


Tips for using this workbook

1. The order of the worksheets matches the order of the default user interface (UI). If you prefer, rearrange the worksheets so that the menus and toolbars that you use most often are on the leftmost side of the workbook.
2. The names of the worksheet tabs match the menu and toolbar names in Outlook 2003.
3. To search for a specific command in this workbook, do one of the following:
 - In Office Excel 2003, on the **Edit** menu, click **Find**.
 - In Office Excel 2007, on the **Home** tab, in the **Editing** group, click **Find & Select**, and then click **Find**.
4. To print, do one of the following:
 - In Excel 2003, on the **File** menu, click **Print**. Under **Print what**, select an option to print the selection, the active sheet(s), or the entire workbook.
 - In Excel 2007, click the **Microsoft Office Button**  and then click **Print**. Under **Print what**, select an option to print the selection, the active sheet(s), or the entire workbook.
5. Each worksheet describes all the Outlook windows to which the commands listed in the worksheet apply.
6. Some authoring commands in Outlook 2007 are not available if Office Word 2007 is not installed.
7. Commands that are preceded by an asterisk (*) are available only when the language that uses the command has been enabled for editing text.

Outlook : Mail and Post

These commands apply to the following program windows:

Read an e-mail message: In the message list of your Inbox, double-click the message you received.

Create a new e-mail message: On the File menu, point to New, and then click Message.

Create a new post: On the File menu, point to New, and then click Post In This Folder.

Read an existing post: In the message list for a folder, double-click the post that you want to read.

Outlook 2003 Location	Outlook 2007 Location
Envelope (Toolbar)	
Send	> Email Header Send
Send	> Office Button Send
Post	> Discussion Header Post
Post	> Office Button Post
Insert File	> Insert Include Attach File
Insert File	> Message Include Attach File
Insert File	> Discussion Include Attach File
Insert Item	> Insert Include Attach Item
Insert Item	> Message Include Attach Item
Insert Item	> Discussion Include Attach Item
Address Book	> Message Names Address Book
Check Names	> Message Names Check Names
Permission	> Office Button Permission
Importance High	> Message Options High Importance
Importance High	> Discussion Options High Importance
Importance Low	> Message Options Low Importance
Importance Low	> Discussion Options Low Importance
Message Flag	> Message Options Follow Up
Create Rule	> Message Actions Create Rule
Options Options	> Message Options Dialog Launcher
Options Email Signature	> Message Include Signature
Options Stationary	> Insert Include Signature Signatures Personal Stationary
Options Bcc	> Options Fields Show Bcc
Options From	> Options Fields Show From

Outlook : Mail and Post

These commands apply to the following program windows:

Read an e-mail message: In the message list of your Inbox, double-click the message you received.

Create a new e-mail message: On the File menu, point to New, and then click Message.

Create a new post: On the File menu, point to New, and then click Post In This Folder.

Read an existing post: In the message list for a folder, double-click the post that you want to read.

From	> Options Fields Show From
Message Format HTML	> Options Format HTML
Message Format Rich Text	> Options Format Rich Text
Message Format Plain Text	> Options Format Plain Text
Formatting (Toolbar)	
Align Left	> Message Basic Text Align Left
Align Left	> Discussion Basic Text Align Left
Align Left	> Format Text Paragraph Align Left
Align Right	> Message Basic Text Align Right
Align Right	> Discussion Basic Text Align Right
Align Right	> Format Text Paragraph Align Right
Bold	> Message Basic Text Bold
Bold	> Discussion Basic Text Bold
Bold	> Format Text Font Bold
Borders	> Format Text Paragraph Borders and Shading
Bullets	> Message Basic Text Bullets
Bullets	> Discussion Basic Text Bullets
Bullets	> Format Text Paragraph Bullets
Center	> Message Basic Text Center
Center	> Discussion Basic Text Center
Center	> Format Text Paragraph Center
Decrease Indent	> Message Basic Text Decrease Indent
Decrease Indent	> Discussion Basic Text Decrease Indent
Decrease Indent	> Format Text Paragraph Decrease Indent
Font Color	> Message Basic Text Font Color
Font Color	> Discussion Basic Text Font Color
Font Color	> Format Text Font Font Color
Font Size	> Message Basic Text Font Size

Outlook : Mail and Post

These commands apply to the following program windows:

Read an e-mail message: In the message list of your Inbox, double-click the message you received.

