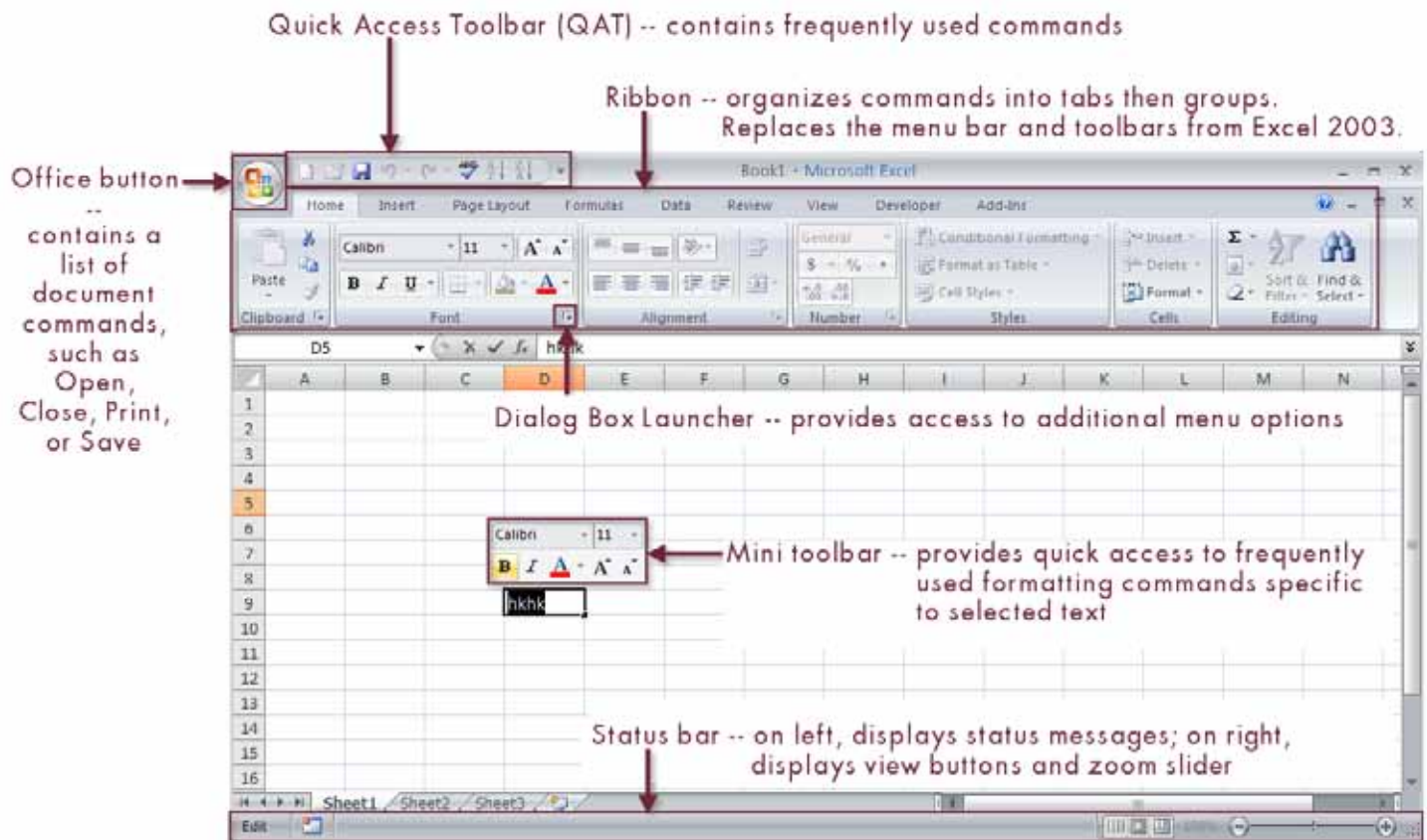


# Transition Guide: Excel 2003 à Excel 2007

\*Disclaimer — This document is not a comprehensive guide to Excel 2007. Its purpose is to ease your transition to the new version of Office 2007 by highlighting select features and options in the new software.

## New User Interface



## Additional Resources

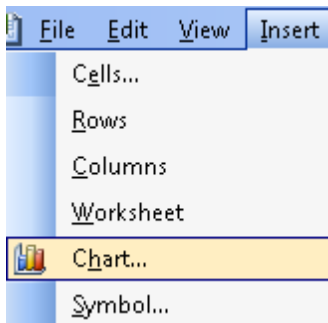
Pearson Prentice Hall. *Transition Guide to Microsoft® Office 2007*. New Jersey: Pearson Education, Inc. 2008.

Guides to the 2007 Office system user interface. This site links to both interactive guides and mapping workbooks that list all 2003 commands and toolbars with their locations in 2007. <http://tinyurl.com/34uyc8> (for your convenience, this website has been shortened using tinyurl.com).

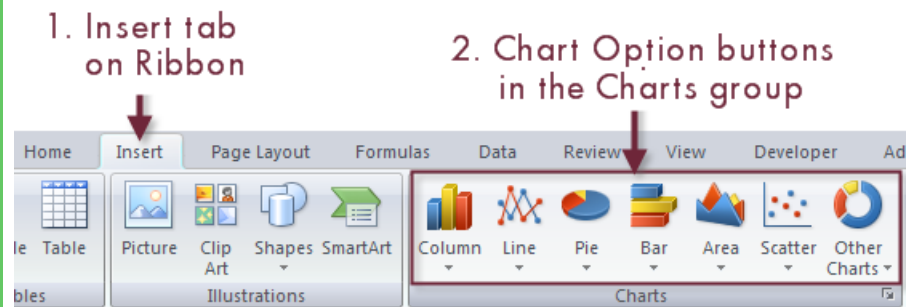
Microsoft 2007 Office System Training Courses. <http://tinyurl.com/2tvfhc> (for your convenience, this website has been shortened using tinyurl.com).

