

Word® Menus

| 2003 LOCATION | 2007 LOCATION | KEYBOARD SHORTCUT |
|--------------------------------|---|---|
| File > New | Office Button > New | Ctrl-N |
| File > Open | Office Button > Open | Ctrl-O |
| File > Close | Office Button > Close | Ctrl-W |
| File > Save | Office Button > Save <i>or</i> Quick Access toolbar > Save icon | Ctrl-S |
| File > Save As | Office Button > Save As | F12 |
| File > Page Setup | Page Layout > Page Setup (click dialog box launcher for more options) <i>or</i> Office Button > Print > Print Preview > Page Setup (click dialog box launcher for more options) | <i>In Word 2003: Alt-F, U</i> <i>In Word 2007: Alt-P, SP</i> |
| File > Print Preview | Office Button > Print > Print Preview | Alt-Ctrl-I |
| File > Print | Office Button > Print | Ctrl-P |
| File > Recently Used Documents | Office Button > Recent Documents | Alt-F |

WORD® MENUS CONTINUED

| 2003 LOCATION | 2007 LOCATION | KEYBOARD SHORTCUT |
|---------------------------|---|--|
| Edit > Undo | Quick Access toolbar > Undo icon | Ctrl-Z |
| Edit > Redo | Quick Access toolbar > Redo icon | Ctrl-Y |
| Edit > Cut | Home > Clipboard > Cut | Ctrl-X |
| Edit > Copy | Home > Clipboard > Copy | Ctrl-C |
| Edit > Office Clipboard | Home > Clipboard dialog box launcher | <i>In Word 2003: Ctrl-C, Ctrl-C In Word 2007: Alt-H, F, O</i> |
| Edit > Paste | Home > Clipboard > Paste | Ctrl-V |
| Edit > Paste Special | Home > Clipboard > Paste > Paste Special | <i>In Word 2003: Alt-E, S In Word 2007: Alt-E, S or Alt-Ctrl-V</i> |
| Edit > Paste as Hyperlink | Home > Clipboard > Paste > Paste as Hyperlink | Alt-E, H |
| Edit > Select All | Home > Editing > Select > Select All | Ctrl-A |
| Edit > Find | Home > Editing > Find | Ctrl-F |
| Edit > Replace | Home > Editing > Replace | Ctrl-H |
| Edit > Go To | Home > Editing > Find > Go To | Ctrl-G |

WORD® MENUS CONTINUED

| 2003 LOCATION | 2007 LOCATION | KEYBOARD SHORTCUT |
|--------------------------|--|---|
| View > Normal | View > Document Views > Draft | Alt-Ctrl-N |
| View > Web Layout | View > Document Views > Web Layout | Alt-V, W |
| View > Print Layout | View > Document Views > Print Layout | Alt-Ctrl-P |
| View > Reading Layout | View > Document Views > Full Screen Reading | Alt-V, R |
| View > Outline | View > Document Views > Outline | Alt-Ctrl-O |
| View > Task Pane | The overall task pane is gone in Word 2007, but some dialog box launchers display task panes. | <i>In Word 2003:</i> Ctrl-F1 <i>In Word 2007:</i> not available |
| View > Toolbars | Word 2007 no longer has toolbars. | <i>In Word 2003:</i> Alt-V, T <i>In Word 2007:</i> not available |
| View > Ruler | View > Show/Hide > Ruler <i>or</i> Office Button > Print > Print Preview > Preview > Show/Hide Ruler | Alt-V, L |
| View > Thumbnails | View > Show/Hide > Thumbnails | Alt-V, B |
| View > Header and Footer | Insert > Header & Footer | Alt-V, H |
| View > Footnotes | References > Footnotes > Show Notes | Alt-V, F |
| View > Markup | Review > Tracking > Show Markup | Alt-V, A |
| View > Full Screen | View > Document Views > Full Screen Reading | Alt-V, U |
| View > Zoom | Status Bar > Zoom Slider <i>or</i> View > Zoom | Alt-V, Z |

