



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
Send To   Online Meeting Participant	> Removed from product
Send To   Recipient using Internet Fax S	> 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: 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



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
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

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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: 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
Hyperlink	> Insert   Links   Hyperlink



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



PowerPoint: Tools	
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



## 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: 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



PowerPoint: Standard	
PowerPoint 2003 Location	PowerPoint 2007 Location
Spelling	> Review   Proofing   Spelling
Research	> Review   Proofing   Research
Cut	> Home   Clipboard   Cut
Copy	> Home   Clipboard   Copy
Paste	> Home   Clipboard   Paste
Format Painter	> Home   Clipboard   Format Painter
Undo	> Quick Access Toolbar   Undo
Redo	> Quick Access Toolbar   Redo
Ink Annotations	> Review   Ink   Start Inking
Chart	> Insert   Illustrations   Chart
Insert Table	> Insert   Tables   Table   Insert Table
Tables and Borders Toolbar	> You can find these commands under the Table Tools contextual tab that appears when you insert or select a table.
Hyperlink	> Insert   Links   Hyperlink
Expand All	> Office Button   PowerPoint Options   Customize   All Commands   Expand All
Show Formatting	> Office Button   PowerPoint Options   Customize   All Commands   Show Text Formatting
Show/Hide Grid	> View   Show/Hide   Gridlines
Show/Hide Grid	> Drawing Tools   Format   Arrange   Align   View Gridlines
Show/Hide Grid	> Table Tools   Layout   Arrange   Align   View Gridlines
Show/Hide Grid	> CD Audio Tools   Options   Arrange   Align   View Gridlines
Show/Hide Grid	> Movie Tools   Options   Arrange   Align   View Gridlines
Show/Hide Grid	> Sound Tools   Options   Arrange   Align   View Gridlines
Show/Hide Grid	> Chart Tools   Format   Arrange   Align   View Gridlines
Show/Hide Grid	> SmartArt Tools   Format   Arrange   Align   View Gridlines
Show/Hide Grid	> Picture Tools   Format   Arrange   Align   View Gridlines
Show/Hide Grid	> Home   Drawing   Arrange   Align   View Gridlines
Color/Grayscale	> View   Color/Grayscale
Zoom	> Status Bar   Zoom Slider
Zoom	> View   Zoom   Zoom
Microsoft Office PowerPoint Help	> Upper Ribbon   Help
Font Color	> Home   Font   Font Color
Font Color	> Select the text to make Mini Bar appear, and then use the Font Color Picker found in Mini Bar.
Web Page Preview	> Office Button   PowerPoint Options   Customize   All Commands   Web Page Preview
Close	> Office Button   Close
Find	> Home   Editing   Find



PowerPoint: Formatting	
PowerPoint 2003 Location	PowerPoint 2007 Location
Font	> Home   Font   Font
Font Size	> Home   Font   Font Size
Bold	> Home   Font   Bold
Italic	> Home   Font   Italic
Underline	> Home   Font   Underline
Shadow	> Home   Font   Shadow
Change Text Direction	> Home   Paragraph   Text Direction
Numbering	> Home   Paragraph   Numbering
Bullets	> Home   Paragraph   Bullets
Left-to-Right	> Home   Paragraph   Left-to-Right
Right-to-Left	> Home   Paragraph   Right-to-Left
Increase Font Size	> Home   Font   Increase Font Size
Decrease Font Size	> Home   Font   Decrease Font Size
Decrease Indent	> Home   Paragraph   Decrease Indent
Increase Indent	> Home   Paragraph   Increase Indent
Font Color	> Home   Font   Color
Design	> Design   Themes
New Slide	> Home   Slides   New Slide
Insert Slide Master	> Slide Master   Edit Master   Insert Slide Master
Increase Paragraph Spacing	> Home   Paragraph   Dialog Launcher
Decrease Paragraph Spacing	> Home   Paragraph   Dialog Launcher
Move Up	> Office Button   PowerPoint Options   Customize   All Commands   Move Up
Move Down	> Office Button   PowerPoint Options   Customize   All Commands   Move Down
Layout	> Home   Slides   Layout
Layout	> Slide Master   Master Layout   Master Layout (only available when a master is selected)
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



PowerPoint: Picture	
PowerPoint 2003 Location	PowerPoint 2007 Location
Picture	> Insert   Illustrations   Picture
Color	> Picture Tools   Format   Adjust   Recolor
More Contrast	> Picture Tools   Format   Adjust   Contrast
Less Contrast	> Picture Tools   Format   Adjust   Contrast
More Brightness	> Picture Tools   Format   Adjust   Brightness
Less Brightness	> Picture Tools   Format   Adjust   Brightness
Crop	> Picture Tools   Format   Size   Crop
Rotate Left 90°	> Picture Tools   Format   Arrange   Rotate   Rotate Left 90°
Line Style	> Picture Tools   Format   Picture Styles   Picture Border   Weight
Compress Pictures	> Picture Tools   Format   Adjust   Compress Pictures
Recolor Picture	> Picture Tools   Format   Adjust   Recolor
Format Object	> Picture Tools   Format
Format Object	> Picture Tools   Format   Picture Styles   Dialog Launcher
Set Transparent Color	> Picture Tools   Format   Adjust   Recolor   Set Transparent Color
Reset Picture	> Picture Tools   Format   Adjust   Reset Picture



## PowerPoint: Reviewing

PowerPoint 2003 Location	PowerPoint 2007 Location
Markup	> Review   Comments   Show Markup
Previous Item	> Review   Comments   Previous
Next Item	> Review   Comments   Next
Ink Annotations	> Review   Ink   Start Inking
Comment	> Review   Comments   New Comment
Edit Comment	> Review   Comments   Edit Comment
Delete Comment	> Review   Comments   Delete
Delete Comment	> Review   Comments   Delete   Delete



