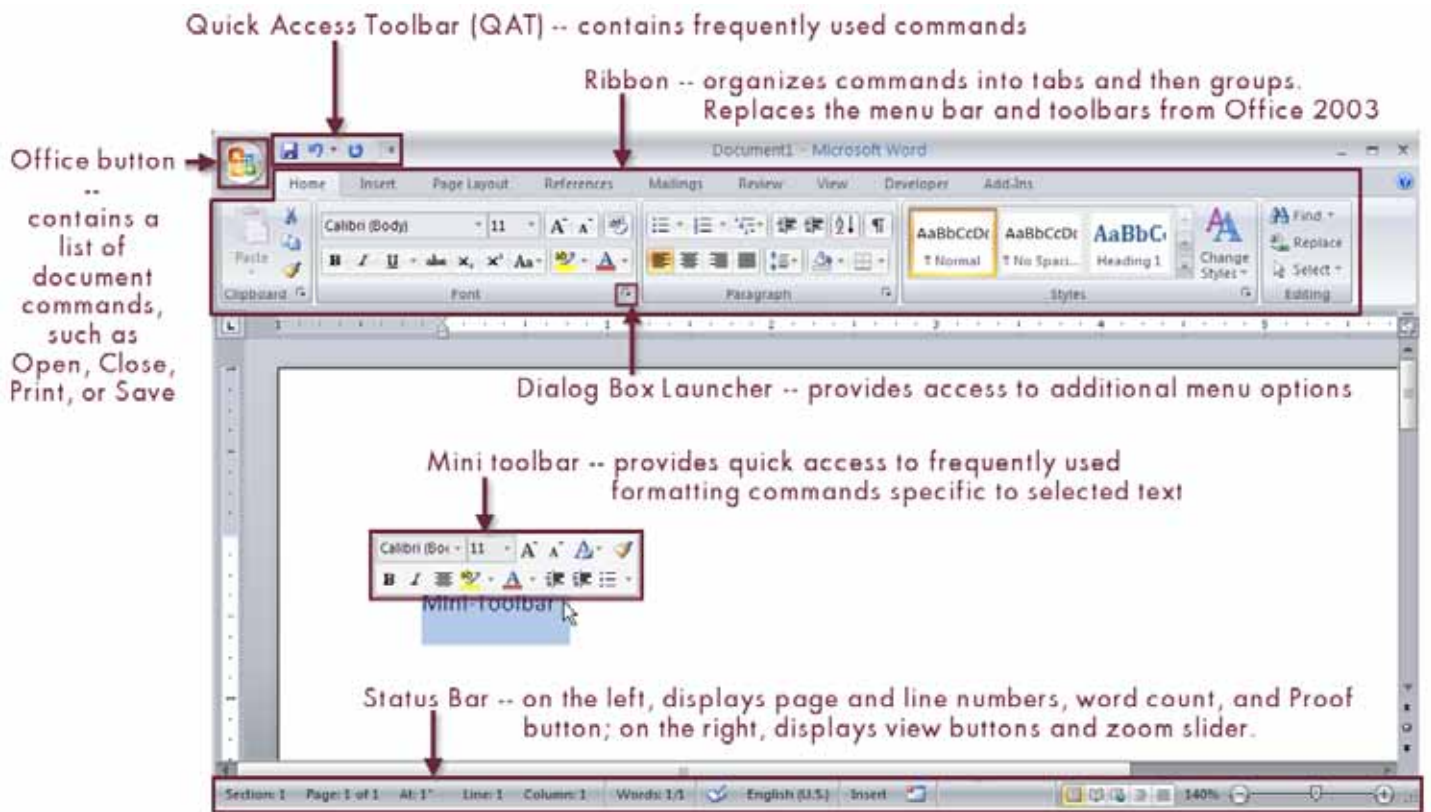


Transition Guide: Word 2003 à Word 2007

*Disclaimer — This document is not a comprehensive guide to Word 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

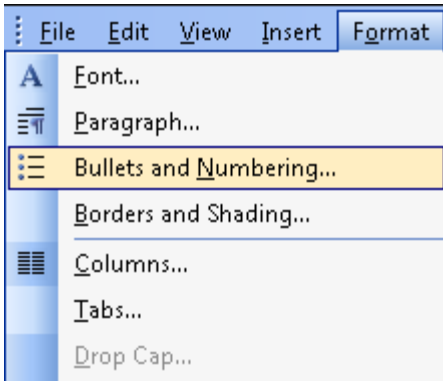
Pearson Prentice Hall. *Transition Guide to Microsoft® Office 2007*. New Jersey: Pearson Education, Inc. 2008.

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).

