



Excel: View

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



Excel: Standard

Excel 2003 Location	Excel 2007 Location
New	> Office Button New Blank Worksheet
Open	> Office Button Open
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Permission	> Office Button Prepare Restrict Permission Restrict Permission As
Email	> Office Button Send Email
Print	> Office Button Print Quick Print
Print Preview	> Office Button Print Print Preview
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
Hyperlink	> Insert Links Hyperlink
AutoSum	> Home Editing AutoSum
AutoSum	> Formulas Function Library AutoSum
Sort Ascending	> Data Sort & Filter Sort A to Z
Sort Descending	> Data Sort & Filter Sort Z to A
Chart Wizard	> Insert Charts
Drawing	> These commands are available in the Drawing Tools tabs when you insert or select a shape.
Zoom	> View Zoom Zoom > Status Bar Zoom Slider
Microsoft Excel Help	> Upper Ribbon Help
PivotTable and PivotChart Report	> Insert Tables PivotTable PivotTable > Insert Tables PivotTable PivotChart
Comment	> Review Comments New Comment
AutoFilter	> Home Editing Sort & Filter Filter > Data Sort & Filter Filter



Excel: Formatting

Excel 2003 Location	Excel 2007 Location
Font	> Home Font Font
Font Size	> Home Font Font Size
Bold	> Home Font Bold
Italic	> Home Font Italic
Underline	> Home Font Underline Underline
Align Left	> Home Alignment Align Left
Center	> Home Alignment Center
Align Right	> Home Alignment Align Right
Merge and Center	> Home Alignment Merge & Center
Merge and Center	> Home Alignment Merge Merge & Center
Currency Style	> Home Number Accounting Number Format
Percent Style	> Home Number Percent Style
Comma Style	> Home Number Comma Style
Increase Decimal	> Home Number Increase Decimal
Decrease Decimal	> Home Number Decrease Decimal
Decrease Indent	> Home Alignment Decrease Indent
Increase Indent	> Home Alignment Increase Indent
Borders	> Home Font Borders
Fill Color	> Home Font Fill Color
Font Color	> Home Font Font Color
Chart Chart Type	> Chart Tools Design Type Change Chart Type
Chart Source Data	> Chart Tools Design Data Select Data
Chart Source Data	> PivotChart Tools Design Data Select Data
Chart Chart Options	> Chart Layout
Chart Location	> Chart Tools Design Location Move Chart
Chart Location	> PivotChart Tools Design Location Move Chart
Chart Add Data	> Chart Tools Design Data Edit Data Source
Chart Add Trendline	> Chart Tools Layout Analysis Trendline
Chart 3-D View	> Chart Tools Layout Background 3-D View
AutoFormat	> Home Styles Format as Table
Cells	> Home Cells Format Format Cells
Increase Font Size	> Home Font Increase Font Size
Decrease Font Size	> Home Font Decrease Font Size
Text Direction	> Home Alignment Orientation



Excel: PivotTable	
Excel 2003 Location	Excel 2007 Location
PivotTable Format Report	> Pivot Table Tools Design PivotTable Styles
PivotTable PivotChart	> PivotTable Tools Options Tools PivotChart
PivotTable PivotTable Wizard	> Office Button Excel Options Customize All Commands PivotTable and PivotChart Wizard
PivotTable Refresh Data	> PivotChart Tools Analyze Data Refresh
PivotTable Refresh Data	> PivotTable Tools Options Data Refresh
PivotTable Offline OLAP	> PivotTable Tools Options Tools OLAP tools Offline OLAP
PivotTable Hide	> Row/Column Context Menu Delete
PivotTable Select Label	> PivotTable Tools Options Actions Select Label
PivotTable Select Data	> PivotTable Tools Options Actions Select Data
PivotTable Select Label and Data	> PivotTable Tools Options Actions Select Label and Data
PivotTable Select Entire Table	> PivotTable Tools Options Actions Select Entire Table
PivotTable Select Enable Selection	> PivotTable Tools Options Actions Select Enable Selection
PivotTable Group and Show Detail Hide Detail	> PivotTable Tools Options Active Field Collapse Entire Field
PivotTable Group and Show Detail Show Detail	> PivotTable Tools Options Active Field Expand Entire Field
PivotTable Group and Show Detail Group	> PivotTable Tools Options Group Group Selection
PivotTable Group and Show Detail Ungroup	> PivotTable Tools Options Group Ungroup
PivotTable Formulas Calculated Field	> PivotTable Tools Options Tools Formulas Calculated Field
PivotTable Formulas Calculated Item	> PivotTable Tools Options Tools Formulas Calculated Item
PivotTable Formulas Solve Order	> PivotTable Tools Options Tools Formulas Solve Order
PivotTable Formulas List Formulas	> PivotTable Tools Options Tools Formulas List Formulas
PivotTable Order Move to Beginning	> PivotTable Cell Right Click Menu Move Move to Beginning
PivotTable Order Move Up	> PivotTable Cell Right Click Menu Move Move Up
PivotTable Order Move Down	> PivotTable Cell Right Click Menu Move Move Down
PivotTable Order Move to End	> PivotTable Cell Right Click Menu Move Move to End
PivotTable Order Move to Column	> PivotTable Cell Right Click Menu Move Move to Columns
PivotTable Field Settings	> PivotTable Tools Options Active Field Field Settings
PivotTable Subtotals	> PivotTable Tools Design Layout Subtotals
PivotTable Sort and Top 10	> PivotTable Tools Options Sort
PivotTable Property Fields	> PivotTable Tools Options Tools OLAP tools Property Fields
PivotTable Table Options	> PivotTable Tools Options PivotTable Options
PivotTable Show Pages	> PivotTable Tools Options PivotTable Options Show Report Filter Pages
PivotChart Field Settings	> PivotTable Tools Options Active Field Field Settings
PivotChart Options	> PivotTable Tools Options PivotTable Options
PivotChart Refresh Data	> PivotChart Tools Analyze Data Refresh

