

Use this handout to find where Excel 2003 commands are located in Excel 2007. It consists of the following three sections:

- Navigation tips about getting around in Excel 2007.
- New location of buttons from the old *Standard* and *Formatting* toolbars.
- New locations of the old menu items.

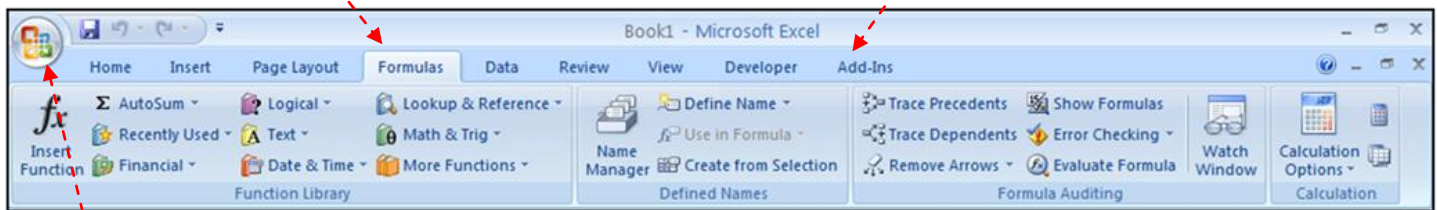
NAVIGATION TIPS

Tabbed Ribbons

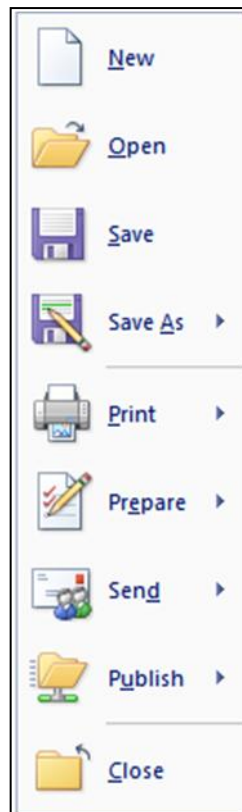
The old menu system and toolbar buttons have been combined into stationary tabs with buttons on them.

Click a tab to view a different set of buttons.

Double click a tab to hide all buttons. Double click a tab again to view the buttons.

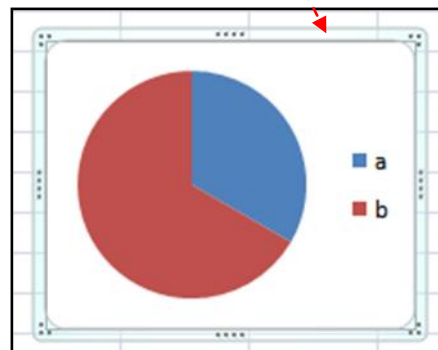


Click the Microsoft button in the upper left to display this menu →



Special Tabs

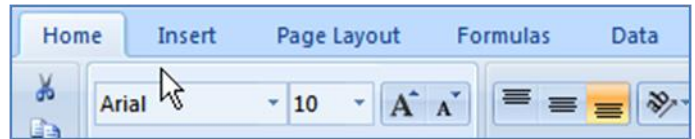
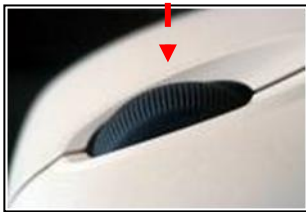
Selecting objects such as charts and PivotTables will cause new tabs to appear. These tabs contain buttons which pertain to the type of object you have selected.



Double clicking the object will make the tab appear **AND** display its buttons.