## Charts

### Excel 2003



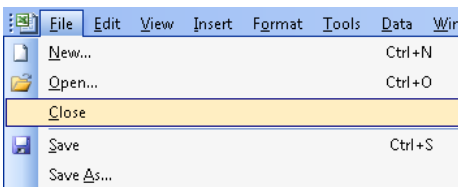
### Excel 2007



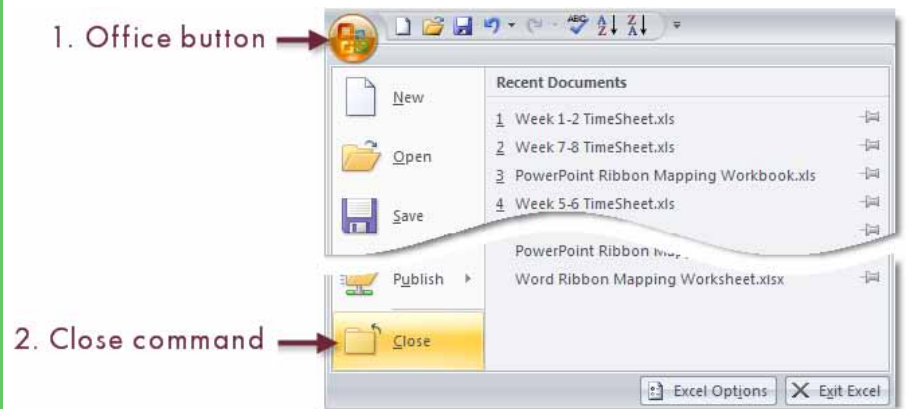
Charts

## Close

### Excel 2003



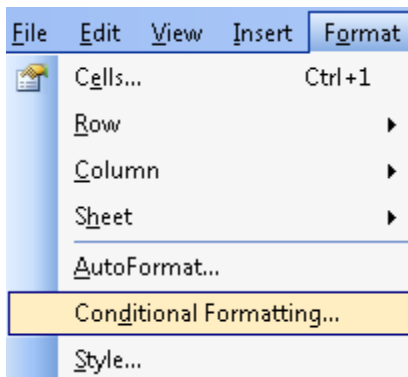
### Excel 2007



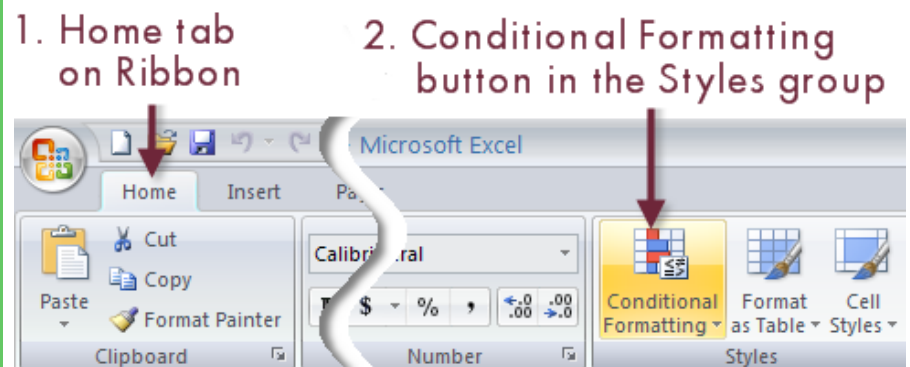
Close

## Conditional Formatting

### Excel 2003



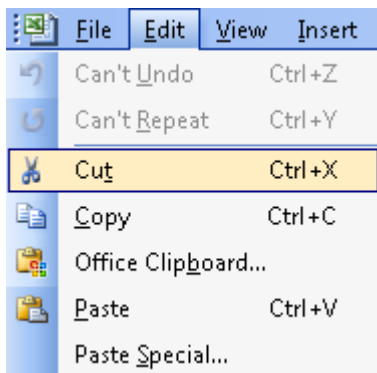
### Excel 2007



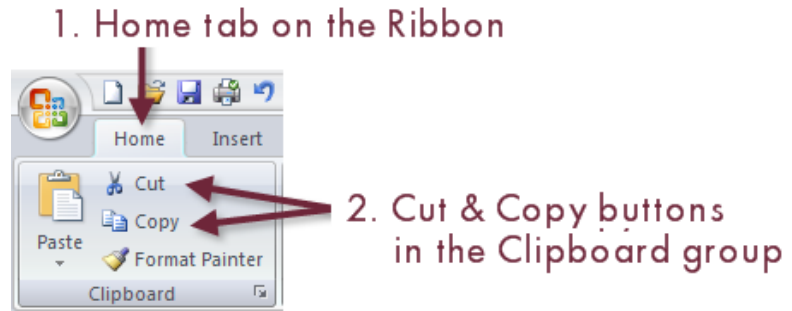
Conditional Formatting

## Cut & Copy

### Excel 2003



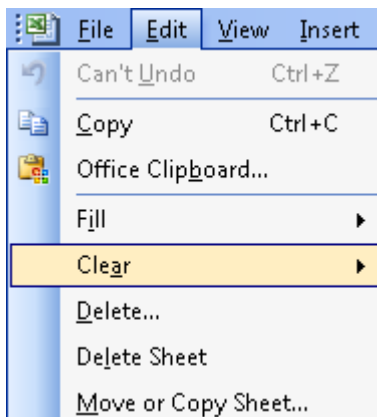
### Excel 2007



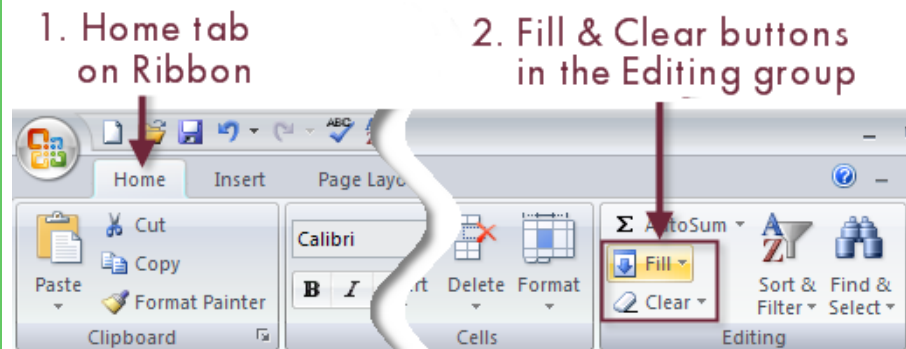
Cut & Copy

## Fill & Clear

### Excel 2003



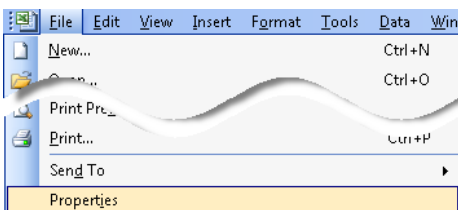
### Excel 2007



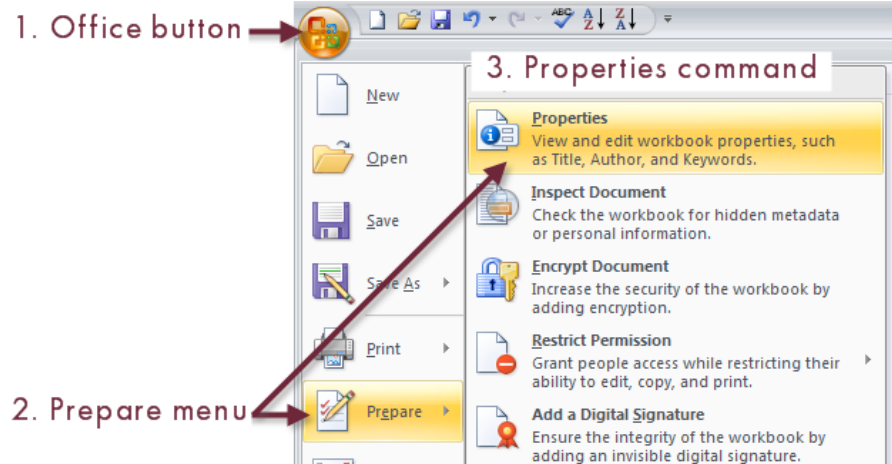
Fill & Clear

## File Properties

### Excel 2003



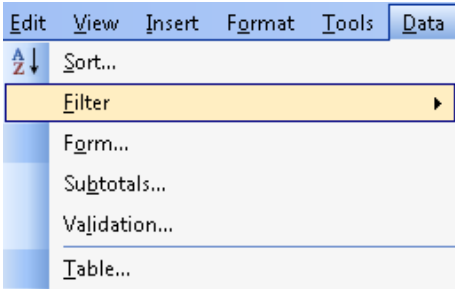
