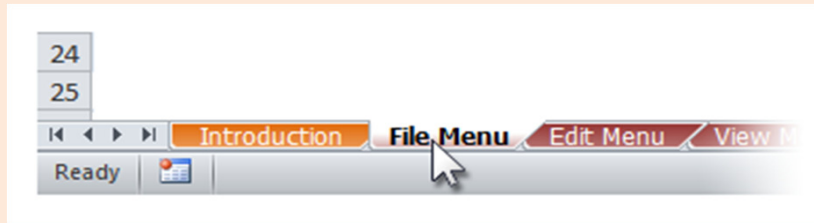
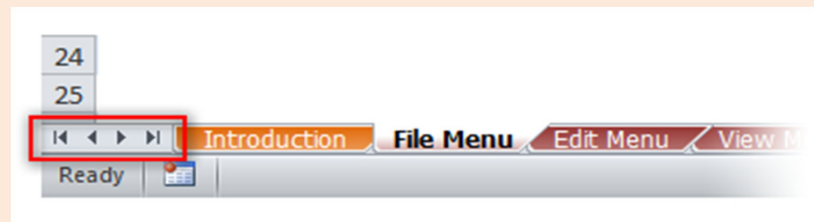


Word: Menu to ribbon reference

To view Office 2003 menu and toolbar commands and their Office 2010 equivalents, click a worksheet tab at the bottom of the window.



If you don't see the tab you want, right-click the scrolling buttons next to the tabs to reveal a list of all the worksheets in the workbook. Then click the worksheet you want to view.



To find additional resources that will help you make the transition to the new user interface in Office 2010 and related products, visit <http://office.com/gettingstarted>.

For more tips on using this workbook, press F1 and click **More information about this template**.

Word: File Menu	
Word 2003 Location	Word 2010 Location
Check In	File Info Check In
Check Out	File Info Check Out
Close	File Close
Exit	File Exit
File Search	Use search in Microsoft Windows to find files.
New	File New
Open	File Open
Open	Quick Access Toolbar Open
Page Setup	Page Layout Page Setup Page Setup
Page Setup	Quick Access Toolbar Print Preview and Print Page Setup
Permission	File Info Protect Document Restrict Permission by People
Permission Do Not Distribute	File Info Protect Document Restrict Permission by People Restricted Access
Permission Do Not Reply All	File Info Protect Document Restrict Permission by People Do Not Reply All
Permission Restrict Permission As	File Info Protect Document Restrict Permission by People Manage Credentials
Permission Unrestricted Access	File Info Protect Document Restrict Permission by People Unrestricted Access
Print	File Print
Print	Quick Access Toolbar Print Preview and Print Print Print
Print Preview	File Print
Print Preview	Quick Access Toolbar Print Preview and Print
Print Preview	File Options Customize Ribbon All Commands Print Preview and Print
Properties	File Options Customize Ribbon All Commands View Document Properties
Properties	File Info
Recently Used Documents	File Recent
Save	Quick Access Toolbar Save
Save	File Save
Save	File Options Customize Ribbon All Commands Save
Save As	File Save As
Save As	File Save & Send Change File Type
Save as Web Page	File Save As Save as type Web Page
Send To Exchange Folder	File Options Customize Ribbon All Commands Exchange Folder
Send To Mail Recipient	File Save & Send Send Using E-mail
Send To Mail Recipient (as Attachment)	File Save & Send Send Using E-mail Send as Attachment
Send To Mail Recipient (as Attachment)	Quick Access Toolbar E-mail
Send To Mail Recipient (as Attachment)	File Options Customize Ribbon All Commands E-mail
Send To Mail Recipient (for Review)	File Options Customize Ribbon All Commands Send for Review
Send To Microsoft Office PowerPoint	File Options Customize Ribbon All Commands Send to Microsoft PowerPoint
Send To Online Meeting Participant	Removed from Product
Send To Original Sender	File Options Customize Ribbon All Commands Reply with Changes
Send To Recipient using a Fax Modem	Removed from Product
Send To Recipient using Internet Fax Service	File Save & Send Send Using E-mail Send as Internet Fax
Send To Routing Recipient	Removed from Product
Sign out	Removed from Product
Version History In a Document Library	File Info Versions and Check Out
Version History On My Computer	Removed from Product
Web Page Preview	File Options Customize Ribbon All Commands Web Page Preview