Bullets, Numbered Lists, & Outlines

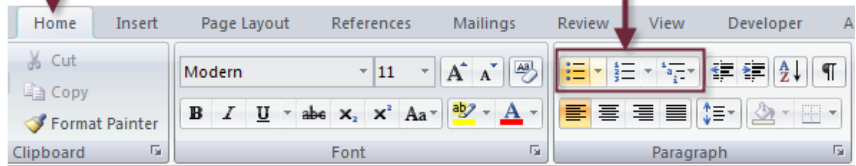
Word 2003



Word 2007

1. Home tab on Ribbon

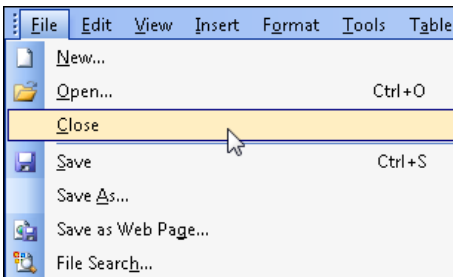
2. Bullet, Numbered List, & Outline buttons in the Paragraph group



Bullets, Numbered Lists, & Outlines

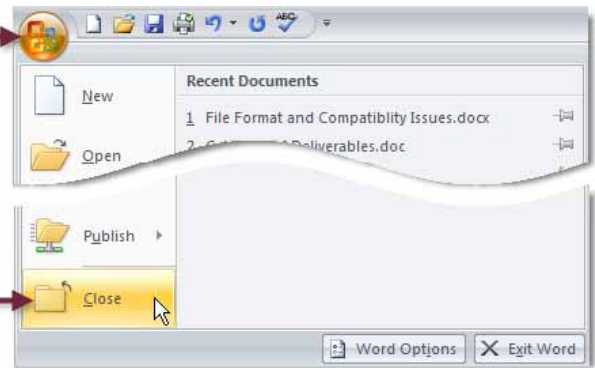
Close

Word 2003



Word 2007

1. Office button

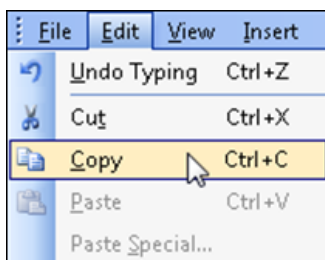


2. Close command

Close

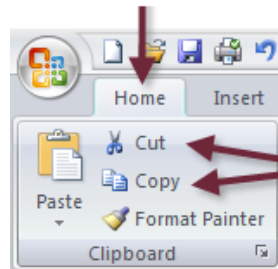
Cut & Copy

Word 2003



Word 2007

1. Home tab on the Ribbon

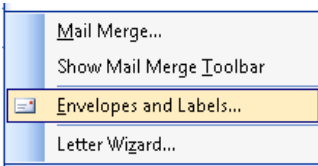
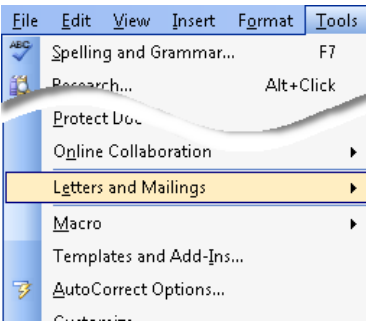


2. Cut & Copy buttons in the Clipboard group

Cut & Copy

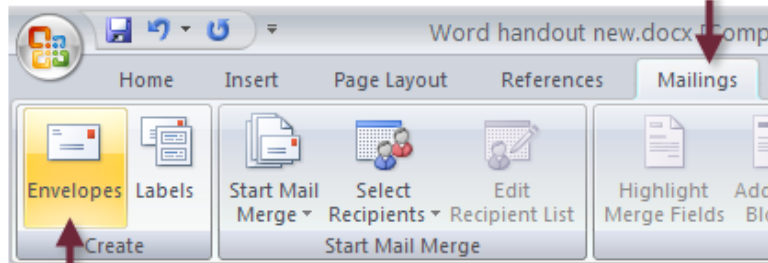
Envelopes & Labels

Word 2003



Word 2007

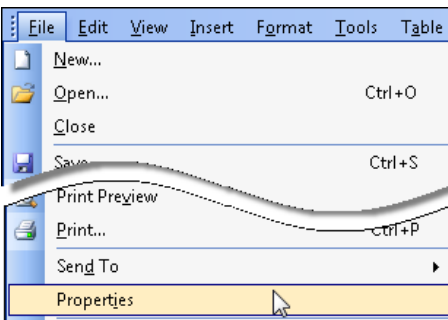
1. Mailings tab on Ribbon



2. Envelopes & Labels buttons in the Create group

File Properties

Word 2003



Word 2007

1. Office button

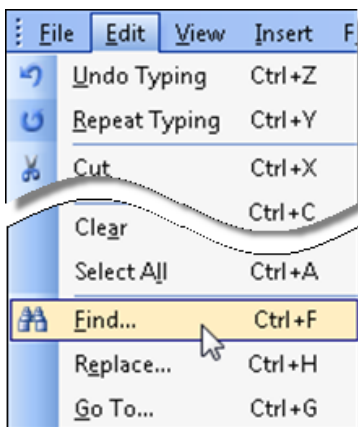


2. Prepare command

3. Properties menu option

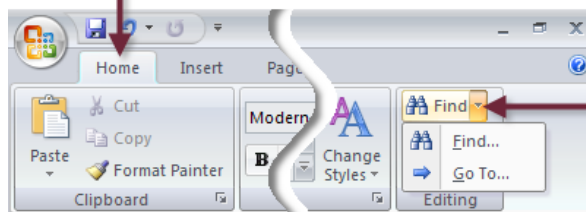
Find, Go To, & Replace

Word 2003



Word 2007

1. Home tab



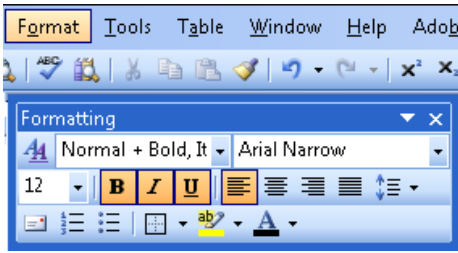
2. Find arrow in the Editing group displays the Find & Go To commands