PivotChart Formulas Calculated Field	> PivotTable Tools Options Tools Formulas Calculated Field
PivotChart Formulas Calculated Item	> PivotTable Tools Options Tools Formulas Calculated Item
PivotChart Formulas Solve Order	> PivotTable Tools Options Tools Formulas Solve Order
PivotChart Formulas List Formulas	> PivotTable Tools Options Tools Formulas List Formulas
PivotChart Remove Field	> Click the PivotChart, and then in the PivotTable Field List, clear any field checkbox.
Format Report	> Pivot Table Design PivotTable Styles
Chart Wizard	> Office Button Excel Options Customize All Commands PivotTable and PivotChart Wizard
Hide Detail	> PivotTable Tools Options Active Field Collapse Entire Field
Show Detail	> PivotTable Tools Options Active Field Expand Entire Field
Refresh Data	> PivotTable Tools Options Data Refresh
Field Settings	> PivotTable Tools Options Active Field Field Settings
Show Field List	> PivotTable Tools Options Show/Hide Field List
Ungroup	> PivotTable Tools Options Group Ungroup
Group	> PivotTable Tools Options Group Group Selection
PivotTable and PivotChart Report	> Office Button Excel Options Customize All Commands PivotTable and PivotChart Wizard
Show Pages	> PivotTable Tools Options PivotTable Options Show Report Filter Pages
Refresh All	> PivotTable Tools Options Data Refresh Refresh All
Generate GetPivotData	> PivotTable Tools Options PivotTable Options Generate GetPivotData
Property Fields	> PivotTable Tools Options Tools OLAP tools Property Fields
Sort and Top 10	> PivotTable Tools Options Sort
Offline OLAP	> PivotTable Tools Options Tools OLAP tools Offline OLAP

Excel: Chart (Toolbar)

Excel 2003 Location	Excel 2007 Location
Chart Objects	> Chart Tools Layout
Format Selected Object	> Chart Tools Format Current Selection Format Selection
Chart Type	> Chart Tools Design Type Change Chart Type
Legend	> Chart Tools Layout Labels Legend
Data Table	> Chart Tools Layout Labels Data Table
Series in Rows	> Chart Tools Design Data Switch Row/Column
Series in Columns	> Chart Tools Design Data Switch Row/Column
Angle Clockwise	> Home Alignment Orientation Angle Clockwise
Angle Counterclockwise	> Home Alignment Orientation Angle Counterclockwise

Excel: Reviewing

Excel 2003 Location	Excel 2007 Location
New Comment	> Review Comments New Comment
Previous Comment	> Review Comments Previous
Next Comment	> Review Comments Next
Show/Hide Comments	> Review Comments Show/Hide Comment
Hide All Comments	> Review Comments Hide All Comments
Show All Comments	> Review Comments Show All Comments
Delete Comment	> Review Comments Delete
Insert Ink Annotations	> Review Ink Start Inking
Hide Ink Annotations	> Review Comments Show Ink
Delete All Ink Annotations	> Ink Tools Pens Select Delete All Ink
Create Microsoft Office Outlook Task	> Office Button Excel Options Customize All Commands Create Microsoft Office Outlook Task
Update File	> Office Button Excel Options Customize All Commands Update File
Mail Recipient (as Attachment)	> Office Button Send E-mail
Reply with Changes	> Office Button Excel Options Customize All Commands Reply with Changes
End Review	> Office Button Excel Options Customize All Commands End Review

