


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 PowerPoint 2003.
3. To search for a specific command in this workbook, do one of the following:
 - In Excel 2003, on the **Edit** menu, click **Find**.
 - In 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. Commands that are preceded by an asterisk (*) are available only when the language that uses the command has been enabled for editing text.

PowerPoint: File

PowerPoint 2003 Location	PowerPoint 2007 Location
New	> Office Button New
Open	> Office Button Open
Close	> Office Button Close
Save	> Quick Access Toolbar Save
Save	> Office Button Save
Save As	> Office Button Save As
Save As	> Office Button Save As Other Formats
Save as Web Page	> Via the Save As dialog, use the Save As Type dropdown to select Web Page.
Search	> Use the search function to find files
Permission Unrestricted Access	> Office Button Prepare Restrict Permission Unrestricted Access
Permission Unrestricted Access	> Review Protect Protect Presentation Unrestricted Access
Permission Do Not Distribute	> Office Button Prepare Restrict Permission Restricted Access
File Permission Do Not Distribute	> Review Protect Protect Presentation Restricted Access
Permission Do Not Reply All	> Office Button Prepare Restrict Permission
Permission Do Not Reply All	> Review Protect Protect Presentation
Permission Restrict Permission As	> Office Button Prepare Restrict Permission Manage Credentials
Permission Restrict Permission As	> Review Protect Protect Presentation Manage Credentials
Check Out	> Office Button Server Check Out
Check In	> Office Button Server Check In
Version History	> Office Button Server View Version History
Package for CD	> Office Button Publish Package for CD
Web Page Preview	> Office Button PowerPoint Options Customize All Commands Web Page Preview
Page Setup	> Design Page Setup Page Setup
Print Preview	> Office Button Print Print Preview
Print	> Office Button Print
Print	> Print Preview Print Print
Send To Reply with Changes	> Removed from product
Send To Mail Recipient (for Review)	> Add comments to your presentation, and then send it by using Office Button Send E-mail.
Send To Mail Recipient (as Attachment)	> Office Button Send E-mail
Send To Exchange Folder	> Office Button PowerPoint Options Customize All Commands Exchange
Send To Online Meeting Participant	> Removed from product
Send To Recipient using Internet Fax Se	> Office Button Send Internet Fax
Send To Microsoft Office Word	> Office Button Publish Create Handouts in Microsoft Office Word
Properties	> Office Button Prepare Properties
Most Recently Used Files	> Office Button Most Recently Used Files
End Show	> Slide Show Context Menu End Show
End Show	> Esc
Exit	> Office Button Exit
Sign Out	> Removed from product

PowerPoint: Edit

PowerPoint 2003 Location	PowerPoint 2007 Location
Undo	> Quick Access Toolbar Undo
Redo	> Quick Access Toolbar Redo
Cut	> Home Clipboard Cut
Copy	> Home Clipboard Copy
Office Clipboard	> Home Clipboard Dialog Launcher
Paste	> Home Clipboard Paste
Paste Special	> Home Clipboard Paste Paste Special
Paste as Hyperlink	> Home Clipboard Paste Paste as Hyperlink
Clear	> Press the DELETE key.
Clear	> Office Button PowerPoint Options Customize All Commands Clear
Select All	> Home Editing Select Select All
Duplicate	> Home Clipboard Paste Duplicate
Delete Slide	> Home Slides Delete
Preserve Master	> Slide Master Edit Master Preserve
Rename Master	> Slide Master Edit Master Rename
Find	> Home Editing Find
Replace	> Home Editing Replace
Replace	> Home Editing Replace Replace
Go to Property	> Office Button PowerPoint Options Customize All Commands Go To
Links	> Office Button Prepare Edit Links to Files
Object	> Double-click an object to edit it.
Object Convert	> Office Button PowerPoint Options Customize All Commands Convert
Copy Slide	> Slide Show Context Menu Copy Slide
Edit Slide	> Slide Show Context Menu Edit Slides

PowerPoint: View

PowerPoint 2003 Location	PowerPoint 2007 Location
Normal	> View Presentation Views Normal
Slide Sorter	> View Presentation Views Slide Sorter
Slide Show	> View Presentation Views Slide Show
Notes Page	> View Presentation Views Notes Page
Master Slide Master	> View Presentation Views Slide Master
Master Handout Master	> View Presentation Views Handout Master
Master Notes Master	> View Presentation Views Notes Master
Color/Grayscale	> View Color/Grayscale
Task Pane	> Dialog launchers in some groups will launch a Task Pane instead of a dialog. E.g. Home Clipboard Dialog Launcher
Toolbars Standard	> These commands are available in the Home Tab and/or the Office Button Menu.
Toolbars Formatting	> These commands are available in the Home Tab.
Toolbars Control Toolbox	> These commands are available in the Developer Tab. To turn on the Developer Tab go to Office Button PowerPoint Options Popular and check the Show Developer tab in the ribbon option.
Toolbars Drawing	> These commands are available in the Drawing Tools Contextual Tab once a shape is inserted or selected.
Toolbars Outlining	> These commands are available by right clicking on the Outline pane or via the Office Button PowerPoint Options Customize All Commands dialog.
Toolbars Picture	> These commands are available in the Picture Tools Contextual Tab once a picture is inserted or selected.
Toolbars Reviewing	> These commands are available in the Review Tab.
Toolbars Revisions	> The Review tab contains commands (in the Comments group) that allow you to add, edit, or delete a comment, as well as show the markup and move between each comment.
Toolbars Tables and Borders	> These commands are available in the Table Tools Contextual Tab once a table is inserted or selected.
Toolbars Task Pane	> Dialog launchers in some groups will launch a Task Pane instead of a dialog. E.g. Home Clipboard Dialog Launcher
Toolbars Visual Basic	> These commands are available in the Developer Tab. To turn on the Developer Tab go to Office Button PowerPoint Options Popular and check the Show Developer tab in the ribbon option.
Toolbars Web	> These commands are available via Office Button PowerPoint Options Customize All Commands dialog.
Toolbars WordArt	> When WordArt is selected or inserted, WordArt commands are found in the Drawing Tools contextual tab, or you can edit WordArt text as if it were regular text.
Toolbars Customize	> You can find customization options at Office Button PowerPoint Options Customize dialog.
Ruler	> View Show/Hide Ruler
Grid and Guides	> Home Drawing Arrange Align Grid Settings
Grid and Guides	> Table Tools Layout Arrange Align Grid Settings
Grid and Guides	> CD Audio Tools Options Arrange Align Grid Settings
Grid and Guides	> Movie Tools Options Arrange Align Grid Settings
Grid and Guides	> Sound Tools Options Arrange Align Grid Settings
Grid and Guides	> Chart Tools Format Arrange Align Grid Settings

Grid and Guides	> SmartArt Tools Format Arrange Align Grid Settings
Grid and Guides	> Picture Tools Format Arrange Align Grid Settings
Grid and Guides	> Drawing Tools Format Arrange Align Grid Settings
View Direction Left-to-Right	> View Show/Hide View Direction Left-to-Right
View Direction Right-to-Left	> View Show/Hide View Direction Right-to-Left
Header and Footer	> Insert Text Header & Footer
Markup	> Review Comments Show Markup
Zoom	> Print Preview Zoom Zoom
Zoom	> View Zoom Zoom
Zoom	> Status Bar Zoom Slider