PowerPoint: Web	
PowerPoint 2003 Location	PowerPoint 2007 Location
Back	> Office Button   PowerPoint Options   Customize   All Commands   Back
Forward	> Office Button   PowerPoint Options   Customize   All Commands   Forward
Stop	> Removed from product
Refresh	> Removed from product
Start Page	> Removed from product
Search the Web	> Removed from product
Favorites	> Removed from product
Favorites   Add to Favorites	> Removed from product
Favorites   Open Favorites	> Removed from product
Go   Back	> Office Button   PowerPoint Options   Customize   All Commands   Back
Go   Forward	> Office Button   PowerPoint Options   Customize   All Commands   Forward
Go   Start Page	> Removed from product
Go   Search the Web	> Removed from product
Go   Set Start Page	> Removed from product
Go   Set Search Page	> Removed from product
Show Only Web Toolbar	> Removed from product
Address	> Office Button   PowerPoint Options   Customize   All Commands   Document Location
Address	> Office Button   Prepare   Properties   Location



## PowerPoint: Organization Chart

PowerPoint 2003 Location	PowerPoint 2007 Location
Insert Shape	> SmartArt Tools   Design   Create Graphic   Layout   Add Shape
Layout   Standard	> SmartArt Tools   Design   Create Graphic   Layout   Standard
Layout   Both Hanging	> SmartArt Tools   Design   Create Graphic   Layout   Both
Layout   Left Hanging	> SmartArt Tools   Design   Create Graphic   Layout   Left Hanging
Layout   Right Hanging	> SmartArt Tools   Design   Create Graphic   Layout   Right Hanging
Layout   AutoLayout	> SmartArt Tools   Design   Layouts
Select   Level	Click a shape to select it. To select multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
Select   Branch	Click a shape to select it. To select multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
Select   All Assistants	Click a shape to select it. To select multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
Select   All Connecting Lines	> Click a line to select it. To select multiple lines, select the first line, and then press and hold CTRL while you select the other lines.
Fit Text	> This happens automatically with SmartArt graphics.
Autoformat	> SmartArt Tools   Design   SmartArt Styles
Zoom	> Status Bar   Zoom Slider





## PowerPoint: Slide Master View

PowerPoint 2003 Location	PowerPoint 2007 Location
New Slide	> Slide Master   Edit Master   New Slide Master
Delete Slide	> Slide Master   Edit Master   Delete
Preserve Master	> Slide Master   Edit Master   Preserve
Rename Master	> Slide Master   Edit Master   Rename
Slide Layout	> Slide Master   Master Layout   Master Layout
Close Master View	> Handout Master   Close   Close



## PowerPoint: Diagram

PowerPoint 2003 Location	PowerPoint 2007 Location
Insert Shape	> Smart Art Tools   Design   Create Graphic   Add Shape
Move Shape Backward	> Removed from the product
Move Shape Forward	> Removed from the product
Reverse Diagram	> SmartArt Tools   Design   Create Graphic   Right to Left
Layout   Fit Diagram to Contents	> This happens automatically with SmartArt graphics.
Layout   Expand Diagram	> SmartArt Tools   Format   Size
Layout   Resize Diagram	> Select a diagram, and then drag any corner of the diagram's border until you achieve the size that you want.
Layout   AutoLayout	> SmartArt Tools   Design   Layouts
AutoFormat	> SmartArt Tools   Design   Styles
Change to   Cycle	> SmartArt Tools   Design   Layouts   More Layouts
Change to   Radial	> SmartArt Tools   Design   Layouts   More Layouts
Change to   Pyramid	> SmartArt Tools   Design   Layouts   More Layouts
Change to   Venn	> SmartArt Tools   Design   Layouts   More Layouts
Change to   Target	> SmartArt Tools   Design   Layouts   More Layouts



PowerPoint: Drawing	
PowerPoint 2003 Location	PowerPoint 2007 Location
Draw   Group	> Home   Drawing   Arrange   Group
Draw   Group	> Drawing Tools   Format   Arrange   Group   Group
Draw   Group	> Table Tools   Layout   Arrange   Group   Group
Draw   Group	> CD Audio Tools   Options   Arrange   Group   Group
Draw   Group	> Movie Tools   Options   Arrange   Group   Group
Draw   Group	> Sound Tools   Options   Arrange   Group   Group
Draw   Group	> Chart Tools   Format   Arrange   Group   Group
Draw   Group	> SmartArt Tools   Format   Arrange   Group   Group
Draw   Group	> Picture Tools   Format   Arrange   Group   Group
Draw   Ungroup	> Home   Drawing   Arrange   Ungroup
Draw   Ungroup	> Drawing Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	> Table Tools   Layout   Arrange   Group   Ungroup
Draw   Ungroup	> CD Audio Tools   Options   Arrange   Group   Ungroup
Draw   Ungroup	> Movie Tools   Options   Arrange   Group   Ungroup
Draw   Ungroup	> Sound Tools   Options   Arrange   Group   Ungroup
Draw   Ungroup	> Chart Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	> SmartArt Tools   Format   Arrange   Group   Ungroup
Draw   Ungroup	> Picture Tools   Format   Arrange   Group   Ungroup
Draw   Regroup	> Home   Drawing   Arrange   Regroup
Draw   Regroup	> Drawing Tools   Format   Arrange   Group   Regroup
Draw   Regroup	> Table Tools   Layout   Arrange   Group   Regroup
Draw   Regroup	> CD Audio Tools   Options   Arrange   Group   Regroup
Draw   Regroup	> Movie Tools   Options   Arrange   Group   Regroup
Draw   Regroup	> Sound Tools   Options   Arrange   Group   Regroup
Draw   Regroup	> Chart Tools   Format   Arrange   Group   Regroup
Draw   Regroup	> SmartArt Tools   Format   Arrange   Group   Regroup
Draw   Regroup	> Picture Tools   Format   Arrange   Group   Regroup
Draw   Order   Bring to Front	> Home   Drawing   Arrange   Bring to Front
Draw   Order   Bring to Front	> Table Tools   Layout   Arrange   Bring to Front
Draw   Order   Bring to Front	> CD Audio Tools   Options   Arrange   Bring to Front
Draw   Order   Bring to Front	> Movie Tools   Options   Arrange   Bring to Front
Draw   Order   Bring to Front	> Sound Tools   Options   Arrange   Bring to Front
Draw   Order   Bring to Front	> Chart Tools   Format   Arrange   Bring to Front
Draw   Order   Bring to Front	> SmartArt Tools   Format   Arrange   Bring to Front
Draw   Order   Bring to Front	> Picture Tools   Format   Arrange   Bring to Front
Draw   Order   Bring to Front	> Drawing Tools   Format   Arrange   Bring to Front
Draw   Order   Send to Back	> Home   Drawing   Arrange   Send to Back
Draw   Order   Send to Back	> Table Tools   Layout   Arrange   Send to Back
Draw   Order   Send to Back	> CD Audio Tools   Options   Arrange   Send to Back
Draw   Order   Send to Back	> Movie Tools   Options   Arrange   Send to Back
Draw   Order   Send to Back	> Sound Tools   Options   Arrange   Send to Back
Draw   Order   Send to Back	> Chart Tools   Format   Arrange   Send to Back
Draw   Order   Send to Back	> SmartArt Tools   Format   Arrange   Send to Back