Excel: Forms

Excel 2003 Location	Excel 2007 Location
Label	> Developer Controls Insert Label (Form Control)
Edit Box	> Developer Controls Insert Edit Box (Form Control)
Group Box	> Developer Controls Insert Group Box (Form Control)
Button	> Developer Controls Insert Button (Form Control)
Check Box	> Developer Controls Insert Check Box (Form Control)
Option Button	> Developer Controls Insert Option Button (Form Control)
List Box	> Developer Controls Insert List Box (Form Control)
Combo Box	> Developer Controls Insert Combo Box (Form Control)
Combination List-Edit	> Developer Controls Insert Combination List-Edit (Form Control)
Combination Drop-Down Edit	> Developer Controls Insert Combination Drop-Down Edit (Form Control)
Scroll Bar	> Developer Controls Insert Scroll Bar (Form Control)
Spinner	> Developer Controls Insert Spinner (Form Control)
Control Properties	> Developer Controls Properties
Edit Code	> Developer Controls View Code
Toggle Grid	> View Show/Hide Gridlines
Toggle Grid	> Page Layout Sheet Options Gridlines View
Run Dialog	> Developer Controls Run Dialog

Excel: Stop Recording

Excel 2003 Location	Excel 2007 Location
Record New Macro	> Developer Code Record Macro
Record New Macro	> View Macros Macros Record Macro
Relative Reference	> Developer Code Use Relative References
Relative Reference	> View Macros Macros Use Relative References

Excel: External Data

Excel 2003 Location	Excel 2007 Location
Edit Query	> Office Button Excel Options Customize All Commands Edit Query
Data Range Properties	> Data Connections Properties
Data Range Properties	> Table Tools Design External Table Data Properties
Query Parameters	> Office Button Excel Options Customize All Commands Parameters
Refresh Data	> PivotChart Tools Analyze Data Refresh
Refresh Data	> PivotTable Tools Options Data Refresh
Refresh Data	> Table Tools Design External Table Data Refresh
Refresh Data	> Data Connections Refresh Refresh
Cancel Refresh	> Data Connections Refresh Cancel Refresh
Cancel Refresh	> PivotChart Tools Analyze Data Refresh Cancel Refresh
Cancel Refresh	> PivotTable Tools Options Data Refresh Cancel Refresh
Cancel Refresh	> Table Tools Design External Table Data Refresh Cancel Refresh
Refresh All	> Data Connections Refresh All
Refresh All	> PivotChart Tools Analyze Data Refresh Refresh All
Refresh All	> PivotTable Tools Options Data Refresh Refresh All
Refresh All	> Table Tools Design External Table Data Refresh Refresh All
Refresh Status	> Data Connections Refresh Refresh Status
Refresh Status	> PivotChart Tools Analyze Data Refresh Refresh Status
Refresh Status	> PivotTable Tools Options Data Refresh Refresh Status
Refresh Status	> Table Tools Design External Table Data Refresh Refresh Status

Excel: Formula Auditing

Excel 2003 Location

Excel 2007 Location

Error Checking	> Formulas Formula Auditing Error Checking
Trace Precedents	> Formulas Formula Auditing Trace Precedents
Remove Precedent Arrows	> Formulas Formula Auditing Remove Arrows Remove Precedent Arrows
Trace Dependents	> Formulas Formula Auditing Trace Dependents
Remove Dependent Arrows	> Formulas Formula Auditing Remove Arrows Remove Dependent Arrows
Remove All Arrows	> Formulas Formula Auditing Remove Arrows
Trace Error	> Formulas Formula Auditing Error Checking Trace Error
New Comment	> Review Comments New Comment
Circle Invalid Data	> Data Data Tools Data Validation Circle Invalid Data
Clear Validation Circles	> Data Data Tools Data Validation Clear Validation Circles
Show Watch Window	> Formulas Formula Auditing Watch Window
Evaluate Formula	> Formulas Formula Auditing Evaluate Formula