PowerPoint: Insert

PowerPoint 2003 Location	PowerPoint 2007 Location
New Slide	> Home Slides New Slide
New Slide Master	> In Slide Master view, select Slide Master Insert Slide Master
New Title Master	> Slide Master Edit Master Insert Layout
Duplicate Slide	> Home Slides New Slide Duplicate Selected Slides
Slide Number	> Insert Text Slide Number
Date and Time	> Insert Text Date & Time
Symbol	> Insert Text Symbol
Comment	> Review Comments New Comment
Ink Annotations	> Review Ink Start Inking
Slides from Files	> Home Slides New Slide Reuse Slides
Slides from Outline	> Home Slides New Slide Slides from Outline
Picture Clip Art	> Insert Illustrations Clip Art
Picture From File	> Insert Illustrations Picture
Picture From Scanner or Camera	> Removed from product
Picture New Photo Album	> Insert Illustrations Photo Album
Picture Ink Drawing and Writing	> Review Ink Start Inking
Picture AutoShapes	> Insert Illustrations Shapes
Picture AutoShapes	> Home Drawing Shapes
Picture AutoShapes	> Drawing Tools Format Insert Shapes
Picture Autosshapes	> Chart Tools Layout Insert Shapes
Picture WordArt	> Insert Text WordArt
Picture Organization Chart	> Insert Illustrations SmartArt
Diagram	> Insert Illustrations SmartArt
Text Box	> Insert Text Text Box
Text Box	> Chart Tools Layout Insert Text Box
Text Box	> Drawing Tools Format Insert Shapes Text Box
Movies and Sounds Movie from Clip Organizer	> Insert Media Clips Movie Movie from Organizer
Movies and Sounds Movie from File	> Insert Media Clips Movie from File
Movies and Sounds Sound from Clip Organizer	> Insert Media Clips Sound Sound from Clip Organizer
Movies and Sounds Sound from File	> Insert Media Clips Sound from File
Movies and Sounds Play CD Audio Track	> Insert Media Clips Sound Play CD Audio Track
Movies and Sounds Record Sound	> Insert Media Clips Sound Record Sound
Chart	> Insert Illustrations Chart
Table	> Insert Tables Table
Object	> Insert Text Object
Hyperlink	> Insert Links Hyperlink

PowerPoint: Format

PowerPoint 2003 Location	PowerPoint 2007 Location
Font	> Home Font Dialog Launcher
Bullets and Numbering	> Home Paragraph Bullets Bullets and Numbering
Bullets and Numbering	> Home Paragraph Numbering Bullets and Numbering
Alignment Align Left	> Home Paragraph Align Left
Alignment Center	> Home Paragraph Center
Alignment Align Right	> Home Paragraph Align Right
*Alignment Justify	> Home Paragraph Justify
*Alignment Justify Low	> Home Paragraph Justify Low
*Alignment Distributed	> Home Paragraph Distributed
*Alignment Thai Distributed	> Home Paragraph Thai Distributed
*Font Alignment Hanging	> Home Paragraph Dialog Launcher
*Font Alignment Centered	> Home Paragraph Dialog Launcher
*Font Alignment Roman	> Home Paragraph Dialog Launcher
*Font Alignment Upholding Fixed	> Home Paragraph Dialog Launcher
Line Spacing	> Home Paragraph Line Spacing
Change Case	> Home Font Change Case
Replace Fonts	> Home Editing Replace Replace Fonts
Slide Design	> Design Themes
Slide Layout	> Home Slides Layout
Background	> Design Background Background Styles Format Background
Background	> Handout Master Background Background Styles Format Background
Background	> Notes Master Background Background Styles Format Background
Background	> Slide Master Background Background Styles Format Background
Photo Album	> Insert Illustrations Photo Album Edit Photo Album
Object	> Double-click an Object to see its associated Formatting Tools



PowerPoint: Tools

PowerPoint 2003 Location	PowerPoint 2007 Location
Spelling and Grammar	> Review Proofing Spelling
Research	> Review Proofing Research
Thesaurus	> Review Proofing Thesaurus
Language	> Review Proofing Set Language
Lookup Reference	> Select and right-click the text, and then select Look Up from the shortcut menu.
Shared Workspace	> File Publish Create Document Workspace
Speech	> Removed from product
Online Collaboration Meet Now	> Removed from product
Online Collaboration Schedule Meeting	> Removed from product
Online Collaboration Web Discussions	> Removed from product
Online Collaboration End Discussion	> Removed from product
Macro Macros	> Developer Code Macros
Macro Macros	> View Macros Macros
Macro Record New Macro	> Removed from product
Macro Security	> Developer Code Macro Security
Macro Visual Basic Editor	> Developer Code Visual Basic
Macro Microsoft Script Editor	> Removed from product
Add-Ins	> Office Button PowerPoint Options Add-Ins
AutoCorrect Options	> Office Button PowerPoint Options Proofing AutoCorrect Options
Customize	> You can find these options at Office Button PowerPoint Options Customize
Show Signatures	> Office Button Prepare Add a Digital Signature
Options	> You can find these options at Office Button PowerPoint Options



PowerPoint: Slide Show

PowerPoint 2003 Location	PowerPoint 2007 Location
View Show	> View Presentation Views Slide Show
Set Up Show	> Slide Show Set Up Set Up Slide Show
Rehearse Timings	> Slide Show Set Up Rehearse Timings
Record Narration	> Slide Show Set Up Record Narration
Online Broadcast	> Removed from product
Action Buttons	> Insert Shapes
Action Settings	> Insert Links Action
Animation Schemes	> Animations Animations Animate
Custom Animation	> Animations Animations Custom Animation
Slide Transition	> Animations Transition To This Slide
Hide Slide	> Slide Show Set Up Hide Slide
Custom Shows	> Slide Show Start Slide Show Custom Slide Show

PowerPoint: Window	
PowerPoint 2003 Location	PowerPoint 2007 Location
New Window	> View Window New Window
Arrange All	> View Window Arrange All
Cascade	> View Window Cascade
Next Pane	> Office Button PowerPoint Options Customize All Commands Next Pane
Window Names	> View Window Switch Windows Window Names
More Windows	> View Window Switch Windows More Windows



PowerPoint: Help

PowerPoint 2003 Location	PowerPoint 2007 Location
Microsoft Office PowerPoint Help	> Upper Ribbon Help
Show the Office Assistant	> Removed from product
Microsoft Office Online	> Office Button PowerPoint Options Resources Office Online
Contact Us	> Office Button PowerPoint Options Resources Contact Us
Check for Updates	> Office Button PowerPoint Options Resources Check for Updates
Detect and Repair	> Office Button PowerPoint Options Resources Diagnose
Activate Product	> Office Button PowerPoint Options Resources Activate
Customer Feedback Options	> Office Button PowerPoint Options Trust Center Trust Center Settings Privacy Options Sign up for the Customer Experience Improvement Program
About Microsoft Office PowerPoint	> Office Button PowerPoint Options Resources About