Word: Edit Menu	
Word 2003 Location	Word 2010 Location
Clear	File Options Customize Ribbon All Commands Clear
Clear Contents	File Options Customize Ribbon All Commands Clear Contents
Clear Formats	File Options Customize Ribbon All Commands Clear Formats
Clear Formats	Home Font Clear Formatting
Clear Formats	Home Styles Quick Styles Clear Formatting
Copy	Home Clipboard Copy
Cut	Home Clipboard Cut
Find	View Document Views Full Screen Reading Tools Find
Find	Home Editing Select Selection Pane
Find	Home Editing Find Navigation
Go To	Home Editing Find Go To
Links	File Info Properties
Object	Insert Text Object Object
Office Clipboard	Home Clipboard Clipboard
Paste	Home Clipboard Paste
Paste as Hyperlink	File Options Customize Ribbon All Commands Paste as Hyperlink
Paste Special	Home Clipboard Paste Paste Special
Repeat	File Options Customize Ribbon All Commands Redo
Repeat	Quick Access Toolbar Redo
Replace	Home Editing Replace
Select All	Home Editing Select Select All
Undo	File Options Customize Ribbon All Commands Undo
Undo	Quick Access Toolbar Undo

Word: View Menu	
Word 2003 Location	Word 2010 Location
Document Map	View Navigation Pane
Footnotes	References Footnotes Show Notes
Full Screen	View Document Views Full Screen Reading
Header and Footer	Insert Header & Footer
HTML Source	Removed from Product
Markup	Review Tracking Show Markup
Normal	View Document Views Draft
Outline	File Options Customize Ribbon All Commands Master Document Tools
Outline	View Document Views Outline
Print Layout	View Document Views Print Layout
Reading Layout	View Document Views Full Screen Reading
Ruler	Print Preview Preview Show Ruler
Ruler	View Show Ruler
Task Pane	Some Dialog Box Launchers display a task pane. For example, the Dialog Box Launcher in the Styles group of the Home tab displays the Styles task pane.
Thumbnails	File Options Customize Ribbon All Commands Thumbnails
Toolbars AutoText	Toolbars have been removed from the product. To find commands on the AutoText toolbar, go to the AutoText Toolbar sheet of this workbook.
Toolbars Control Toolbox	Toolbars have been removed from the product. To find commands on the Control Toolbox toolbar, go to the Control Toolbox Toolbar sheet of this workbook.
Toolbars Customize	File Options Customize Ribbon
Toolbars Customize	Quick Access Toolbar Customize Quick Access Toolbar More Commands
Toolbars Customize	File Options Quick Access Toolbar
Toolbars Database	Toolbars have been removed from the product. To find commands on the Database toolbar, go to the Database Toolbar sheet of this workbook.
Toolbars Drawing	Toolbars have been removed from the product. To find commands on the Drawing toolbar, go to the Drawing Toolbar sheet of this workbook.
Toolbars E-mail	Toolbars have been removed from the product. To find commands on the E-mail toolbar, go to the E-mail Toolbar sheet of this workbook.
Toolbars Formatting	Toolbars have been removed from the product. To find commands on the Formatting toolbar, go to the Formatting Toolbar sheet of this workbook.
Toolbars Forms	Toolbars have been removed from the product. To find commands on the Forms toolbar, go to the Forms Toolbar sheet of this workbook.
Toolbars Frames	Toolbars have been removed from the product. To find commands on the Frames toolbar, go to the Frames Toolbar sheet of this workbook.
Toolbars Mail Merge	Toolbars have been removed from the product. To find commands on the Mail Merge toolbar, go to the Mail Merge Toolbar sheet of this workbook.
Toolbars Outlining	Toolbars have been removed from the product. To find commands on the Outlining toolbar, go to the Outlining Toolbar sheet of this workbook.
Toolbars Picture	Toolbars have been removed from the product. To find commands on the Picture toolbar, go to the Picture Toolbar sheet of this workbook.
Toolbars Reviewing	Toolbars have been removed from the product. To find commands on the Reviewing toolbar, go to the Reviewing Toolbar sheet of this workbook.
Toolbars Standard	Toolbars have been removed from the product. To find commands on the Standard toolbar, go to the Standard Toolbar sheet of this workbook.
Toolbars Tables and Borders	Toolbars have been removed from the product. To find commands on the Tables and Borders toolbar, go to the Tables and Borders Toolbar sheet of this workbook.
Toolbars Task Pane	Toolbars have been removed from the product.
Toolbars Visual Basic	Toolbars have been removed from the product. To find commands on the Visual Basic toolbar, go to the Visual Basic Toolbar sheet of this workbook.
Toolbars Web	Toolbars have been removed from the product. To find commands on the Web toolbar, go to the Web Toolbar sheet of this workbook.
Toolbars Web Tools	Toolbars have been removed from the product. To find commands on the Web Tools toolbar, go to the Web Tools Toolbar sheet of this workbook.
Toolbars Word Count	Toolbars have been removed from the product. To find commands on the Word Count toolbar, go to the Word Count Toolbar sheet of this workbook.
Toolbars WordArt	Toolbars have been removed from the product. To find commands on the WordArt toolbar, go to the WordArt Toolbar sheet of this workbook.
Web Layout	View Document Views Web Layout
Zoom	Status Bar Zoom Slider