### Excel 2007



File Properties

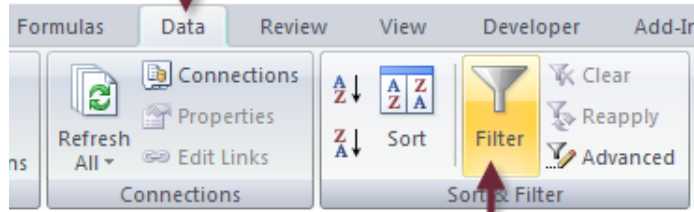
## Filter

### Excel 2003



### Excel 2007

1. Data tab on Ribbon

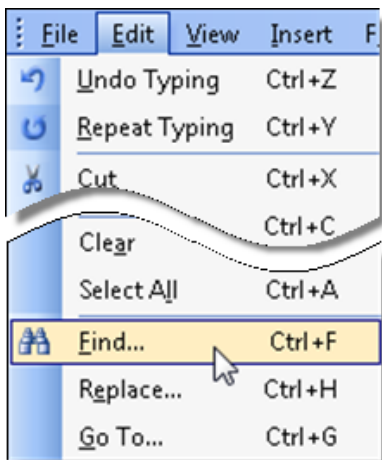


2. Filter button in the Sort & Filter group

Filter

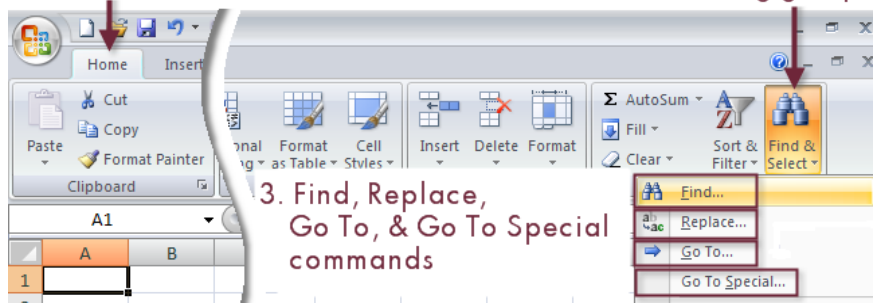
## Find, Go To, & Replace

### Excel 2003



### Excel 2007

1. Home tab on Ribbon



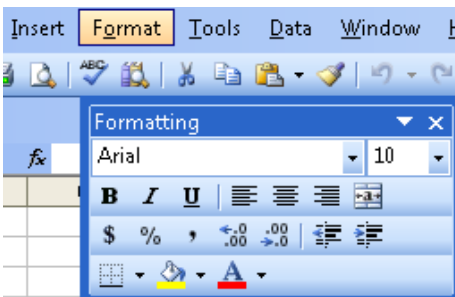
2. Find button in the Editing group

3. Find, Replace, Go To, & Go To Special commands

Find, Go To, & Replace

## Font Formatting

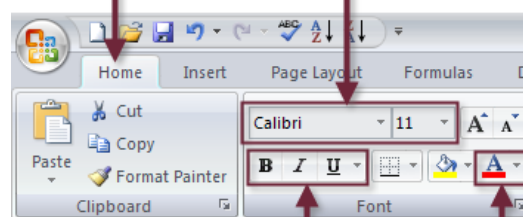
### Excel 2003



### Excel 2007

1. Home tab on Ribbon

Font type & size lists in the Font group



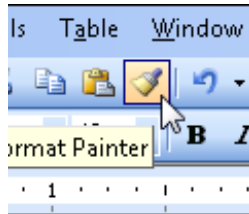
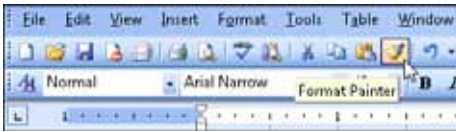
Bold, Italic, & Underline buttons in the Font group