PowerPoint: Standard

PowerPoint 2003 Location	PowerPoint 2007 Location
Spelling	> Review Proofing Spelling
Research	> Review Proofing Research
Cut	> Home Clipboard Cut
Copy	> Home Clipboard Copy
Paste	> Home Clipboard Paste
Format Painter	> Home Clipboard Format Painter
Undo	> Quick Access Toolbar Undo
Redo	> Quick Access Toolbar Redo
Ink Annotations	> Review Ink Start Inking
Chart	> Insert Illustrations Chart
Insert Table	> Insert Tables Table Insert Table
Tables and Borders Toolbar	> You can find these commands under the Table Tools contextual tab that appears when you insert or select a table.
Hyperlink	> Insert Links Hyperlink
Expand All	> Office Button PowerPoint Options Customize All Commands Expand All
Show Formatting	> Office Button PowerPoint Options Customize All Commands Show Text Formatting
Show/Hide Grid	> View Show/Hide Gridlines
Show/Hide Grid	> Drawing Tools Format Arrange Align View Gridlines
Show/Hide Grid	> Table Tools Layout Arrange Align View Gridlines
Show/Hide Grid	> CD Audio Tools Options Arrange Align View Gridlines
Show/Hide Grid	> Movie Tools Options Arrange Align View Gridlines
Show/Hide Grid	> Sound Tools Options Arrange Align View Gridlines
Show/Hide Grid	> Chart Tools Format Arrange Align View Gridlines
Show/Hide Grid	> SmartArt Tools Format Arrange Align View Gridlines
Show/Hide Grid	> Picture Tools Format Arrange Align View Gridlines
Show/Hide Grid	> Home Drawing Arrange Align View Gridlines
Color/Grayscale	> View Color/Grayscale
Zoom	> Status Bar Zoom Slider
Zoom	> View Zoom Zoom
Microsoft Office PowerPoint Help	> Upper Ribbon Help
Font Color	> Home Font Font Color
Font Color	> Select the text to make Mini Bar appear, and then use the Font Color Picker found in Mini Bar.
Web Page Preview	> Office Button PowerPoint Options Customize All Commands Web Page Preview
Close	> Office Button Close
Find	> Home Editing Find

PowerPoint: Formatting

PowerPoint 2003 Location	PowerPoint 2007 Location
Font	> Home Font Font
Font Size	> Home Font Font Size
Bold	> Home Font Bold
Italic	> Home Font Italic
Underline	> Home Font Underline
Shadow	> Home Font Shadow
Change Text Direction	> Home Paragraph Text Direction
Numbering	> Home Paragraph Numbering
Bullets	> Home Paragraph Bullets
Left-to-Right	> Home Paragraph Left-to-Right
Right-to-Left	> Home Paragraph Right-to-Left
Increase Font Size	> Home Font Increase Font Size
Decrease Font Size	> Home Font Decrease Font Size
Decrease Indent	> Home Paragraph Decrease Indent
Increase Indent	> Home Paragraph Increase Indent
Font Color	> Home Font Color
Design	> Design Themes
New Slide	> Home Slides New Slide
Insert Slide Master	> Slide Master Edit Master Insert Slide Master
Increase Paragraph Spacing	> Home Paragraph Dialog Launcher
Decrease Paragraph Spacing	> Home Paragraph Dialog Launcher
Move Up	> Office Button PowerPoint Options Customize All Commands Move Up
Move Down	> Office Button PowerPoint Options Customize All Commands Move Down
Layout	> Home Slides Layout
Layout	> Slide Master Master Layout Master Layout (only available when a master is selected)
Background	> Design Background Background Styles Format Background
Background	> Handout Master Background Background Styles Format Background
Background	> Notes Master Background Background Styles Format Background
Background	> Slide Master Background Background Styles Format Background

PowerPoint: Picture

PowerPoint 2003 Location	PowerPoint 2007 Location
Picture	> Insert Illustrations Picture
Color	> Picture Tools Format Adjust Recolor
More Contrast	> Picture Tools Format Adjust Contrast
Less Contrast	> Picture Tools Format Adjust Contrast
More Brightness	> Picture Tools Format Adjust Brightness
Less Brightness	> Picture Tools Format Adjust Brightness
Crop	> Picture Tools Format Size Crop
Rotate Left 90°	> Picture Tools Format Arrange Rotate Rotate Left 90°
Line Style	> Picture Tools Format Picture Styles Picture Border Weight
Compress Pictures	> Picture Tools Format Adjust Compress Pictures
Recolor Picture	> Picture Tools Format Adjust Recolor
Format Object	> Picture Tools Format
Format Object	> Picture Tools Format Picture Styles Dialog Launcher
Set Transparent Color	> Picture Tools Format Adjust Recolor Set Transparent Color
Reset Picture	> Picture Tools Format Adjust Reset Picture



PowerPoint: Reviewing

PowerPoint 2003 Location	PowerPoint 2007 Location
Markup	> Review Comments Show Markup
Previous Item	> Review Comments Previous
Next Item	> Review Comments Next
Ink Annotations	> Review Ink Start Inking
Comment	> Review Comments New Comment
Edit Comment	> Review Comments Edit Comment
Delete Comment	> Review Comments Delete
Delete Comment	> Review Comments Delete Delete

PowerPoint: Web

PowerPoint 2003 Location	PowerPoint 2007 Location
Back	> Office Button PowerPoint Options Customize All Commands Back
Forward	> Office Button PowerPoint Options Customize All Commands Forward
Stop	> Removed from product
Refresh	> Removed from product
Start Page	> Removed from product
Search the Web	> Removed from product
Favorites	> Removed from product
Favorites Add to Favorites	> Removed from product
Favorites Open Favorites	> Removed from product
Go Back	> Office Button PowerPoint Options Customize All Commands Back
Go Forward	> Office Button PowerPoint Options Customize All Commands Forward
Go Start Page	> Removed from product
Go Search the Web	> Removed from product
Go Set Start Page	> Removed from product
Go Set Search Page	> Removed from product
Show Only Web Toolbar	> Removed from product
Address	> Office Button PowerPoint Options Customize All Commands Document Location
Address	> Office Button Prepare Properties Location

PowerPoint: Organization Chart

PowerPoint 2003 Location	PowerPoint 2007 Location
Insert Shape	> SmartArt Tools Design Create Graphic Layout Add Shape
Layout Standard	> SmartArt Tools Design Create Graphic Layout Standard
Layout Both Hanging	> SmartArt Tools Design Create Graphic Layout Both
Layout Left Hanging	> SmartArt Tools Design Create Graphic Layout Left Hanging
Layout Right Hanging	> SmartArt Tools Design Create Graphic Layout Right Hanging
Layout AutoLayout	> SmartArt Tools Design Layouts
Select Level	Click a shape to select it. To select multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
Select Branch	Click a shape to select it. To select multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
Select All Assistants	Click a shape to select it. To select multiple shapes, select the first shape, and then press and hold CTRL while you select the other shapes.
Select All Connecting Lines	> Click a line to select it. To select multiple lines, select the first line, and then press and hold CTRL while you select the other lines.
Fit Text	> This happens automatically with SmartArt graphics.
Autoformat	> SmartArt Tools Design SmartArt Styles
Zoom	> Status Bar Zoom Slider