Create a new e-mail message: On the File menu, point to New, and then click Message.

Create a new post: On the File menu, point to New, and then click Post In This Folder.

Read an existing post: In the message list for a folder, double-click the post that you want to read.

Font Size	> Discussion Basic Text Font Size
Font Size	> Format Text Font Font Size
Font	> Message Basic Text Font
Font	> Discussion Basic Text Font
Font	> Format Text Font Font
Highlight	> Message Basic Text Font
Highlight	> Discussion Basic Text Font
Highlight	> Format Text Font Font
Horizontal Line	> Insert Symbols Horizontal Line
Increase Indent	> Message Basic Text Increase Indent
Increase Indent	> Discussion Basic Text Increase Indent
Increase Indent	> Format Text Paragraph Increase Indent
Italic	> Message Basic Text Italic
Italic	> Discussion Basic Text Italic
Italic	> Format Text Font Italic
Justify	> Format Text Paragraph Justify
Line spacing	> Format Text Paragraph Line Spacing
Numbering	> Message Basic Text Bullets
Numbering	> Discussion Basic Text Bullets
Numbering	> Format Text Paragraph Bullets
Style	> Format Text Styles
Styles and Formatting	> Format Text Styles Paragraph Launcher
Underline	> Message Basic Text Underline
Underline	> Discussion Basic Text Underline
Underline	> Format Text Font Underline
*Thai Distributed	> Format Text Paragraph Thai Distributed
*Distributed	> Format Text Paragraph Distributed
*Distributed	> Message Basic Text Distributed

Outlook : Mail and Post

These commands apply to the following program windows:

Read an e-mail message: In the message list of your Inbox, double-click the message you received.

Create a new e-mail message: On the File menu, point to New, and then click Message.

Create a new post: On the File menu, point to New, and then click Post In This Folder.

Read an existing post: In the message list for a folder, double-click the post that you want to read.

*Distributed	> Meeting Response Basic Text Distributed
*Distributed	> Discussion Basic Text Distributed
*Left-to-Right	> Format Text Paragraph Left-to-Right
*Left-to-Right	> Message Basic Text Left-to-Right
*Left-to-Right	> Meeting Response Basic Text Left-to-Right
*Left-to-Right	> Discussion Basic Text Left-to-Right
*Right-to-Left	> Format Text Paragraph Right-to-Left
*Right-to-Left	> Message Basic Text Right-to-Left
*Right-to-Left	> Meeting Response Basic Text Right-to-Left
*Right-to-Left	> Discussion Basic Text Right-to-Left
*Keyboard Language Drop Down	> Office Button Editor Options Customize All Commands Language
*Character Border	> Format Text Font Character Border
*Character Shading	> Format Text Font Character Shading
*Enclose Characters	> Removed from product
Standard (Toolbar)	
Post Reply	> Discussion Respond Post Reply
File	> Message Include Attach File
File	> Discussion Include Attach File
Close	> Office Button Close
Columns	> Removed from product.
Copy	> Message Clipboard Copy
Copy	> Discussion Clipboard Copy
Copy	> Format Text Clipboard Copy
Create Rule	> Message Actions Create Rule
Cut	> Message Clipboard Cut
Cut	> Discussion Clipboard Cut
Cut	> Format Text Clipboard Cut
Delete	> Office Button Delete

Outlook : Mail and Post

These commands apply to the following program windows:

Read an e-mail message: In the message list of your Inbox, double-click the message you received.

Create a new e-mail message: On the File menu, point to New, and then click Message.

Create a new post: On the File menu, point to New, and then click Post In This Folder.