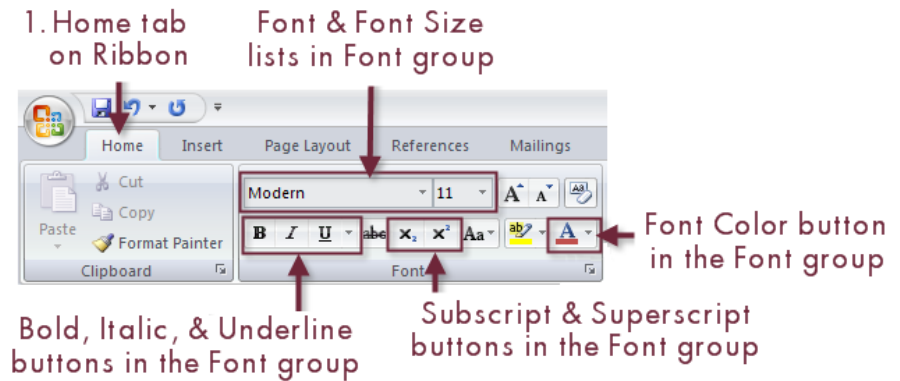
Find & Replace buttons in the Editing Group of the Home tab

Font Formatting

Word 2003

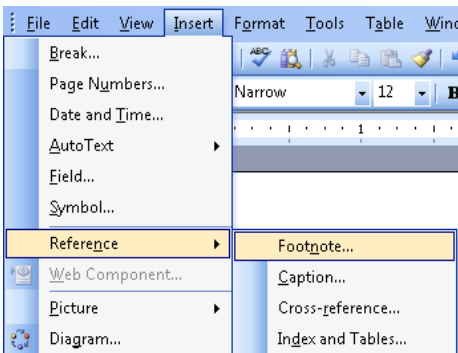


Word 2007

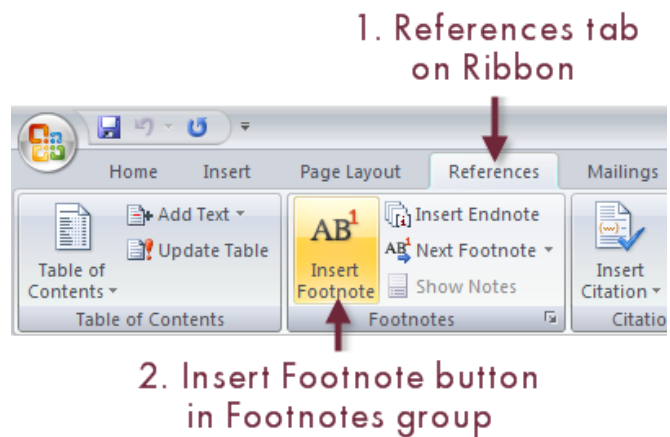


Footnotes

Word 2003

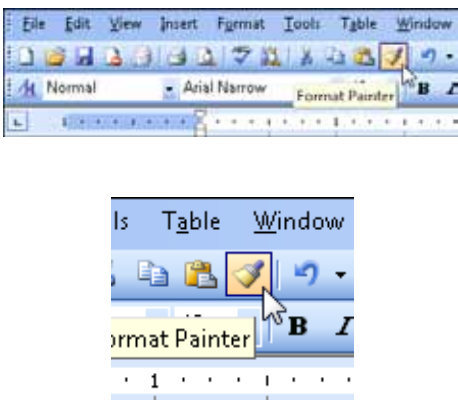


Word 2007

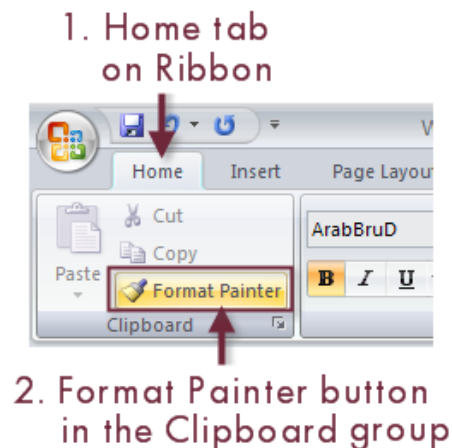


Format Painter

Word 2003

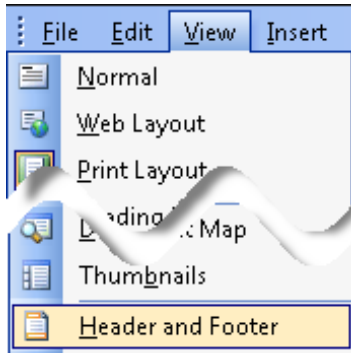


Word 2007

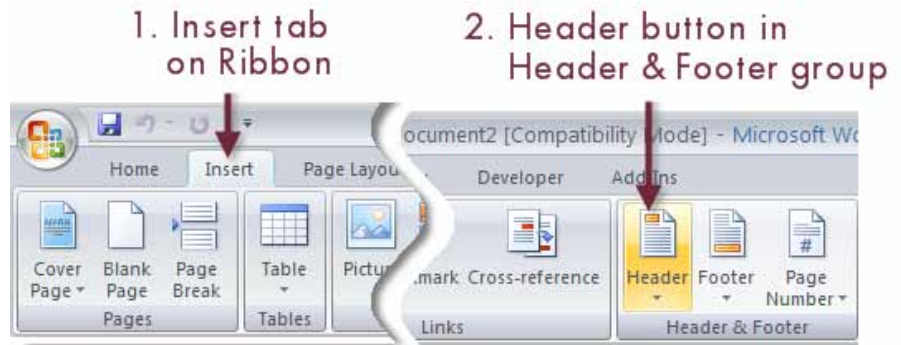