PowerPoint: Slide Master View

PowerPoint 2003 Location	PowerPoint 2007 Location
New Slide	> Slide Master Edit Master New Slide Master
Delete Slide	> Slide Master Edit Master Delete
Preserve Master	> Slide Master Edit Master Preserve
Rename Master	> Slide Master Edit Master Rename
Slide Layout	> Slide Master Master Layout Master Layout
Close Master View	> Handout Master Close Close

PowerPoint: Diagram

PowerPoint 2003 Location	PowerPoint 2007 Location
Insert Shape	> Smart Art Tools Design Create Graphic Add Shape
Move Shape Backward	> Removed from the product
Move Shape Forward	> Removed from the product
Reverse Diagram	> SmartArt Tools Design Create Graphic Right to Left
Layout Fit Diagram to Contents	> This happens automatically with SmartArt graphics.
Layout Expand Diagram	> SmartArt Tools Format Size
Layout Resize Diagram	> Select a diagram, and then drag any corner of the diagram's border until you achieve the size that you want.
Layout AutoLayout	> SmartArt Tools Design Layouts
AutoFormat	> SmartArt Tools Design Styles
Change to Cycle	> SmartArt Tools Design Layouts More Layouts
Change to Radial	> SmartArt Tools Design Layouts More Layouts
Change to Pyramid	> SmartArt Tools Design Layouts More Layouts
Change to Venn	> SmartArt Tools Design Layouts More Layouts
Change to Target	> SmartArt Tools Design Layouts More Layouts

PowerPoint: Drawing	
PowerPoint 2003 Location	PowerPoint 2007 Location
Draw Group	> Home Drawing Arrange Group
Draw Group	> Drawing Tools Format Arrange Group Group
Draw Group	> Table Tools Layout Arrange Group Group
Draw Group	> CD Audio Tools Options Arrange Group Group
Draw Group	> Movie Tools Options Arrange Group Group
Draw Group	> Sound Tools Options Arrange Group Group
Draw Group	> Chart Tools Format Arrange Group Group
Draw Group	> SmartArt Tools Format Arrange Group Group
Draw Group	> Picture Tools Format Arrange Group Group
Draw Ungroup	> Home Drawing Arrange Ungroup
Draw Ungroup	> Drawing Tools Format Arrange Group Ungroup
Draw Ungroup	> Table Tools Layout Arrange Group Ungroup
Draw Ungroup	> CD Audio Tools Options Arrange Group Ungroup
Draw Ungroup	> Movie Tools Options Arrange Group Ungroup
Draw Ungroup	> Sound Tools Options Arrange Group Ungroup
Draw Ungroup	> Chart Tools Format Arrange Group Ungroup
Draw Ungroup	> SmartArt Tools Format Arrange Group Ungroup
Draw Ungroup	> Picture Tools Format Arrange Group Ungroup
Draw Regroup	> Home Drawing Arrange Regroup
Draw Regroup	> Drawing Tools Format Arrange Group Regroup
Draw Regroup	> Table Tools Layout Arrange Group Regroup
Draw Regroup	> CD Audio Tools Options Arrange Group Regroup
Draw Regroup	> Movie Tools Options Arrange Group Regroup
Draw Regroup	> Sound Tools Options Arrange Group Regroup
Draw Regroup	> Chart Tools Format Arrange Group Regroup
Draw Regroup	> SmartArt Tools Format Arrange Group Regroup
Draw Regroup	> Picture Tools Format Arrange Group Regroup
Draw Order Bring to Front	> Home Drawing Arrange Bring to Front
Draw Order Bring to Front	> Table Tools Layout Arrange Bring to Front
Draw Order Bring to Front	> CD Audio Tools Options Arrange Bring to Front
Draw Order Bring to Front	> Movie Tools Options Arrange Bring to Front
Draw Order Bring to Front	> Sound Tools Options Arrange Bring to Front
Draw Order Bring to Front	> Chart Tools Format Arrange Bring to Front
Draw Order Bring to Front	> SmartArt Tools Format Arrange Bring to Front
Draw Order Bring to Front	> Picture Tools Format Arrange Bring to Front
Draw Order Bring to Front	> Drawing Tools Format Arrange Bring to Front
Draw Order Send to Back	> Home Drawing Arrange Send to Back
Draw Order Send to Back	> Table Tools Layout Arrange Send to Back
Draw Order Send to Back	> CD Audio Tools Options Arrange Send to Back
Draw Order Send to Back	> Movie Tools Options Arrange Send to Back
Draw Order Send to Back	> Sound Tools Options Arrange Send to Back

Draw Order Send to Back	> Chart Tools Format Arrange Send to Back
Draw Order Send to Back	> SmartArt Tools Format Arrange Send to Back
Draw Order Send to Back	> Picture Tools Format Arrange Send to Back
Draw Order Send to Back	> Drawing Tools Format Arrange Send to Back
Draw Order Bring Forward	> Home Drawing Arrange Bring Forward
Draw Order Bring Forward	> Drawing Tools Format Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Table Tools Layout Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> CD Audio Tools Options Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Movie Tools Options Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Sound Tools Options Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Chart Tools Format Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> SmartArt Tools Format Arrange Bring to Front Bring Forward
Draw Order Bring Forward	> Picture Tools Format Arrange Bring to Front Bring Forward
Draw Order Send Backward	> Home Drawing Arrange Send Backward
Draw Order Send Backward	> Drawing Tools Format Arrange Send to Back Send Backward
Draw Order Send Backward	> Table Tools Layout Arrange Send to Back Send Backward
Draw Order Send Backward	> CD Audio Tools Options Arrange Send to Back Send Backward
Draw Order Send Backward	> Movie Tools Options Arrange Send to Back Send Backward
Draw Order Send Backward	> Sound Tools Options Arrange Send to Back Send Backward
Draw Order Send Backward	> Chart Tools Format Arrange Send to Back Send Backward
Draw Order Send Backward	> SmartArt Tools Format Arrange Send to Back Send Backward
Draw Order Send Backward	> Picture Tools Format Arrange Send to Back Send Backward
Draw Grid and Guides	> Home Drawing Arrange Align Grid Settings
Draw Grid and Guides	> Table Tools Layout Arrange Align Grid Settings
Draw Grid and Guides	> CD Audio Tools Options Arrange Align Grid Settings
Draw Grid and Guides	> Movie Tools Options Arrange Align Grid Settings
Draw Grid and Guides	> Sound Tools Options Arrange Align Grid Settings
Draw Grid and Guides	> Chart Tools Format Arrange Align Grid Settings
Draw Grid and Guides	> SmartArt Tools Format Arrange Align Grid Settings
Draw Grid and Guides	> Picture Tools Format Arrange Align Grid Settings
Draw Grid and Guides	> Drawing Tools Format Arrange Align Grid Settings
Draw Nudge Up	> Office Button PowerPoint Options Customize All Commands Nudge Up
Draw Nudge Down	> Office Button PowerPoint Options Customize All Commands Nudge Down
Draw Nudge Left	> Office Button PowerPoint Options Customize All Commands Nudge Left
Draw Nudge Right	> Office Button PowerPoint Options Customize All Commands Nudge Right
Draw Align or Distribute Align	> Drawing Tools Format Arrange Align
Draw Align or Distribute Align	> Table Tools Layout Arrange Align
Draw Align or Distribute Align	> CD Audio Tools Options Arrange Align
Draw Align or Distribute Align	> Movie Tools Options Arrange Align