Excel: Full Screen

Excel 2003 Location

Excel 2007 Location

Full Screen

> View | Workbook Views | Full Screen

Excel: Circular Reference

Excel 2003 Location

Excel 2007 Location

Navigate Circular Reference	> Formulas Formula Auditing Error Checking Circular References
Trace Dependents	> Formulas Formula Auditing Trace Dependents
Trace Precedents	> Formulas Formula Auditing Trace Precedents
Remove All Arrows	> Formulas Formula Auditing Remove Arrows
Remove All Arrows	> Formulas Formula Auditing Remove Arrows Remove Arrows

Excel: Visual Basic

Excel 2003 Location	Excel 2007 Location
Run Macros	> Developer Code Macros
Macros	> View Macros Macros
Record New Macro	> Developer Code Record Macro
Record New Macro	> View Macros Macros Record Macro
Security	> Developer Code Macro Security
Visual Basic Editor	> Developer Code Visual Basic
Control Toolbox	> Developer Controls
Design Mode	> Developer Controls Design Mode

Excel: Web

Excel 2003 Location	Excel 2007 Location
Back	> Office Button Excel Options Customize All Commands Back
Forward	> Office Button Excel 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 Add to Favorites	> Removed from product
Favorites Open Favorites	> Removed from product
Go Back	> Office Button Excel Options Customize All Commands Back
Go Forward	> Office Button Excel 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	> Removed from product
*Address	> Office Button Excel Options Customize All Commands Document Location

Excel: Control Toolbox

Excel 2003 Location	Excel 2007 Location
Design Mode	> Developer Controls Design Mode
Properties	> Developer Controls Properties
View Code	> Developer Controls View Code
Check Box	> Developer Controls Insert Check Box
Text Box	> Developer Controls Insert Text Box
Command Button	> Developer Controls Insert Command Button
Option Button	> Developer Controls Insert Option Button
List Box	> Developer Controls Insert List Box
Combo Box	> Developer Controls Insert Combo Box
Toggle Button	> Developer Controls Insert Toggle Button
Spin Button	> Developer Controls Insert Spin Button
Scroll Bar	> Developer Controls Insert Scroll Bar
Label	> Developer Controls Insert Label
Image	> Developer Controls Insert Image
More Controls	> Developer Controls Insert More Controls

Excel: Exit Design Mode

Excel 2003 Location

Excel 2007 Location

Design Mode

> [Developer](#) | [Controls](#) | [Design Mode](#)

Excel: Watch Window

Excel 2003 Location

Excel 2007 Location

Watch Window

> Formulas | Formula Auditing | Watch Window

Excel: Borders

Excel 2003 Location

Excel 2007 Location

Draw Border | Draw Border > Home | Font | Borders | Draw Border

Draw Border | Draw Border Grid > Home | Font | Borders | Draw Border Grid

Erase Border > Home | Font | Borders | Erase Border

Line Style > Home | Font | Borders | Line Style

Line Color > Home | Font | Borders | Line Color

Excel: Protection

Excel 2003 Location

Excel 2007 Location

Lock Cell	> Home Cells Format Lock Cell
Allow Users to Edit Ranges	> Review Changes Allow Users to Edit Ranges
Protect Sheet	> Review Changes Protect Sheet
Protect Sheet	> Home Cells Format Protect Sheet
Protect Workbook	> Review Changes Protect Workbook
Protect and Share Workbook	> Review Changes Protect and Share Workbook

Excel: Text to Speech

Excel 2003 Location	Excel 2007 Location
Speak Cells	> Office Button Excel Options Customize All Commands Speak Cells
Stop Speaking	> Office Button Excel Options Customize All Commands Speak Cells - Stop Speaking Cells
By Rows	> Office Button Excel Options Customize All Commands Speak Cells By Rows
By Columns	> Office Button Excel Options Customize All Commands Speak Cells By Columns
Speak On Enter	> Office Button Excel Options Customize All Commands Speak Cells On Enter