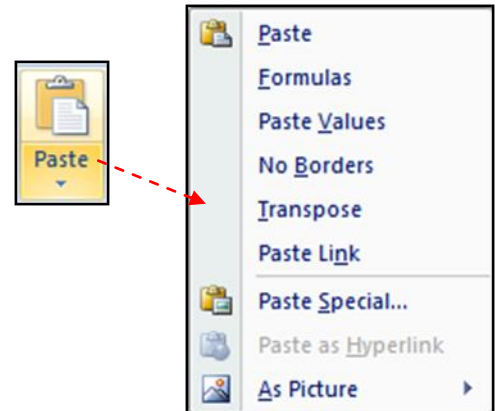
Quickly Browse Through Tabs

If you hover your mouse within the ribbon area and spin your mouse wheel, you can quickly scroll through the tabs.

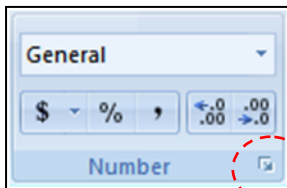


Split Buttons

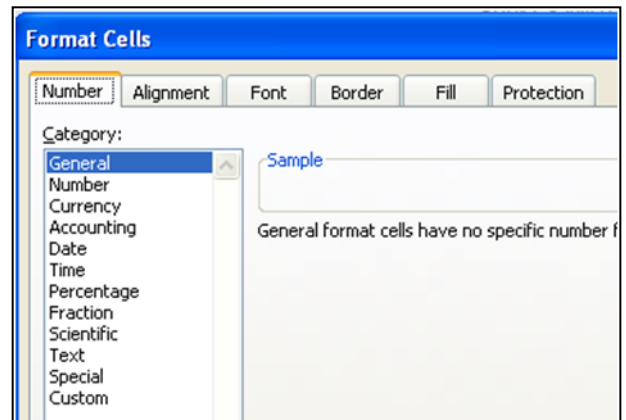
Note that some buttons have two halves. The top part issues its most common use while the bottom part brings up a list of commands.



Accessing More Options



Some sections on the ribbon have a "More" arrow which will bring up window with more options. Most of these you have probably seen before.

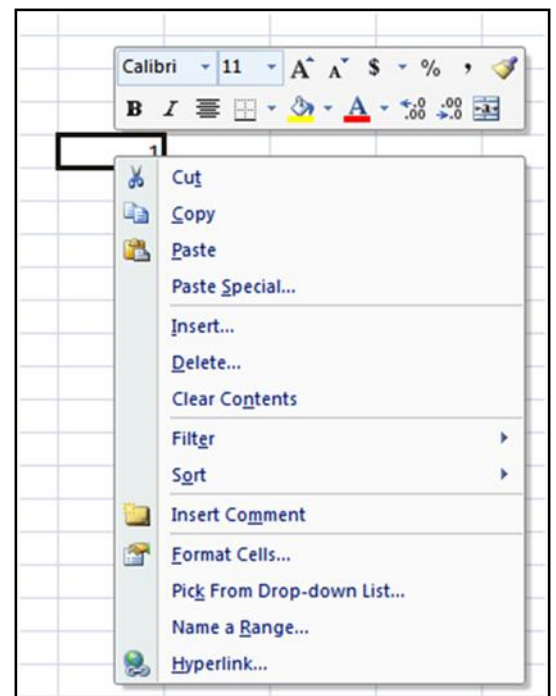
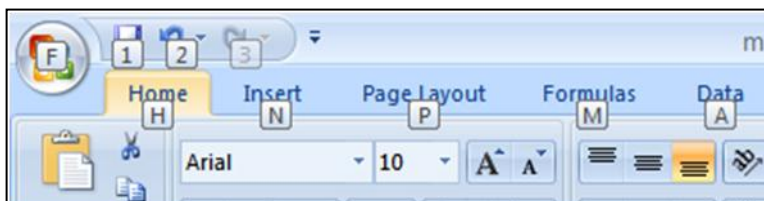


Right Click for Quick Commands

If you right click an area or object in Excel, you will get a pop-up menu and usually a small formatting tool bar. The pop-up menu commands will change to reflect the area or type of object you right clicked.

