

Microsoft Word 2007

The New Locations of Word 2003 Toolbar Buttons

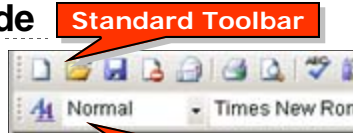


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=Shortcut =Advice =Caution

Using this Guide

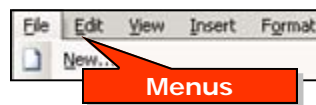
The Index to the right lists common Word 2003 toolbars.



The corresponding page in this guide lists the new Word 2007 locations of toolbar commands.



If instead you're looking for menus, please see the Quick Sheet for menus here:



<http://www.towson.edu/adminfinance/ots/Training/documentation/Word2007/W2007Menus.pdf>

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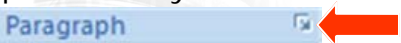

2003 Toolbars	Word Count
Standard Toolbar 1	Margins
Formatting Toolbar .. 2	Add Page Numbers
Forms Toolbar 2	Header/Footer
	Show Ruler
More Common Commands 2	Help
Mail Merge Wizard	Save As 97-2003
Normal View	Extra line spacing

Your keyboard shortcuts (such as **CNTL-X** for **Cut**) from Word 2003 will also work in Word 2007.

Buttons on the Standard Toolbar in Word 2003	Word 2007 Location
New Blank Document	> Office Button > New > Blank Document
Open	> Office Button > Open
Save	> Office Button > Save
Permission	> Office Button > Prepare > Restrict Permission
Print	> Office Button > Print > Quick Print
Print Preview	> Office Button > Print > Print Preview
Spelling and Grammar	> Review > Proofing > Spelling & Grammar
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 
Insert Table	> Insert > Tables > Table
Columns	> Page Layout > Page Setup > Columns
Drawing	> Insert or select a shape to see the Drawing Tools tab
Document Map	> View > Show/Hide > Document Map
Show All	> Home > Paragraph > Show All
Zoom	> Status Bar > Zoom Slider (bottom right of window) 
Print	> Office Button > Print
Close	> Office Button > Close
Find	> Home > Editing > Find

Formatting Toolbar: 2003	Word 2007 Location
Styles and Formatting	> Home > Styles > Styles
Style	> Home > Styles > Dialog Box Launcher
Font	> Home > Font > Font
Font Size	> Home > Font > Font Size
Bold	> Home > Font > Bold
Italic	> Home > Font > Italic
Underline	> Home > Font > Underline
Align Left	> Home > Paragraph > Align Left
Center	> Home > Paragraph > Center
Line Spacing	> Home > Paragraph > Line spacing
Numbering	> Home > Paragraph > Numbering
Bullets	> Home > Paragraph > Bullets
Decrease Indent	> Home > Paragraph > Decrease Indent
Increase Indent	> Home > Paragraph > Increase Indent
Borders	> Home > Paragraph > Borders
Highlight	> Home > Font > Highlight
Font Color	> Home > Font > Font Color

Forms Toolbar: Word 2003	Word 2007 Location
For form tools, you must display the Developer tab. To do this, Click the Office button > Word Options > Popular, and then select the Show Developer tab in the Ribbon check box.	
Fields (check, combo, etc.)	> Developer > Controls > Legacy Tools
Properties	> Developer > Controls > Properties
Show Field Shading	> Developer > Controls > Legacy Tools > Form Field Shading
Reset Form Fields	> Developer > Controls > Legacy Tools > Reset Form Fields
Unlock a Password-Protected Form	> Developer > Controls > Protect Document > Restrict Formatting and Editing > Stop Protection

More Common Commands in Word 2003	Word 2007 Location
Mail Merge Wizard	> Mailings > Start Mail Merge > Step by Step Mail Merge Wizard
Normal View	> View > Draft
Word Count	> Review > Proofing > Word Count
Margins	> Page Layout > Margins
Page Numbers	> Insert > Headers & Footers > Page Number
Show Header/Footer	Office Button > Word Options > Customize > All Commands > Show Header/Footer
Show Ruler	> View > Show/Hide > Ruler
Help	> Upper right of window 
Save As 97-2003	> Office Button > Save As > Word 97-2003 Document
Removing extra line spacing (In 2007, there is an extra 10 points of line spacing after each paragraph.)	To remove extra spacing permanently: Home > Paragraph > Click the notch next to   > Directly under Spacing > Change both to 0 pt and under Line spacing > Select Single. Then click Default > Yes to make this change apply to all future documents.