



Word 2003 command or process	Word 2007 command
Aligning text	Home tab, Paragraph group
AutoCorrect	Office Button, Word Options, Proofing page, AutoCorrect Options button
AutoShapes	Insert tab, Illustrations group, Shapes button
Bold, Italics, Underline	Home tab, Font group
Borders	Home tab, Paragraph group, Border button
Bullets	Home tab, Paragraph group, Bullets button
Captions	References tab, Captions group
Charts	Insert tab, Illustrations group, Chart button
Clip Art, Insert	Insert tab, Illustrations group, Clip Art button
Close, File	Office Button, Close
Columns	Page Layout tab, Page Setup group, Columns button
Comments	Review tab, Comments group, New Comment button
Compare & Merge	Review tab, Compare group, Compare button
Copy	Home tab, Clipboard group, Copy button
Cut	Home tab, Clipboard group, Cut button
Diagrams	Insert tab, Illustrations group, SmartArt button
Dictionary	Review tab, Proofing group, Research button
Endnotes	References tab, Footnotes group, Insert Endnote button
Envelopes	Mailings tab, Create group, Envelopes button
Find, Replace, Go To	Home tab, Editing group, Find or Replace buttons
Font	Home tab, Font group
Font Color	Home tab, Font group
Font Size	Home tab, Font group
Footnotes	References tab, Footnotes group, Insert Footnote button
Format Painter	Home tab, Clipboard group, Format Painter button
Header/Footer	Insert tab, Header & Footer group
Highlight Text	Home tab, Font group, Text Highlight Color button
Indents	Home tab, Paragraph group, Increase or Decrease Indent buttons
Labels	Mailings tab, Create group, Labels button
Line Spacing	Home tab, Paragraph group, Line Spacing button
Lines, Drawing	Insert tab, Illustrations group, Shapes button
Macros, Create	View tab, Macros button, Record Macros
Macros, Pause	View tab, Macros button, Pause Recording



Word 2003 command or process	Word 2007 command
Macros, Run	View tab, Macros button, View Macros
Macros, Stop	View tab, Macros button, Stop Recording
Mail Merge	Mailings tab, start Mail Merge group, Start Mail Merge button, Step by Step Mail Merge Wizard
Margins	Page Layout tab, Page Setup group, Margins button
New Document	Office Button, New, Create button
Numbering	Home tab, Paragraph group, Numbering button
Objects, Format	Select object, Format contextual tab
Open	Office Button, Open
Orientation (Page)	Page Layout tab, Page Setup group, Orientation button
Page Borders	Page Layout tab, Page Background group, Page Borders button
Page Break	Page Layout tab, Page Setup group, Breaks button
Page Numbers	Insert, Header & Footer group, Page Number button
Paragraph Spacing	Page Layout tab, Paragraph group, Spacing fields
Paste	Home tab, Clipboard group, Paste button
PDF, create	Office Button, Save As, PDF or XPS
Picture, Insert	Insert tab, Illustrations group, Picture button
Print	Office button, Print, Print
Print Preview	Office button, Print, Print Preview
Properties	Office button, Prepare, Properties
Protect Documents	Review tab, Protect group, Protect Documents button
Quick Parts	Insert Tab, Text Group, Quick Parts button
Redo	Quick Access toolbar
Research	Review tab, Proofing group, Research button
Save	Quick Access toolbar OR Office Button, Save
Save As	Office Button, Save As
Section Breaks	Page Layout tab, Page Setup group, Breaks button
Select All	Ctrl + A OR Home tab, Editing group, Select, Select All
Send To	Office Button, Send, E-Mail
Shading	Home tab, Paragraph group, Shading button
Shapes, Insert	Insert tab, Illustrations group, Shapes button
Show/Hide	Home tab, Paragraph group, Show/Hide button
Sorting	Home tab, Paragraph group, Sorting button



Word 2003 command or process	Word 2007 command
Spell Check	Review tab, Proofing group, Spelling & Grammar button
Styles	Home tab, Styles group
Symbols	Insert tab, Symbols group, Symbols button
Table of Contents	References tab, Table of Contents group, Table of Contents button
Table, Delete	Select table, Layout contextual tab, Delete button
Table, Insert	Insert tab, Table Group
Table, Repeat Header Rows	Select header row, Layout contextual tab, Data group, Repeat Header Rows button
Table, View Gridlines	Select table, Layout contextual tab, Table group, View Gridlines button
Tables, Insert Rows or Columns	Select row or column, Layout contextual tab, Row & Columns group, Merge Cells button
Tables, Split Cells	Select cell, Layout contextual tab, Merge group, Split Cells button
Templates	Office Button, New
Text Boxes, Insert	Insert tab, Text group, Text box button
Text Wrapping	Select object, Format contextual tab, Text Wrapping button
Thesaurus	Review tab, Proofing group, Thesaurus button
Toolbars, customize	Can customize only Quick Access toolbar by clicking on its down arrow and selecting More Commands.
Tools, Options	Office Button, Word Options
Track Changes	Review tab, Tracking group, Track Changes button
Track Changes, Accept & Reject	Review tab, Changes group
Translation	Review tab, Proofing group, Translate button
Undo	Quick Access toolbar
Vertical Alignment (Page)	Page Layout, Page Setup dialogue box launcher, Layout tab, Vertical Alignment
Views (Normal, Web, Print, Reading and Outline)	View Tools
Watermarks	Page Layout tab, Page Background group, Watermark button
Word Art	Insert tab, Text group, WordArt button
Word Count	Review tab, Proofing group, Word Count Button
Zoom	Zoom Slider