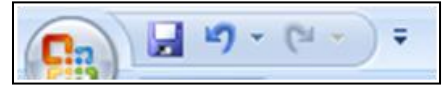
Keyboard Shortcuts

Most shortcut keys still work (for example, **Control + S** saves). However if you used to navigate the menu by pressing the **ALT** key, the letters or numbers you have to press now will be a different sequence.



The Quick Access Toolbar

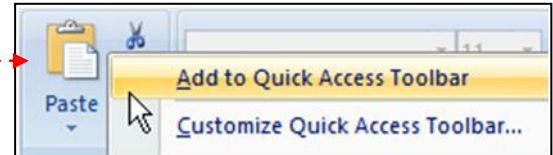
This is the only customizable toolbar in Excel. You can add and remove buttons from it and if desired, move its location to below the ribbon rather than above.



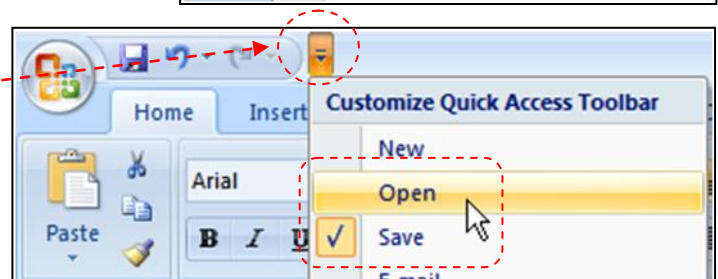
Adding Buttons to the Quick Access Toolbar

There are several methods of adding buttons to the Quick Access Toolbar:

Right click any button on any tab and select “Add to Quick Access Toolbar”.

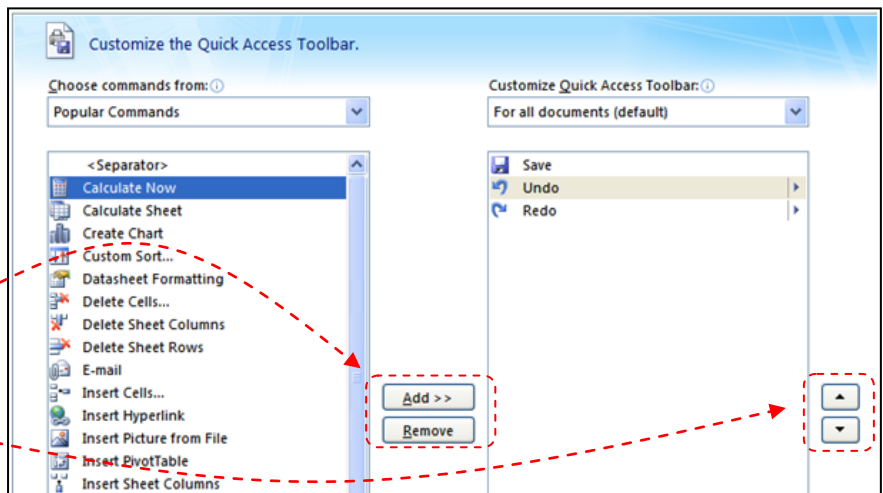


Click the drop down arrow on its right and then click the command you wish to appear on the toolbar. Click it again to remove the command.



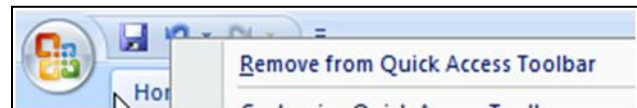
To view all available buttons and organize the Quick Access Toolbar:

- Right click any button.
- Click “Customize Quick Access Toolbar”.
- Select an icon from the list then click the “Add” button.
- Organize the toolbar by using the up/down arrows.