Font color button in the Font group

Font Formatting

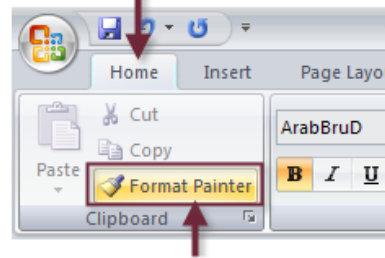
## Format Painter

### Excel 2003



### Excel 2007

1. Home tab on Ribbon

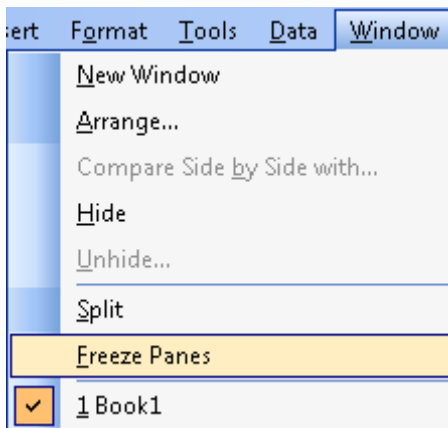


2. Format Painter button in the Clipboard group

Format Painter

## Freeze Panes

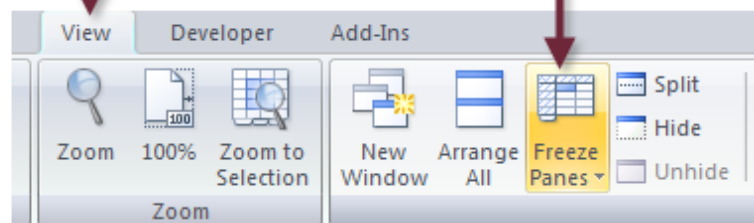
### Excel 2003



### Excel 2007

1. View tab on Ribbon

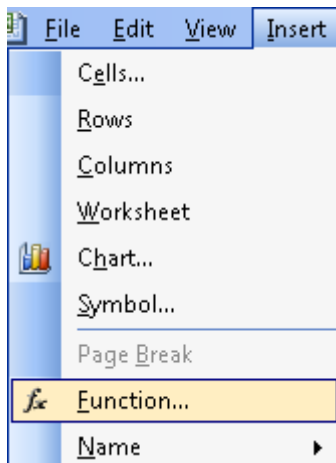
2. Freeze Panes in the Window group



Freeze Panes

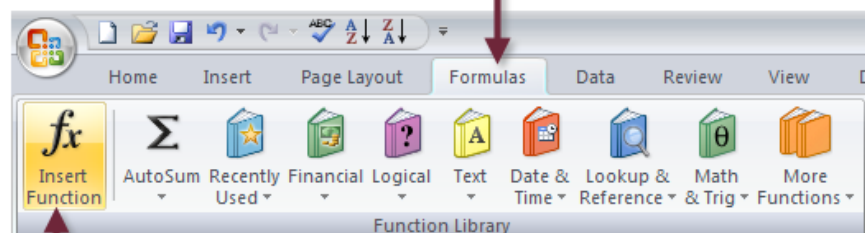
## Functions/Formulas

### Excel 2003



### Excel 2007

1. Formulas tab on Ribbon

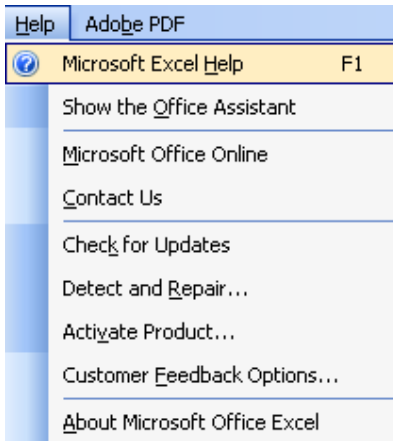


2. Insert Function button in the Function Library Group

