheet   Tab Color	> Home   Cells   Format   Tab Color
AutoFormat	> Home   Styles   Format as Table
Conditional Formatting	> Home   Conditional Formatting
Style	> Home   Style   Cell Styles
*Phonetic Guide   Show or Hide	> Home   Font   Phonetic Guide   Show Phonetic Field
*Phonetic Guide   Edit	> Home   Font   Phonetic Guide   Edit Phonetic
*Phonetic Guide   Settings	> Home   Font   Phonetic Guide   Phonetic Settings

Excel: Tools	
Excel 2003 Location	Excel 2007 Location
Spelling	> Review   Proofing   Spelling
Research	> Review   Proofing   Research
Error Checking	> Formulas   Formula Auditing   Error Checking
Speech   Show Text To Speech Toolbar	> Removed from product
Speech	> Removed from product
Shared Workspace	> Office Button   Publish   Create Document Workspace
Share Workbook	> Review   Changes   Share Workbook
Track Changes   Highlight Changes	> Review   Changes   Track Changes   Highlight Changes
Track Changes   Accept or Reject Changes	> Review   Changes   Track Changes   Accept/Reject Changes
Compare and Merge Workbooks	> Office Button   Excel Options   Customize   All Commands   Compare and Merge Workbooks
Protection   Protect Sheet	> Review   Changes   Protect Sheet
Protection   Protect Sheet	> Home   Cells   Format   Protect Sheet
Protection   Allow Users to Edit Ranges	> Review   Changes   Allow Users to Edit Ranges
Protection   Protect Workbook	> Review   Changes   Protect Workbook
Protection   Protect and Share Workbook	> Review   Changes   Protect and Share Workbook
Online Collaboration   Meet Now	> Removed from product

## Excel 2007 Ribbon Map

Excel: Tools	
Excel 2003 Location	Excel 2007 Location
Online Collaboration   Schedule Meeting	> Removed from product
Online Collaboration   Web Discussions	> Removed from product
Online Collaboration   End Review	> Removed from product
Goal Seek	> Data   Data Tools   What-If Analysis   Goal Seek
Scenarios	> Data   Data Tools   What-If Analysis   Scenario Manager
Formula Auditing   Trace Precedents	> Formulas   Formula Auditing   Trace Precedents
Formula Auditing   Trace Dependents	> Formulas   Formula Auditing   Trace Dependents
Formula Auditing   Trace Error	> Formulas   Formula Auditing   Error Checking   Trace Error
Formula Auditing   Remove All Arrows	> Formulas   Formula Auditing   Remove Arrows
Formula Auditing   Remove All Arrows	> Formulas   Formula Auditing   Remove Arrows   Remove Arrows
Formula Auditing   Evaluate Formula	> Formulas   Formula Auditing   Evaluate Formula
Formula Auditing   Hide Watch Window	> Formulas   Formula Auditing   Watch Window
Formula Auditing   Formula Auditing Mode	> Formulas   Formula Auditing   Show Formulas
Formula Auditing   Show Formula Auditing Toolbar	> Formulas   Formula Auditing
Macro   Macros	> Developer   Code   Macros
Macro   Macros	> View   Macros   Macros
Macro   Record New Macro	> Developer   Code   Record Macro
Macro   Record New Macro	> View   Macros   Macros   Record Macro
Macro   Security	> Developer   Code   Macro Security
Macro   Visual Basic Editor	> Developer   Code   Visual Basic
Macro   Microsoft Script Editor	> Removed from product
Add-Ins	> Office Button   Excel Options   Add-Ins
AutoCorrect Options	> Office Button   Excel Options   Proofing   AutoCorrect Options
Customize	> Office Button   Excel Options   Customize
Show Signatures	> Office Button   Prepare   Add a Digital Signature
Options	> Office Button   Excel Options

Excel: Data	
Excel 2003 Location	Excel 2007 Location
Sort	> Office Button   Excel Options   Customize   All Commands   Sort
Filter   AutoFilter	> Data   Sort & Filter   Filter
Filter   AutoFilter	> Home   Editing   Sort & Filter   Filter