Excel: List

Excel 2003 Location	Excel 2007 Location
List Insert Row	> Home Cells Insert Insert Table Rows Above
List Insert Column	> Home Cells Insert Insert Table Columns to the Left
List Delete Row	> Home Cells Delete Delete Table Rows
List Delete Column	> Home Cells Delete Delete Table Columns
List Sort	> Home Editing Sort & Filter
List Form	> Office Button Excel Options Customize All Commands Form
List Publish List	> Table Tools Design External Table Data Export Export Table to SharePoint List
List Resize List	> Table Tools Design Properties Resize Table
List View List on Server	> Table Tools Design External Table Data Open in Browser
List Convert to Range	> Table Tools Design Tools Convert to Range
List Unlink List	> Table Tools Design External Table Data Unlink
List Data Range Properties	> Table Tools Design External Table Data Properties
Toggle Total Row	> Table Tools Design Table Style Options Total Row
Synchronize List	> Office Button Excel Options Customize All Commands Synchronize List
Discard Changes and Refresh	> Office Button Excel Options Customize All Commands Discard Changes and Refresh
Refresh XML Data	> Developer XML Refresh Data
Import XML Data	> Developer XML Import
Export XML Data	> Developer XML Export
XML Map Properties	> Developer XML Map Properties
Edit Query	> Removed from product
Chart Wizard	> Insert Charts
Print List	> Office Button Excel Options Customize All Commands Print List

Excel: Compare Side by Side

Excel 2003 Location	Excel 2007 Location
Synchronous Scrolling	> View Window Synchronous Scrolling
Reset Window Position	> View Window Reset Window Position
Compare Side by Side with	> View Window View Side by Side

Excel: Drawing

Excel 2003 Location	Excel 2007 Location
Draw Group	> Page Layout Arrange Group Group
Draw Group	> Drawing Tools Format Arrange Group Group
Draw Group	> Chart Tools Format Arrange Group Group
Draw Group	> PivotChart Tools Format Arrange Group Group
Draw Group	> SmartArt Tools Format Arrange Group Group
Draw Group	> Picture Tools Format Arrange Group Group
Draw Ungroup	> Page Layout Arrange Group Ungroup
Draw Ungroup	> Drawing Tools Format Arrange Group Ungroup
Draw Ungroup	> Chart Tools Format Arrange Group Ungroup
Draw Ungroup	> PivotChart Tools Format Arrange Group Ungroup
Draw Ungroup	> SmartArt Tools Format Arrange Group Ungroup
Draw Ungroup	> Picture Tools Format Arrange Group Ungroup
Draw Regroup	> Page Layout Arrange Group Regroup
Draw Regroup	> Drawing Tools Format Arrange Group Regroup
Draw Regroup	> Chart Tools Format Arrange Group Regroup
Draw Regroup	> PivotChart 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	> Page Layout Arrange Bring to Front
Draw Order Bring to Front	> Drawing Tools Format Arrange Bring to Front
Draw Order Bring to Front	> Chart Tools Format Arrange Bring to Front
Draw Order Bring to Front	> PivotChart 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 Send to Back	> Page Layout Arrange Send to Back
Draw Order Send to Back	> Drawing Tools Format Arrange Send to Back
Draw Order Send to Back	> Chart Tools Format Arrange Send to Back
Draw Order Send to Back	> PivotChart Tools Format Arrange Send to Back
Draw Order Send to Back	> SmartArt Tools Format Arrange Send to Back
Draw Order Send to Back	> Picture Tools Format Arrange Send to Back
Draw Order Bring Forward	> Page Layout Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Drawing Tools Format Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Chart Tools Format Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> PivotChart 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	> Page Layout Arrange Send to Back Send Backward
Draw Order Send Backward	> Drawing Tools Format Arrange Send to Back Send Backward
Draw Order Send Backward	> Chart Tools Format Arrange Send to Back Send Backward
Draw Order Send Backward	> PivotChart 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 Snap To Grid	> Page Layout Arrange Align Snap to Grid
Draw Snap To Grid	> Drawing Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	> Chart Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	> PivotChart Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	> SmartArt Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	> Picture Tools Format Arrange Align Snap to Grid
Draw Snap To Shape	> Page Layout Arrange Align Snap to Shape
Draw Snap To Shape	> Drawing Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	> Chart Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	> PivotChart Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	> SmartArt Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	> Picture Tools Format Arrange Align Snap to Shape
Draw Nudge Up	> Office Button Excel Options Customize All Commands Up
Draw Nudge Down	> Office Button Excel Options Customize All Commands Down
Draw Nudge Left	> Office Button Excel Options Customize All Commands Left
Draw Nudge Right	> Office Button Excel Options Customize All Commands Right
Draw Align or Distribute Align Left	> Page Layout Arrange Align Align Left
Draw Align or Distribute Align Left	> Drawing Tools Format Arrange Align Align Left
Draw Align or Distribute Align Left	> Chart Tools Format Arrange Align Align Left
Draw Align or Distribute Align Left	> PivotChart 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	> Page Layout Arrange Align Align Center
Draw Align or Distribute Align Center	> Drawing Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	> Chart Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	> PivotChart 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	> Page Layout Arrange Align Align Right