Header/Footer

Word 2003



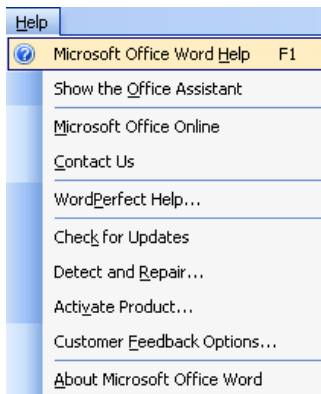
Word 2007



Header/Footer

Help

Word 2003



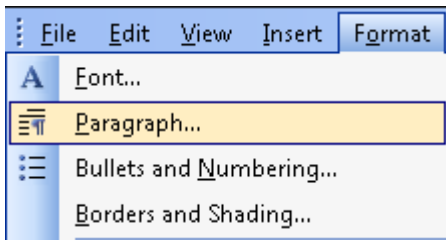
Word 2007



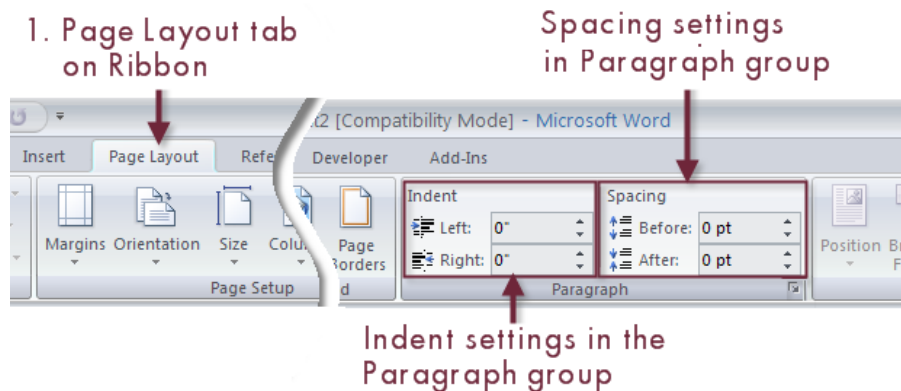
Help

Indents & Line Spacing

Word 2003



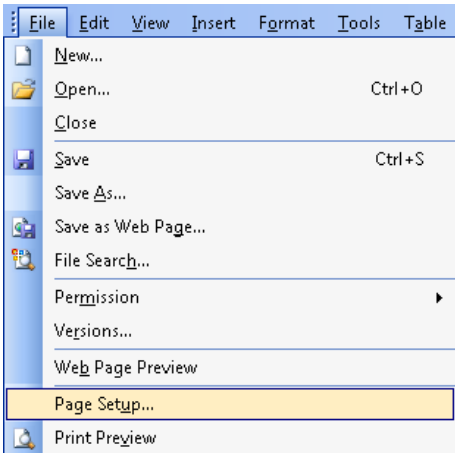
Word 2007



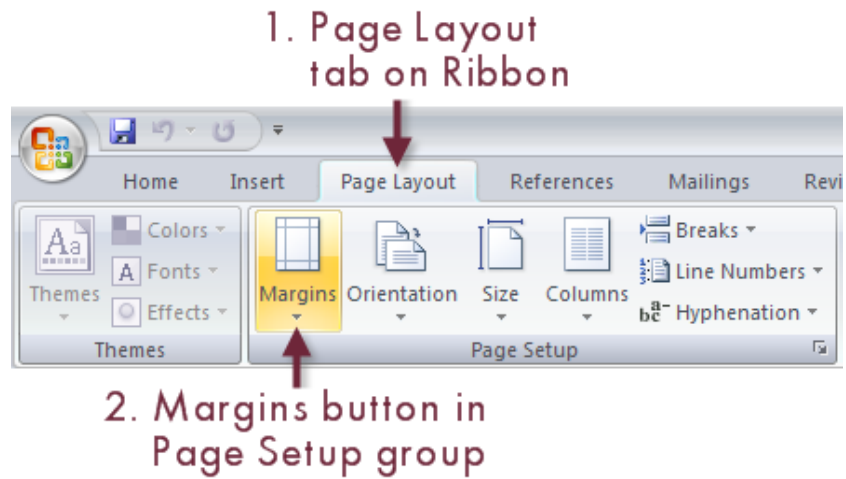
Indents & Line Spacing

Margins

Word 2003



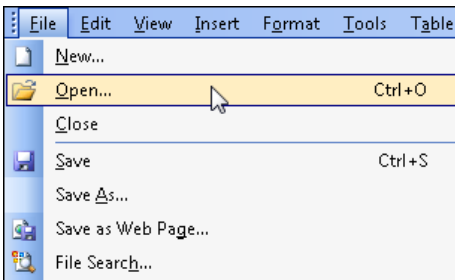
Word 2007