Read an existing post: In the message list for a folder, double-click the post that you want to read.

Delete	> Message Actions Delete
Delete	> Discussion Actions Delete
Drawing	> Most of these commands are located in the Insert tab and the Drawing Tools contextual tab.
Permission (Unrestricted Access)	> Office Button Permissions No Restrictions
Mail Recipient	> Default setting in Outlook 2007
Insert Excel Spreadsheet	> Insert Tables Table Excel Spreadsheet
Font Size	> Message Basic Text Font Size
Font Size	> Discussion Basic Text Font Size
Font Size	> Format Text Font Font Size
Format Painter	> Message Clipboard Format Painter
Format Painter	> Discussion Clipboard Format Painter
Format Painter	> Format Text Clipboard Format Painter
Forward	> Message Respond Forward
Forward	> Discussion Respond Forward
Insert Ink Annotations	> Message Ink Start Inking
Insert Ink Annotations	> Discussion Ink Start Inking
Move to Folder	> Message Actions Move to Folder
Move to Folder	> Discussion Actions Move to Folder
New E-mail Message	> Office Button Mail Message
Next Item	> Quick Access Toolbar Next Item
Microsoft Office Word Help	> Removed from product.
Microsoft Office Outlook Help	> Upper Ribbon Help
Permission	> Office Button Permission
Open	> In the Main Outlook Window File Open
Show All	> Format Text Paragraph Show All
Paste	> Message Clipboard Paste
Paste	> Format Text Clipboard Paste

Outlook : Mail and Post

These commands apply to the following program windows:

Read an e-mail message: In the message list of your Inbox, double-click the message you received.

Create a new e-mail message: On the File menu, point to New, and then click Message.

Create a new post: On the File menu, point to New, and then click Post In This Folder.

Read an existing post: In the message list for a folder, double-click the post that you want to read.

Paste	> Discussion Clipboard Paste
Previous Item	> In the Main Outlook Window File Open
Print	> Office Button Print Quick Print
Print Preview	> Office Button Print Print Preview
Spelling and Grammar	> Message Proofing Spelling
Spelling and Grammar	> Discussion Proofing Spelling
Read	> Quick Access Toolbar Redo
Reply	> Message Respond Reply
Reply	> Discussion Respond Reply
Reply to All	> Message Respond Reply to All
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Insert Table	> Insert Tables Table Insert Table
Tables and Borders Toolbar	> Most of these commands are located in the Table Tools contextual tab.
Follow Up	> Message Options Follow Up
Document Map	> Removed from product.
Translate	> Message Proofing Spelling Translate
Translate	> Discussion Proofing Spelling Translate
Undo	> Quick Access Toolbar Undo
Hyperlink	> Insert Links Hyperlink
Research	> Message Proofing Spelling Research
Research	> Discussion Proofing Spelling Research
Zoom	> Format Text Zoom Zoom
Zoom	> Message Actions Other Actions Zoom
Zoom	> Discussion Actions Other Actions Zoom

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Outlook 2003 Location	Outlook 2007 Location
Form Design (Toolbar)	
Align Center	> Developer Form Design This Form Developer Arrange Align Center
Align Left	> Developer Form Design This Form Developer Arrange Align Left
Bring to Front	> Developer Form Design This Form Developer Arrange Bring to Front
Control Toolbox	> Developer Form Design This Form Developer Control Toolbox
Edit Compose Page	> Developer Form Design This Form Developer Design Edit Compose Page
Edit Read Page	> Developer Form Design This Form Developer Design Edit Read Page
Field Chooser	> Developer Form Design This Form Developer Field Chooser
Group	> Developer Form Design This Form Developer Arrange Group
Properties	> Developer Form Design This Form Developer Property Sheet
Publish Form	> Developer Form Design This Form Developer Form Publish Publish Form
Publish Form	> Developer Form Publish Publish Form
Send to Back	> Developer Form Design This Form Developer Arrange Send to Back
Snap to Grid	> Developer Form Design This Form Developer Arrange Align Snap to Grid
Ungroup	> Developer Form Design This Form Developer Arrange Ungroup
View Code	> Developer Form Design This Form Developer Form View Code