Draw Align or Distribute Align Right	> Drawing Tools Format Arrange Align Align Right
Draw Align or Distribute Align Right	> Chart Tools Format Arrange Align Align Right
Draw Align or Distribute Align Right	> PivotChart 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	> Page Layout Arrange Align Align Top
Draw Align or Distribute Align Top	> Drawing Tools Format Arrange Align Align Top
Draw Align or Distribute Align Top	> Chart Tools Format Arrange Align Align Top
Draw Align or Distribute Align Top	> PivotChart 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	> Page Layout Arrange Align Align Middle
Draw Align or Distribute Align Middle	> Drawing Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	> Chart Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	> PivotChart 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	> Page Layout Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Drawing Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Chart Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> PivotChart 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	> Page Layout Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Drawing Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Chart Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> PivotChart 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	> Page Layout Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> Drawing Tools Format Arrange Align Distribute Vertically

Draw Align or Distribute Distribute Vertically	> Chart Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> PivotChart 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 Rotate or Flip Free Rotate	> Click object, select green anchor, and drag around to rotate freely
Draw Rotate or Flip Rotate Left 90	> Page Layout 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 Left 90	> Chart Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90	> PivotChart 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 Right 90	> Page Layout Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90	> Drawing Tools Format 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	> PivotChart 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 Flip Horizontal	> Page Layout Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Drawing Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Chart Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> PivotChart 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 Vertical	> Page Layout Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Drawing Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Chart Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> PivotChart Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> SmartArt Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Picture Tools Format Arrange Rotate Flip Vertical
Draw Reroute Connectors	> Drawing Tools Format Insert Shapes Edit Shape Reroute Connectors
Draw Edit Points	> Drawing Tools Format Insert Shapes Edit Shape Edit Points
Draw Change AutoShape Basic Shapes	> Drawing Tools Format Insert Shapes Edit Shape Change Shape Basic Shapes

Draw Change AutoShape Block Arrows	>	Drawing Tools Format Insert Shapes Edit Shape Change Shape Block Arrows
Draw Change AutoShape Flowchart	>	Drawing Tools Format Insert Shapes Edit Shape Change Shape Flowchart
Draw Change AutoShape Stars and Banners	>	Drawing Tools Format Insert Shapes Edit Shape Change Shape Stars and Banners
Draw Change AutoShape Callouts	>	Drawing Tools Format Insert Shapes Edit Shape Change Shape Callouts
Draw Set AutoShape Defaults	>	Office Button Excel Options Customize All Commands Set AutoShape Defaults
Select Objects	>	Ink Tools Pens Select Select Objects
Select Objects	>	Home Editing Find & Select Select Objects
AutoShapes Lines	>	Insert Illustrations Shapes Lines
AutoShapes Connectors	>	Insert Illustrations Shapes Connectors
AutoShapes Basic Shapes	>	Insert Illustrations Shapes Basic Shapes
AutoShapes Block Arrows	>	Insert Illustrations Shapes Block Arrows
AutoShapes Flowchart	>	Insert Illustrations Shapes Flowchart
AutoShapes Stars and Banners	>	Insert Illustrations Shapes Stars and Banners
AutoShapes Callouts	>	Insert Illustrations Shapes Callouts
AutoShapes More AutoShapes	>	Insert Illustrations Clip Art
Line	>	Insert Illustrations Shapes
Arrow	>	Insert Illustrations Shapes
Rectangle	>	Insert Illustrations Shapes
Oval	>	Insert Illustrations Shapes
Text Box	>	Insert Text Text Box
*Vertical Text Box	>	Insert Text 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
Insert Picture from File	>	Insert Illustrations Picture
Insert Picture from File	>	Chart Tools Layout Insert Picture
Insert Picture from File	>	PivotChart Tools Layout Insert Picture
Ink Drawing and Writing	>	Review Ink Start Inking
Fill Color	>	Drawing Tools Format Shape Styles Shape Fill
Line Color	>	Drawing Tools Format Shape Styles Shape Outline
Font Color	>	Home Font Font Color
Line Style	>	Drawing Tools Format Shape Styles Shape Outline Weight
Dash Style	>	Drawing Tools Format Shape Styles Shape Outline Dashes
Arrow Style	>	Drawing Tools Format Shape Styles Shape Outline Arrows
Shadow Style	>	Drawing Tools Format Shape Styles Shape Effects Shadow
3-D Style	>	Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
Select Multiple Objects	>	Office Button Excel Options Customize All Commands Select Multiple Objects

