

PowerPoint 2007 Ribbon Map

PowerPoint: File	
PowerPoint 2003 Location	PowerPoint 2007 Location
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	> Office Button Save As Other Formats
Save as Web Page	> Via the Save As dialog, use the Save As Type dropdown to select Web Page.
Search	> Use the search function to find files
Permission Unrestricted Access	> Office Button Prepare Restrict Permission Unrestricted Access
Permission Unrestricted Access	> Review Protect Protect Presentation Unrestricted Access
Permission Do Not Distribute	> Office Button Prepare Restrict Permission Restricted Access
File Permission Do Not Distribute	> Review Protect Protect Presentation Restricted Access
Permission Do Not Reply All	> Office Button Prepare Restrict Permission
Permission Do Not Reply All	> Review Protect Protect Presentation
Permission Restrict Permission As	> Office Button Prepare Restrict Permission Manage Credentials
Permission Restrict Permission As	> Review Protect Protect Presentation Manage Credentials
Check Out	> Office Button Server Check Out
Check In	> Office Button Server Check In
Version History	> Office Button Server View Version History
Package for CD	> Office Button Publish Package for CD
Web Page Preview	> Office Button PowerPoint Options Customize All Commands Web Page Preview
Page Setup	> Design Page Setup Page Setup
Print Preview	> Office Button Print Print Preview
Print	> Office Button Print
Print	> Print Preview Print Print
Send To Reply with Changes	> Removed from product
Send To Mail Recipient (for Review)	> Add comments to your presentation, and then send it by using Office Button Send E-mail.
Send To Mail Recipient (as Attachment)	> Office Button Send E-mail
Send To Exchange Folder	> Office Button PowerPoint 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
Send To Microsoft Office Word	> Office Button Publish Create Handouts in Microsoft Office Word
Properties	> Office Button Prepare Properties
Most Recently Used Files	> Office Button Most Recently Used Files
End Show	> Slide Show Context Menu End Show
End Show	> Esc
Exit	> Office Button Exit
Sign Out	> Removed from product

PowerPoint 2007 Ribbon Map

PowerPoint: Edit	
PowerPoint 2003 Location	PowerPoint 2007 Location
Undo	> Quick Access Toolbar Undo
Redo	> Quick Access Toolbar Redo
Cut	> Home Clipboard Cut
Copy	> Home Clipboard Copy
Office Clipboard	> Home Clipboard Dialog Launcher
Paste	> Home Clipboard Paste
Paste Special	> Home Clipboard Paste Paste Special
Paste as Hyperlink	> Home Clipboard Paste Paste as Hyperlink
Clear	> Press the DELETE key.
Clear	> Office Button PowerPoint Options Customize All Commands Clear
Select All	> Home Editing Select Select All
Duplicate	> Home Clipboard Paste Duplicate
Delete Slide	> Home Slides Delete
Preserve Master	> Slide Master Edit Master Preserve
Rename Master	> Slide Master Edit Master Rename
Find	> Home Editing Find
Replace	> Home Editing Replace
Replace	> Home Editing Replace Replace
Go to Property	> Office Button PowerPoint Options Customize All Commands Go To
Links	> Office Button Prepare Edit Links to Files
Object	> Double-click an object to edit it.
Object Convert	> Office Button PowerPoint Options Customize All Commands Convert
Copy Slide	> Slide Show Context Menu Copy Slide
Edit Slide	> Slide Show Context Menu Edit Slides
Reconvert	> Context menus

PowerPoint: View	
PowerPoint 2003 Location	PowerPoint 2007 Location
Normal	> View Presentation Views Normal
Slide Sorter	> View Presentation Views Slide Sorter
Slide Show	> View Presentation Views Slide Show
Notes Page	> View Presentation Views Notes Page
Master Slide Master	> View Presentation Views Slide Master
Master Handout Master	> View Presentation Views Handout Master
Master Notes Master	> View Presentation Views Notes Master
Color/Grayscale	> View Color/Grayscale
Task Pane	> Dialog launchers in some groups will launch a Task Pane instead of a dialog. E.g. Home Clipboard Dialog Launcher

