

Word 2007 Ribbon Map

Word: File

| Word 2003 Location | Word 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 Web Page | > In the Save As dialog box, select Web Page in the Save as type list. |
| File Search | > Use search in Microsoft Windows to find files |
| Page Setup | > Print Preview Page Setup Page Setup |
| Page Setup | > Page Layout Page Setup Page Setup |
| Print Preview | > Office Button Print Print Preview |
| Print | > Office Button Print |
| Send To (Mail Recipient - as Attachment) | > Office Button Send E-mail |
| Properties | > Office Button Prepare Properties |
| Recently Used Documents | > Office Button Most Recently Used Documents |
| Sign Out | > Removed from product |
| Exit | > Office Button Exit |

Word: Edit

| Word 2003 Location | Word 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 |
| Clear (Formats) | > Home Font Clear Formatting |
| Clear (Contents) | > Office Button Word Options Customize All Commands Contents |
| Select All | > Home Editing Select Select All |
| Find | > Home Editing Find |
| Replace | > Home Editing Replace |
| Go To | > Home Editing Find Go To |
| Links | > Office Button Prepare Edit Links to Files |
| Object | > Double-click an object to edit it. |

Word 2007 Ribbon Map

Word: View

| Word 2003 Location | Word 2007 Location |
|------------------------|---|
| Normal | > View Document Views Draft |
| Web Layout | > View Document Views Web Layout |
| Print Layout | > View Document Views Print Layout |
| Reading Layout | > View Document Views Full Screen Reading |
| Outline | > View Document Views Outline |
| Task Pane | > Some Dialog Box Launchers display a task pane. For example, the Dialog Box Launcher in the Styles group of the Home tab displays the Styles task pane. |
| Toolbars | > Toolbars have been removed from the product. |
| Ruler | > View Show/Hide Ruler |
| * Gridlines | > View Show/Hide Gridlines |
| * Show Paragraph Marks | > Home Paragraph Show/Hide Paragraph Marks |
| Document Map | > View Show/Hide Document Map |
| Thumbnails | > View Show/Hide Thumbnails |
| Header and Footer | > Insert Header & Footer |
| Footnotes | > References Footnotes Show Notes |
| Markup | > Review Tracking Show Markup |
| HTML Source | > Removed from product |
| Full Screen | > Office Button Word Options Customize All Commands Full Screen Reading |
| Zoom | > Print Preview Zoom Zoom |
| Zoom | > View Zoom Zoom |
| Zoom | > Status Bar Zoom Slider |

Word: Insert

| Word 2003 Location | Word 2007 Location |
|-------------------------------------|---|
| Break | > Insert Pages Page Break |
| Page Numbers | > Insert Header & Footer Page Number |
| Page Numbers | > Header & Footer Tools Design Header & Footer Page Number |
| Date and Time | > Insert Text Date & Time |
| Date and Time | > Header & Footer Tools Design Insert Date & Time |
| AutoText (AutoText) | > Insert Text Quick Parts |
| AutoText (New) | > Office Button Word Options Customize All Commands Create AutoText |
| AutoText (List of AutoText Entries) | > Insert Text Quick Parts |
| Field | > Insert Text Quick Parts Field |
| Field | > Header & Footer Tools Design Insert Quick Parts Field |
| Symbol | > Insert Symbols Symbol |
| Comment | > Review Comments New Comment |
| Ink Comment | > Review Ink Start Inking |
| Ink Annotations | > Review Ink Start Inking |
| * Number | > Insert Symbols Number |
| Reference (Footnote) | > References Footnotes Footnote and Endnote Dialog |

Word 2007 Ribbon Map

Word: Insert

| Word 2003 Location | Word 2007 Location |
|-----------------------------------|--|
| Reference (Caption) | > References Captions Insert Caption |
| Reference (Cross-reference) | > Insert Links Cross-reference |
| Reference (Cross-reference) | > References Captions Cross-reference |
| Reference (Index and Tables) | > Office Button Word Options Customize All Commands Index and Tables |
| Reference (Index and Tables) | > References Table of Contents Table of Contents |
| Reference (Index and Tables) | > References Index Insert Index |
| Reference (Index and Tables) | > References Table of Authorities Insert Table of Authorities |
| Web Component | > Office Button Word Options Customize All Commands Web Component |
| Picture (Clip Art) | > Insert Illustrations Clip Art |
| Picture (From File) | > Insert Illustrations Picture |
| Picture (From File) | > Header & Footer Tools Design Insert Picture |
| Picture (From File) | > Chart Tools Layout Insert Picture |
| Picture (From Scanner or Camera) | > Removed from product |
| Picture (Ink Drawing and Writing) | > Review Inking Start Inking |
| Picture (New Drawing) | > Insert Illustrations Shapes New Drawing Canvas |
| Picture (AutoShapes) | > Insert Illustrations Shapes |
| Picture (AutoShapes) | > Drawing Tools Format Insert Shapes |
| Picture (WordArt) | > Insert Text WordArt |
| Picture (Organization Chart) | > Insert Illustrations SmartArt |
| Picture (Chart) | > Insert Illustrations Chart |
| Diagram | > Insert Illustrations SmartArt |
| Text Box | > Insert Text Text Box Text Box |
| File | > Insert Text Object Text from File |
| Object | > Insert Text Object |
| Bookmark | > Insert Links Bookmark |
| Hyperlink | > Insert Links Hyperlink |