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Width	> Developer Form Design This Form Developer Arrange Size Make Same Size Width
Formatting (Toolbar)	
Align Left	> Format Text Paragraph Align Left
Align Left	> Meeting Basic Text Align Left
Align Left	> Recurring Meeting Basic Text Align Left
Align Left	> Meeting Response Basic Text Align Left
Align Right	> Format Text Paragraph Align Right
Align Right	> Meeting Basic Text Align Right
Align Right	> Recurring Meeting Basic Text Align Right
Align Right	> Meeting Response Basic Text Align Right
Bold	> Format Text Font Bold
Bold	> Meeting Basic Text Bold
Bold	> Recurring Meeting Basic Text Bold
Bold	> Meeting Response Basic Text Bold
Bullets	> Format Text Paragraph Bullets
Bullets	> Meeting Basic Text Bullets
Bullets	> Recurring Meeting Basic Text Bullets
Bullets	> Meeting Response Basic Text Bullets
Center	> Format Text Paragraph Center

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Center	> Meeting Basic Text Center
Center	> Recurring Meeting Basic Text Center
Center	> Meeting Response Basic Text Center
Decrease Indent	> Format Text Paragraph Decrease Indent
Decrease Indent	> Meeting Basic Text Decrease Indent
Decrease Indent	> Recurring Meeting Basic Text Decrease Indent
Decrease Indent	> Meeting Response Basic Text Decrease Indent
Font Color	> Format Text Font Color
Font Color	> Meeting Basic Text Color
Font Color	> Recurring Meeting Basic Text Color
Font Color	> Meeting Response Basic Text Color
Font Size	> Format Text Font Font Size
Font Size	> Meeting Basic Text Font Size
Font Size	> Recurring Meeting Basic Text Font Size
Font Size	> Meeting Response Basic Text Font Size
Font	> Format Text Font Font
Font	> Meeting Basic Text Font
Font	> Recurring Meeting Basic Text Font
Font	> Meeting Response Basic Text Font
Increase Indent	> Format Text Paragraph Decrease Indent
Increase Indent	> Meeting Basic Text Decrease Indent

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Increase Indent	> Recurring Meeting Basic Text Decrease Indent
Increase Indent	> Meeting Response Basic Text Decrease Indent
Italic	> Format Text Font Italic
Italic	> Meeting Basic Text Italic
Italic	> Recurring Meeting Basic Text Italic
Italic	> Meeting Response Basic Text Italic
Underline	> Format Text Font Underline
Underline	> Meeting Basic Text Underline
Underline	> Recurring Meeting Basic Text Underline
Underline	> Meeting Response Basic Text Underline
*Thai Distributed	> Format Text Paragraph Thai Distributed
*Distributed	> Format Text Paragraph Distributed
*Distributed	> Message Basic Text Distributed
*Distributed	> Meeting Response Basic Text Distributed
*Distributed	> Discussion Basic Text Distributed
*Left-to-Right	> Format Text Paragraph Left-to-Right
*Left-to-Right	> Message Basic Text Left-to-Right
*Left-to-Right	> Meeting Response Basic Text Left-to-Right
*Left-to-Right	> Discussion Basic Text Left-to-Right
*Right-to-Left	> Format Text Paragraph Right-to-Left
*Right-to-Left	> Message Basic Text Right-to-Left
*Right-to-Left	> Meeting Response Basic Text Right-to-Left