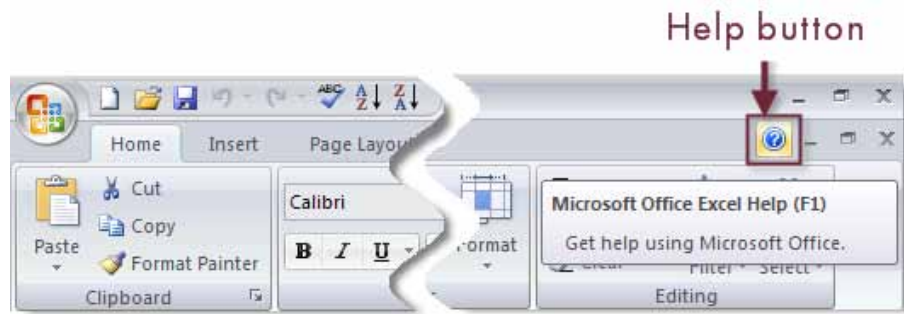
Functions/Formulas

## Help

### Excel 2003



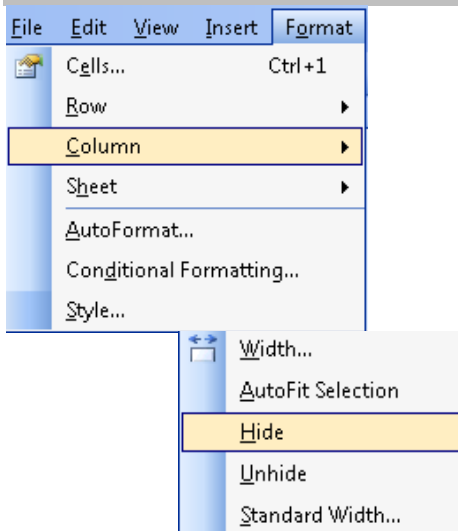
### Excel 2007



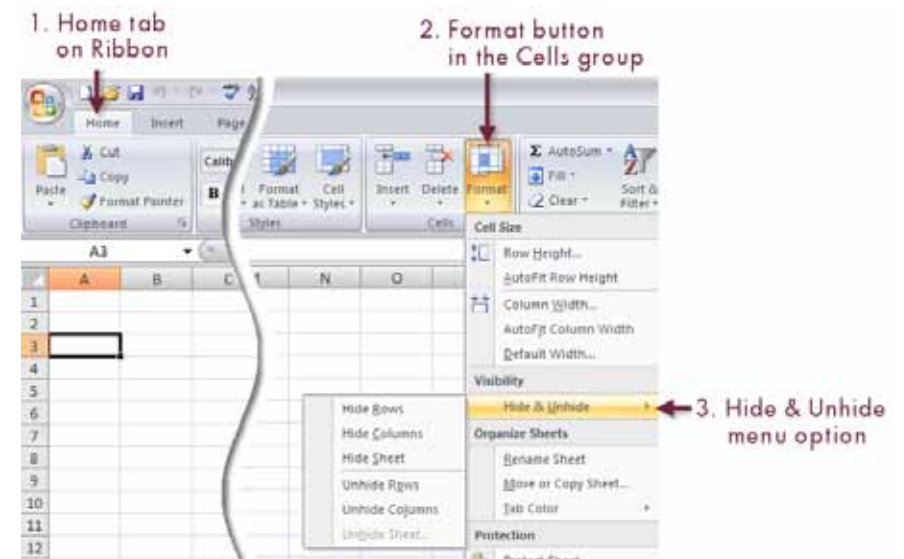
Help

## Hide Columns or Rows

### Excel 2003



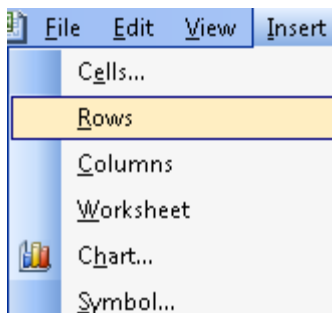
### Excel 2007



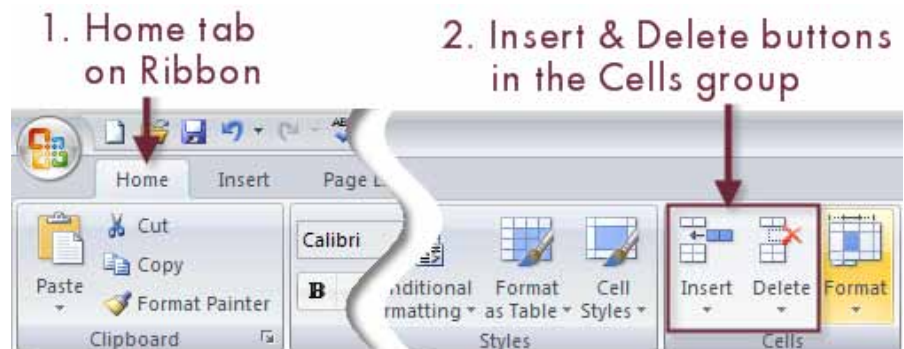
Hide

## Insert & Delete (cells, rows, or columns)

### Excel 2003



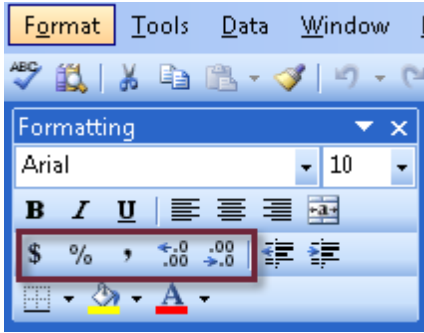
### Excel 2007



Insert & Delete

## Number Format

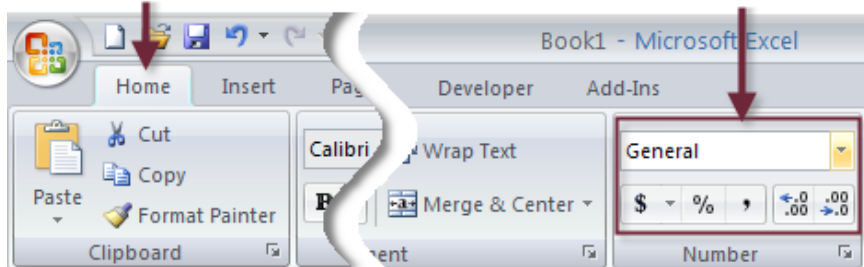
### Excel 2003



### Excel 2007

1. Home tab on Ribbon

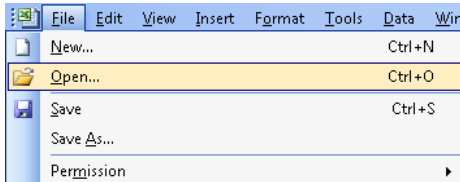
2. Number format options in the Number group