Excel: WordArt

Excel 2003 Location	Excel 2007 Location
Insert WordArt	> Insert Text WordArt
Edit Text	> Double click the WordArt Text to edit it.
WordArt Gallery	> These command are available on the Drawing Tools tabs when you select or insert a WordArt Object.
Format Objects	> Drawing Tools Format WordArt Styles Dialog Launcher
WordArt Shape	> Drawing Tools Format WordArt Styles Text Effects Transform
WordArt Same Letter Heights	> Removed from product
WordArt Vertical Text	> Drawing Tools Format WordArt Styles Dialog Launcher Text Box
WordArt Alignment	> Drawing Tools Format WordArt Styles Dialog Launcher Text Box
WordArt Character Spacing	> Removed from product

Excel: Pictures

Excel 2003 Location	Excel 2007 Location
Insert Picture from File	> Insert Illustrations Picture
Insert Picture from File	> Chart Tools Layout Insert Picture
Insert Picture from File	> PivotChart Tools Layout Insert 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	> Page Layout Arrange Rotate Rotate Left 90°
Rotate Left 90	> Drawing Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90	> Chart Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90	> PivotChart Tools Format Arrange Rotate Rotate Left 90°
Rotate Left 90	> SmartArt Tools Format Arrange Rotate Rotate Left 90°
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
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

Excel: Drawing Canvas

Excel 2003 Location

Excel 2007 Location

Fit

> Office Button | Excel Options | Customize | All Commands | Fit

Expand

> Office Button | Excel Options | Customize | All Commands | Expand

Excel: Organization Chart

Excel 2003 Location	Excel 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 on each shape to select them. To select several shapes at the same time, keep Ctrl pressed while you click on the shapes.
Select Branch	> Click on each shape to select them. To select several shapes at the same time, keep Ctrl pressed while you click on the shapes.
Select All Assistants	> Click on each shape to select them. To select several shapes at the same time, keep Ctrl pressed while you click on the shapes.
Select All Connecting Lines	> Click on each shape to select them. To select several shapes at the same time, keep Ctrl pressed while you click on the shapes.
Autoformat	> SmartArt Tools Design SmartArt Styles
Zoom	> Status Bar Zoom Slider

Excel: Diagram

Excel 2003 Location	Excel 2007 Location
Insert Shape	> Smart Art Tools Design Create Graphic Add Shape
Move Shape Backward	> SmartArt Tools Format Arrange Send to Back Send Backward
Move Shape Forward	> SmartArt Tools Format Arrange Bring to Front Bring Forward
Reverse Diagram	> SmartArt Tools Design Create Graphic Right to Left
Layout Fit Diagram to Contents	> Click to resize and drag any corner of the diagram until you achive desired size.
Layout Expand Diagram	> SmartArt Tools Format Size
Layout Resize Diagram	> Select the diagram and click and drag any corner of the diagram's border until you achieve the desired size.
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

Excel: Ink Drawing and Writing

Excel 2003 Location	Excel 2007 Location
Drawing and Writing Pen	> Ink Tools Pens
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.

Excel: Ink Annotations

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

Excel: Shadow Settings

Excel 2003 Location	Excel 2007 Location
Shadow On/Off	> PivotChart Tools Format Shape Styles Shape Effects Shadow
Shadow On/Off	> PivotChart Tools Format WordArt Styles Text 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	> PivotChart Tools Format Shape Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> PivotChart Tools Format WordArt Styles 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	> PivotChart Tools Format Shape Styles Dialog Launcher Shadow Color
Shadow Color	> PivotChart Tools Format WordArt Styles 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

Excel: 3-D Settings

Excel 2003 Location	Excel 2007 Location
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	> 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	> 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	> 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	> 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	> 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
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	> 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



Excel: File

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



Excel: Edit

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



Excel: Insert

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

Excel: Format

Excel 2003 Location

Excel 2007 Location

Excel 2003 Location	Excel 2007 Location
Cells	> Home Cells Format Format Cells
Row Height	> Home Cells Format Row Height
Row AutoFit	> Home Cells Format AutoFit Row Height
Row Hide	> Home Cells Format Hide & Unhide Hide Rows
Row Unhide	> Home Cells Format Hide & Unhide Unhide Rows
Column Width	> Home Cells Format Column Width
Column AutoFit Selection	> Home Cells Format AutoFit Column Width
Column Hide	> Home Cells Format Hide & Unhide Hide Columns
Column Unhide	> Home Cells Format Hide & Unhide Unhide Columns
Column Standard Width	> Home Cells Format Default Width
Sheet Rename	> Home Cells Format Rename Sheet
Sheet Hide	> Home Cells Format Hide & Unhide Hide Sheet
Sheet Unhide	> Home Cells Format Hide & Unhide Unhide Sheet
Sheet Background	> Page Layout Page Setup Background
Sheet Tab Color	> Home Cells Format Tab Color
AutoFormat	> Home Styles Format as Table
Conditional Formatting	> Home Conditional Formatting
Style	> Home Style Cell Styles



