



Excel 2003 command or process	Excel 2007 command
Aligning text	Home tab, Alignment group
Bold and italics	Home tab, Font group
Borders	Home tab, Font group
Centering on page	Page layout tab, Page setup group, Margins down arrow, custom margins
Chart - Change chart options	Select the chart. Layout contextual tab.
Chart - change source data	Select the chart. Design contextual tab, Data group, Select data.
Chart - create with F11	Select the cells with data. Press F11.
Chart - Data labels	Select chart. Layout contextual tab, Labels group, Data labels down arrow
Chart - Format selection	Select specific part of chart. Format contextual tab.
Chart - location	Select chart. Design contextual tab, Location group, Move chart
Chart - Move legend	Select chart. Layout contextual tab, Labels group, Legend down arrow
Chart - quick	Select data. Insert tab, Charts group
Chart - title	Select chart. Layout contextual tab, Labels group, Chart title
Chart type - change	Select chart. Design contextual tab, Type group, Change chart type
Column - Delete	Home tab, Cells group, Delete down arrow, Delete Sheet Columns
Column - Insert	Home tab, Cells group, Insert down arrow, Insert Sheet Column
Comments - add, hide, edit and delete	Review tab, Comments group
Comments - show/hide	Review tab, Comments group
Comments - view	Office Button, Excel Options, Advanced, Display group
Conditional formatting	Home tab, styles group, conditional formatting down arrow
Copy data from Excel to Word - copy and paste	Copy and paste commands are on Home tab; click Paste tool's down arrow for paste special command.
Copy data from Excel to Word - copy and paste special (embed)	Copy and paste commands are on Home tab; click Paste tool's down arrow for paste special command.
Copy data from Excel to Word - copy and paste special (link)	Copy and paste commands are on Home tab; click Paste tool's down arrow for paste special command.
Currency	Home tab, number group
Data - Custom Filter	From AutoFilter down arrow, select Text Filters, Custom Filter
Data, Filter, Auto Filter	Data tab, Filter
Data, Form	Need to add to Quick Access toolbar from Customize down arrow. Select All Commands and then Form.
Data, List, Create list	Insert tab, Tables group, Table



Excel 2003 command or process	Excel 2007 command
Data, Sort	Data tab, Sort & Filter group, Sort
Data, text to columns	Data tab, Data Tools group, Text to Columns
Dates	Home tab, Number group, down arrow in format list box
Edit, Clear	Home tab, Editing group, down arrow on Clear icon (eraser)
Fonts	Home tab, Font group
Format cells	Home tab, click on dialog launcher for Font or Alignment or Number; or Home tab, Cells group, Format
Formula - add values	no change from 2003
Formula - AutoSum	Home tab, Editing group, AutoSum icon
Formula - Creating 3D formulas	no change from 2003
Formula - Function If	no change from 2003
Formula - Functions	Use paste function tool on formula toolbar; also, when typing a formula, can choose from the drop down list that appears in cell
Formula - Including more than one cell range in a formula	no change from 2003
Headers and footers - custom	Insert tab, Text group, Header & Footer tool (shifts to page layout view and can type directly on page - change view to normal when done); or Page layout tab, Page setup dialog launcher, Header/Footer tab
Headers and footers - standard	Page layout tab, Page setup dialog launcher, Header/Footer tab
List - delete column in	Select a cell in a row. Right click, Delete, Table columns
List - delete row in	Select a cell in a row. Right click, Delete, Table rows
List - insert column in	Select a cell. Column is added to left of the selected cell. Right click, Insert, Table columns to the left
List - insert row in	Select a cell. Row is added above the selected cell. Right click, Insert, Table rows above
List - insert total row	Design tab, Table style options group, total row
List - remove list functionality	Design tab, tools group, convert to range
Macro - Delete	Need to display Developer tab of Ribbon at Office button, Excel options, Popular, mark Show Developer tab on Ribbon. On Developer tab, in Code group, Macros.
Macro - Record	Need to display Developer tab of Ribbon at Office button, Excel options, Popular, mark Show Developer tab on Ribbon. On Developer tab, in Code group, Record Macro.



Excel 2003 command or process	Excel 2007 command
Macro - Run	Need to display Developer tab of Ribbon at Office button, Excel options, Popular, mark Show Developer tab on Ribbon. On Developer tab, in Code group, Macros.
Macro - security issues	Need to display Developer tab of Ribbon at Office button, Excel options, Popular, mark Show Developer tab on Ribbon. On Developer tab, in Code group, Macro Security.
Merge cells	Home tab, Alignment group
Named ranges - add, delete and use	Formulas tab, Defined names group, Name Manager
Page breaks - insert, move and delete	Page Layout tab, Page Setup group, Breaks down arrow
Page margins	Page layout tab, Page setup group, Margins down arrow
Page orientation	Page layout tab, Page setup group, Orientation down arrow
Paper size	Page layout tab, Page setup group, Size down arrow
Password - apply a file password	Office button, Save As, Tools button (in lower left corner of dialog box), General options
Password - delete a file password	Office button, Save As, Tools button (in lower left corner of dialog box), General options
Percentages	Home tab, Number group
Print a selection	Office button, Print
Print an entire workbook	Office button, Print
Print areas	Page layout tab, Page setup group, Print area down area
Print preview	Office button, Print, Print Preview
Protect and share workbook	Review tab, Changes group, Protect and Share Workbook
Protect workbook	Review tab, Changes group, Protect workbook down arrow
Protect worksheet	Review tab, Changes group, Protect sheet
Protection - remove	Review tab, Changes group, Select option to unprotect
Protection - specific cells	Home tab, Cells group, Format down arrow
Renaming worksheets	Right-click on tab and choose rename; or double-click on tab and type new name; or Home tab, Cells group, Format, Rename sheet
Rotating text	Home tab, Alignment group, Rotate text tool
Row - Delete	Home tab, Cells group, Delete down arrow, Delete Sheet Rows
Row - Insert	Home tab, Cells group, Insert down arrow, Insert Sheet Row
Scaling	Page layout tab, Scale to Fit group, Scale down arrow



Excel 2003 command or process	Excel 2007 command
Shading	Home tab, Font group
Text color	Home tab, Font group
Toolbars - customize	Can customize only Quick Access toolbar by clicking on its down arrow and selecting More Commands.
Toolbars - customize	Double-click on active tab of Ribbon to hide it.
Toolbars - customize	Single click on tab of hidden Ribbon to unhide it for one command.
Toolbars - customize	Double-click on active tab of Ribbon to unhide it.
Track changes - set up tracking and highlighting	Review tab, Changes group, Track changes down arrow
Track changes-set up tracking and highlighting	Review tab, Changes group, Track changes down arrow
Visual Basic Editor	Need to display Developer tab of Ribbon at Office button, Excel options, Popular, mark Show Developer tab on Ribbon. On Developer tab, in Code group, Visual Basic.
Window, Freeze panes	View tab, Freeze panes
Worksheet - Delete	Home tab, Cells group, Delete down arrow, Delete Sheet
Worksheet - Insert	Home tab, Cells group, Insert down arrow, Insert Sheet