PowerPoint 2007 Ribbon Map

PowerPoint: View	
PowerPoint 2003 Location	PowerPoint 2007 Location
Toolbars Standard	> These commands are available in the Home Tab and/or the Office Button Menu.
Toolbars Formatting	> These commands are available in the Home Tab.
Toolbars Control Toolbox	> These commands are available in the Developer Tab. To turn on the Developer Tab go to Office Button PowerPoint Options Popular and check the Show Developer tab in the ribbon option.
Toolbars Drawing	> These commands are available in the Drawing Tools Contextual Tab once a shape is inserted or selected.
Toolbars Outlining	> These commands are available by right clicking on the Outline pane or via the Office Button PowerPoint Options Customize All Commands dialog.
Toolbars Picture	> These commands are available in the Picture Tools Contextual Tab once a picture is inserted or selected.
Toolbars Reviewing	> These commands are available in the Review Tab.
Toolbars Revisions	> The Review tab contains commands (in the Comments group) that allow you to add, edit, or delete a comment, as well as show the markup and move between each comment.
Toolbars Tables and Borders	> These commands are available in the Table Tools Contextual Tab once a table is inserted or selected.
Toolbars Task Pane	> Dialog launchers in some groups will launch a Task Pane instead of a dialog. E.g. Home Clipboard Dialog Launcher
Toolbars Visual Basic	> These commands are available in the Developer Tab. To turn on the Developer Tab go to Office Button PowerPoint Options Popular and check the Show Developer tab in the ribbon option.
Toolbars Web	> These commands are available via Office Button PowerPoint Options Customize All Commands dialog.
Toolbars WordArt	> When WordArt is selected or inserted, WordArt commands are found in the Drawing Tools contextual tab, or you can edit WordArt text as if it were regular text.
Toolbars Customize	> You can find customization options at Office Button PowerPoint Options Customize dialog.
Ruler	> View Show/Hide Ruler
Grid and Guides	> Home Drawing Arrange Align Grid Settings
Grid and Guides	> Table Tools Layout Arrange Align Grid Settings
Grid and Guides	> CD Audio Tools Options Arrange Align Grid Settings
Grid and Guides	> Movie Tools Options Arrange Align Grid Settings
Grid and Guides	> Sound Tools Options Arrange Align Grid Settings
Grid and Guides	> Chart Tools Format Arrange Align Grid Settings
Grid and Guides	> SmartArt Tools Format Arrange Align Grid Settings
Grid and Guides	> Picture Tools Format Arrange Align Grid Settings
Grid and Guides	> Drawing Tools Format Arrange Align Grid Settings
View Direction Left-to-Right	> View Show/Hide View Direction Left-to-Right
View Direction Right-to-Left	> View Show/Hide View Direction Right-to-Left
Header and Footer	> Insert Text Header & Footer
Markup	> Review Comments Show Markup
Zoom	> Print Preview Zoom Zoom
Zoom	> View Zoom Zoom
Zoom	> Status Bar Zoom Slider

PowerPoint 2007 Ribbon Map

PowerPoint: Insert	
PowerPoint 2003 Location	PowerPoint 2007 Location
New Slide	> Home Slides New Slide
New Slide Master	> In Slide Master view, select Slide Master Insert Slide Master
New Title Master	> Slide Master Edit Master Insert Layout
Duplicate Slide	> Home Slides New Slide Duplicate Selected Slides
Slide Number	> Insert Text Slide Number
Date and Time	> Insert Text Date & Time
Symbol	> Insert Text Symbol
Comment	> Review Comments New Comment
Ink Annotations	> Review Ink Start Inking
Slides from Files	> Home Slides New Slide Reuse Slides
Slides from Outline	> Home Slides New Slide Slides from Outline
Picture Clip Art	> Insert Illustrations Clip Art
Picture From File	> Insert Illustrations Picture
Picture From Scanner or Camera	> Removed from product
Picture New Photo Album	> Insert Illustrations Photo Album
Picture Ink Drawing and Writing	> Review Ink Start Inking
Picture AutoShapes	> Insert Illustrations Shapes
Picture AutoShapes	> Home Drawing Shapes
Picture AutoShapes	> Drawing Tools Format Insert Shapes
Picture Autosshapes	> Chart Tools Layout Insert Shapes
Picture WordArt	> Insert Text WordArt
Picture Organization Chart	> Insert Illustrations SmartArt
Diagram	> Insert Illustrations SmartArt
Text Box	> Insert Text Text Box
Text Box	> Chart Tools Layout Insert Text Box
Text Box	> Drawing Tools Format Insert Shapes Text Box
Movies and Sounds Movie from Clip Organizer	> Insert Media Clips Movie Movie from Organizer
Movies and Sounds Movie from File	> Insert Media Clips Movie from File
Movies and Sounds Sound from Clip Organizer	> Insert Media Clips Sound Sound from Clip Organizer
Movies and Sounds Sound from File	> Insert Media Clips Sound from File
Movies and Sounds Play CD Audio Track	> Insert Media Clips Sound Play CD Audio Track
Movies and Sounds Record Sound	> Insert Media Clips Sound Record Sound
Chart	> Insert Illustrations Chart
Table	> Insert Tables Table
Object	> Insert Text Object