WORD® MENUS CONTINUED

| 2003 LOCATION | 2007 LOCATION | KEYBOARD SHORTCUT |
|------------------------|---|---|
| Insert > Break | Insert > Pages > Page Break | Alt-I, B |
| Insert > Page Numbers | Insert > Header & Footer > Page Number <i>or</i> Header & Footer Tools > Design > Header & Footer > Page Number | Alt-I, U |
| Insert > Date and Time | Insert > Text > Date & Time <i>or</i> Header & Footer Tools > Design > Insert > Date & Time | Alt-I, T |
| Insert > AutoText | Insert > Text > Quick Parts | <i>In Word 2003:</i> Alt-I, A <i>In Word 2007:</i> Alt-N, Q |
| Insert > Field | Insert > Text > Quick Parts > Field <i>or</i> Header & Footer Tools > Design > Insert > Quick Parts > Field | Alt-I, F |
| Insert > Symbol | Insert > Symbols > Symbol | <i>In Word 2003:</i> Alt-I, S <i>In Word 2007:</i> Alt-I, S <i>or</i> Alt-N, U |
| Insert > Comment | Review > Comments > New Comment | Alt-Ctrl-M |
| Insert > References | All Reference commands are now located under the References ribbon tab. | <i>In Word 2003:</i> Alt-I, N <i>In Word 2007:</i> Alt-S |
| Insert > Picture | All Picture commands are located under Insert > Illustrations, with the following exceptions: <ul style="list-style-type: none"> • WordArt is located in Insert > Text > WordArt • From Scanner or Camera is not included in Word 2007 | <i>In Word 2003:</i> Alt-I, P <i>In Word 2007:</i> Alt-N |
| Insert > Text Box | Insert > Text > Text Box | <i>In Word 2003:</i> Alt-I, X <i>In Word 2007:</i> Alt-N, X |
| Insert > File | Insert > Text > Object > Text from File | Alt-I, L |
| Insert > Object | Insert > Text > Object | Alt-I, O |
| Insert > Bookmark | Insert > Links > Bookmark | Alt-I, K |
| Insert > Hyperlink | Insert > Links > Hyperlink | Ctrl-K |

WORD® MENUS CONTINUED

| 2003 LOCATION | 2007 LOCATION | KEYBOARD SHORTCUT |
|--------------------------------|--|---|
| Format > Font | Home > Font (click dialog box launcher for more options) | Ctrl-D |
| Format > Paragraph | Home > Paragraph (click dialog box launcher for more options) <i>or</i> Page Layout > Paragraph (click dialog box launcher for more options) | Alt-O, P |
| Format > Bullets and Numbering | Home > Paragraph > Bullets icon <i>or</i> Home > Paragraph > Numbering icon <i>or</i> Office Button > Word Options > Customize > All Commands > Bullets and Numbering | <i>In Word 2003:</i> Alt-O, N <i>In Word 2007:</i> Alt-O, N <i>or</i> Alt-H, N/U |
| Format > Borders and Shading | Home > Paragraph > Shading icon <i>or</i> Home > Paragraph > Arrow next to the most recently used command: a border command <i>or</i> Horizontal Line, Draw Table, View Gridlines, <i>or</i> Borders and Shading | <i>In Word 2003:</i> Alt-O, B <i>In Word 2007:</i> Alt-O, B <i>or</i> Alt-H, B/H |
| Format > Columns | Page Layout > Page Setup > Columns | <i>In Word 2003:</i> Alt-O, C <i>In Word 2007:</i> Alt-O, C <i>or</i> Alt-P, J |
| Format > Tabs | Home > Paragraph dialog box launcher > Tabs | Alt-O, T |
| Format > Change Case | Home > Font > Change Case icon | <i>In Word 2003:</i> Alt-O, E <i>In Word 2007:</i> Alt-O, E <i>or</i> Alt-H, 7 |
| Format > AutoFormat | Office Button > Word Options > Customize > All Commands > AutoFormat | Alt-Ctrl-K <i>or</i> Alt-O, A |
| Format > Styles and Formatting | Home > Styles | Alt-O, S |
| Format > Reveal Formatting | Office Button > Word Options > Customize > All Commands > Reveal Formatting | Alt-O, V |

WORD® MENUS CONTINUED

| 2003 LOCATION | 2007 LOCATION | KEYBOARD SHORTCUT |
|-------------------------------------|---|--|
| Tools > Spelling and Grammar | Review > Proofing > Spelling & Grammar | F7 |
| Tools > Research | Review > Proofing > Research | Alt-Click |
| Tools > Word Count | Status bar > Words <i>or</i> Review > Proofing > Word Count | Ctrl-Shift-G |
| Tools > AutoSummarize | Office Button > Word Options > Customize > All Commands > AutoSummary Tools | Alt-T, U |
| Tools > Track Changes | Review > Tracking > Track Changes | Ctrl-Shift-E |
| Tools > Compare and Merge Documents | Review > Compare > Compare | <i>In Word 2003:</i> Alt-T, D <i>In Word 2007:</i> Alt-T, D <i>or</i> Alt-R, M, C |
| Tools > Letters and Mailings | Mailings | <i>In Word 2003:</i> Alt-T, E <i>In Word 2007:</i> Alt-M |
| Tools > Macro | View > Macros > Macros <i>or</i> Developer > Code > Macros | <i>In Word 2003:</i> Alt-T, M <i>In Word 2007:</i> Alt-W, M |
| Tools > Templates and Add-Ins | Developer > Templates > Document Template | Alt-T, I |
| Tools > AutoCorrect Options | Office Button > Word Options > Proofing > AutoCorrect Options | Alt-T, A |
| Tools > Customize | Office Button > Word Options > Customize | <i>In Word 2003:</i> Alt-T, C <i>In Word 2007:</i> Alt-F, I, C |
| Tools > Options | Office Button > Word Options | <i>In Word 2003:</i> Alt-T, O <i>In Word 2007:</i> Alt-T, O <i>or</i> Alt-F, I |