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Draw   Order   Send to Back	> Picture Tools   Format   Arrange   Send to Back
Draw   Order   Send to Back	> Drawing Tools   Format   Arrange   Send to Back
Draw   Order   Bring Forward	> Home   Drawing   Arrange   Bring Forward
Draw   Order   Bring Forward	> Drawing Tools   Format   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> Table Tools   Layout   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> CD Audio Tools   Options   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> Movie Tools   Options   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> Sound Tools   Options   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> Chart Tools   Format   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> SmartArt Tools   Format   Arrange   Bring to Front   Bring Forward
Draw   Order   Bring Forward	> Picture Tools   Format   Arrange   Bring to Front   Bring Forward
Draw   Order   Send Backward	> Home   Drawing   Arrange   Send Backward
Draw   Order   Send Backward	> Drawing Tools   Format   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> Table Tools   Layout   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> CD Audio Tools   Options   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> Movie Tools   Options   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> Sound Tools   Options   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> Chart Tools   Format   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> SmartArt Tools   Format   Arrange   Send to Back   Send Backward
Draw   Order   Send Backward	> Picture Tools   Format   Arrange   Send to Back   Send Backward
Draw   Grid and Guides	> Home   Drawing   Arrange   Align   Grid Settings
Draw   Grid and Guides	> Table Tools   Layout   Arrange   Align   Grid Settings
Draw   Grid and Guides	> CD Audio Tools   Options   Arrange   Align   Grid Settings
Draw   Grid and Guides	> Movie Tools   Options   Arrange   Align   Grid Settings
Draw   Grid and Guides	> Sound Tools   Options   Arrange   Align   Grid Settings
Draw   Grid and Guides	> Chart Tools   Format   Arrange   Align   Grid Settings
Draw   Grid and Guides	> SmartArt Tools   Format   Arrange   Align   Grid Settings
Draw   Grid and Guides	> Picture Tools   Format   Arrange   Align   Grid Settings
Draw   Grid and Guides	> Drawing Tools   Format   Arrange   Align   Grid Settings
Draw   Nudge   Up	> Office Button   PowerPoint Options   Customize   All Commands   Nudge Up
Draw   Nudge   Down	> Office Button   PowerPoint Options   Customize   All Commands   Nudge Down
Draw   Nudge   Left	> Office Button   PowerPoint Options   Customize   All Commands   Nudge Left
Draw   Nudge   Right	> Office Button   PowerPoint Options   Customize   All Commands   Nudge Right
Draw   Align or Distribute   Align	> Drawing Tools   Format   Arrange   Align
Draw   Align or Distribute   Align	> Table Tools   Layout   Arrange   Align
Draw   Align or Distribute   Align	> CD Audio Tools   Options   Arrange   Align
Draw   Align or Distribute   Align	> Movie Tools   Options   Arrange   Align
Draw   Align or Distribute   Align	> Sound Tools   Options   Arrange   Align
Draw   Align or Distribute   Align	> Chart Tools   Format   Arrange   Align
Draw   Align or Distribute   Align	> SmartArt Tools   Format   Arrange   Align
Draw   Align or Distribute   Align	> Picture Tools   Format   Arrange   Align

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Draw   Align or Distribute   Align Left	> Drawing Tools   Format   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> Table Tools   Layout   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> CD Audio Tools   Options   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> Movie Tools   Options   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> Sound Tools   Options   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> Chart Tools   Format   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> SmartArt Tools   Format   Arrange   Align   Align Left
Draw   Align or Distribute   Align Left	> Picture Tools   Format   Arrange   Align   Align Left
Draw   Align or Distribute   Align Center	> Drawing Tools   Format   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> Table Tools   Layout   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> CD Audio Tools   Options   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> Movie Tools   Options   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> Sound Tools   Options   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> Chart Tools   Format   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> SmartArt Tools   Format   Arrange   Align   Align Center
Draw   Align or Distribute   Align Center	> Picture Tools   Format   Arrange   Align   Align Center
Draw   Align or Distribute   Align Right	> Drawing Tools   Format   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> Table Tools   Layout   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> CD Audio Tools   Options   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> Movie Tools   Options   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> Sound Tools   Options   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> Chart Tools   Format   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> SmartArt Tools   Format   Arrange   Align   Align Right
Draw   Align or Distribute   Align Right	> Picture Tools   Format   Arrange   Align   Align Right
Draw   Align or Distribute   Align Top	> Drawing Tools   Format   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> Table Tools   Layout   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> CD Audio Tools   Options   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> Movie Tools   Options   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> Sound Tools   Options   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> Chart Tools   Format   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> SmartArt Tools   Format   Arrange   Align   Align Top
Draw   Align or Distribute   Align Top	> Picture Tools   Format   Arrange   Align   Align Top
Draw   Align or Distribute   Align Middle	> Drawing Tools   Format   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Middle	> Table Tools   Layout   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Middle	> CD Audio Tools   Options   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Middle	> Movie Tools   Options   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Middle	> Sound Tools   Options   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Middle	> Chart Tools   Format   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Middle	> SmartArt Tools   Format   Arrange   Align   Align Middle

