

# Microsoft Word 2007

## The New Locations of Word 2003 Menus and Commands



=Shortcut =Advice =Caution

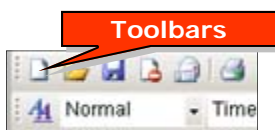
### Using this Guide

The Index to the right lists Word 2003 menus.



The corresponding page in this guide lists the new Word 2007 locations of menu commands.

If instead you're looking for toolbars, please see the Quick Sheet for Toolbars:



<http://www.towson.edu/adminfinance/ots/Training/documentation/Word2007/W2007Toolbars.pdf>

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Your keyboard shortcuts (such as **CNTL-X** for **Cut**) from Word 2003 will also work in Word 2007.

File Menu in Word 2003	Word 2007 Location
New	> Office Button > New
Open	> Office Button > Open
Close	> Office Button > Close
Save	> Office Button > Save
Save As	> Office Button > Save As
Permission	> Review > Protect > Protect > Manage Credentials
Page Setup	> Page Layout > Page Setup > Page Setup
Print Preview	> Office Button > Print > Print Preview
Print	> Office Button > Print
Send To (As Attachment)	> Office Button > Send > E-mail
Properties	> Office Button > Prepare > Properties
Recently Used Documents	> Office Button > Most Recently Used Documents
Exit	> Office Button > Exit

Edit Menu in Word 2003	Word 2007 Location
Undo	> Quick Access Toolbar > Undo
Redo	> Quick Access Toolbar > Redo
Cut	> Home > Clipboard > Cut
Copy	> Home > Clipboard > Copy
Office Clipboard	> Home > Clipboard > Office Clipboard
Paste	> Home > Clipboard > Paste
Paste Special	> Home > Clipboard > Paste > Paste Special
Select All	> Home > Editing > Select > Select All
Find	> Home > Editing > Find
Replace	> Home > Editing > Replace
Go To	> Home > Editing > Find > Go To


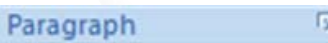

View Menu in Word 2003	Word 2007 Location
Normal	> View > Document Views > Draft
Web Layout	> View > Document Views > Web Layout
Print Layout	> View > Document Views > Print Layout
Reading Layout	> View > Document Views > Full Screen Reading
Outline	> View > Document Views > Outline
Ruler	> View > Show/Hide > Ruler
Header and Footer	> Insert > Header & Footer
Footnotes	> References > Footnotes > Show Notes
Markup	> Review > Tracking > Show Markup

Insert Menu in Word 2003	Word 2007 Location
Break	> Insert > Pages > Page Break
Page Numbers	> Insert > Header & Footer > Page Number
Date and Time	> Insert > Text > Date & Time
Symbol	> Insert > Symbols > Symbol
Comment	> Review > Comments > New Comment
Footnotes	> References > Footnotes > Footnote and Endnote Dialog
Captions	> References > Captions > Insert Caption
Table of Contents	> References > Table of Contents > Table of Contents
Clip Art or Picture	> Insert > Illustrations > Clip Art or Picture
AutoShapes	> Insert > Illustrations > Shapes
Chart	> Insert > Illustrations > Chart
Text Box	> Insert > Text > Text Box > Text Box
Bookmark	> Insert > Links > Bookmark
Hyperlink	> Insert > Links > Hyperlink

Format Menu in Word 2003	Word 2007 Location
Font	> Home > Font > Font
Paragraph	> Page Layout > Paragraph > Paragraph
Bullets and Numbering	> Home > Paragraph > Bullets or Numbering
Borders and Shading	> Home > Paragraph > Shading
Columns	> Page Layout > Page Setup > Columns > More Columns
Tabs	> Home > Paragraph > Dialog Box Launcher > Tabs
Drop Cap	> Insert > Text > Drop Cap > Drop Cap Options
Change Case	> Home > Font > Change Case
Background	> Page Layout > Page Background > Color
Theme	> Page Layout > Themes > Themes
AutoFormat	> Office Button > Word Options > Customize > All Commands > AutoFormat
Styles and Formatting	> Home > Styles > Styles

Tools Menu in Word 2003	Word 2007 Location
Spelling and Grammar	> Review > Proofing > Spelling & Grammar
Word Count	> Review > Proofing > Word Count
AutoSummarize	> Office Button > Word Options > Customize > All Commands > AutoSummary Tools
Track Changes	> Review > Tracking > Track Changes
Protect Document	> Review > Protect > Protect Document
Letters and Mailings (Mail Merge)	> Mailings > Start Mail Merge > Start Mail Merge > Step by Step Mail Merge Wizard
Letters and Mailings (Envelopes and Labels)	> Mailings > Create > Envelopes or Labels
Options	> Office Button > Word Options

Table Menu in Word 2003	Word 2007 Location
Insert (Table)	> Insert > Tables > Table > Insert Table
All commands relating to inserting and deleting cells	> Table Tools > Layout
All commands relating to formatting	> Table Tools > Design

More Common Commands in Word 2003	Word 2007 Location
Mail Merge Wizard	> Mailings > Start Mail Merge > Step by Step Mail Merge Wizard
Normal View	> View > Draft
Word Count	> Review > Proofing > Word Count
Margins	> Page Layout > Margins
Page Numbers	> Insert > Headers & Footers > Page Number
Show Header/Footer	> Office Button > Word Options > Customize > All Commands > Show Header/Footer
Show Ruler	> View > Show/Hide > Ruler
Help	> Upper right of window 
Save As 97-2003	> Office Button > Save As > Word 97-2003 Document
Removing extra line spacing (In 2007, there is an extra 10 points of line spacing after each paragraph.)	<p>To remove extra spacing permanently: Home &gt; Paragraph &gt; Click the notch next to  </p> <p>&gt; Directly under Spacing &gt; Change both to 0 pt and under Line spacing &gt; Select Single. Then click Default &gt; Yes to make this change apply to all future documents.</p>