

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