Excel: Tools	
Excel 2003 Location	Excel 2007 Location
Spelling	> Review Proofing Spelling
Research	> Review Proofing Research
Error Checking	> Formulas Formula Auditing Error Checking
Speech Show Text To Speech Toolbar	> Removed from product
Speech	> Removed from product
Shared Workspace	> Office Button Publish Create Document Workspace
Share Workbook	> Review Changes Share Workbook
Track Changes Highlight Changes	> Review Changes Track Changes Highlight Changes
Track Changes Accept or Reject Changes	> Review Changes Track Changes Accept/Reject Changes
Compare and Merge Workbooks	> Office Button Excel Options Customize All Commands Compare and Merge Workbooks
Protection Protect Sheet	> Review Changes Protect Sheet
Protection Protect Sheet	> Home Cells Format Protect Sheet
Protection Allow Users to Edit Ranges	> Review Changes Allow Users to Edit Ranges
Protection Protect Workbook	> Review Changes Protect Workbook
Protection Protect and Share Workbook	> Review Changes Protect and Share Workbook
Online Collaboration Meet Now	> Removed from product
Online Collaboration Schedule Meeting	> Removed from product
Online Collaboration Web Discussions	> Removed from product
Online Collaboration End Review	> Removed from product
Goal Seek	> Data Data Tools What-If Analysis Goal Seek
Scenarios	> Data Data Tools What-If Analysis Scenario Manager
Formula Auditing Trace Precedents	> Formulas Formula Auditing Trace Precedents
Formula Auditing Trace Dependents	> Formulas Formula Auditing Trace Dependents
Formula Auditing Trace Error	> Formulas Formula Auditing Error Checking Trace Error
Formula Auditing Remove All Arrows	> Formulas Formula Auditing Remove Arrows
Formula Auditing Remove All Arrows	> Formulas Formula Auditing Remove Arrows Remove Arrows
Formula Auditing Evaluate Formula	> Formulas Formula Auditing Evaluate Formula
Formula Auditing Hide Watch Window	> Formulas Formula Auditing Watch Window
Formula Auditing Formula Auditing Mode	> Formulas Formula Auditing Show Formulas
Formula Auditing Show Formula Auditing Toolbar	> Formulas Formula Auditing
Macro Macros	> Developer Code Macros
Macro Macros	> View Macros Macros
Macro Record New Macro	> Developer Code Record Macro

Macro Record New Macro	> View Macros Macros Record Macro
Macro Security	> Developer Code Macro Security
Macro Visual Basic Editor	> Developer Code Visual Basic
Macro Microsoft Script Editor	> Removed from product
Add-Ins	> Office Button Excel Options Add-Ins
AutoCorrect Options	> Office Button Excel Options Proofing AutoCorrect Options
Customize	> Office Button Excel Options Customize
Show Signatures	> Office Button Prepare Add a Digital Signature
Options	> Office Button Excel Options



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

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

Excel: Chart (Menu)

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



Excel: Window

Excel 2003 Location	Excel 2007 Location
New Window	> View Window New Window
Arrange	> View Window Arrange All
Compare Side by Side with	> View Window View Side by Side
Hide	> View Window Hide
Unhide	> View Window Unhide
Split	> View Window Split
Freeze Panes	> View Window Freeze Panes
Currently Open Workbooks	> View Window Switch Windows

Excel: Help

Excel 2003 Location

Excel 2007 Location

Microsoft Excel Help	> Upper Ribbon Help
Microsoft Office Online	> Office Button Excel Options Resources Microsoft Office Online
Contact Us	> Office Button Excel Options Resources Contact Us
Check for Updates	> Office Button Excel Options Resources Check for Updates
Detect and Repair	> Office Button Excel Options Resources Diagnose
Activate Product	> Office Button Excel Options Resources Activate
Customer Feedback Options	> Office Button PowerPoint Options Trust Center Protecting Your Privacy Customer Experience Improvement Program
About Microsoft Office Excel	> Office Button Excel Options Resources About