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

*Right-to-Left	> Discussion Basic Text Right-to-Left
*Keyboard Language Drop Down	> Office Button Editor Options Customize All Commands Language
*Character Border	> Format Text Font Character Border
*Character Shading	> Format Text Font Character Shading
*Enclose Characters	> Removed from product.
Standard (Toolbar)	
Accept	> Meeting Respond Accept
Accept	> Recurring Meeting Respond Accept
Accept Proposal	> Meeting Response Respond Accept Proposal
Accounts	> Meeting Header Account
Address Book	> Meeting Attendees Address Book
Address Book	> Meeting Names Address Book
Address Book	> Recurring Meeting Attendees Address Book
Address Book	> Meeting Names Address Book
Address Book	> Meeting Response Names Address Book
Calendar	> Meeting Actions Calendar
Calendar	> Recurring Meeting Actions Calendar
Calendar	> Meeting Response Actions Calendar
Calendar	> Appointment Actions Calendar
Calendar	> Recurring Appointment Actions Calendar
Cancel Invitation	> Meeting Actions Cancel Invitation
Cancel Invitation	> Recurring Meeting Actions Cancel Invitation

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Check Names	> Appointment Attendees Check Names
Check Names	> Meeting Names Check Names
Check Names	> Meeting Attendees Check Names
Check Names	> Meeting Names Check Names
Check Names	> Recurring Meeting Attendees Check Names
Check Names	> Meeting Names Check Names
Check Names	> Meeting Response Names Check Names
Copy	> Format Text Clipboard Copy
Copy	> Meeting Clipboard Copy
Copy	> Recurring Meeting Clipboard Copy
Copy	> Meeting Response Clipboard Copy
Copy to Personal Calendar	> Meeting Actions Copy to My Calendar
Copy to Personal Calendar	> Recurring Meeting Actions Copy to My Calendar
Copy to Personal Calendar	> Appointment Actions Copy to My Calendar
Copy to Personal Calendar	> Recurring Appointment Actions Copy to My Calendar
Cut	> Format Text Clipboard Cut
Cut	> Meeting Clipboard Cut
Cut	> Recurring Meeting Clipboard Cut
Cut	> Meeting Response Clipboard Cut
Decline	> Recurring Meeting Respond Decline
Decline	> Meeting Respond Decline
Delete	> Office Button Delete

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Delete	> Appointment Actions Delete
Delete	> Recurring Appointment Actions Delete
Delete	> Meeting Actions Delete
Delete	> Recurring Meeting Actions Delete
Delete	> Meeting Response Actions Delete
Document Map	> Removed from product.
File	> Insert Include Attach
File	> Meeting Include Attach
File	> Meeting Response Include Attach
File	> Recurring Meeting Include Attach
Forward	> Meeting Actions Forward
Forward	> Recurring Meeting Actions Forward
Forward	> Meeting Response Actions Other Actions Forward
Forward	> Appointment Actions Forward
Forward	> Recurring Appointment Actions Forward
Importance: High	> Meeting Options High Importance
Importance: High	> Recurrent Meeting Options High Importance
Importance: High	> Appointment Options High Importance
Importance: High	> Recurrent Appointment Options High Importance
Importance: Low	> Meeting Options Low Importance
Importance: Low	> Recurrent Meeting Options Low Importance
Importance: Low	> Appointment Options Low Importance

Outlook : Meetings and Appointments

These commands apply to the following program windows:

Create a new meeting request: On the File menu, point to New, and then click Meeting Request.

Open a meeting request: In Calendar, double-click the meeting, and then select either to open its occurrence or its series when applicable.

Read a meeting request: In the message list of the Inbox folder, double-click the meeting request.

Forward a meeting: In Calendar, double-click the meeting, and then click Forward.

Open an appointment: In Calendar, double-click the appointment.

Create a new appointment: On the Office Button, point to New, and then click Appointment.