Remove Buttons to the Quick Access Toolbar

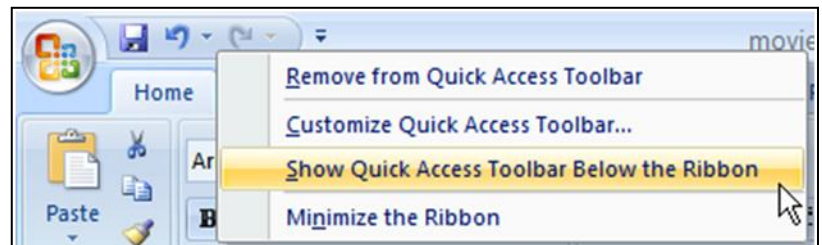
- Right click the button to be removed.
- Select “Remove from Quick Access Toolbar”.



Move the Quick Access Toolbar Below the Ribbon


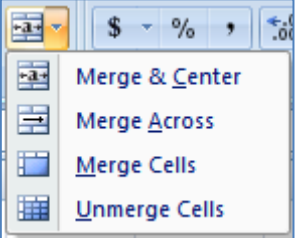


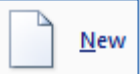


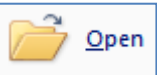


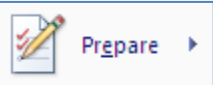



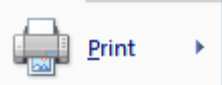


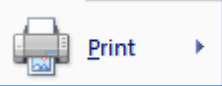




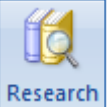









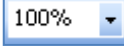

This will give you room for more buttons without cutting off your file on the title bar.

- Right click any button on the Quick Access Toolbar.
- Select “Show Quick Access Toolbar Below the Ribbon”.

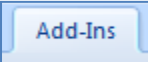
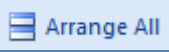

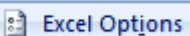
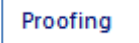
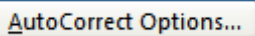
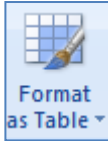
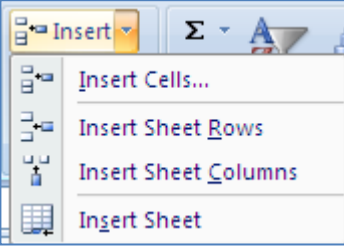



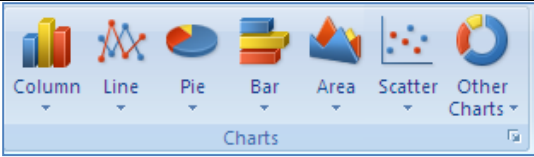

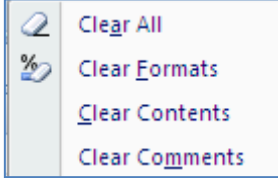

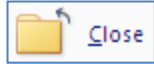

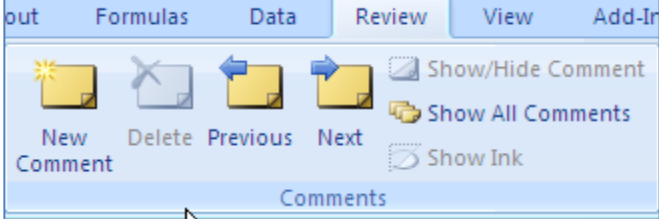


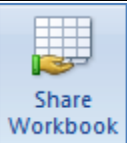

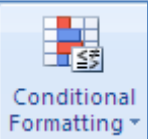
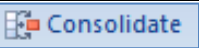

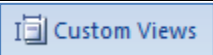

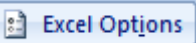
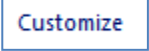
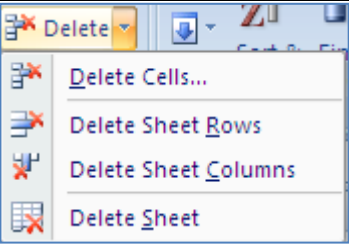