Word: View Menu

Word 2003 Location

Zoom

Zoom

Word 2010 Location

Quick Access Toolbar | Print Preview | Zoom Slider

View | Zoom | Zoom

Word: Insert Menu

Word 2003 Location	Word 2010 Location
AutoText	Insert Text Quick Parts AutoText
AutoText (List of AutoText Entries)	Insert Text Quick Parts Building Blocks Organizer Gallery
AutoText AutoText	Removed from Product
AutoText AutoText	Insert Text Quick Parts AutoText
AutoText New	File Options Customize Ribbon All Commands Create AutoText
Bookmark	Insert Links Bookmark
Break	File Options Customize Ribbon All Commands Break
Comment	Conflicts Comments New Comment
Comment	Review Comments New Comment
Date and Time	Header & Footer Tools Design Insert Date & Time
Date and Time	Insert Text Date & Time
Diagram	Insert Illustrations SmartArt
Field	Header & Footer Tools Design Insert Quick Parts Field
Field	Insert Text Quick Parts Field
File	Insert Text Object Text from File
Hyperlink	Insert Links Hyperlink
Ink Annotations	File Options Customize Ribbon All Commands Start Inking
Ink Annotations	Review Ink Start Inking
Ink Comment	View Document Views Full Screen Reading Tools Ink Comment
Ink Comment	Review Comments Ink Comment
Number	Insert Symbols Symbol More Symbols
Number	File Options Customize Ribbon All Commands Number
Object	Insert Text Object Object
Object	Insert Text Object
Page Numbers	Header & Footer Tools Design Header & Footer Page Number
Page Numbers	Insert Header & Footer Page Number
Picture	Header & Footer Tools Design Insert Illustrations Picture
Picture	Insert Illustrations Picture
Picture AutoShapes	Insert Illustrations Shapes
Picture Chart	Insert Illustrations Chart
Picture Clip Art	Header & Footer Tools Design Insert Illustrations Clip Art
Picture Clip Art	Insert Illustrations Clip Art
Picture From File	Chart Tools Layout Insert Picture
Picture From File	Header & Footer Tools Design Insert Picture
Picture From File	Insert Illustrations Picture
Picture From Scanner or Camera	Removed from Product
Picture Ink Drawing and Writing	File Options Customize Ribbon All Commands Ink Drawing and Writing
Picture New Drawing	Insert Illustrations Shapes New Drawing Canvas
Picture Organization Chart	Insert Illustrations SmartArt
Picture WordArt	Insert Text WordArt
Reference	References
Reference Caption	References Captions Insert Caption
Reference Cross-reference	Insert Links Cross-reference
Reference Cross-reference	References Captions Cross-reference
Reference Footnote	References Footnotes Footnote and Endnote
Reference Index and Tables	File Options Customize Ribbon All Commands Index and Tables
Symbol	Insert Symbols Symbol
Text Box	Chart Tools Layout Insert Draw Text Box Draw Text Box
Text Box	Insert Text Text Box Draw Text Box
Text Box	Drawing Tools Format Insert Shapes Draw Horizontal Text Box DrawTextBox
Web Component	File Options Customize Ribbon All Commands Web Component