Draw   Align or Distribute   Align Middle	> Picture Tools   Format   Arrange   Align   Align Middle
Draw   Align or Distribute   Align Bottom	> Drawing Tools   Format   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> Table Tools   Layout   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> CD Audio Tools   Options   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> Movie Tools   Options   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> Sound Tools   Options   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> Chart Tools   Format   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> SmartArt Tools   Format   Arrange   Align   Align Bottom
Draw   Align or Distribute   Align Bottom	> Picture Tools   Format   Arrange   Align   Align Bottom
Draw   Align or Distribute   Distribute Horizontally	> Drawing Tools   Format   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> Table Tools   Layout   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> CD Audio Tools   Options   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> Movie Tools   Options   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> Sound Tools   Options   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> Chart Tools   Format   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> SmartArt Tools   Format   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Horizontally	> Picture Tools   Format   Arrange   Align   Distribute Horizontally
Draw   Align or Distribute   Distribute Vertically	> Drawing Tools   Format   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> Table Tools   Layout   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> CD Audio Tools   Options   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> Movie Tools   Options   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> Sound Tools   Options   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> Chart Tools   Format   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> SmartArt Tools   Format   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Distribute Vertically	> Picture Tools   Format   Arrange   Align   Distribute Vertically
Draw   Align or Distribute   Relative to Slide	> Drawing Tools   Format   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Slide	> Table Tools   Layout   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Slide	> CD Audio Tools   Options   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Slide	> Movie Tools   Options   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Slide	> Sound Tools   Options   Arrange   Align   Align to Slide

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Draw   Align or Distribute   Relative to Slide	> Chart Tools   Format   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Slide	> SmartArt Tools   Format   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Slide	> Picture Tools   Format   Arrange   Align   Align to Slide
Draw   Align or Distribute   Relative to Organization Chart	> Removed from the product
Draw   Align or Distribute   Relative to Diagram	> Removed from the product
Draw   Rotate or Flip   Free Rotate	> Click an object, select the green anchor, and then drag to rotate
Draw   Rotate or Flip   Rotate Left 90°	> Home   Drawing   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> Table Tools   Layout   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> CD Audio Tools   Options   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> Movie Tools   Options   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> Sound Tools   Options   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> Chart Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> SmartArt Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> Picture Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Left 90°	> Drawing Tools   Format   Arrange   Rotate   Rotate Left 90°
Draw   Rotate or Flip   Rotate Right 90°	> Home   Drawing   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> Table Tools   Layout   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> CD Audio Tools   Options   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> Movie Tools   Options   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> Sound Tools   Options   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> Chart Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> SmartArt Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> Picture Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Rotate Right 90°	> Drawing Tools   Format   Arrange   Rotate   Rotate Right 90°
Draw   Rotate or Flip   Flip Horizontal	> Home   Drawing   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> Table Tools   Layout   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> CD Audio Tools   Options   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> Movie Tools   Options   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> Sound Tools   Options   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> Chart Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> SmartArt Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> Picture Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Horizontal	> Drawing Tools   Format   Arrange   Rotate   Flip Horizontal
Draw   Rotate or Flip   Flip Vertical	> Home   Drawing   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> Table Tools   Layout   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> CD Audio Tools   Options   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> Movie Tools   Options   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> Sound Tools   Options   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> Chart Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> SmartArt Tools   Format   Arrange   Rotate   Flip Vertical

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Draw   Rotate or Flip   Flip Vertical	> Picture Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Rotate or Flip   Flip Vertical	> Drawing Tools   Format   Arrange   Rotate   Flip Vertical
Draw   Reroute Connectors	> Drawing Tools   Format   Insert Shapes   Edit Shape   Reroute
Draw   Edit Points	> Drawing Tools   Format   Insert Shapes   Edit Shape   Edit Points
Draw   Change AutoShape	> Drawing Tools   Format   Insert Shapes   Edit Shape   Change Shape
Draw   Set AutoShape Defaults	> Office Button   PowerPoint Options   Customize   All Commands   Set AutoShape Defaults
Select Objects	> Home   Editing   Select   Select Objects
Select Objects	> Ink Tools   Pens   Select   Select Objects
AutoShapes	> Home   Drawing   Shapes
AutoShapes	> Drawing Tools   Format   Insert Shapes
AutoShapes	> Insert   Illustrations   Shapes
AutoShapes   More AutoShapes	> Insert   Illustrations   ClipArt
Line	> Home   Drawing   Shapes
Line	> Insert   Illustrations   Shapes
Line	> Drawing Tools   Format   Insert Shapes
Arrow	> Home   Drawing   Shapes
Arrow	> Insert   Illustrations   Shapes
Arrow	> Drawing Tools   Format   Insert Shapes
Rectangle	> Home   Drawing   Shapes
Rectangle	> Insert   Illustrations   Shapes
Rectangle	> Drawing Tools   Format   Insert Shapes
Oval	> Home   Drawing   Shapes
Oval	> Insert   Illustrations   Shapes
Oval	> Drawing Tools   Format   Insert Shapes
Text Box	> Insert   Text   Text Box
Text Box	> Chart Tools   Layout   Insert   Text Box
Text Box	> Drawing Tools   Format   Insert Shapes   Text Box
Vertical Text Box	> Insert   Text   Text Box   Vertical Text Box
Vertical Text Box	> Chart Tools   Layout   Insert   Text Box   Vertical Text Box
Vertical Text Box	> Drawing Tools   Format   Insert Shapes   Text Box   Vertical Text Box
WordArt	> Insert   Text   WordArt
Diagram	> Insert   Illustrations   SmartArt
Clip Art	> Insert   Illustrations   Clip Art
Picture	> Insert   Illustrations   Picture
Ink Drawing and Writing	> Review   Ink   Start Inking
Fill Color	> Home   Drawing   Shape Fill
Fill Color	> Drawing Tools   Format   Shape Styles   Shape Fill
Fill Color	> SmartArt Tools   Format   Shape Styles   Shape Fill
Fill Color	> Table Tools   Design   Table Styles   Shading
Fill Color	> Chart Tools   Format   Shape Styles   Shape Fill
Line Color	> Home   Drawing   Shape Outline   Weight
Line Color	> Picture Tools   Format   Picture Styles   Picture Border
Line Color	> Drawing Tools   Format   Shape Styles   Shape Outline
Line Color	> Chart Tools   Format   Shape Styles   Shape Outline
Line Color	> SmartArt Tools   Format   Shape Styles   Shape Outline
Font Color	> Home   Font   Font Color