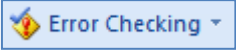

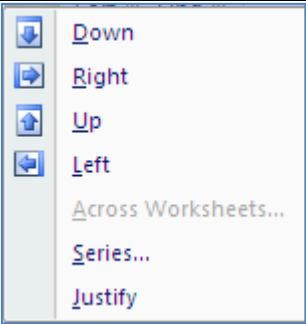

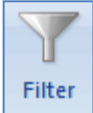
NEW LOCATION OF BUTTONS FROM THE OLD STANDARD AND FORMATTING TOOLBARS


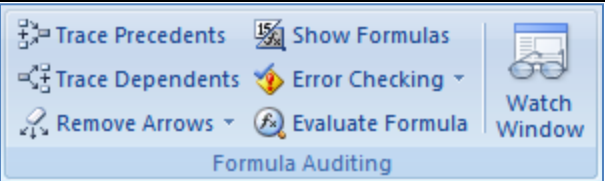
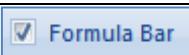
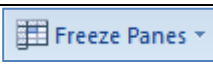
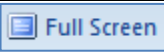
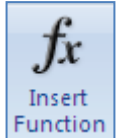

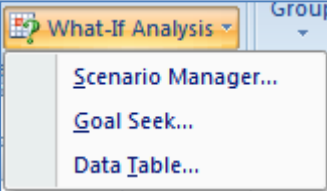

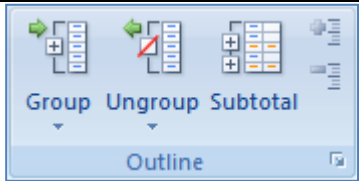
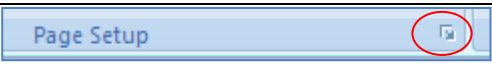

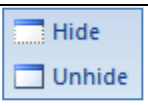

Standard & Formatting Toolbar Buttons – Excel 2003	Excel 2007 Location
Align	Home -
Autosum	Formulas -
Borders	Home -
Cell Background	Home -
Charts	Insert -
Cut, Copy, Paste	Home -
Drawing Tools	Insert – Shapes
Font Color	Home -
Font Size, typeface, alignment, color, bold, italic, underline, borders, etc. 	Home -
Format	Home -
Format Painter	Home -
Functions	
Indent	Home -

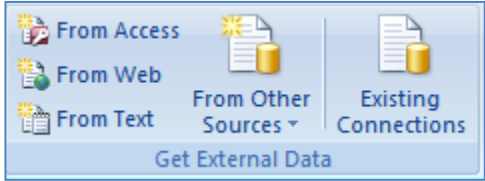
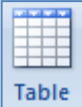
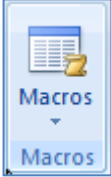
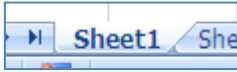
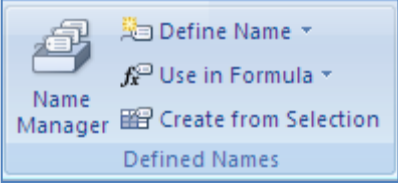



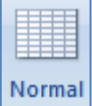
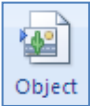

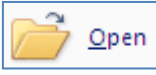

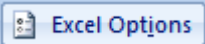
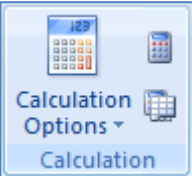
Standard & Formatting Toolbar Buttons – Excel 2003	Excel 2007 Location
Merge and Center 	 Home -
New 	 then 
Open 	 then 
Permission (Info Rights Mgmt.) 	 then  then 
Print 	 then 
Print Preview 	 then  then 
Redo 	On Quick Access Toolbar: 
Research 	Review - 
Save 	On Quick Access Toolbar: 
Sort 	Home -  Also under DATA 
Spelling 	Review - 
Undo 	On Quick Access Toolbar: 
Zoom 	Lower right corner of screen 