Number Format

## Open

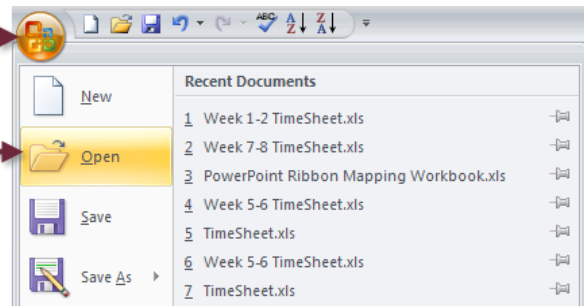
### Excel 2003



### Excel 2007

1. Office button

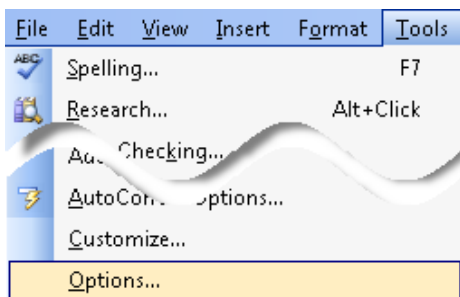
2. Open command



Open

## Options

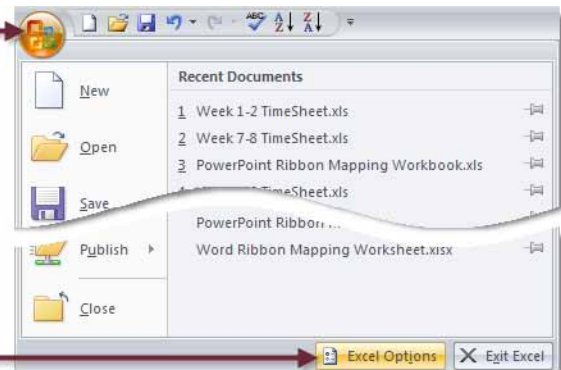
### Excel 2003



### Excel 2007

1. Office button

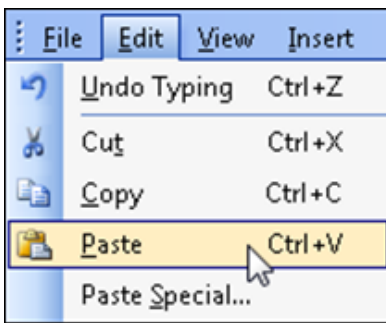
2. Excel Options button



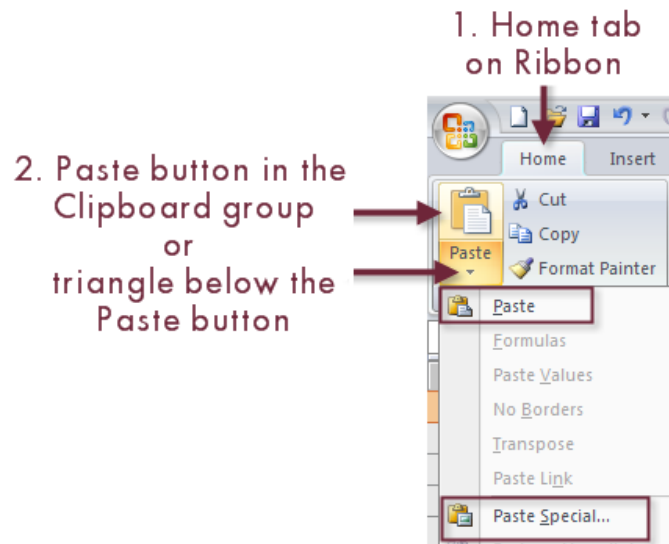
Options

## Paste

### Excel 2003



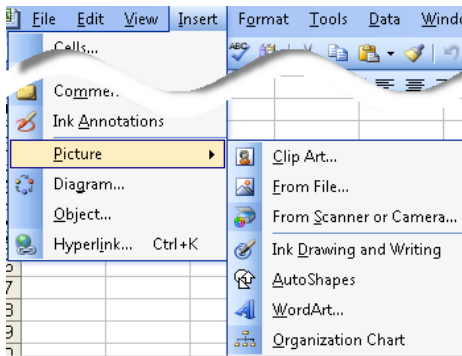
### Excel 2007



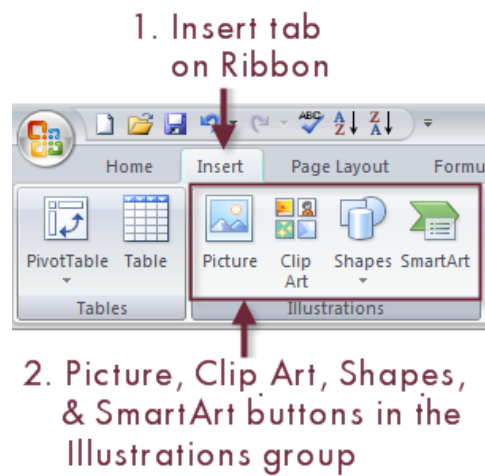
Paste

## Pictures, Clip Art, etc.

### Excel 2003



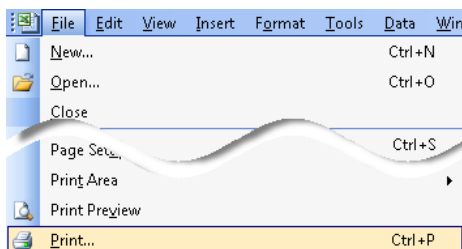
### Excel 2007



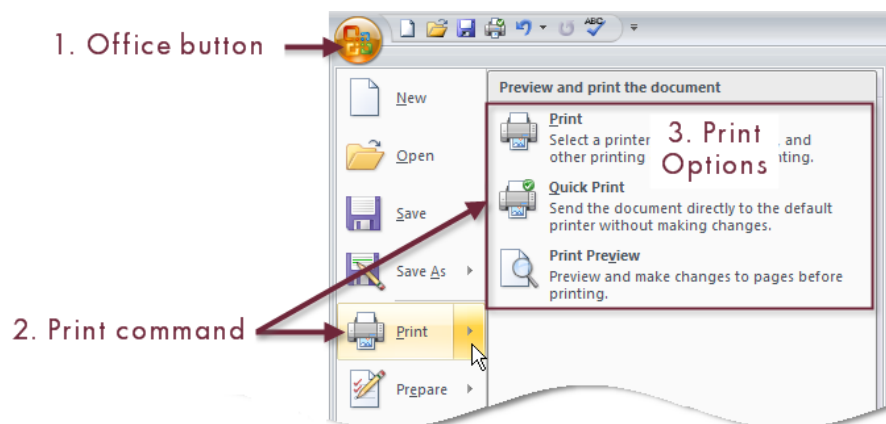
Pictures, Clip Art etc.