## Excel 2007 Ribbon Map

Excel: Data	
Excel 2003 Location	Excel 2007 Location
Filter   Show All	> Data   Sort & Filter   Clear
Filter   Show All	> Home   Editing   Sort & Filter   Clear
Filter   Advanced Filter	> Data   Sort & Filter   Advanced
Form	> Office Button   Excel Options   Customize   All Commands   Form
Subtotals	> Data   Outline   Subtotal
Validation	> Data   Data Tools   Data Validation
Table	> Data   Data Tools   What-If Analysis   Data Table
Text to Columns	> Data   Data Tools   Convert Text to Table
Consolidate	> Data   Data Tools   Consolidate
Group and Outline   Hide Detail	> Data   Outline   Hide Detail
Group and Outline   Show Detail	> Data   Outline   Show Detail
Group and Outline   Group	> Data   Outline   Group
Group and Outline   Group	> PivotTable Tools   Options   Group
Group and Outline   Ungroup	> Data   Outline   Ungroup
Group and Outline   Ungroup	> PivotTable Tools   Options   Ungroup
Group and Outline   Auto Outline	> Data   Outline   Group   Auto Outline
Group and Outline   Clear Outline	> Data   Outline   Ungroup   Clear Outline
Group and Outline   Settings	> Data   Outline   Group and Outline Settings
PivotTable and PivotChart Report	> Insert   Tables   PivotTable   PivotTable/PivotChart
Import External Data   Import Data	> Data   Get External Data
Import External Data   New Web Query	> Data   Get External Data   From Web
Import External Data   New Database Query	> Data   Get External Data   From Other Sources   From Microsoft Query
Import External Data   Edit Query	> Office Button   Excel Options   Customize   All Commands   Edit Query
Import External Data   Data Range Properties	> Data   Connections   Properties
Import External Data   Data Range Properties	> Table Tools   Design   External Table Data   Properties
Import External Data   Parameters	> Office Button   Excel Options   Customize   All Commands   Parameters
List   Create List	> Insert   Tables   Table
List   Resize List	> Table Tools   Design   Properties   Resize Table
List   Total Row	> Table Tools   Design   Table Style Options   Total Row
List   Convert to Range	> Table Tools   Design   Tools   Convert to Range
List   Publish List	> Table Tools   Design   External Table Data   Export   Export Table to SharePoint List
List   View List on Server	> Table Tools   Design   External Table Data   Open in Browser
List   Unlink List	> Table Tools   Design   External Table Data   Unlink

## Excel 2007 Ribbon Map

Excel: Data	
Excel 2003 Location	Excel 2007 Location
List   Synchronize List	> Office Button   Excel Options   Customize   All Commands   Synchronize List
List   Discard Changes and Refresh	> Office Button   Excel Options   Customize   All Commands   Discard Changes and Refresh
List   Hide Border of Inactive Lists	> Removed from product
XML   Import	> Developer   XML   Import
XML   Export	> Developer   XML   Export
XML   Refresh XML Data	> Developer   XML   Refresh Data
XML   XML Source	> Developer   XML   Source
XML   XML Map Properties	> Developer   XML   Map Properties
XML   Edit Query	> Removed from product
XML   XML Expansion Packs	> Developer   XML   Expansion Packs
Refresh Data	> PivotChart Tools   Analyze   Data   Refresh
Refresh Data	> PivotTable Tools   Options   Data   Refresh
Refresh Data	> Table Tools   Design   External Table Data   Refresh
Refresh Data	> Data   Connections   Refresh   Refresh
Refresh Data	> PivotChart Tools   Analyze   Data   Refresh   Refresh
Refresh Data	> PivotTable Tools   Options   Data   Refresh   Refresh
Refresh Data	> Table Tools   Design   External Table Data   Refresh   Refresh

Excel: Chart (Menu)	
Excel 2003 Location	Excel 2007 Location
Chart Type	> Chart Tools   Design   Type   Change Chart Type
Source Data	> Chart Tools   Design   Data   Select Data
Source Data	> PivotChart Tools   Design   Data   Select Data
Chart Options	> Chart   Layout
Location	> Chart Tools   Design   Location   Move Chart
Location	> PivotChart Tools   Design   Location   Move Chart
Add Data	> Chart Tools   Design   Data   Edit Data Source
Add Trendline	> Chart Tools   Layout   Analysis   Trendline
3-D View	> Chart Tools   Layout   Background   3-D View

Excel: Window	
Excel 2003 Location	Excel 2007 Location
New Window	> View   Window   New Window
Arrange	> View   Window   Arrange All
Compare Side by Side with	> View   Window   View Side by Side
Hide	> View   Window   Hide
Unhide	> View   Window   Unhide
Split	> View   Window   Split

## Excel 2007 Ribbon Map

### Excel: Window

Excel 2003 Location	Excel 2007 Location
Freeze Panes	> View   Window   Freeze Panes
Currently Open Workbooks	> View   Window   Switch Windows

### Excel: Help

Excel 2003 Location	Excel 2007 Location
Microsoft Excel Help	> Upper Ribbon   Help
Microsoft Office Online	> Office Button   Excel Options   Resources   Microsoft Office Online
Contact Us	> Office Button   Excel Options   Resources   Contact Us
Check for Updates	> Office Button   Excel Options   Resources   Check for Updates
Detect and Repair	> Office Button   Excel Options   Resources   Diagnose
Activate Product	> Office Button   Excel Options   Resources   Activate
Customer Feedback Options	> Office Button   PowerPoint Options   Trust Center   Protecting Your Privacy   Customer Experience Improvement Program
About Microsoft Office Excel	> Office Button   Excel Options   Resources   About
*Show the Office Assistant	> Removed from product