Word: Format

| Word 2003 Location | Word 2007 Location |
|-----------------------|--|
| Font | > Home Font Font |
| Paragraph | > Home Paragraph Dialog Box Launcher |
| Paragraph | > Page Layout Paragraph Paragraph |
| Bullets and Numbering | > Home Paragraph Bullets |
| Bullets and Numbering | > Home Paragraph Numbering |
| Bullets and Numbering | > Office Button Word Options Customize All Commands Bullets and Numbering |
| Borders and Shading | > Home Paragraph Arrow next to the most recently used command: a border command or Horizontal Line, Draw Table, View Gridlines, or Borders and Shading |
| Borders and Shading | > Home Paragraph Shading |
| Columns | > Page Layout Page Setup Columns More Columns |
| Tabs | > Home Paragraph Dialog Box Launcher Tabs |

Word 2007 Ribbon Map

| Word: Format | |
|---|--|
| Word 2003 Location | Word 2007 Location |
| Drop Cap | > Insert Text Drop Cap Drop Cap Options |
| * Text Direction | > Page Layout Page Setup Text Direction Text Direction Options |
| Change Case | > Home Font Change Case |
| * Fit Text | > Home Paragraph Asian Layout Fit Text |
| * Asian Layout | > Home Paragraph Asian Layout |
| * Asian Layout (Phonetic Guide) | > Home Paragraph Asian Layout Phonetic Guide |
| * Asian Layout (Enclose Characters) | > Home Font Enclose Characters |
| * Asian Layout (Horizontal in Vertical) | > Home Paragraph Asian Layout Horizontal in Vertical |
| * Asian Layout (Combine Characters) | > Home Paragraph Asian Layout Combine Characters |
| * Asian Layout (Two Lines in One) | > Home Paragraph Asian Layout Two lines in One |
| Background | > Page Layout Page Background Color |
| Theme | > Page Layout Themes Themes |
| Frames | > Office Button Word Options Customize All Commands Frames |
| Frames (Table of Contents in Frame) | > Office Button Word Options Customize All Commands Table of Contents in Frame |
| Frames (New Frames Page) | > Office Button Word Options Customize All Commands New Frames Page |
| AutoFormat | > Office Button Word Options Customize All Commands AutoFormat |
| Styles and Formatting | > Home Styles Styles |
| Reveal Formatting | > Office Button Word Options Customize All Commands Reveal Formatting |
| Object | > Click the object, and then click the Ribbon tab with tools for that object |

| Word: Tools | |
|---|---|
| Word 2003 Location | Word 2007 Location |
| Spelling and Grammar | > Review Proofing Spelling & Grammar |
| Research | > Review Proofing Research |
| Language (Set Language) | > Review Proofing Set Language |
| * Language (Japanese Consistency Checker) | > Review Proofing Japanese Consistency Checker |
| * Language (Hangul Hanja Conversion) | > Review Proofing Hangul Hanja Conversion |
| * Language (Chinese Translation - Translate with Options) | > Review Chinese Translation Translate with Options |
| Language (Translate) | > Review Proofing Translate |
| Language (Thesaurus) | > Review Proofing Thesaurus |
| Language (Hyphenation) | > Page Layout Page Setup Hyphenation Hyphenation Options |
| * Fix Broken Text | > Available as a download from the Office Online Web site |
| Word Count | > Review Proofing Word Count |
| AutoSummarize | > Office Button Word Options Customize All Commands AutoSummary Tools |
| Look Up Reference | > Right-click in a word, and then click Look Up |
| Speech | > Removed from product |
| Shared Workspace | > File Publish Create Document Workspace |
| Track Changes | > Review Tracking Track Changes |