## Print

### Excel 2003



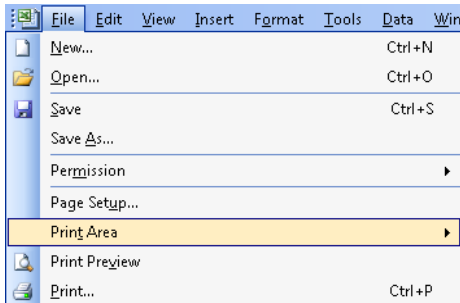
### Excel 2007



Print

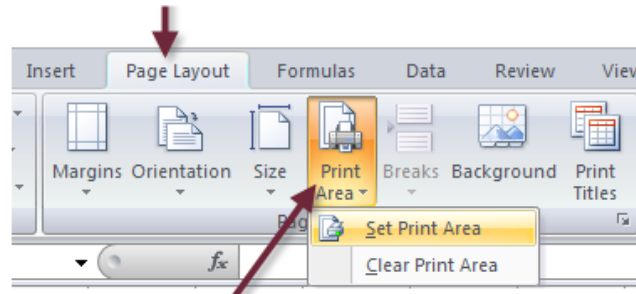
## Print Area

### Excel 2003



### Excel 2007

1. Page Layout tab on Ribbon

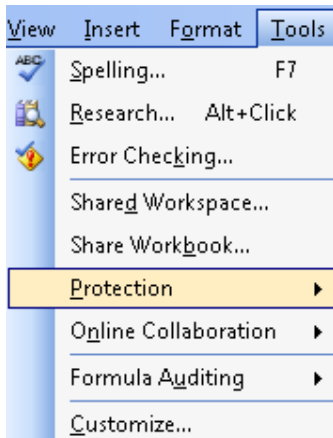


2. Print Area button in the Page Setup group

Print Area

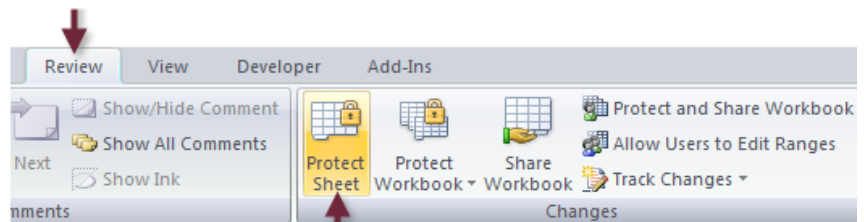
## Protect Worksheet

### Excel 2003



### Excel 2007

1. Review tab on Ribbon

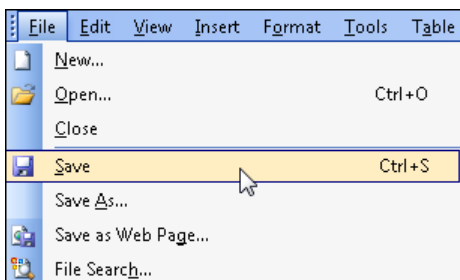


2. Protect Sheet button in the Changes group

Protect Worksheet

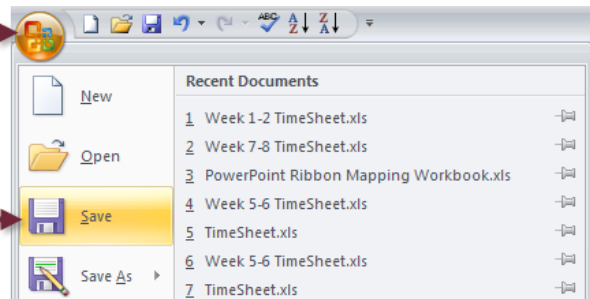
## Save

### Excel 2003



### Excel 2007

1. Office button

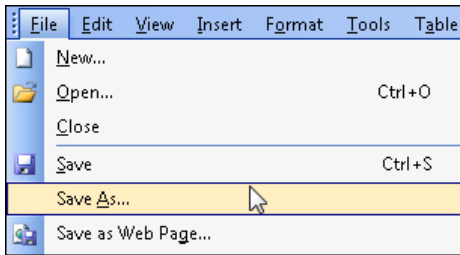


2. Save command

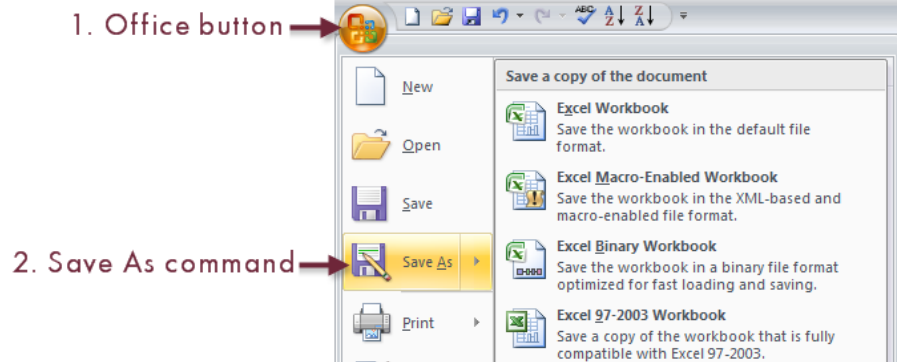
Save

## Save As

### Excel 2003



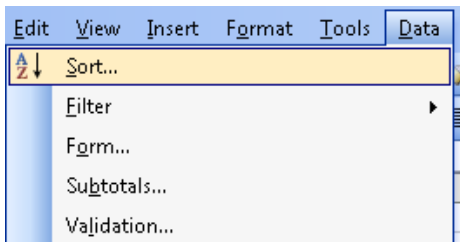
### Excel 2007



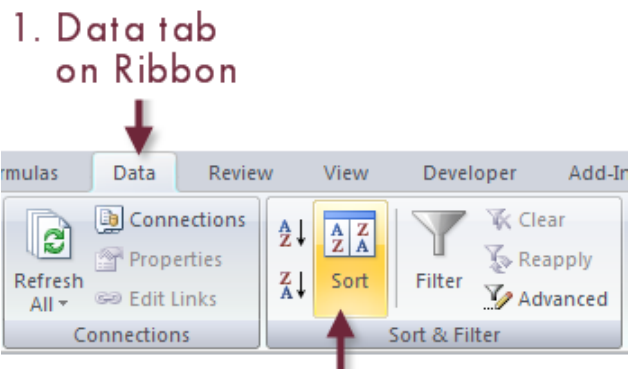
Save As

## Sort

### Excel 2003



### Excel 2007

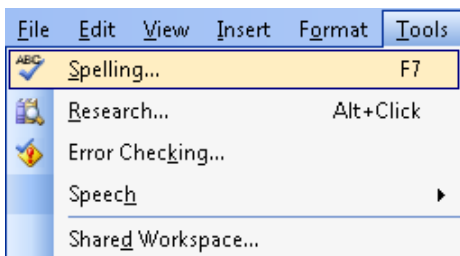


2. Sort button in the Sort & Filter group

Sort

## Spelling

### Excel 2003



### Excel 2007

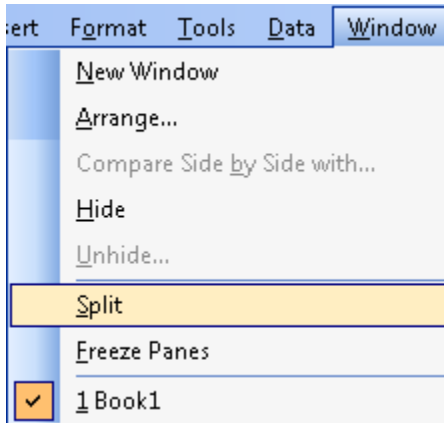


2. Spelling button in the Proofing group

Spelling

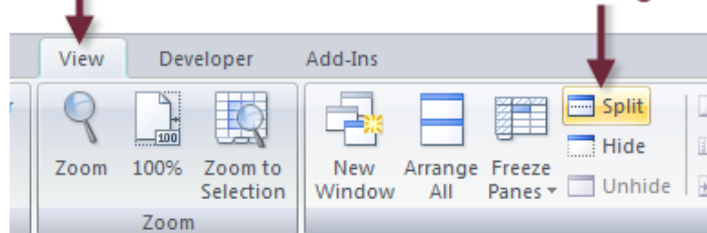
## Split Window

### Excel 2003



### Excel 2007

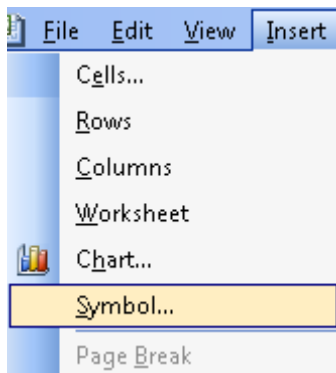
1. View tab on Ribbon
2. Split button in the Window group