Draw Align or Distribute Align Middle	> Movie Tools Options Arrange Align Align Middle
Draw Align or Distribute Align Middle	> Sound Tools Options Arrange Align Align Middle
Draw Align or Distribute Align Middle	> Chart Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	> SmartArt Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	> Picture Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Bottom	> Drawing Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Table Tools Layout Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> CD Audio Tools Options Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Movie Tools Options Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Sound Tools Options Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Chart Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> SmartArt Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	> Picture Tools Format Arrange Align Align Bottom
Draw Align or Distribute Distribute Horizontally	> Drawing Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Table Tools Layout Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> CD Audio Tools Options Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Movie Tools Options Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Sound Tools Options Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Chart Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> SmartArt Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	> Picture Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Vertically	> Drawing Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> Table Tools Layout Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> CD Audio Tools Options Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> Movie Tools Options Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> Sound Tools Options Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> Chart Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> SmartArt Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	> Picture Tools Format Arrange Align Distribute Vertically

Draw Align or Distribute Relative to Slide	> Drawing Tools Format Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> Table Tools Layout Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> CD Audio Tools Options Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> Movie Tools Options Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> Sound Tools Options Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> Chart Tools Format Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> SmartArt Tools Format Arrange Align Align to Slide
Draw Align or Distribute Relative to Slide	> Picture Tools Format Arrange Align Align to Slide
Draw Align or Distribute Relative to Organization Chart	> Removed from the product
Draw Align or Distribute Relative to Diagram	> Removed from the product
Draw Rotate or Flip Free Rotate	> Click an object, select the green anchor, and then drag to rotate freely.
Draw Rotate or Flip Rotate Left 90°	> Home Drawing Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> Table Tools Layout Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> CD Audio Tools Options Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> Movie Tools Options Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> Sound Tools Options Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> Chart Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> SmartArt Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> Picture Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	> Drawing Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Right 90°	> Home Drawing Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> Table Tools Layout Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> CD Audio Tools Options Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> Movie Tools Options Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> Sound Tools Options Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> Chart Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> SmartArt Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> Picture Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	> Drawing Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Flip Horizontal	> Home Drawing Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Table Tools Layout Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> CD Audio Tools Options Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Movie Tools Options Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Sound Tools Options Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Chart Tools Format Arrange Rotate Flip Horizontal

Draw Rotate or Flip Flip Horizontal	> SmartArt Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Picture Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	> Drawing Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Vertical	> Home Drawing Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Table Tools Layout Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> CD Audio Tools Options Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Movie Tools Options Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Sound Tools Options Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Chart Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> SmartArt Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Picture Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	> Drawing Tools Format Arrange Rotate Flip Vertical
Draw Reroute Connectors	> Drawing Tools Format Insert Shapes Edit Shape Reroute
Draw Edit Points	> Drawing Tools Format Insert Shapes Edit Shape Edit Points
Draw Change AutoShape	> Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Set AutoShape Defaults	> Office Button PowerPoint Options Customize All Commands Set AutoShape Defaults
Select Objects	> Home Editing Select Select Objects
Select Objects	> Ink Tools Pens Select Select Objects
AutoShapes	> Home Drawing Shapes
AutoShapes	> Drawing Tools Format Insert Shapes
AutoShapes	> Insert Illustrations Shapes
AutoShapes More AutoShapes	> Insert Illustrations ClipArt
Line	> Home Drawing Shapes
Line	> Insert Illustrations Shapes
Line	> Drawing Tools Format Insert Shapes
Arrow	> Home Drawing Shapes
Arrow	> Insert Illustrations Shapes
Arrow	> Drawing Tools Format Insert Shapes
Rectangle	> Home Drawing Shapes
Rectangle	> Insert Illustrations Shapes
Rectangle	> Drawing Tools Format Insert Shapes
Oval	> Home Drawing Shapes
Oval	> Insert Illustrations Shapes
Oval	> Drawing Tools Format Insert Shapes
Text Box	> Insert Text Text Box
Text Box	> Chart Tools Layout Insert Text Box
Text Box	> Drawing Tools Format Insert Shapes Text Box
Vertical Text Box	> Insert Text Text Box Vertical Text Box
Vertical Text Box	> Chart Tools Layout Insert Text Box Vertical Text Box
Vertical Text Box	> Drawing Tools Format Insert Shapes Text Box Vertical Text Box
WordArt	> Insert Text WordArt
Diagram	> Insert Illustrations SmartArt
Clip Art	> Insert Illustrations Clip Art
Picture	> Insert Illustrations Picture
Ink Drawing and Writing	> Review Ink Start Inking

Fill Color	> Home Drawing Shape Fill
Fill Color	> Drawing Tools Format Shape Styles Shape Fill
Fill Color	> SmartArt Tools Format Shape Styles Shape Fill
Fill Color	> Table Tools Design Table Styles Shading
Fill Color	> Chart Tools Format Shape Styles Shape Fill
Line Color	> Home Drawing Shape Outline Weight
Line Color	> Picture Tools Format Picture Styles Picture Border
Line Color	> Drawing Tools Format Shape Styles Shape Outline
Line Color	> Chart Tools Format Shape Styles Shape Outline
Line Color	> SmartArt Tools Format Shape Styles Shape Outline
Font Color	> Home Font Font Color
Font Color	> Drawing Tools Format WordArt Styles Font Color
Font Color	> SmartArt Tools Format WordArt Styles Text Fill
Line Style	Picture Tools Format Picture Styles Picture Border Weight
Line Style	> Drawing Tools Format Shape Styles Shape Outline Weight
Line Style	> Chart Tools Format Shape Styles Shape Outline Weight
Line Style	> SmartArt Tools Format Shape styles Shape Outline Weight
Dash Style	> Home Drawing Shape Outline Dashes
Dash Style	> Picture Tools Format Picture Styles Picture Border Dashes
Dash Style	> Drawing Tools Format Shape Styles Shape Outline Dashes
Dash Style	> Chart Tools Format Shape Styles Shape Outline Dashes
Dash Style	> SmartArt Tools Format Shape styles Shape Outline Dashes
Arrow Style	> Home Drawing Shape Outline Arrows
Arrow Style	> Picture Tools Format Picture Effects Picture Border Arrow
Arrow Style	> Drawing Tools Format Shape Styles Shape Outline Arrows
Arrow Style	> Chart Tools Format Shape Styles Shape Outline Arrows
Arrow Style	> SmartArt Tools Format Shape styles Shape Outline Arrows
Shadow Style	> Home Drawing Shape Effects Shadow
Shadow Style	> Picture Tools Format Picture Styles Picture Effects Shadow
Shadow Style	> Drawing Tools Format Shape Styles Shape Effects Shadow
Shadow Style	> Chart Tools Format Shape Styles Shape Effects Shadow
Shadow Style	> SmartArt Tools Format Shape Styles Shape Effects Shadow
Shadow Style	> Table Tools Design Table Styles Effects Shadow
Shadow Style	> Drawing Tools Format WordArt Styles Text Effects Shadow
3-D Style	> Home Drawing Shape Effects 3-D Rotation
3-D Style	> Picture Tools Format Picture Styles Picture Effects 3-D Rotation
3-D Style	> Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
3-D Style	> SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
3-D Style	> Drawing Tools Format WordArt Styles Text Effects 3-D Rotation
Select Multiple Objects	> Office Button PowerPoint Options Customize All Commands Select Multiple Objects