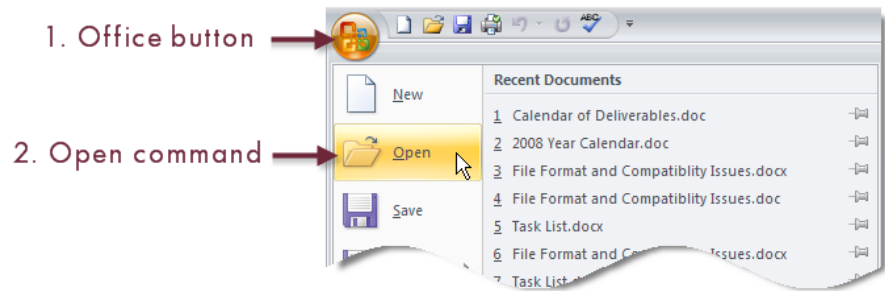
Margins

Open

Word 2003



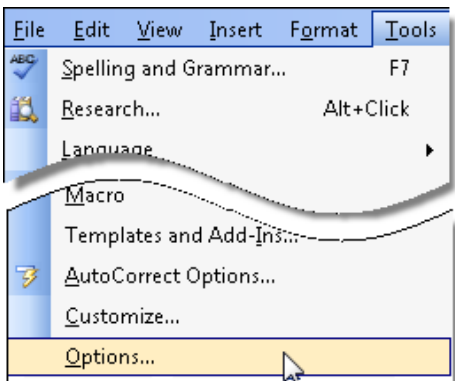
Word 2007



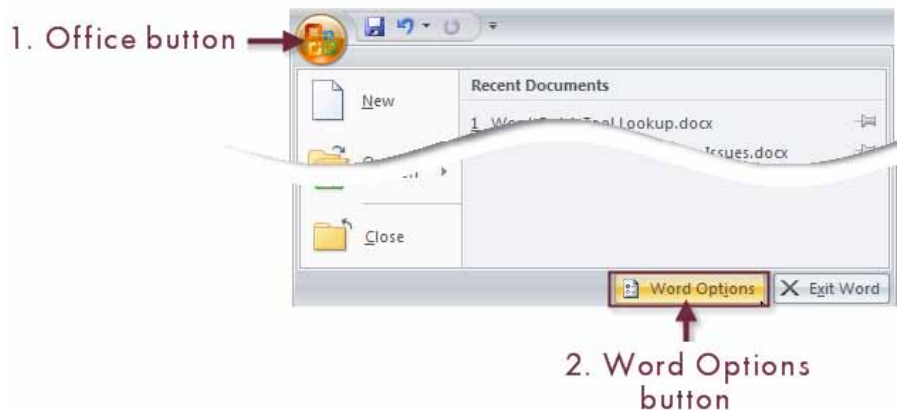
Open

Options

Word 2003



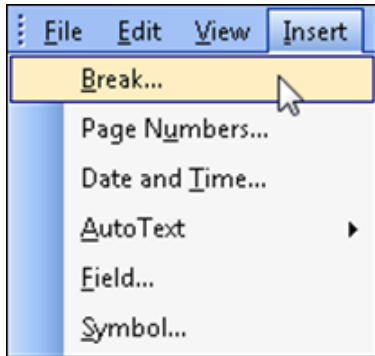
Word 2007



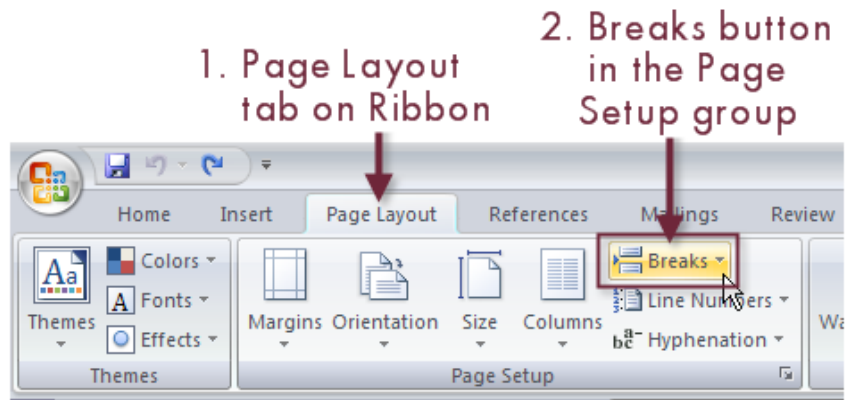
Options

Page/Section Break

Word 2003



Word 2007

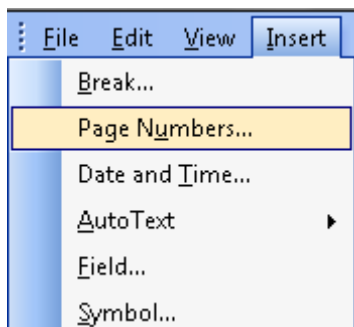


* Note – a next page break button is also located on the Insert tab in the Pages group