Word 2007 Ribbon Map

Word: Tools

| Word 2003 Location | Word 2007 Location |
|---|---|
| Compare and Merge Documents | > Review Compare Compare Compare |
| Compare and Merge Documents | > Review Compare Compare Combine |
| Protect Document | > Developer Protect Protect Document |
| Protect Document | > Review Protect Protect Document |
| Online Collaboration (Meet Now) | > Removed from product |
| Online Collaboration (Schedule Meeting) | > Removed from product |
| Online Collaboration (Web Discussions) | > Removed from product |
| Online Collaboration (End Review) | > Removed from product |
| Letters and Mailings (Mail Merge) | > Mailings Start Mail Merge Start Mail Merge Step by Step Mail Merge Wizard |
| Letters and Mailings (Envelopes and Labels) | > Mailings Create Envelopes |
| Letters and Mailings (Envelopes and Labels) | > Mailings Create Labels |
| Macro (Macros) | > Developer Code Macros |
| Macro (Macros) | > View Macros Macros |
| Macro (Record New Macro) | > Developer Code Record Macro / Stop Recorder |
| Macro (Record New Macro) | > View Macros Macros Record Macro / Stop Recorder |
| Macro (Security) | > Developer Code Macro Security |
| Macro (Visual Basic Editor) | > Developer Code Visual Basic |
| Macro (Microsoft Script Editor) | > Removed from product |
| Templates and Add-Ins | > Developer Templates Document Template |
| AutoCorrect Options | > Office Button Word Options Proofing AutoCorrect Options |
| Customize | > Office Button Word Options Customize |
| Show Signature | > Office Button Finish Add a Digital Signature |
| Options | > Office Button Word Options |

Word: Table

| Word 2003 Location | Word 2007 Location |
|-------------------------------|---|
| Draw Table | > Table Tools Design Draw Borders Draw Table |
| Draw Table | > Home Paragraph Borders Draw Table |
| Draw Table | > Insert Tables Table Draw Table |
| Draw Table | > Table Tools Design Table Styles Borders Draw Table |
| Insert (Table) | > Insert Tables Table Insert Table |
| Insert (Columns to the Left) | > Table Tools Layout Rows & Columns Insert Left |
| Insert (Columns to the Right) | > Table Tools Layout Rows & Columns Insert Right |
| Insert (Rows Above) | > Table Tools Layout Rows & Columns Insert Above |
| Insert (Rows Below) | > Table Tools Layout Rows & Columns Insert Below |
| Insert (Cells) | > Table Tools Layout Rows & Columns Dialog Box Launcher |
| Delete (Table) | > Table Tools Layout Rows & Columns Delete Delete Table |
| Delete (Columns) | > Table Tools Layout Rows & Columns Delete Delete Columns |
| Delete (Rows) | > Table Tools Layout Rows & Columns Delete Delete Rows |
| Delete (Cells) | > Table Tools Layout Rows & Columns Delete Delete Cells |
| Select (Table) | > Table Tools Layout Table Select Select Table |
| Select (Column) | > Table Tools Layout Table Select Select Column |

Word 2007 Ribbon Map

Word: Table

| Word 2003 Location | Word 2007 Location |
|-------------------------------------|---|
| Select (Row) | > Table Tools Layout Table Select Select Row |
| Select (Cell) | > Table Tools Layout Table Select Select Cell |
| Merge Cells | > Table Tools Layout Merge Merge Cells |
| Split Cells | > Table Tools Layout Merge Split Cells |
| Split Table | > Table Tools Layout Merge Split Table |
| Table AutoFormat | > Table Tools Design Table Styles |
| AutoFit (AutoFit to Contents) | > Table Tools Layout Cell Size AutoFit AutoFit Contents |
| AutoFit (AutoFit to Window) | > Table Tools Layout Cell Size AutoFit AutoFit Window |
| AutoFit (Fixed Column Width) | > Table Tools Layout Cell Size AutoFit Fixed Column Width |
| AutoFit (Distribute Rows Evenly) | > Table Tools Layout Cell Size Distribute Rows |
| AutoFit (Distribute Columns Evenly) | > Table Tools Layout Cell Size Distribute Columns |
| Heading Rows Repeat | > Table Tools Layout Data Repeat Header Rows |
| * Insert Multidiagonal Cell | > Table Tools Layout Table Insert Multidiagonal Cell |
| Convert (Text to Table) | > Insert Tables Table Convert Text to Table |
| Convert (Table to Text) | > Table Tools Layout Data Convert to Text |
| Sort | > Home Paragraph Sort |
| Sort | > Table Tools Layout Data Sort |
| Formula | > Table Tools Layout Data Formula |
| Show Gridlines | > Table Tools Layout Table Show Gridlines |
| Table Properties | > Table Tools Layout Cell Size Properties |
| Table Properties | > Table Tools Layout Table Properties |

Word: Window

| Word 2003 Location | Word 2007 Location |
|---------------------------|--|
| New Window | > View Window New Window |
| Arrange All | > View Window Arrange All |
| Compare Side by Side with | > View Window View Side by Side |
| Split | > View Window Split |
| Currently Open Documents | > View Window Switch Windows Window Name Goes Here |

Word: Help

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