PowerPoint: Tables and Borders

PowerPoint 2003 Location	PowerPoint 2007 Location
Draw Table	> Table Tools Design Draw Borders Draw Table
Draw Table	> Insert Tables Table Draw Table
Eraser	> Table Tools Design Draw Borders Eraser
Border Style	> Table Tools Design Draw Borders Pen Style
Border Width	> Table Tools Design Draw Borders Pen Weight
Border Color	> Table Tools Design Draw Borders Pen Color
Borders	> Table Tools Design Draw Borders
Fill Color	> Table Tools Design Table Styles Shading
Table Insert Table	> Insert Tables Table Insert Table
Table Insert Columns to the Left	> Table Tools Layout Rows & Columns Insert Left
Table Insert Columns to the Right	> Table Tools Layout Rows & Columns Insert Right
Table Insert Rows Above	> Table Tools Layout Rows & Columns Insert Above
Table Insert Rows Below	> Table Tools Layout Rows & Columns Insert Below
Table Delete Columns	> Table Tools Layout Rows & Columns Delete Delete Columns
Table Delete Rows	> Table Tools Layout Rows & Columns Delete Delete Rows
Table Merge Cells	> Table Tools Layout Merge Merge Cells
Table Split Cell	> Table Tools Layout Merge Split Cells
Table Borders and Fill	> Table Tools Design Table Styles
Table Borders and Fill	> Office Button PowerPoint Options Customize All Commands Borders and Shading
Table Select Table	> Table Tools Layout Table Select Select Table
Table Select Column	> Table Tools Layout Table Select Select Column
Table Select Row	> Table Tools Layout Table Select Select Row
Table Table Direction Set Left-to-Right Table	> Table Tools Layout Alignment Set Left-to-Right Table
Table Table Direction Set Right-to-Left Table	> Table Tools Layout Alignment Set Right-to-Left Table
Merge Cells	> Table Tools Layout Merge Merge Cells
Split Cell	> Table Tools Layout Merge Split Cells
Align Top	> Table Tools Layout Alignment Align Top
Center Vertically	> Table Tools Layout Alignment Center Vertically
Align Bottom	> Table Tools Layout Alignment Align Bottom
Distribute Rows Evenly	> Table Tools Layout Cell Size Distribute Rows
Distribute Columns Evenly	> Table Tools Layout Cell Size Distribute Columns
Change Text Direction	> Table Tools Layout Alignment Text Direction
Set Left-to-Right Table	> Table Tools Layout Alignment Set Left-to-Right Table
Set Right-to-Left Table	> Table Tools Layout Alignment Set Right-to-Left Table

PowerPoint: 3-D Settings

PowerPoint 2003 Location	PowerPoint 2007 Location
3-D On/Off	> Home Drawing Shape Effects 3-D Rotation
3-D On/Off	> Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
3-D On/Off	> Drawing Tools Format WordArt Styles Text Effects 3-D Rotation
3-D On/Off	> SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
3-D On/Off	> SmartArt Tools Format WordArt Styles Text Effects 3-D Rotation
3-D On/Off	> Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Tilt Down/Up/Left/Right	> Home Drawing Dialog Launcher 3-D Rotation Rotation
Tilt Down/Up/Left/Right	> Drawing Tools Format Shape Styles Dialog Launcher 3-D Rotation Rotation
Tilt Down/Up/Left/Right	> Drawing Tools Format WordArt Styles Dialog Launcher 3-D Rotation Rotation
Tilt Down/Up/Left/Right	> SmartArt Tools Format Shape Styles Dialog Launcher 3-D Rotation Rotation
Tilt Down/Up/Left/Right	> SmartArt Tools Format WordArt Styles Dialog Launcher 3-D Rotation Rotation
Tilt Down/Up/Left/Right	> Picture Tools Format Picture Styles Dialog Launcher 3-D Rotation Rotation
Depth	> Home Drawing Dialog Launcher 3-D Format Depth Depth
Depth	> Drawing Tools Format Shape Styles Dialog Launcher 3-D Format Depth Depth
Depth	> Drawing Tools Format WordArt Styles Dialog Launcher 3-D Format Depth Depth
Depth	> SmartArt Tools Format Shape Styles Dialog Launcher 3-D Format Depth Depth
Depth	> SmartArt Tools Format WordArt Styles Dialog Launcher 3-D Format Depth Depth
Depth	> Picture Tools Format Picture Styles Dialog Launcher 3-D Format Depth Depth
Direction	> Home Drawing Shape Effects 3-D Rotation
Direction	> Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
Direction	> Drawing Tools Format WordArt Styles Text Effects 3-D Rotation
Direction	> SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
Direction	> SmartArt Tools Format WordArt Styles Text Effects 3-D Rotation
Direction	> Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Lighting	> Home Drawing Dialog Launcher 3-D Format Surface Lighting
Lighting	> Drawing Tools Format Shape Styles Dialog Launcher 3-D Format Surface Lighting
Lighting	> Drawing Tools Format WordArt Styles Dialog Launcher 3-D Format Surface Lighting
Lighting	> SmartArt Tools Format Shape Styles Dialog Launcher 3-D Format Surface Lighting
Lighting	> SmartArt Tools Format WordArt Styles Dialog Launcher 3-D Format Surface Lighting
Lighting	> Picture Tools Format Picture Styles Dialog Launcher 3-D Format Surface Lighting
Surface	> Home Drawing Dialog Launcher 3-D Format Surface Material
Surface	> Drawing Tools Format Shape Styles Dialog Launcher 3-D Format Surface Material

Surface	> Drawing Tools Format WordArt Styles Dialog Launcher 3-D Format Surface Material
Surface	> SmartArt Tools Format Shape Styles Dialog Launcher 3-D Format Surface Material
Surface	> SmartArt Tools Format WordArt Styles Dialog Launcher 3-D Format Surface Material
Surface	> Picture Tools Format Picture Styles Dialog Launcher 3-D Format Surface Material
3-D Color	> Home Drawing Dialog Launcher 3-D Format Depth Color
3-D Color	> Drawing Tools Format Shape Styles Dialog Launcher 3-D Format Depth Color
3-D Color	> Drawing Tools Format WordArt Styles Dialog Launcher 3-D Format Depth Color
3-D Color	> SmartArt Tools Format Shape Styles Dialog Launcher 3-D Format Depth Color
3-D Color	> SmartArt Tools Format WordArt Styles Dialog Launcher 3-D Format Depth Color
3-D Color	> Picture Tools Format Picture Styles Dialog Launcher 3-D Format Depth Color



