

MICROSOFT OFFICE COMPARISON CHART

Where do I find?	Word 2003	Word 2007
Opening a new document	File > New	Office Button > New
Save	File > Save	Office Button > Save
Print	File > Print	Office Button > Print
Cut	Edit > Cut	Home > Clipboard > Cut
Copy	Edit > Copy	Home > Clipboard > Copy
Paste	Edit > Paste	Home > Clipboard > Paste
Print	File > Print	Office Button > Print
Print layout view	View > Print Layout	View > Document Views > Print Layout
Normal layout view	View > Normal	View > Document Views > Draft
Header and Footer	View > Header & Footer	Insert > Header & Footer
Footnotes	View > Footnotes	References > Footnotes > Show Notes
Page Numbers	Insert > Page Numbers	Insert > Header & Footer > Page Number
WordArt	Insert > Picture	Insert > Text > WordArt
Borders & Shading	Format > Borders and Shading	Home > Paragraph > Shading
Spelling & Grammar	Tools > Spelling and Grammar	Review > Proofing > Spelling & Grammar
Where do I find?	Excel 2003	Excel 2007
Opening a new spreadsheet	File > New	Office Button > New
Save	File > Save	Office Button > Save
Print	File > Print	Office Button > Print
Cut	Edit > Cut	Home > Clipboard > Cut
Copy	Edit > Copy	Home > Clipboard > Copy
Paste	Edit > Paste	Home > Clipboard > Paste
Print	File > Print	Office Button > Print
Page Break Preview	View > Page Break Preview	View > Workbook Views > Page Break
Header and Footer	View > Header and Footer	Insert > Text > Header & Footer
Chart	Insert > Chart	Insert > Charts
Function	Insert > Function	Formulas > Function Library > Insert Function
Sort	Data > Sort	Data > Sort & Filter > Sort
Freeze	Window > Freeze Panes	View > Window > Freeze Panes

For a more extensive list go to: <http://www.wcupa.edu/InfoServices/vpis.sat/Office2007ComparisonCharts.asp>

MICROSOFT OFFICE COMPARISON CHART

Where do I find?	PowerPoint 2003	PowerPoint 2007
Opening a new slideshow	File > New	Office Button > New
Save	File > Save	Office Button > Save
Print	File > Print	Office Button > Print
Cut	Edit > Cut	Home > Clipboard > Cut
Copy	Edit > Copy	Home > Clipboard > Copy
Paste	Edit > Paste	Home > Clipboard > Paste
Print	File > Print	Office Button > Print
Slide Sorter view	View > Slide Sorter	View > Presentation Views > Slide Sorter
Slide Show view	View > Slide Show	View > Presentation Views > Slide Show
New Slide	Insert > New Slide	Home > Slides > New Slide
Picture	Insert > Picture	Insert > Illustrations > Clip Art
Text Box	Insert > Text Box	Insert > Text > Text Box
View Show	Slide Show > View Show	View > Presentation Views > Slide Show
Where do I find?	Outlook 2003	Outlook 2007
Open New Message	File > New Mail Message	File > New Mail Message
Address Book	Tools > Address Book	Message > Names > Address Book
Check Names	Tools > Check Names	Message > Names > Check Names
Attach File	Insert > File	Message > Include > Attach File
Signature	Insert > Signature	Message > Include > Signature
BCC Field/From Field	View > BCC Field/From Field	Options > Fields > Show BCC/Show From
Delivery/Read Receipt	View > Options	Options > Tracking > Delivery/Read Receipt
Spell Check	Tools > Spelling	Message > Proofing > Spelling
Open New Appointment/Meeting	File > New Appointment/Meeting	File > New Appointment/Meeting
Save Appointment/Meeting	File > Save	Office Button > Save
Attach File	Insert > File	Insert > Include > Attach File
Mark Appointment Private	Appointment Window > Private (bottom right corner)	Appointment > Options > Private
Delete	File > Delete	Appointment > Actions > Delete
Share Calendar	Navigation Pane > Share My Calendar Link	Navigation Pane > Share My Calendar Link
Open a Shared Calendar	Navigation Pane > Open a Shared Calendar Link	Navigation Pane > Open a Shared Calendar Link

For a more extensive list go to: <http://www.wcupa.edu/InfoServices/vpis.sat/Office2007ComparisonCharts.asp>