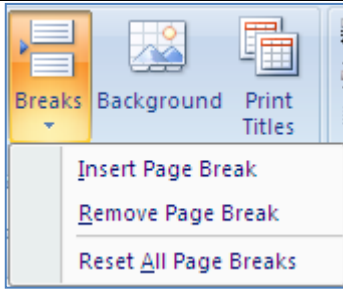



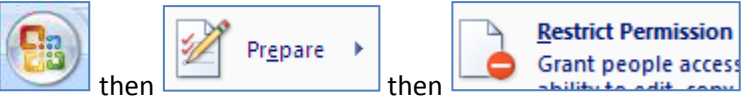

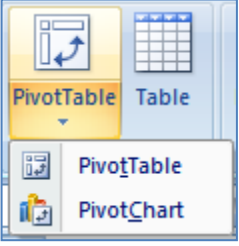

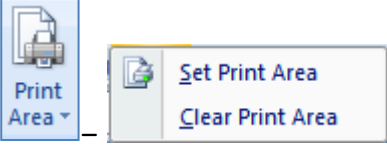
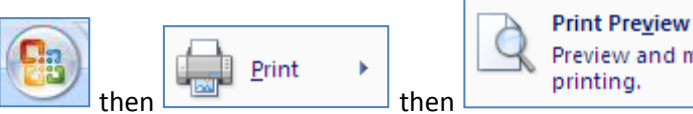


NEW LOCATIONS OF THE OLD MENU COMMANDS



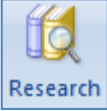
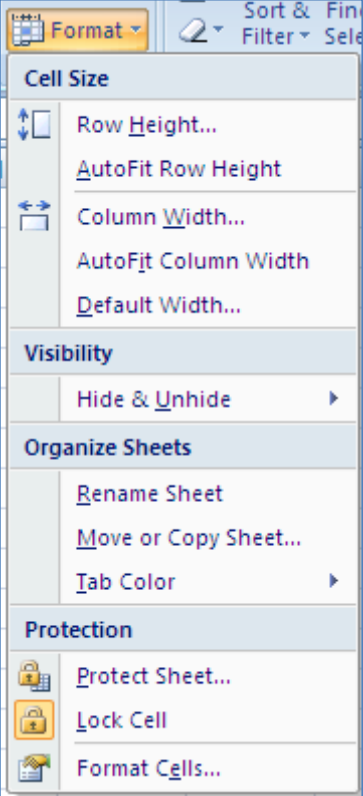

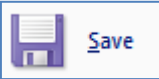






MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Add-Ins	Add-Ins tab 
Arrange	View – 
AutoCorrect Options	 -  -  - 
Autoformat	Home – 
Cells Rows Columns Worksheet	Home – 
Cells	Home – then any of the expand arrows:   
Chart	Insert – 
Clear	Home –  then 
Close	 then 
Comment	Review – 
Comments	Review – Show All Comments or Show/Hide Comment 

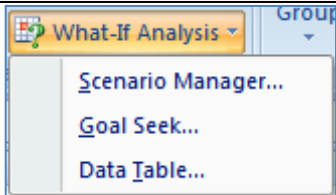


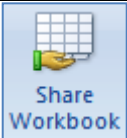

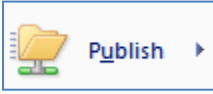

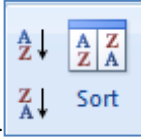

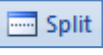
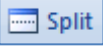
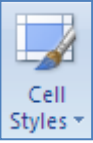
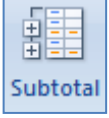


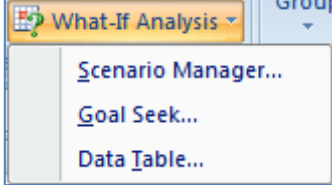
MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Compare and Merge Workbooks	See Review - 
Compare Side by Side	View - 
Conditional Formatting	Home - 
Consolidate	Data - 
Copy	Home - 
Custom View	View – Custom Views 
Customize	 -  - 
Delete	Home - 
Diagram	Insert -  (Diagrams have been replaced with “SmartArt”)
Error Checking	Formulas - 
File Search	?
Fill	Home -  then 
Filter – Advanced Filter	Data - 
Filter – Autofilter	Data - 