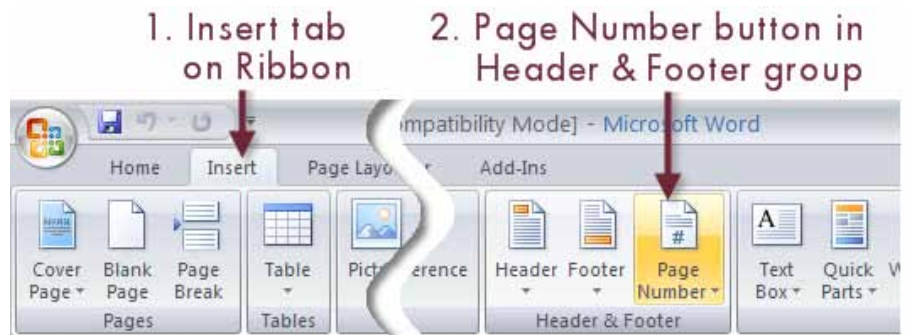
Page/Section Break

Page Numbering

Word 2003



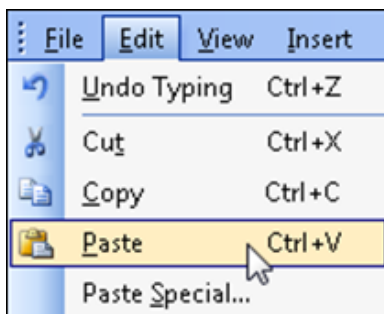
Word 2007



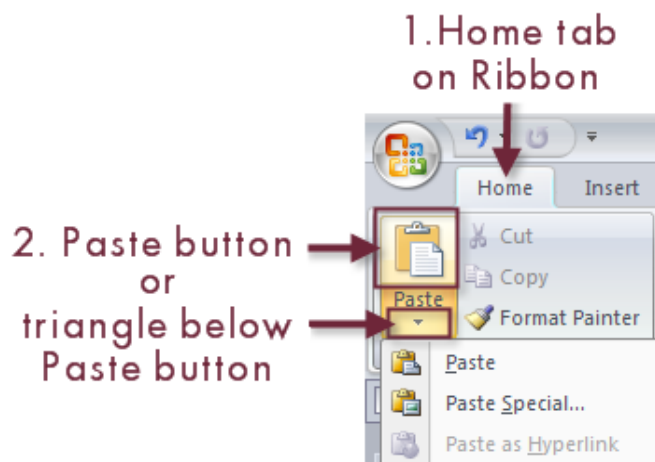
Page Numbering

Paste

Word 2003



Word 2007



Paste

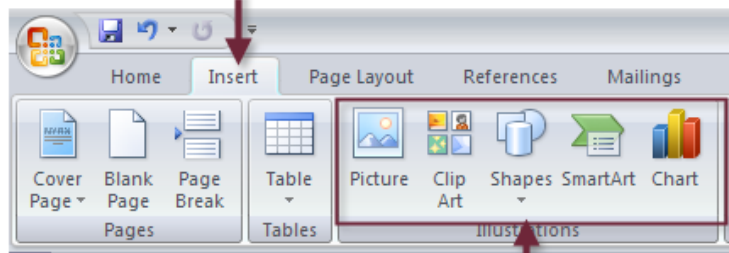
Pictures, Clip Art, etc.

Word 2003



Word 2007

1. Insert tab on Ribbon

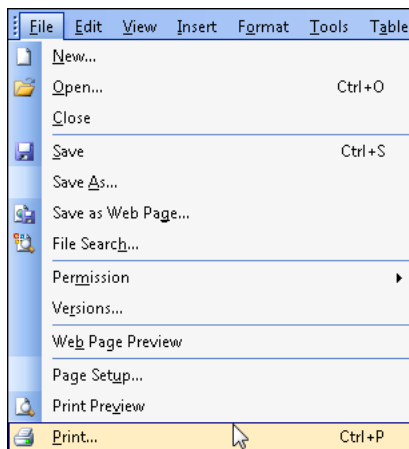


2. Picture, Clip Art, Shapes, SmartArt, & Chart buttons in the Illustrations group

Pictures, Clip Art, etc.