Font Color	> Drawing Tools   Format   WordArt Styles   Font Color
Font Color	> SmartArt Tools   Format   WordArt Styles   Text Fill
Line Style	Picture Tools   Format   Picture Styles   Picture Border   Weight
Line Style	> Drawing Tools   Format   Shape Styles   Shape Outline   Weight
Line Style	> Chart Tools   Format   Shape Styles   Shape Outline   Weight
Line Style	> SmartArt Tools   Format   Shape styles   Shape Outline   Weight
Dash Style	> Home   Drawing   Shape Outline   Dashes
Dash Style	> Picture Tools   Format   Picture Styles   Picture Border   Dashes
Dash Style	> Drawing Tools   Format   Shape Styles   Shape Outline   Dashes
Dash Style	> Chart Tools   Format   Shape Styles   Shape Outline   Dashes
Dash Style	> SmartArt Tools   Format   Shape styles   Shape Outline   Dashes
Arrow Style	> Home   Drawing   Shape Outline   Arrows
Arrow Style	> Picture Tools   Format   Picture Effects   Picture Border   Arrow
Arrow Style	> Drawing Tools   Format   Shape Styles   Shape Outline   Arrows
Arrow Style	> Chart Tools   Format   Shape Styles   Shape Outline   Arrows
Arrow Style	> SmartArt Tools   Format   Shape styles   Shape Outline   Arrows
Shadow Style	> Home   Drawing   Shape Effects   Shadow
Shadow Style	> Picture Tools   Format   Picture Styles   Picture Effects   Shadow
Shadow Style	> Drawing Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow Style	> Chart Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow Style	> SmartArt Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow Style	> Table Tools   Design   Table Styles   Effects   Shadow
Shadow Style	> Drawing Tools   Format   WordArt Styles   Text Effects   Shadow
3-D Style	> Home   Drawing   Shape Effects   3-D Rotation
3-D Style	> Picture Tools   Format   Picture Styles   Picture Effects   3-D Rotation
3-D Style	> Drawing Tools   Format   Shape Styles   Shape Effects   3-D Rotation
3-D Style	> SmartArt Tools   Format   Shape Styles   Shape Effects   3-D Rotation
3-D Style	> Drawing Tools   Format   WordArt Styles   Text Effects   3-D Rotation
Select Multiple Objects	> Office Button   PowerPoint Options   Customize   All Commands   Select Multiple Objects



## PowerPoint: Tables and Borders

PowerPoint 2003 Location	PowerPoint 2007 Location
Draw Table	> Table Tools   Design   Draw Borders   Draw Table
Draw Table	> Insert   Tables   Table   Draw Table
Eraser	> Table Tools   Design   Draw Borders   Eraser
Border Style	> Table Tools   Design   Draw Borders   Pen Style
Border Width	> Table Tools   Design   Draw Borders   Pen Weight
Border Color	> Table Tools   Design   Draw Borders   Pen Color
Borders	> Table Tools   Design   Draw Borders
Fill Color	> Table Tools   Design   Table Styles   Shading
Table   Insert Table	> Insert   Tables   Table   Insert Table
Table   Insert Columns to the Left	> Table Tools   Layout   Rows & Columns   Insert Left
Table   Insert Columns to the Right	> Table Tools   Layout   Rows & Columns   Insert Right
Table   Insert Rows Above	> Table Tools   Layout   Rows & Columns   Insert Above
Table   Insert Rows Below	> Table Tools   Layout   Rows & Columns   Insert Below
Table   Delete Columns	> Table Tools   Layout   Rows & Columns   Delete   Delete Columns
Table   Delete Rows	> Table Tools   Layout   Rows & Columns   Delete   Delete Rows
Table   Merge Cells	> Table Tools   Layout   Merge   Merge Cells
Table   Split Cell	> Table Tools   Layout   Merge   Split Cells
Table   Borders and Fill	> Table Tools   Design   Table Styles
Table   Borders and Fill	> Office Button   PowerPoint Options   Customize   All Commands   Borders and Shading
Table   Select Table	> Table Tools   Layout   Table   Select   Select Table
Table   Select Column	> Table Tools   Layout   Table   Select   Select Column
Table   Select Row	> Table Tools   Layout   Table   Select   Select Row
Table   Table Direction   Set Left-to-Right Table	> Table Tools   Layout   Alignment   Set Left-to-Right Table
Table   Table Direction   Set Right-to-Left Table	> Table Tools   Layout   Alignment   Set Right-to-Left Table
Merge Cells	> Table Tools   Layout   Merge   Merge Cells
Split Cell	> Table Tools   Layout   Merge   Split Cells
Align Top	> Table Tools   Layout   Alignment   Align Top
Center Vertically	> Table Tools   Layout   Alignment   Center Vertically
Align Bottom	> Table Tools   Layout   Alignment   Align Bottom
Distribute Rows Evenly	> Table Tools   Layout   Cell Size   Distribute Rows
Distribute Columns Evenly	> Table Tools   Layout   Cell Size   Distribute Columns
Change Text Direction	> Table Tools   Layout   Alignment   Text Direction
Set Left-to-Right Table	> Table Tools   Layout   Alignment   Set Left-to-Right Table
Set Right-to-Left Table	> Table Tools   Layout   Alignment   Set Right-to-Left Table