PowerPoint: Print Preview

PowerPoint 2003 Location	PowerPoint 2007 Location
Previous Page	> Print Preview Preview Previous Page
Next Page	> Print Preview Preview Next Page
Print	> Office Button Print
Print	> Print Preview Print Print
Print What	> Print Preview Page Setup Print What
Zoom	> Office Button PowerPoint Options Customize All Commands Zoom
Landscape	> Print Preview Page Setup Orientation Landscape
Portrait	> Print Preview Page Setup Orientation Portrait
Options Header and Footer	> Print Preview Print Options Header and Footer
Options Color/Grayscale	> Print Preview Print Options Color/Grayscale
Options Scale to Fit Paper	> Print Preview Print Options Scale to Fit Paper
Options Frame Slides	> Print Preview Print Options Frame Slides
Options Print Hidden Slides	> Print Preview Print Options Print Hidden Slides
Options Print Comments and Ink Markup	> Print Preview Print Options Print Comments and Ink Markup
Options Printing Order	> Print Preview Print Options Printing Order
Options Printing Order Horizontal	> Print Preview Print Options Printing Order Horizontal
Options Printing Order Vertical	> Print Preview Print Options Printing Order Vertical
Close	> Print Preview Preview Close Print Preview
Help	> Upper Ribbon Help

PowerPoint: WordArt

PowerPoint 2003 Location	PowerPoint 2007 Location
Insert WordArt	> Insert Text WordArt
Edit Text	> Select the text to edit it.
WordArt Gallery	> Insert Text WordArt
WordArt Gallery	> Drawing Tools Format WordArt Styles
Format Object	> Drawing Tools Format WordArt Styles
WordArt Shape	> Drawing Tools Format WordArt Styles Text Effects Transform
WordArt Same Letter Heights	> Home Font Dialog Launcher Effects Equalize Character Height
WordArt Vertical Text	> Home Paragraph Text Direction Stacked
WordArt Alignment	> Slides Paragraph Align Text
WordArt Character Spacing	> Slides Font Character Spacing



PowerPoint: Drawing Canvas

PowerPoint 2003 Location	PowerPoint 2007 Location
Fit	> Office Button PowerPoint Options Customize All Commands Fit
Expand	> Office Button PowerPoint Options Customize All Commands Expand
Scale Drawing	> Office Button PowerPoint Options Customize All Commands Scale Drawing

PowerPoint: Shadow Settings

PowerPoint 2003 Location	PowerPoint 2007 Location
Shadow On/Off	> Home Drawing Shape Effects Shadow
Shadow On/Off	> Chart Tools Format Shape Styles Shape Effects Shadow
Shadow On/Off	> Chart Tools Format WordArt Styles Text Effects Shadow
Shadow On/Off	> Drawing Tools Format Shape Styles Shape Effects Shadow
Shadow On/Off	> Drawing Tools Format WordArt Styles Text Effects Shadow
Shadow On/Off	> SmartArt Tools Format Shape Styles Shape Effects Shadow
Shadow On/Off	> SmartArt Tools Format WordArt Styles Text Effects Shadow
Shadow On/Off	> Picture Tools Format Picture Styles Picture Effects Shadow
Nudge Shadow Up/Down/Left/Right	> Home Drawing Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Chart Tools Format Shape Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Chart Tools Format WordArt Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Drawing Tools Format Shape Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Drawing Tools Format WordArt Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> SmartArt Tools Format Shape Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> SmartArt Tools Format WordArt Styles Dialog Launcher Shadow Angle/Distance
Nudge Shadow Up/Down/Left/Right	> Picture Tools Format Picture Styles Dialog Launcher Shadow Angle/Distance
Shadow Color	> Home Drawing Dialog Launcher Shadow Color
Shadow Color	> Chart Tools Format Shape Styles Dialog Launcher Shadow Color
Shadow Color	> Chart Tools Format WordArt Styles Dialog Launcher Shadow Color
Shadow Color	> Drawing Tools Format Shape Styles Dialog Launcher Shadow Color
Shadow Color	> Drawing Tools Format WordArt Styles Dialog Launcher Shadow Color
Shadow Color	> SmartArt Tools Format Shape Styles Dialog Launcher Shadow Color
Shadow Color	> SmartArt Tools Format WordArt Styles Dialog Launcher Shadow Color
Shadow Color	> Picture Tools Format Picture Styles Dialog Launcher Shadow Color

PowerPoint: Control Toolbox

PowerPoint 2003 Location	PowerPoint 2007 Location
Properties	> Developer Controls Properties
View Code	> Developer Controls View Code
Check Box	> Developer Controls Check Box
Text Box	> Developer Controls Text Box
Command Button	> Developer Controls Command Button
Option Button	> Developer Controls Option Button
List Box	> Developer Controls List Box
Combo Box	> Developer Controls Combo Box
Toggle Button	> Developer Controls Toggle Button
Spin Button	> Developer Controls Spin Button
Scroll Bar	> Developer Controls Scroll Bar
Label	> Developer Controls Label
Image	> Developer Controls Image
More Controls	> Developer Controls More Controls



PowerPoint: Visual Basic

PowerPoint 2003 Location	PowerPoint 2007 Location
Macros	> Developer Code Macros
Macros	> View Macros Macros
Record New Macro	> Removed from product
Security	> Developer Code Macro Security
Visual Basic Editor	> Developer Code Visual Basic
Control Toolbox	> Developer Controls
Microsoft Script Editor	> Removed from product

PowerPoint: Outlining

PowerPoint 2003 Location	PowerPoint 2007 Location
Promote	> Office Button PowerPoint Options Customize All Commands Promote
Promote	> Outlining Right Click Menu Promote
Demote	> Office Button PowerPoint Options Customize All Commands Demote
Demote	> Outlining Right Click Menu Demote
Move Up	> Office Button PowerPoint Options Customize All Commands Move Up
Move Up	> Outlining Right Click Menu Move Up
Move Down	> Office Button PowerPoint Options Customize All Commands Move Down
Move Down	> Outlining Right Click Menu Move Down
Collapse	> Office Button PowerPoint Options Customize All Commands Collapse
Collapse	> Outlining Right Click Menu Collapse
Expand	> Office Button PowerPoint Options Customize All Commands Expand
Expand	> Outlining Right Click Menu Expand
Collapse All	> Office Button PowerPoint Options Customize All Commands Collapse All
Collapse All	> Outlining Right Click Menu Collapse Collapse All
Expand All	> Office Button PowerPoint Options Customize All Commands Expand All
Expand All	> Outlining Right Click Menu Expand Expand All
Summary Slide	> Removed from product
Show Formatting	> Office Button PowerPoint Options Customize All Commands Show Text Formatting
Show Formatting	> Outlining Right Click Menu Expand Show Text Formatting



PowerPoint: Slide Sorter

PowerPoint 2003 Location	PowerPoint 2007 Location
Hide Slide	> Slide Show Set Up Hide Slide
Rehearse Timings	> Slide Show Set Up Rehearse Timings
Summary Slide	> Removed from product
Notes	> Add notes in Normal view or double-click the slide that you want to edit.
Transition	> Animations Transition To This Slide
Design	> Design Themes
New Slide	> Home Slides New Slide