Word: Format Menu	
Word 2003 Location	Word 2010 Location
AutoFormat	File Options Customize Ribbon All Commands AutoFormat
Background	Page Layout Page Background Page Color
Background Fill Effects	Page Layout Page Background Page Color Fill Effects
Background More Colors	Page Layout Page Background Page Color More Colors
Background Printed Watermark	Page Layout Page Background Watermark
Borders and Shading	File Options Customize Ribbon All Commands Borders and Shading
Borders and Shading	Home Paragraph Borders Borders and Shading
Borders and Shading	Table Tools Design Draw Borders Borders and Shading
Borders and Shading	Table Tools Design Table Styles Borders Borders and Shading
Bullets and Numbering	Home Paragraph Numbering
Bullets and Numbering	Home Paragraph Bullets
Change Case	File Options Customize Ribbon All Commands Change Case
Change Case	Home Font Change Case
Columns	Page Layout Page Setup Columns More Columns
Drop Cap	Insert Text Drop Cap Drop Cap Options
Font	Home Font Font
Frames	File Options Customize Ribbon All Commands Frames
Frames New Frames Page	File Options Customize Ribbon All Commands Frames New Frames Page
Frames Table of Contents in Frame	File Options Customize Ribbon All Commands Frames Table of Contents in Frame
Object	Insert Text Object Object
Paragraph	Home Paragraph Paragraph
Paragraph	Page Layout Paragraph Paragraph
Reveal Formatting	Home Styles Dialog Box Launcher Style Inspector button
Styles and Formatting	Home Styles Styles
Tabs	File Options Customize Ribbon All Commands Tabs
Tabs	Home Paragraph Paragraph Tabs
Text Direction	Drawing Tools Format Text Text Direction Text Direction Options
Text Direction	Page Layout Page Setup Text Direction Text Direction Options
Theme	Page Layout Themes Themes

Word: Tools Menu

Word 2003 Location	Word 2010 Location
AutoCorrect Options	File Options Customize Ribbon All Commands AutoCorrect Options
AutoSummarize	Removed from Product
Compare and Merge Documents	File Options Customize Ribbon All Commands Compare & Combine
Compare and Merge Documents	Review Compare Compare Compare
Customize	File Options Customize Ribbon All Commands Customize the Ribbon
Customize	Quick Access Toolbar Customize Quick Access Toolbar More Commands
Fix Broken Text	Removed from Product
Language	Review Language
Language Hangul Hanja Conversion	Review Language Hangul Hanja Conversion
Language Hyphenation	Page Layout Page Setup Hyphenation Hyphenation Options
Language Set Language	Review Language Language Set Proofing Language
Language Thesaurus	Review Proofing Thesaurus
Language Translate	Review Language Translate
Language Translate	Review Language Translate Translate Document
Letters and Mailings Chinese Envelope Wizard	Mailings Create Chinese Envelope
Letters and Mailings Envelopes and Labels	File Options Customize Ribbon All Commands Envelope & Label Wizard
Letters and Mailings Envelopes and Labels	Mailings Create Envelopes
Letters and Mailings Envelopes and Labels	Mailings Create Labels
Letters and Mailings Japanese Postcard Wizard	File Options Customize Ribbon All Commands Japanese Postcard
Letters and Mailings Japanese Postcard Wizard	Mailings Create Japanese Postcard
Letters and Mailings Letter Wizard	Removed from Product
Letters and Mailings Mail Merge	Mailings Start Mail Merge Start Mail Merge Step by Step Mail Merge Wizard
Letters and Mailings Show Japanese Greetings Toolbar	Removed from Product
Letters and Mailings Show Mail Merge Toolbar	Removed from Product
Look Up Reference	Right-click a word, and then click Look Up.
Macro	View Macros
Macro Macros	Developer Code Macros
Macro Macros	View Macros Macros View Macros
Macro Macros	View Macros View Macros
Macro Microsoft Script Editor	Removed from Product
Macro Record New Macro	Developer Code Record Macro / Stop Recorder
Macro Record New Macro	View Macros Macros Record Macro / Stop Recorder
Macro Security	Developer Code Macro Security
Macro Visual Basic Editor	Developer Code Visual Basic
Online Collaboration End Review	File Options Customize Ribbon All Commands End Review
Online Collaboration Meet Now	Removed from Product
Online Collaboration Schedule Meeting	Removed from Product
Online Collaboration Web Discussions	Removed from Product
Options	File Options
Research	Review Proofing Research
Shared Workspace	Removed from Product
Show Signature	File Info View Signatures
Speech	Removed from Product
Spelling	File Options Customize Ribbon All Commands Spelling & Grammar
Spelling	Customize Quick Access Toolbar Spelling & Grammar
Spelling	Review Proofing Spelling & Grammar
Templates and Add-Ins	File Options Add-Ins Manage COM Add-ins
Templates and Add-Ins	File Options Add-Ins Manage Templates
Track Changes	Review Tracking Track Changes
Track Changes	Review Tracking Track Changes Track Changes
Word Count	Review Proofing Word Count