Importance: Low	> Recurrent Appointment Options Low Importance
Invite Attendees	> Recurring Appointment Actions Invite Attendees
Invite Attendees	> Appointment Actions Invite Attendees
Join Conference	> Removed from product.
Join NetMeeting	> Removed from product.
Microsoft Office Outlook Help	> Ribbon Help
Move to Folder	> Office Button Move to Folder Other Folder
Move to Folder	> Meeting Actions Move to Folder Other Folder
Move to Folder	> Recurring Meeting Actions Move to Folder Other Folder
Move to Folder	> Meeting Response Actions Move to Folder Other Folder
Next Item	> Quick Access Toolbar Next Item
Paste	> Format Text Clipboard Paste
Paste	> Meeting Clipboard Office Clipboard Paste
Paste	> Recurring Meeting Clipboard Paste
Paste	> Meeting Response Clipboard Paste
Previous Item	> Quick Access Toolbar Previous Item
Print	> Office Button Print Quick Print
Propose New Time	> Recurring Meeting Respond Propose New Time Propose New Time
Propose New Time	> Meeting Respond Propose New Time Propose New Time
Recover Meeting	> Meeting Recover Recover Meeting
Recover Meeting	> Meeting Recurrence Recover Recover Meeting

Outlook : Contacts and Distribution Lists

These commands apply to the following program windows:

Create a new contact: On the File menu, click New, and then click Contact.

Open a contact: In a card or table view, double-click the contact you want to open.

Create a new distribution list: On the File menu, click New, then click Distribution List.

Open a distribution list: In a card or table view, double-click the contact for the distribution list.

Outlook 2003 Location	Outlook 2007 Location
Form Design (Toolbar)	
Align Center	> Developer Form Design This Form Developer Arrange Align Center
Align Left	> Developer Form Design This Form Developer Arrange Align Left
Bring to Front	> Developer Form Design This Form Developer Arrange Bring to Front
Control Toolbox	> Developer Form Design This Form Developer Tools Control Toolbox
Edit Compose Page	> Developer Form Design This Form Developer Design Edit Compose Page
Edit Read Page	> Developer Form Design This Form Developer Design Edit Read Page
Field Chooser	> Developer Form Design This Form Developer Tools Field Chooser
Group	> Developer Form Design This Form Developer Arrange Group
Properties	> Developer Form Design This Form Developer Tools Property Sheet
Publish Form	> Developer Form Design This Form Developer Form Publish Publish Form
Publish Form	> Developer Form Publish Publish Form
Send to Back	> Developer Form Design This Form Developer Arrange Send to Back
Snap to Grid	> Developer Form Design This Form Developer Arrange Align Snap to Grid
Ungroup	> Developer Form Design This Form Developer Arrange Ungroup
View Code	> Developer Form Design This Form Developer Form View Code
Width	> Developer Arrange Size Make Same Size Width
Formatting (Toolbar)	
Align Left	> Format Text Paragraph Align Left
Align Right	> Format Text Paragraph Align Right
Bold	> Format Text Font Bold

Outlook : Contacts and Distribution Lists

These commands apply to the following program windows:

Create a new contact: On the File menu, click New, and then click Contact.

Open a contact: In a card or table view, double-click the contact you want to open.

Create a new distribution list: On the File menu, click New, then click Distribution List.

Open a distribution list: In a card or table view, double-click the contact for the distribution list.

Bullets	> Format Text Paragraph Paragraph
Center	> Format Text Paragraph Center
Decrease Indent	> Format Text Paragraph Decrease Indent
Font Color	> Format Text Font Font Color
Font Size	> Format Text Font Font Size
Font	> Format Text Font Font
Increase Indent	> Format Text Paragraph Increase Indent
Italic	> Format Text Font Italic
Underline	> Format Text Font Underline
*Thai Distributed	> Format Text Paragraph Thai Distributed
*Distributed	> Format Text Paragraph Distributed
*Distributed	> Message Basic Text Distributed
*Distributed	> Meeting Response Basic Text Distributed
*Distributed	> Discussion Basic Text Distributed
*Left-to-Right	> Format Text Paragraph Left-to-Right
*Left-to-Right	> Message Basic Text Left-to-Right
*Left-to-Right	> Meeting Response Basic Text Left-to-Right
*Left-to-Right	> Discussion Basic Text Left-to-Right
*Right-to-Left	> Format Text Paragraph Right-to-Left
*Right-to-Left	> Message Basic Text Right-to-Left
*Right-to-Left	> Meeting Response Basic Text Right-to-Left
*Right-to-Left	> Discussion Basic Text Right-to-Left
*Keyboard Language Drop Down	> Office Button Editor Options Customize All Commands Language
*Character Border	> Format Text Font Character Border
*Character Shading	> Format Text Font Character Shading
*Enclose Characters	> Removed from product.