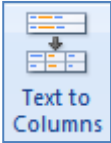
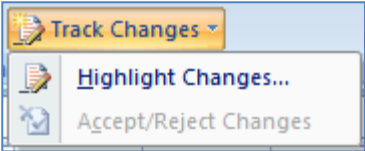
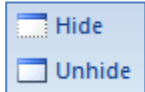

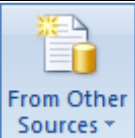
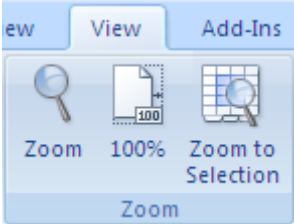
MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Find	Home - 
Form	Discontinued?
Formula Auditing	Formulas - 
Formula Bar	View – Formula Bar 
Freeze Panes	View – 
Full Screen	View – Full Screen 
Function	Formulas -  (Also under Home then down arrow: )
Goal Seek	Data – What If Analysis – Goal Seek 
Goto / Goto Special	Home - 
Group and Outline	Data – Outline area - 
Header / Footer	Page Layout -  or  (View – Normal to get out).
Hide	View – 
Hyperlink	Insert - 

MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Import External Data	 Data – Get External Data area
List	 Insert – Table (Excel “List” has been renamed to “Excel Table”)
Macro	 View – Macros
Move or Copy Sheet	 <u>Right</u> click the sheet’s name
Name	 Formulas – Create from Selection
New	 then 
New Window	 View – New Window
Normal	 View – Normal
Object	 Insert – Object
Online Collaboration	No longer Integrated?
Open	 then 
Options	 -  - Then look under the different links on the left. Note some Calculation options are under the “Formulas” tab: 

MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Page Break	 Page Layout – Breaks -
Page Break Preview	View –  Page Break Preview
Paste	 Home - (upper half of button)
Paste Special	 Home - (Lower half of button) – Paste Special
Permission	 then then
Picture	 Insert -
Pivot Table and PivotChart Report	 Insert -
Print	 then then
Print Area – Clear Print Area Print Area – Set Print Area	 Page Layout -
Print Preview	 then then
Properties	 then then
Protection	 Review -

MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Refresh Data	 Data –
Replace	 Home -
Research	 Review -
Row – Autofit Row – Hide/Unhide Row – Height Column – Autofit Column – Hide/Unhide Column – Width Sheet – Rename Sheet – Hide/Unhide Sheet – Background Sheet – Tab color	 Home – Format -
Save	 then  or 
Save As	 then 
Save as Web Page	 then  then change the type to “Web Page”.
Save Workspace	 View –

MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Scenarios	 Data – What If Analysis – Scenario Manager...
Send To	 then 
Share Workbook	 Review -
Shared Workspace	 -  -  Create Document Workspace Create a new site for the workbook and keep the local copy synchronized.
Sort	 Data –
Speech	Unable to Locate in Excel
Spelling	 Review -
Split	View – 
Split – Remove Split	View – 
Status Bar	Right click the <i>Status</i> Bar to access Status Bar content options.
Style	 Home -
Subtotals	 Data –
Symbol	 Insert -
Synchronous Scrolling	View – Synchronous Scrolling 
Table	 Data – Data Table -
Task Pane	No longer exists

MENU ITEM IN EXCEL 2003	LOCATION IN EXCEL 2007
Text to Columns	 Data –
Toolbars	No longer exists
Track Changes	 Review – Track Changes
Unhide	 View –
Validation	Data – 
XML	 Data –
Zoom	 View then or lower right corner of screen: 