Word: Table Menu	
Word 2003 Location	Word 2010 Location
AutoFit	Table Tools Layout Cell Size AutoFit
AutoFit AutoFit to Contents	Table Tools Layout Cell Size AutoFit AutoFit Contents
AutoFit AutoFit to Window	Table Tools Layout Cell Size AutoFit AutoFit Window
AutoFit Distribute Columns Evenly	Table Tools Layout Cell Size Distribute Columns
AutoFit Distribute Rows Evenly	Table Tools Layout Cell Size Distribute Rows
AutoFit Fixed Column Width	Table Tools Layout Cell Size AutoFit Fixed Column Width
Convert Table to Text	Table Tools Layout Data Convert to Text
Convert Text to Table	Insert Tables Table Convert Text to Table
Delete Cells	Table Tools Layout Rows & Columns Delete Delete Cells
Delete Columns	Table Tools Layout Rows & Columns Delete Delete Columns
Delete Rows	Table Tools Layout Rows & Columns Delete Delete Rows
Delete Table	Table Tools Layout Rows & Columns Delete Delete Table
Draw Table	Home Paragraph Borders Draw Table
Draw Table	Insert Tables Table Draw Table
Draw Table	File Options Customize Ribbon All Commands Draw Table
Draw Table	Customize Quick Access Toolbar Draw Table
Draw Table	Table Tools Design Draw Borders Draw Table
Draw Table	Table Tools Design Table Styles Borders Draw Table
Formula	Table Tools Layout Data Formula
Heading Rows Repeat	Table Tools Layout Data Repeat Header Rows
Insert Cells	File Options Customize Ribbon All Commands Insert Cells
Insert Cells	Table Tools Layout Rows & Columns Dialog Box Launcher
Insert Columns to the Left	Table Tools Layout Rows & Columns Insert Left
Insert Columns to the Right	Table Tools Layout Rows & Columns Insert Right
Insert Rows Above	Table Tools Layout Rows & Columns Insert Above
Insert Rows Below	Table Tools Layout Rows & Columns Insert Below
Insert Table	Insert Tables Table Insert Table
Insert Multidiagonal Cell	File Options Customize Ribbon All Commands Insert Multidiagonal Cell
Merge Cells	Table Tools Layout Merge Merge Cells
Select Cell	Table Tools Layout Table Select Select Cell
Select Column	Table Tools Layout Table Select Select Column
Select Row	Table Tools Layout Table Select Select Row
Select Table	Table Tools Layout Table Select Select Table
Show Gridlines	View Show Gridlines
Show Gridlines	Table Tools Layout Table View Gridlines
Sort	Home Paragraph Sort
Sort	Table Tools Layout Data Sort
Split Cells	Table Tools Layout Merge Split Cells
Split Table	Table Tools Layout Merge Split Table
Table AutoFormat	File Options Customize Ribbon All Commands Table AutoFormat
Table AutoFormat	Table Tools Design Table Styles
Table Properties	Table Tools Layout Cell Size Dialog Box Launcher Table Properties
Table Properties	Table Tools Layout Table Properties