Outlook : Contacts and Distribution Lists

These commands apply to the following program windows:

Create a new contact: On the File menu, click New, and then click Contact.

Open a contact: In a card or table view, double-click the contact you want to open.

Create a new distribution list: On the File menu, click New, then click Distribution List.

Open a distribution list: In a card or table view, double-click the contact for the distribution list.

Standard (Toolbar)	
AutoDialer New Call	> Contacts Communicate Call
AutoDialer Redial	> Contacts Communicate Redial
AutoDialer Speed Dial	> Contacts Communicate Speed Dial
Copy	> Format Text Clipboard Copy
Copy to Personal Contacts	> Contact Actions Copy to My Contacts
Cut	> Format Text Clipboard Cut
Delete	> Office Button Delete
Delete	> Contact Actions Delete
Delete	> Distribution List Actions Delete
Display Map of Address	> Contact Communicate Map
Document Map	> Removed from product.
Insert File	> Insert Include Attach
Follow Up	> Contact Options Follow Up
Follow Up	> Distribution List Options Follow Up
Microsoft Office Outlook Help	> Upper Ribbon Help
New Message to Contact	> Contact Communicate E-mail
New Message to Contact	> Distribution List Communicate E-mail
Next Item Item	> Quick Access Toolbar Next Item
Next Item Last item in Folder	> Office Button Editor Options Customize All Commands Last Item in Folder
Paste	> Format Text Clipboard Paste
Previous Item Item	> Quick Access Toolbar Previous Item
Previous Item First Item in Folder	> Office Button Editor Options Customize All Commands First Item in Folder
Print	> Office Button Print Quick Print
Save and Close	> Contact Actions Save & Close
Save and Close	> Distribution List Actions Save & Close
Save and New	> Contact Actions Save & New

Outlook : Contacts and Distribution Lists

These commands apply to the following program windows:

Create a new contact: On the File menu, click New, and then click Contact.

Open a contact: In a card or table view, double-click the contact you want to open.

Create a new distribution list: On the File menu, click New, then click Distribution List.

Open a distribution list: In a card or table view, double-click the contact for the distribution list.

Translate	> Contact Proofing Translate
Translate	> Distribution List Proofing Translate

Outlook : Tasks and Journal

These commands apply to the following program windows:

Create a task: On the File menu, point to New, and then click New Task or New Task Request.

Open a task: Double-click a task item.

Create a journal entry: On the File menu, point to New, and then click New Journal Entry.

Open a journal entry: In Journal, double-click a journal entry.

Outlook 2003 Location	Outlook 2007 Location
Form Design (Toolbar)	
Align Center	> Developer Form Design This Form Developer Arrange Align Center
Align Left	> Developer Form Design This Form Developer Arrange Align Left
Bring to Front	> Developer Form Design This Form Developer Arrange Bring to Front
Control Toolbox	> Developer Form Design This Form Developer Tools Control Toolbox
Edit Compose Page	> Developer Form Design This Form Developer Design Edit Compose Page
Edit Read Page	> Developer Form Design This Form Developer Design Edit Read Page
Field Chooser	> Developer Form Design This Form Developer Tools Field Chooser
Group	> Developer Form Design This Form Developer Arrange Group
Properties	> Developer Form Design This Form Developer Tools Property Sheet
Publish Form	> Developer Form Design This Form Developer Form Publish Publish Form
Publish Form	> Developer Form Publish Publish Form
Send to Back	> Developer Form Design This Form Developer Arrange Send to Back
Snap to Grid	> Developer Form Design This Form Developer Arrange Align Snap to Grid
Ungroup	> Developer Form Design This Form Developer Arrange Ungroup
View Code	> Developer Form Design This Form Developer Form View Code
Width	> Developer Arrange Size Make Same Size Width
Formatting (Toolbar)	
Align Left	> Format Text Paragraph Align Left
Align Right	> Format Text Paragraph Align Right
Bold	> Format Text Font Bold
Bullets	> Format Text Paragraph Paragraph

Outlook : Tasks and Journal

These commands apply to the following program windows:

Create a task: On the File menu, point to New, and then click New Task or New Task Request.