PowerPoint: Stop Recording

PowerPoint 2003 Location

PowerPoint 2007 Location

Stop Recording

> Removed from product

PowerPoint: Handout Master View

PowerPoint 2003 Location	PowerPoint 2007 Location
Show positioning of 1-per-page handouts	> Handout Master Page Setup Slides Per Page 1 Slide
Show positioning of 2-per-page handouts	> Handout Master Page Setup Slides Per Page 2 Slides
Show positioning of 3-per-page handouts	> Handout Master Page Setup Slides Per Page 3 Slides
Show positioning of 4-per-page handouts	> Handout Master Page Setup Slides Per Page 4 Slides
Show positioning of 6-per-page handouts	> Handout Master Page Setup Slides Per Page 6 Slides
Show positioning of 9-per-page handouts	> Handout Master Page Setup Slides Per Page 9 Slides
Show positioning of outline	> Handout Master Page Setup Slides Per Page Slide Outline
Slide Layout	> To modify the Slide Layout, leave Handout Master View by Clicking Handout Master View Close Close Master View, and then refer to Home Slides Layout.
Close Master View	> Handout Master Close Close Master View

PowerPoint: Notes Master View

PowerPoint 2003 Location	PowerPoint 2007 Location
Slide Layout	To modify the Slide Layout, leave Notes Master View by clicking > Notes Master View Close Close Master View, and then refer to Home Slides Layout.
Close Master View	> Notes Master Close Close Master View

PowerPoint: Grayscale View

PowerPoint 2003 Location	PowerPoint 2007 Location
Setting Automatic	> Black And White Change Selected Object Automatic
Setting Automatic	> Grayscale Change Selected Object Automatic
Setting Grayscale	> Black And White Change Selected Object Grayscale
Setting Grayscale	> Grayscale Change Selected Object Grayscale
Setting Light Grayscale	> Black And White Change Selected Object Light Grayscale
Setting Light Grayscale	> Grayscale Change Selected Object Light Grayscale
Setting Inverse Grayscale	> Black And White Change Selected Object Inverse Grayscale
Setting Inverse Grayscale	> Grayscale Change Selected Object Inverse Grayscale
Setting Gray with White Fill	> Black And White Change Selected Object Gray with White Fill
Setting Gray with White Fill	> Grayscale Change Selected Object Gray with White Fill
Setting Black with Grayscale Fill	> Black And White Change Selected Object Black with Grayscale Fill
Setting Black with Grayscale Fill	> Grayscale Change Selected Object Black with Grayscale Fill
Setting Black with White Fill	> Black And White Change Selected Object Black with White Fill
Setting Black with White Fill	> Grayscale Change Selected Object Black with White Fill
Setting Black	> Black And White Change Selected Object Black
Setting Black	> Grayscale Change Selected Object Black
Setting White	> Black And White Change Selected Object White
Setting White	> Grayscale Change Selected Object White
Setting Don't Show	> Black And White Change Selected Object Don't Show
Setting Don't Show	> Grayscale Change Selected Object Don't Show
Close Grayscale View	> Black And White Close Back To Color View
Close Grayscale View	> Grayscale Close Back To Color View

PowerPoint: Ink Drawing and Writing

PowerPoint 2003 Location	PowerPoint 2007 Location
Drawing and Writing Pen	> Review Ink Start Inking
Eraser	> Ink Tools Pens Eraser
Select Objects	> Ink Tools Pens Select Select Objects
Select Objects	> Home Editing Select Select Objects
Line Color	> Ink Tools Format Color
Line Style	> Ink Tools Format Weight
Stop Erasing	> Select a different writing tool to stop erasing.

PowerPoint: Ink Annotations

PowerPoint 2003 Location	PowerPoint 2007 Location
Annotation Pen	> Review Ink Start Inking
Eraser	> Ink Tools Pens Eraser
Select Objects	> Ink Tools Pens Select Select Objects
Select Objects	> Home Editing Select Select Objects
Line Color	> Ink Tools Format Color
Line Style	> Ink Tools Format Weight
Markup	> Review Comments Show Markup
Stop Erasing	> Select a different writing tool to stop erasing.



PowerPoint: Rehearsal

PowerPoint 2003 Location	PowerPoint 2007 Location
Next	> While on Rehearsal Mode, refer to Rehearsal Toolbar Next
Pause	> While on Rehearsal Mode, refer to Rehearsal Toolbar Pause
Slide Time	> While on Rehearsal Mode, refer to Rehearsal Toolbar Slide Time
Repeat	> While on Rehearsal Mode, refer to Rehearsal Toolbar Repeat
Total Time	> While on Rehearsal Mode, refer to Rehearsal Toolbar Total Time



PowerPoint: Resume Slide Show

PowerPoint 2003 Location

Slide Show | Resume Slide Show

PowerPoint 2007 Location

> Office Button | PowerPoint Options | Customize | All Commands | Resume Slide Show

Slide Show | Resume Slide Show

> Slide Show | Start Slide Show | From Current Slide



PowerPoint: Refresh

PowerPoint 2003 Location	PowerPoint 2007 Location
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Refresh	> Removed from product
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Do Not Refresh	> Removed from product
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PowerPoint: System

PowerPoint 2003 Location	PowerPoint 2007 Location
Restore	> Title Bar Restore
Move	> Title Bar Right Click Menu Restore
Size	> Title Bar Right Click Menu Size
Minimize	> Title Bar Minimize
Maximize	> Title Bar Maximize
Close	> Title Bar Close



PowerPoint: Online Meeting

PowerPoint 2003 Location	PowerPoint 2007 Location
Participant List	> Removed from product
Call Participant	> Removed from product
Remove Participants	> Removed from product
Allow Others to Edit	> Removed from product
Display Chat Window	> Removed from product
Display Whiteboard	> Removed from product
End Meeting	> Removed from product



PowerPoint: Edit Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Reconvert	> Context menus

PowerPoint: Insert Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Text Box Horizontal	> Insert Text Text Box
Text Box Horizontal	> Chart Tools Layout Insert Text Box
Text Box Horizontal	> Drawing Tools Format Insert Shapes Text Box
Text Box Vertical	> Insert Text Text Box Vertical Text Box
Text Box Vertical	> Chart Tools Layout Insert Text Box Vertical Text Box
Text Box Vertical	> Drawing Tools Format Insert Shapes Text Box Vertical Text Box

PowerPoint: Format Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Paragraph Direction Left-to-Right	> Home Paragraph Left-to-Right
Paragraph Direction Right-to-Left	> Home Paragraph Right-to-Left
Alignment Justify	> Home Paragraph Justify
Line Break	> Home Paragraph Dialog Launcher Asian Typography Tab
Alignment Justify Low	> Home Paragraph Justify Low
Alignment Distributed	> Home Paragraph Distributed
Alignment Thai Distributed	> Home Paragraph Thai Distributed
Font Alignment Hanging	> Home Paragraph Dialog Launcher Asian Typography tab
Font Alignment Centered	> Home Paragraph Dialog Launcher Asian Typography tab
Font Alignment Roman	> Home Paragraph Dialog Launcher Asian Typography tab
Font Alignment Upholding Fixed	> Home Paragraph Dialog Launcher Asian Typography tab

PowerPoint: Tools Menu

PowerPoint 2003 Location	PowerPoint 2007 Location
Hangul Hanja Conversion	> Review Proofing Hangul Hanja Conversion
Typography	> Office Button PowerPoint Options Typography

PowerPoint: Formatting Toolbar

PowerPoint 2003 Location	PowerPoint 2007 Location
Distributed	> Home Paragraph Distributed