PowerPoint: 3-D Settings	
PowerPoint 2003 Location	PowerPoint 2007 Location
3-D On/Off	> Home   Drawing   Shape Effects   3-D Rotation
3-D On/Off	> Drawing Tools   Format   Shape Styles   Shape Effects   3-D Rotation
3-D On/Off	> Drawing Tools   Format   WordArt Styles   Text Effects   3-D Rotation
3-D On/Off	> SmartArt Tools   Format   Shape Styles   Shape Effects   3-D Rotation
3-D On/Off	> SmartArt Tools   Format   WordArt Styles   Text Effects   3-D Rotation
3-D On/Off	> Picture Tools   Format   Picture Styles   Picture Effects   3-D Rotation
Tilt Down/Up/Left/Right	> Home   Drawing   Dialog Launcher   3-D Rotation   Rotation
Tilt Down/Up/Left/Right	> Drawing Tools   Format   Shape Styles   Dialog Launcher   3-D Rotation   Rotation
Tilt Down/Up/Left/Right	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   3-D Rotation   Rotation
Tilt Down/Up/Left/Right	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   3-D Rotation   Rotation
Tilt Down/Up/Left/Right	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   3-D Rotation   Rotation
Tilt Down/Up/Left/Right	> Picture Tools   Format   Picture Styles   Dialog Launcher   3-D Rotation   Rotation
Depth	> Home   Drawing   Dialog Launcher   3-D Format   Depth   Depth
Depth	> Drawing Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Depth   Depth
Depth	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Depth   Depth
Depth	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Depth   Depth
Depth	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Depth   Depth
Depth	> Picture Tools   Format   Picture Styles   Dialog Launcher   3-D Format   Depth   Depth
Direction	> Home   Drawing   Shape Effects   3-D Rotation
Direction	> Drawing Tools   Format   Shape Styles   Shape Effects   3-D Rotation
Direction	> Drawing Tools   Format   WordArt Styles   Text Effects   3-D Rotation
Direction	> SmartArt Tools   Format   Shape Styles   Shape Effects   3-D Rotation
Direction	> SmartArt Tools   Format   WordArt Styles   Text Effects   3-D Rotation
Direction	> Picture Tools   Format   Picture Styles   Picture Effects   3-D Rotation
Lighting	> Home   Drawing   Dialog Launcher   3-D Format   Surface   Lighting
Lighting	> Drawing Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Surface   Lighting
Lighting	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Surface   Lighting
Lighting	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Surface   Lighting
Lighting	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Surface   Lighting
Lighting	> Picture Tools   Format   Picture Styles   Dialog Launcher   3-D Format   Surface   Lighting
Surface	> Home   Drawing   Dialog Launcher   3-D Format   Surface Material
Surface	> Drawing Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Surface   Material
Surface	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Surface   Material

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Surface	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Surface   Material
Surface	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Surface   Material
Surface	> Picture Tools   Format   Picture Styles   Dialog Launcher   3-D Format   Surface   Material
3-D Color	> Home   Drawing   Dialog Launcher   3-D Format   Depth   Color
3-D Color	> Drawing Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Depth   Color
3-D Color	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Depth   Color
3-D Color	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   3-D Format   Depth   Color
3-D Color	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   3-D Format   Depth   Color
3-D Color	> Picture Tools   Format   Picture Styles   Dialog Launcher   3-D Format   Depth   Color



PowerPoint: Print Preview	
PowerPoint 2003 Location	PowerPoint 2007 Location
Previous Page	> Print Preview   Preview   Previous Page
Next Page	> Print Preview   Preview   Next Page
Print	> Office Button   Print
Print	> Print Preview   Print   Print
Print What	> Print Preview   Page Setup   Print What
Zoom	> Office Button   PowerPoint Options   Customize   All Commands   Zoom
Landscape	> Print Preview   Page Setup   Orientation   Landscape
Portrait	> Print Preview   Page Setup   Orientation   Portrait
Options   Header and Footer	> Print Preview   Print   Options   Header and Footer
Options   Color/Grayscale	> Print Preview   Print   Options   Color/Grayscale
Options   Scale to Fit Paper	> Print Preview   Print   Options   Scale to Fit Paper
Options   Frame Slides	> Print Preview   Print   Options   Frame Slides
Options   Print Hidden Slides	> Print Preview   Print   Options   Print Hidden Slides
Options   Print Comments and Ink Markup	> Print Preview   Print   Options   Print Comments and Ink Markup
Options   Printing Order	> Print Preview   Print   Options   Printing Order
Options   Printing Order   Horizontal	> Print Preview   Print   Options   Printing Order   Horizontal
Options   Printing Order   Vertical	> Print Preview   Print   Options   Printing Order   Vertical
Close	> Print Preview   Preview   Close Print Preview
Help	> Upper Ribbon   Help



## PowerPoint: WordArt

PowerPoint 2003 Location	PowerPoint 2007 Location
Insert WordArt	> Insert   Text   WordArt
Edit Text	> Select the text to edit it.
WordArt Gallery	> Insert   Text   WordArt
WordArt Gallery	> Drawing Tools   Format   WordArt Styles
Format Object	> Drawing Tools   Format   WordArt Styles
WordArt Shape	> Drawing Tools   Format   WordArt Styles   Text Effects   Transform
WordArt Same Letter Heights	> Home   Font   Dialog Launcher   Effects   Equalize Character Height
WordArt Vertical Text	> Home   Paragraph   Text Direction   Stacked
WordArt Alignment	> Slides   Paragraph   Align Text
WordArt Character Spacing	> Slides   Font   Character Spacing



## PowerPoint: Drawing Canvas

PowerPoint 2003 Location	PowerPoint 2007 Location
Fit	> Office Button   PowerPoint Options   Customize   All Commands   Fit
Expand	> Office Button   PowerPoint Options   Customize   All Commands   Expand
Scale Drawing	> Office Button   PowerPoint Options   Customize   All Commands   Scale Drawing