Open a task: Double-click a task item.

Create a journal entry: On the File menu, point to New, and then click New Journal Entry.

Center	> Format Text Paragraph Center
Decrease Indent	> Format Text Paragraph Decrease Indent
Font Color	> Format Text Font Font Color
Font Size	> Format Text Font Font Size
Font	> Format Text Font Font
Increase Indent	> Format Text Paragraph Increase Indent
Italic	> Format Text Font Italic
Underline	> Format Text Font Underline
*Thai Distributed	> Format Text Paragraph Thai Distributed
*Distributed	> Format Text Paragraph Distributed
*Distributed	> Message Basic Text Distributed
*Distributed	> Meeting Response Basic Text Distributed
*Distributed	> Discussion Basic Text Distributed
*Left-to-Right	> Format Text Paragraph Left-to-Right
*Left-to-Right	> Message Basic Text Left-to-Right
*Left-to-Right	> Meeting Response Basic Text Left-to-Right
*Left-to-Right	> Discussion Basic Text Left-to-Right
*Right-to-Left	> Format Text Paragraph Right-to-Left
*Right-to-Left	> Message Basic Text Right-to-Left
*Right-to-Left	> Meeting Response Basic Text Right-to-Left
*Right-to-Left	> Discussion Basic Text Right-to-Left
*Keyboard Language Drop Down	> Office Button Editor Options Customize All Commands Language
*Character Border	> Format Text Font Character Border
*Character Shading	> Format Text Font Character Shading
*Enclose Characters	> Removed from product.
Standard (Toolbar)	
Accept	> Task Respond Accept
Address Book	> Task Manage Task Address Book
Assign Task	> Task Manage Task Assign Task
Cancel Assignment	> Task Manage Task Cancel Assignment
Check Names	> Task Manage Task Check Names
Copy	> Format Text Clipboard Copy
Cut	> Format Text Clipboard Cut
Decline	> Task Respond Decline
Delete	> Office Button Delete

Outlook : Tasks and Journal

These commands apply to the following program windows:

Create a task: On the File menu, point to New, and then click New Task or New Task Request.

Open a task: Double-click a task item.

Create a journal entry: On the File menu, point to New, and then click New Journal Entry.

Delete	> Task Actions Delete
Document Map	> Removed from product.
File	> Insert Include Attach
Mark Complete	> Task Manage Task Mark Complete
Microsoft Office Outlook Help	> Quick Access Toolbar Help
Next Item	> Quick Access Toolbar Next Item
Next Item Item	> Quick Access Toolbar Next Item
Standard Next Item Undread Item	> Office Button Editor Options Customize All Commands Unread Item
Next Item Incomplete Task	> Office Button Editor Options Customize All Commands Incomplete Task
Next Item Last Item in Folder	> Office Button Editor Options Customize All Commands Last Item in Folder
Next Item	> Office Button Editor Options Customize All Commands Next Item
Paste	> Format Text Clipboard Paste
Previous Item	> Quick Access Toolbar Previous Item
Previous Item Item	> Quick Access Toolbar Previous Item
Previous Item Undread Item	> Office Button Editor Options Customize All Commands Unread Item
Previous Item Incomplete Task	> Office Button Editor Options Customize All Commands Incomplete Task
Previous Item First Item in Folder	> Office Button Editor Options Customize All Commands First Item in Folder
Recurrence	> Task Options Recurrence
Save and Close	> Task Actions Save & Close