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|--|--|---|
| Table > Draw Table | Home > Paragraph > Borders icon > Draw Table <i>or</i> Insert > Tables > Table > Draw Table <i>or</i> Table Tools > Design > Draw Borders > Draw Table | <i>In Word 2003:</i> Alt-A, W <i>In Word 2007:</i> Alt-A, W <i>or</i> Alt-N, T, D |
| Table > Insert > Table | Insert > Tables > Table > Insert Table | <i>In Word 2003:</i> Alt-A, I, T <i>In Word 2007:</i> Alt-A, I, T <i>or</i> Alt-N, T |
| Table > Insert > Columns, Rows, Cells | Table Tools > Layout > Rows & Columns | <i>In Word 2003:</i> Alt-A, I, choose addl. letter <i>In Word 2007:</i> Alt-J, L, choose addl. letter |
| Table > Delete > Table, Columns, Rows, Cells | Table Tools > Layout > Rows & Columns > Delete | <i>In Word 2003:</i> Alt-A, D, choose addl. letter <i>In Word 2007:</i> Alt-J, L, D, choose addl. letter |
| Table > Select > Table, Column, Row, Cell | Table Tools > Layout > Table > Select | <i>In Word 2003:</i> Alt-A, C, choose addl. letter <i>In Word 2007:</i> Alt-J, L, K, choose addl. letter |
| Table > Merge Cells | Table Tools > Layout > Merge > Merge Cells | <i>In Word 2003:</i> Alt-A, M <i>In Word 2007:</i> Alt-A, M <i>or</i> Alt-J, L, M |
| Table > Split Cells | Table Tools > Layout > Merge > Split Cells | <i>In Word 2003:</i> Alt-A, P <i>In Word 2007:</i> Alt-A, P <i>or</i> Alt-J, L, P |
| Table > Split Table | Table Tools > Layout > Merge > Split Table | <i>In Word 2003:</i> Alt-A, T <i>In Word 2007:</i> Alt-A, T <i>or</i> Alt-J, L, Q |
| Table > Table AutoFormat | Table Tools > Design > Table Styles | <i>In Word 2003:</i> Alt-A, F <i>In Word 2007:</i> Alt-J, T, S |
| Table > AutoFit | Table Tools > Layout > Cell Size > AutoFit | <i>In Word 2003:</i> Alt-A, A <i>In Word 2007:</i> Alt-J, L, F |
| Table > Heading Rows Repeat | Table Tools > Layout > Data > Repeat Header Rows | <i>In Word 2003:</i> Alt-A, H <i>In Word 2007:</i> Alt-A, H <i>or</i> Alt-J, L, J |
| Table > Convert > Text to Table | Insert > Tables > Table > Convert Text to Table | <i>In Word 2003:</i> Alt-A, V, X <i>In Word 2007:</i> Alt-A, V, X <i>or</i> Alt-N, T, V |
| Table > Convert > Table to Text | Table Tools > Layout > Data > Convert to Text | <i>In Word 2003:</i> Alt-A, V, B <i>In Word 2007:</i> Alt-A, V, B <i>or</i> Alt-J, L, V |
| Table > Sort | Home > Paragraph > Sort <i>or</i> Table Tools > Layout > Table > Sort | <i>In Word 2003:</i> Alt-A, S <i>In Word 2007:</i> Alt-A, S <i>or</i> Alt-J, L, S, O |
| Table > Formula | Table Tools > Layout > Table > Formula | <i>In Word 2003:</i> Alt-A, O <i>In Word 2007:</i> Alt-A, O <i>or</i> Alt-J, L, U, L |
| Table > Hide/Show Gridlines | Table Tools > Layout > Table > Hide/Show Gridlines | <i>In Word 2003:</i> Alt-A, G <i>In Word 2007:</i> Alt-A, G <i>or</i> Alt-J, L, T, G |
| Table > Table Properties | Table Tools > Layout > Table > Properties <i>or</i> Table Tools > Layout > Cell Size > Properties | <i>In Word 2003:</i> Alt-A, R <i>In Word 2007:</i> Alt-A, R <i>or</i> Alt-J, L, O |

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| 2003 Location | 2007 Location | KEYBOARD SHORTCUT |
|------------------------------------|------------------------------------|--|
| Window > New Window | View > Window > New Window | Alt-W, N |
| Window > Arrange All | View > Window > Arrange All | Alt-W, A |
| Window > Compare Side by Side with | View > Window > View Side by Side | Alt-W, B |
| Window > Split/Remove Split | View > Window > Split/Remove Split | <i>Split:</i> Alt-Ctrl-S <i>Remove Split:</i> Alt-Shift-C |
| Window > Currently Open Documents | View > Window > Switch Windows | <i>In Word 2003:</i> Alt-W <i>In Word 2007:</i> Alt-W, W |