PowerPoint: Shadow Settings	
PowerPoint 2003 Location	PowerPoint 2007 Location
Shadow On/Off	> Home   Drawing   Shape Effects   Shadow
Shadow On/Off	> Chart Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow On/Off	> Chart Tools   Format   WordArt Styles   Text Effects   Shadow
Shadow On/Off	> Drawing Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow On/Off	> Drawing Tools   Format   WordArt Styles   Text Effects   Shadow
Shadow On/Off	> SmartArt Tools   Format   Shape Styles   Shape Effects   Shadow
Shadow On/Off	> SmartArt Tools   Format   WordArt Styles   Text Effects   Shadow
Shadow On/Off	> Picture Tools   Format   Picture Styles   Picture Effects   Shadow
Nudge Shadow Up/Down/Left/Right	> Home   Drawing   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Chart Tools   Format   Shape Styles   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Chart Tools   Format   WordArt Styles   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Drawing Tools   Format   Shape Styles   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   Shadow   Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Picture Tools   Format   Picture Styles   Dialog Launcher   Shadow   Angle/Distance
Shadow Color	> Home   Drawing   Dialog Launcher   Shadow   Color
Shadow Color	> Chart Tools   Format   Shape Styles   Dialog Launcher   Shadow   Color
Shadow Color	> Chart Tools   Format   WordArt Styles   Dialog Launcher   Shadow   Color
Shadow Color	> Drawing Tools   Format   Shape Styles   Dialog Launcher   Shadow   Color
Shadow Color	> Drawing Tools   Format   WordArt Styles   Dialog Launcher   Shadow   Color
Shadow Color	> SmartArt Tools   Format   Shape Styles   Dialog Launcher   Shadow   Color
Shadow Color	> SmartArt Tools   Format   WordArt Styles   Dialog Launcher   Shadow   Color
Shadow Color	> Picture Tools   Format   Picture Styles   Dialog Launcher   Shadow   Color





PowerPoint: Control Toolbox	
PowerPoint 2003 Location	PowerPoint 2007 Location
Properties	> Developer   Controls   Properties
View Code	> Developer   Controls   View Code
Check Box	> Developer   Controls   Check Box
Text Box	> Developer   Controls   Text Box
Command Button	> Developer   Controls   Command Button
Option Button	> Developer   Controls   Option Button
List Box	> Developer   Controls   List Box
Combo Box	> Developer   Controls   Combo Box
Toggle Button	> Developer   Controls   Toggle Button
Spin Button	> Developer   Controls   Spin Button
Scroll Bar	> Developer   Controls   Scroll Bar
Label	> Developer   Controls   Label
Image	> Developer   Controls   Image
More Controls	> Developer   Controls   More Controls



## PowerPoint: Visual Basic

PowerPoint 2003 Location	PowerPoint 2007 Location
Macros	> Developer   Code   Macros
Macros	> View   Macros   Macros
Record New Macro	> Removed from product
Security	> Developer   Code   Macro Security
Visual Basic Editor	> Developer   Code   Visual Basic
Control Toolbox	> Developer   Controls
Microsoft Script Editor	> Removed from product



## PowerPoint: Outlining

PowerPoint 2003 Location	PowerPoint 2007 Location
Promote	> Office Button   PowerPoint Options   Customize   All Commands   Promote
Promote	> Outlining Right Click Menu   Promote
Demote	> Office Button   PowerPoint Options   Customize   All Commands   Demote
Demote	> Outlining Right Click Menu   Demote
Move Up	> Office Button   PowerPoint Options   Customize   All Commands   Move Up
Move Up	> Outlining Right Click Menu   Move Up
Move Down	> Office Button   PowerPoint Options   Customize   All Commands   Move Down
Move Down	> Outlining Right Click Menu   Move Down
Collapse	> Office Button   PowerPoint Options   Customize   All Commands   Collapse
Collapse	> Outlining Right Click Menu   Collapse
Expand	> Office Button   PowerPoint Options   Customize   All Commands   Expand
Expand	> Outlining Right Click Menu   Expand
Collapse All	> Office Button   PowerPoint Options   Customize   All Commands   Collapse All
Collapse All	> Outlining Right Click Menu   Collapse   Collapse All
Expand All	> Office Button   PowerPoint Options   Customize   All Commands   Expand All
Expand All	> Outlining Right Click Menu   Expand   Expand All
Summary Slide	> Removed from product
Show Formatting	> Office Button   PowerPoint Options   Customize   All Commands   Show Text
Show Formatting	> Outlining Right Click Menu   Expand   Show Text Formatting



## PowerPoint: Slide Sorter

PowerPoint 2003 Location	PowerPoint 2007 Location
Hide Slide	> Slide Show   Set Up   Hide Slide
Rehearse Timings	> Slide Show   Set Up   Rehearse Timings
Summary Slide	> Removed from product
Notes	> Add notes in Normal view or double-click the slide that you want to edit.
Transition	> Animations   Transition To This Slide
Design	> Design   Themes
New Slide	> Home   Slides   New Slide



## PowerPoint: Stop Recording

PowerPoint 2003 Location

PowerPoint 2007 Location

Stop Recording

> Removed from product



## PowerPoint: Handout Master View

PowerPoint 2003 Location	PowerPoint 2007 Location
Show positioning of 1-per-page handouts	> Handout Master   Page Setup   Slides Per Page   1 Slide
Show positioning of 2-per-page handouts	> Handout Master   Page Setup   Slides Per Page   2 Slides
Show positioning of 3-per-page handouts	> Handout Master   Page Setup   Slides Per Page   3 Slides
Show positioning of 4-per-page handouts	> Handout Master   Page Setup   Slides Per Page   4 Slides
Show positioning of 6-per-page handouts	> Handout Master   Page Setup   Slides Per Page   6 Slides
Show positioning of 9-per-page handouts	> Handout Master   Page Setup   Slides Per Page   9 Slides
Show positioning of outline	> Handout Master   Page Setup   Slides Per Page   Slide Outline
Slide Layout	> To modify the Slide Layout, leave Handout Master View by Clicking Handout Master View   Close   Close Master View, and then refer to Home   Slides   Layout.
Close Master View	> Handout Master   Close   Close Master View