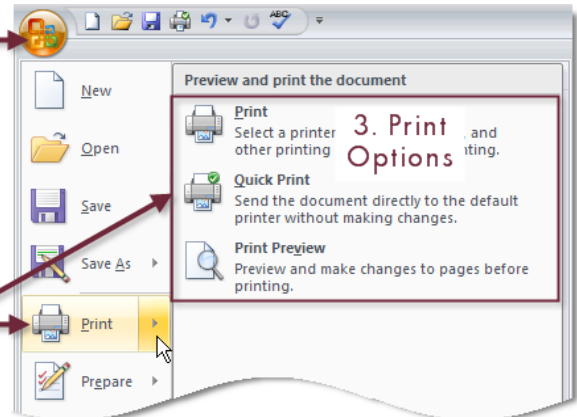
Print

Word 2003



Word 2007

1. Office button



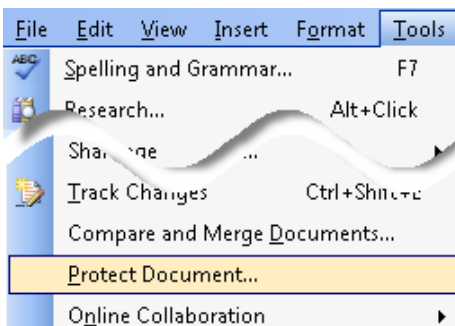
2. Print command

3. Print Options

Print

Protect Document

Word 2003



Word 2007

1. Review tab on Ribbon

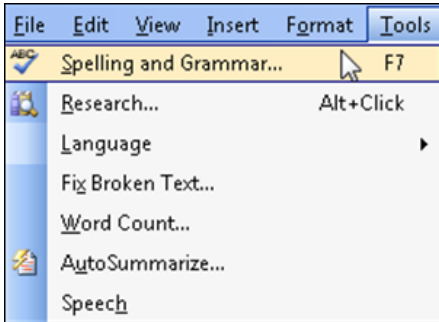


2. Protect Document button in the Protect group

Protect Document

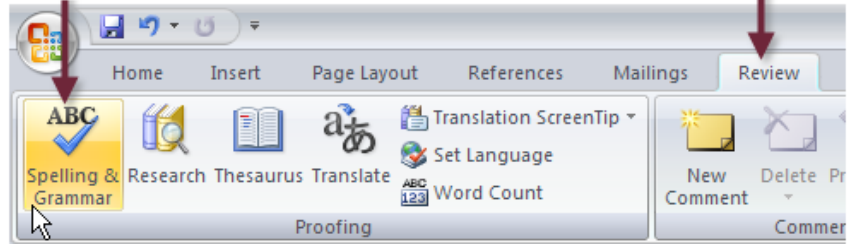
Spelling & Grammar

Word 2003



Word 2007

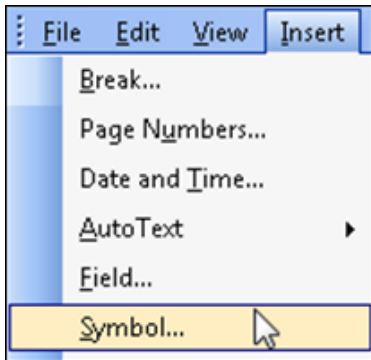
1. Review tab on Ribbon
2. Spelling & Grammar button in the Proofing group