Split Window

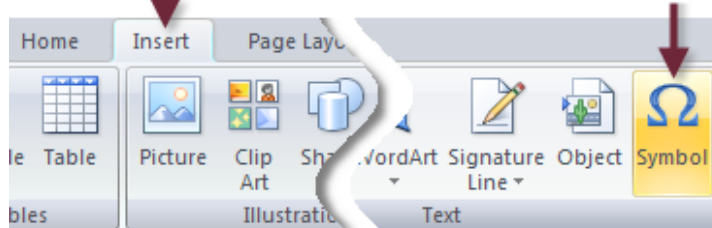
## Symbols

### Excel 2003



### Excel 2007

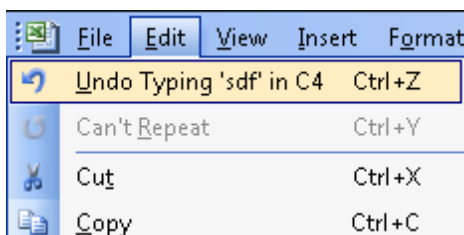
1. Insert tab on Ribbon
2. Symbol button in the Text group



Symbols

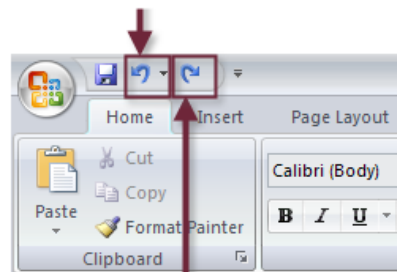
## Undo & Redo

### Excel 2003



### Excel 2007

Undo button on the Quick Access Toolbar

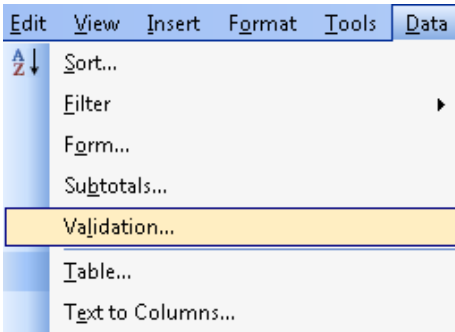


Redo button on the Quick Access Toolbar

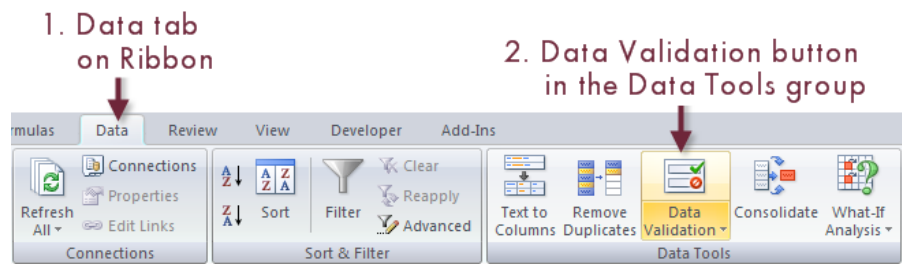
Undo & Redo

## Validation

### Excel 2003



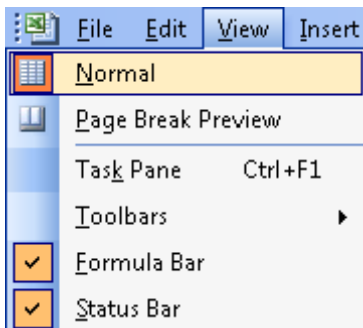
### Excel 2007



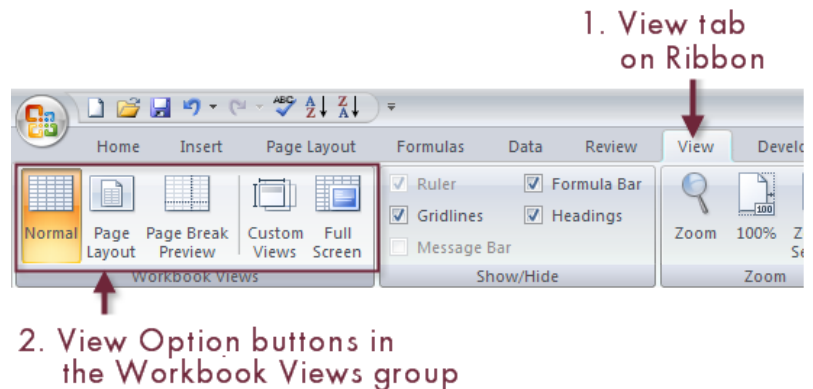
Validation

## View Options

### Excel 2003



### Excel 2007



2. View Option buttons in the Workbook Views group

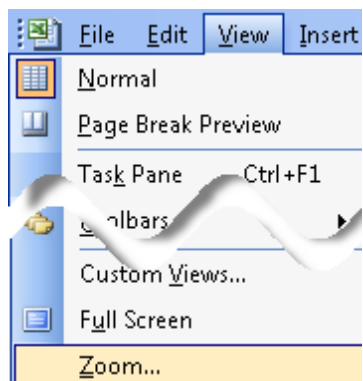
\* Note – shortcut buttons located on bottom right of the screen



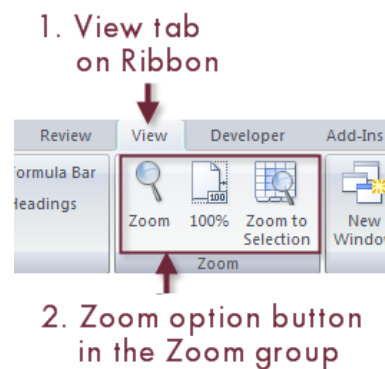
View Options

## Zoom

### Excel 2003



### Excel 2007



2. Zoom option button in the Zoom group

\* Note – shortcut located on bottom right of screen



Zoom