## PowerPoint: Notes Master View

PowerPoint 2003 Location	PowerPoint 2007 Location
Slide Layout	To modify the Slide Layout, leave Notes Master View by clicking > Notes Master View   Close   Close Master View, and then refer to Home   Slides   Layout.
Close Master View	> Notes Master   Close   Close Master View



PowerPoint: Grayscale View	
PowerPoint 2003 Location	PowerPoint 2007 Location
Setting   Automatic	> Black And White   Change Selected Object   Automatic
Setting   Automatic	> Grayscale   Change Selected Object   Automatic
Setting   Grayscale	> Black And White   Change Selected Object   Grayscale
Setting   Grayscale	> Grayscale   Change Selected Object   Grayscale
Setting   Light Grayscale	> Black And White   Change Selected Object   Light Grayscale
Setting   Light Grayscale	> Grayscale   Change Selected Object   Light Grayscale
Setting   Inverse Grayscale	> Black And White   Change Selected Object   Inverse Grayscale
Setting   Inverse Grayscale	> Grayscale   Change Selected Object   Inverse Grayscale
Setting   Gray with White Fill	> Black And White   Change Selected Object   Gray with White Fill
Setting   Gray with White Fill	> Grayscale   Change Selected Object   Gray with White Fill
Setting   Black with Grayscale Fill	> Black And White   Change Selected Object   Black with Grayscale Fill
Setting   Black with Grayscale Fill	> Grayscale   Change Selected Object   Black with Grayscale Fill
Setting   Black with White Fill	> Black And White   Change Selected Object   Black with White Fill
Setting   Black with White Fill	> Grayscale   Change Selected Object   Black with White Fill
Setting   Black	> Black And White   Change Selected Object   Black
Setting   Black	> Grayscale   Change Selected Object   Black
Setting   White	> Black And White   Change Selected Object   White
Setting   White	> Grayscale   Change Selected Object   White
Setting   Don't Show	> Black And White   Change Selected Object   Don't Show
Setting   Don't Show	> Grayscale   Change Selected Object   Don't Show
Close Grayscale View	> Black And White   Close   Back To Color View
Close Grayscale View	> Grayscale   Close   Back To Color View





## PowerPoint: Ink Drawing and Writing

PowerPoint 2003 Location	PowerPoint 2007 Location
Drawing and Writing Pen	> Review   Ink   Start Inking
Eraser	> Ink Tools   Pens   Eraser
Select Objects	> Ink Tools   Pens   Select   Select Objects
Select Objects	> Home   Editing   Select   Select Objects
Line Color	> Ink Tools   Format   Color
Line Style	> Ink Tools   Format   Weight
Stop Erasing	> Select a different writing tool to stop erasing.



## PowerPoint: Ink Annotations

PowerPoint 2003 Location	PowerPoint 2007 Location
Annotation Pen	> Review   Ink   Start Inking
Eraser	> Ink Tools   Pens   Eraser
Select Objects	> Ink Tools   Pens   Select   Select Objects
Select Objects	> Home   Editing   Select   Select Objects
Line Color	> Ink Tools   Format   Color
Line Style	> Ink Tools   Format   Weight
Markup	> Review   Comments   Show Markup
Stop Erasing	> Select a different writing tool to stop erasing.



## PowerPoint: Rehearsal

PowerPoint 2003 Location	PowerPoint 2007 Location
Next	> While on Rehearsal Mode, refer to Rehearsal Toolbar   Next
Pause	> While on Rehearsal Mode, refer to Rehearsal Toolbar   Pause
Slide Time	> While on Rehearsal Mode, refer to Rehearsal Toolbar   Slide Time
Repeat	> While on Rehearsal Mode, refer to Rehearsal Toolbar   Repeat
Total Time	> While on Rehearsal Mode, refer to Rehearsal Toolbar   Total Time



## PowerPoint: Resume Slide Show

PowerPoint 2003 Location	PowerPoint 2007 Location
Slide Show   Resume Slide Show	> Office Button   PowerPoint Options   Customize   All Commands   Resume Slide Show
Slide Show   Resume Slide Show	> Slide Show   Start Slide Show   From Current Slide



### PowerPoint: Refresh

PowerPoint 2003 Location	PowerPoint 2007 Location
Refresh	> Removed from product
Do Not Refresh	> Removed from product



## PowerPoint: System

PowerPoint 2003 Location	PowerPoint 2007 Location
Restore	> Title Bar   Restore
Move	> Title Bar Right Click Menu   Restore
Size	> Title Bar Right Click Menu   Size
Minimize	> Title Bar   Minimize
Maximize	> Title Bar   Maximize
Close	> Title Bar   Close



## PowerPoint: Online Meeting

PowerPoint 2003 Location	PowerPoint 2007 Location
Participant List	> Removed from product
Call Participant	> Removed from product
Remove Participants	> Removed from product
Allow Others to Edit	> Removed from product
Display Chat Window	> Removed from product
Display Whiteboard	> Removed from product
End Meeting	> Removed from product



### PowerPoint: Edit Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Reconvert	> Context menus

### PowerPoint: Insert Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
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 Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Paragraph Direction   Left-to-Right	> Home   Paragraph   Left-to-Right
Paragraph Direction   Right-to-Left	> Home   Paragraph   Right-to-Left
Alignment   Justify	> Home   Paragraph   Justify
Line Break	> Home   Paragraph   Dialog Launcher   Asian Typography Tab
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   Asian Typography tab
Font Alignment   Centered	> Home   Paragraph   Dialog Launcher   Asian Typography tab
Font Alignment   Roman	> Home   Paragraph   Dialog Launcher   Asian Typography tab
Font Alignment   Upholding Fixed	> Home   Paragraph   Dialog Launcher   Asian Typography tab

### PowerPoint: Tools Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Hangul Hanja Conversion	> Review   Proofing   Hangul Hanja Conversion
Typography	> Office Button   PowerPoint Options   Typography

### PowerPoint: Formatting Toolbar

PowerPoint 2003 Location	PowerPoint 2007 Location
Distributed	> Home   Paragraph   Distributed