PowerPoint 2007 Ribbon Map

PowerPoint: Insert	
PowerPoint 2003 Location	PowerPoint 2007 Location
Hyperlink	> Insert Links Hyperlink
*Text Box Horizontal	> Insert Text Text Box
*Text Box Horizontal	> Chart Tools Layout Insert Text Box
*Text Box Horizontal	> Drawing Tools Format Insert Shapes Text Box
*Text Box Vertical	> Insert Text Text Box Vertical Text Box
*Text Box Vertical	> Chart Tools Layout Insert Text Box Vertical Text Box
*Text Box Vertical	> Drawing Tools Format Insert Shapes Text Box Vertical Text Box

PowerPoint: Format	
PowerPoint 2003 Location	PowerPoint 2007 Location
Font	> Home Font Dialog Launcher
Bullets and Numbering	> Home Paragraph Bullets Bullets and Numbering
Bullets and Numbering	> Home Paragraph Numbering Bullets and Numbering
Alignment Align Left	> Home Paragraph Align Left
Alignment Center	> Home Paragraph Center
Alignment Align Right	> Home Paragraph Align Right
*Alignment Justify	> Home Paragraph Justify
*Alignment Justify Low	> Home Paragraph Justify Low
*Alignment Distributed	> Home Paragraph Distributed
*Alignment Thai Distributed	> Home Paragraph Thai Distributed
*Font Alignment Hanging	> Home Paragraph Dialog Launcher
*Font Alignment Centered	> Home Paragraph Dialog Launcher
*Font Alignment Roman	> Home Paragraph Dialog Launcher
*Font Alignment Upholding Fixed	> Home Paragraph Dialog Launcher
Line Spacing	> Home Paragraph Line Spacing
Change Case	> Home Font Change Case
Replace Fonts	> Home Editing Replace Replace Fonts
Slide Design	> Design Themes
Slide Layout	> Home Slides Layout
Background	> Design Background Background Styles Format Background
Background	> Handout Master Background Background Styles Format Background
Background	> Notes Master Background Background Styles Format Background
Background	> Slide Master Background Background Styles Format Background
Photo Album	> Insert Illustrations Photo Album Edit Photo Album
Object	> Double-click an Object to see its associated Formatting Tools
*Paragraph Direction Left-to-Right	> Home Paragraph Left-to-Right
*Paragraph Direction Right-to-Left	> Home Paragraph Right-to-Left

PowerPoint: Tools

PowerPoint 2007 Ribbon Map

PowerPoint 2003 Location	PowerPoint 2007 Location
Spelling and Grammar	> Review Proofing Spelling
Research	> Review Proofing Research
Thesaurus	> Review Proofing Thesaurus
Language	> Review Proofing Set Language
Lookup Reference	> Select and right-click the text, and then select Look Up from the shortcut menu.
Shared Workspace	> File Publish Create Document Workspace
Speech	> Removed from product
Online Collaboration Meet Now	> Removed from product
Online Collaboration Schedule Meeting	> Removed from product
Online Collaboration Web Discussions	> Removed from product
Online Collaboration End Discussion	> Removed from product
Macro Macros	> Developer Code Macros
Macro Macros	> View Macros Macros
Macro Record New Macro	> Removed from product
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 PowerPoint Options Add-Ins
AutoCorrect Options	> Office Button PowerPoint Options Proofing AutoCorrect Options
Customize	> You can find these options at Office Button PowerPoint Options Customize
Show Signatures	> Office Button Prepare Add a Digital Signature
Options	> You can find these options at Office Button PowerPoint Options
*Hangul Hanja Conversion	> Review Proofing Hangul Hanja Conversion
*Typography	> Office Button PowerPoint Options Typography

PowerPoint: Slide Show

PowerPoint 2003 Location	PowerPoint 2007 Location
View Show	> View Presentation Views Slide Show
Set Up Show	> Slide Show Set Up Set Up Slide Show
Rehearse Timings	> Slide Show Set Up Rehearse Timings
Record Narration	> Slide Show Set Up Record Narration
Online Broadcast	> Removed from product
Action Buttons	> Insert Shapes
Action Settings	> Insert Links Action
Animation Schemes	> Animations Animations Animate
Custom Animation	> Animations Animations Custom Animation
Slide Transition	> Animations Transition To This Slide
Hide Slide	> Slide Show Set Up Hide Slide
Custom Shows	> Slide Show Start Slide Show Custom Slide Show

PowerPoint 2007 Ribbon Map

PowerPoint: Window	
PowerPoint 2003 Location	PowerPoint 2007 Location
New Window	> View Window New Window
Arrange All	> View Window Arrange All
Cascade	> View Window Cascade
Next Pane	> Office Button PowerPoint Options Customize All Commands Next Pane
Window Names	> View Window Switch Windows Window Names
More Windows	> View Window Switch Windows More Windows

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