Spelling & Grammar

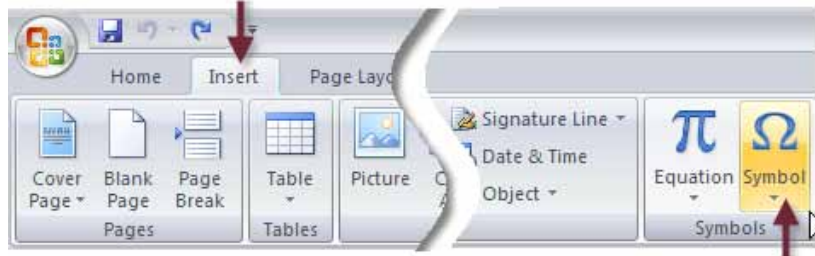
Symbols

Word 2003



Word 2007

1. Insert tab on Ribbon

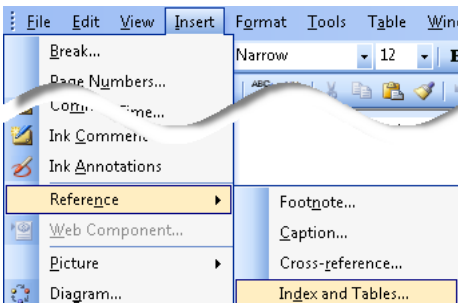


2. Symbol button in Symbols group

Symbols

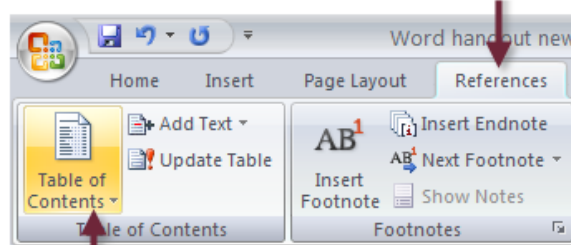
Table of Contents

Word 2003



Word 2007

1. References tab on Ribbon



2. Table of Contents button in the Table of Contents group

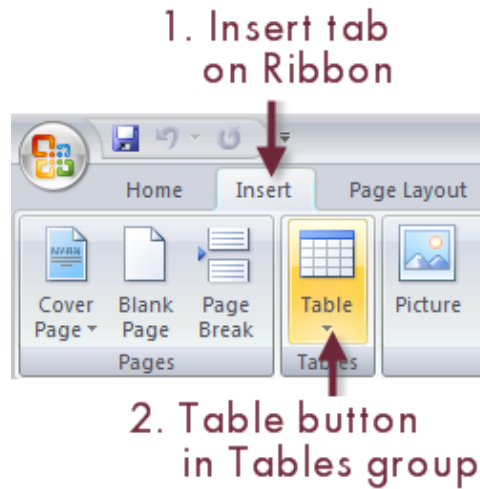
Table of Contents

Tables

Word 2003

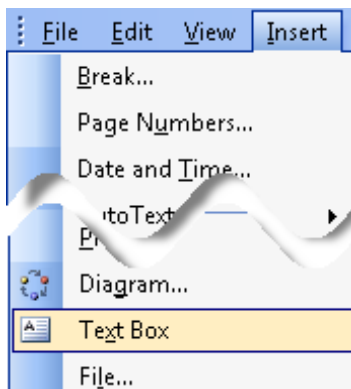


Word 2007

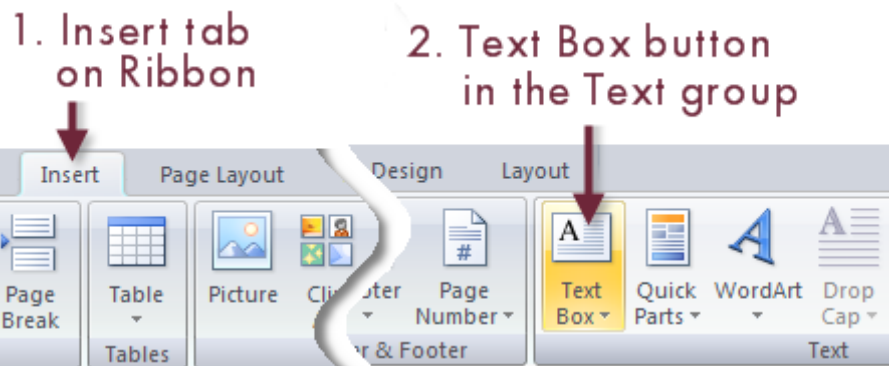


Text Boxes

Word 2003

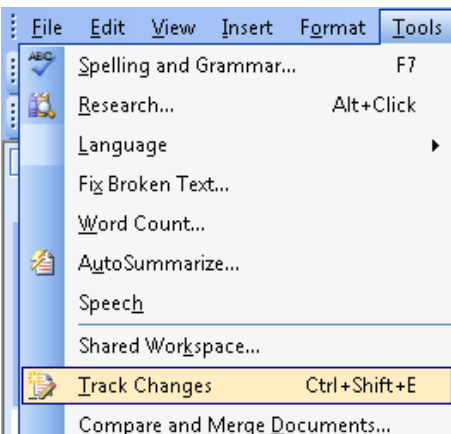


Word 2007

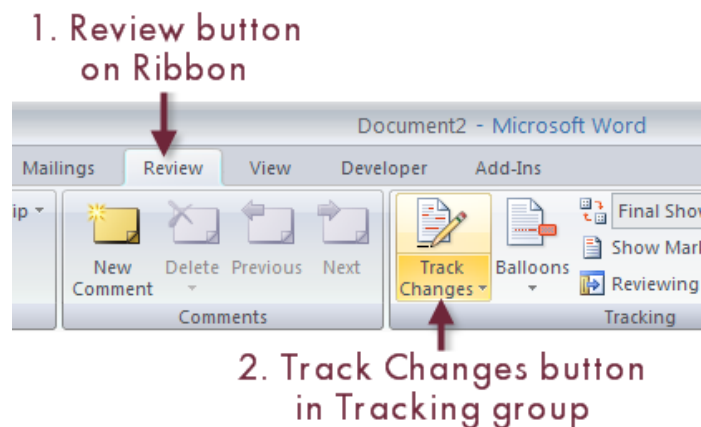


Track Changes

Word 2003



Word 2007



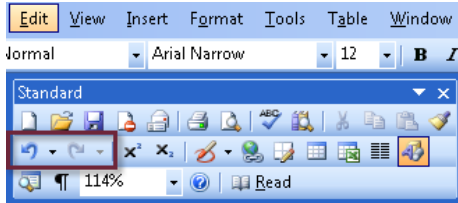
Tables

Text Boxes

Track Changes

Undo & Redo

Word 2003



Word 2007

Undo button on the Quick Access Toolbar



Redo button on the Quick Access Toolbar

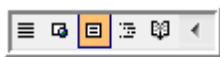
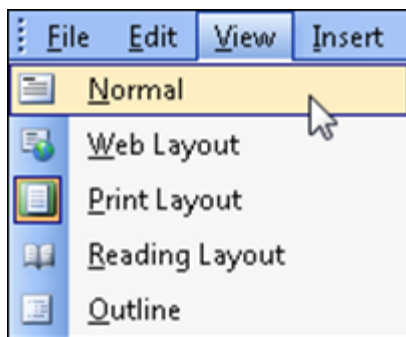
* Note – the redo button switches with the repeat button when there are no changes to redo.



Undo & Redo

View Options

Word 2003



Word 2007

1. View tab on Ribbon



2. Layout buttons in the Document Views group

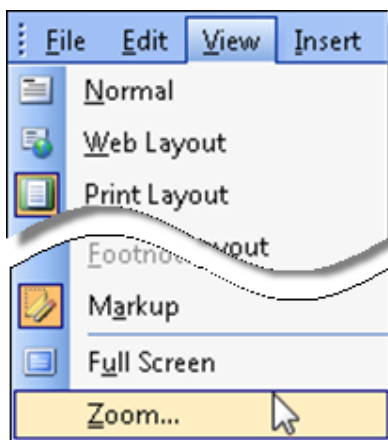
* Note – shortcut buttons located on bottom right of the screen



View Options

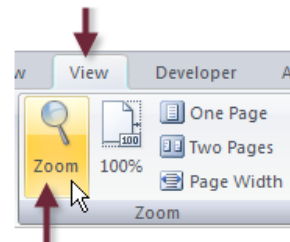
Zoom

Word 2003



Word 2007

1. View tab on Ribbon



2. Zoom button in the Zoom group

* Note – shortcut located on bottom right of screen



Zoom