Word: Window Menu

Word 2003 Location	Word 2010 Location
Arrange All	View Window Arrange All
Compare Side by Side with	View Window View Side by Side
Currently Open Documents	View Window Switch Windows Window Name Goes Here
New Window	View Window New Window
Split	View Window Split

Word: Help Menu

Word 2003 Location	Word 2010 Location
About Microsoft Office Word	File Options Customize Ribbon All Commands About
About Microsoft Office Word	File Help About Microsoft Word
Activate Product	File Options Customize Ribbon All Commands Activate Product
Check for Updates	File Options Customize Ribbon All Commands Check for Updates
Check for Updates	File Help Tools for Working with Office Check for Updates
Contact Us	File Options Customize Ribbon All Commands Contact Us
Contact Us	File Help Contact Us
Customer Feedback Options	File Options Customize Ribbon All Commands Privacy Options
Detect and Repair	Removed from Product
Microsoft Office Online	File Options Customize Ribbon All Commands Office.com
Microsoft Office Online	File Help Getting Started
Microsoft Office Word Help	Upper Ribbon Microsoft Word Help (F1)
Microsoft Office Word Help	File Options Customize Ribbon All Commands Help
Microsoft Office Word Help	File Help Support Microsoft Office Help
Show the Office Assistant	Removed from Product
WordPerfect Help	Removed from Product

Word: Standard Toolbar

Word 2003 Location	Word 2010 Location
Close	File Close
Columns	Page Layout Page Setup Columns More Columns
Copy	Home Clipboard Copy
Cut	Home Clipboard Cut
Document Map	View Show Navigation Pane
Drawing	Removed from Product
Envelopes and Labels	File Options Customize Ribbon All Commands Envelope & Label Wizard
Envelopes and Labels	Mailings Create Envelopes
Envelopes and Labels	Mailings Create Labels
Find	File Options Customize Ribbon All Commands Find
Find	Home Editing Find & Select
Format Painter	Home Clipboard Format Painter
Hyperlink	Insert Links Hyperlink
Insert Excel Spreadsheet	Insert Tables Table Excel Spreadsheet
Insert Ink Annotations	Review Ink Start Inking
Insert Table	File Options Customize Ribbon All Commands Insert Table
Insert Table	Insert Tables Table Insert Table
Mail Recipient	File Options Customize Ribbon All Commands Mail Recipient
Microsoft Office Word Help	Upper Ribbon Microsoft Word Help (F1)
Microsoft Office Word Help	File Options Customize Ribbon All Commands Help
Microsoft Office Word Help	File Help Support Microsoft Office Help
New Blank Document	File Options Customize Ribbon All Commands New
New Blank Document	File New Blank Document
New Blank Document	Quick Access Toolbar New
Open	File Open
Open	File Options Customize Ribbon All Commands Open
Open	Customize Quick Access Toolbar Open
Paste	Home Clipboard Paste
Permission	File Options Customize Ribbon All Commands Permission
Permission	File Info Protect Document Restrict Permission by People
Permission (Unrestricted Access)	File Options Customize Ribbon All Commands Permission
Permission (Unrestricted Access)	File Info Protect Document Restrict Permission by People
Print	File Print Print
Print	File Options Customize Ribbon All Commands Quick Print
Print	Customize Quick Access Toolbar Quick Print
Print	File Print Print
Print Preview	File Print
Print Preview	File Options Customize Ribbon All Commands Print Preview
Print Preview	Customize Quick Access Toolbar Print Preview and Print
Read	View Document Views Full Screen Reading
Redo	File Options Customize Ribbon All Commands Redo
Redo	Quick Access Toolbar Redo
Research	Review Proofing Research
Save	File Save
Save	File Options Customize Ribbon All Commands Save
Save	Customize Quick Access Toolbar Save
Show All	Home Paragraph Show/Hide
Spelling and Grammar	File Options Customize Ribbon All Commands Spelling & Grammar
Spelling and Grammar	Customize Quick Access Toolbar Spelling & Grammar
Spelling and Grammar	Review Proofing Spelling & Grammar
Tables and Borders Toolbar	Insert or select a table to see the Table Tools tab
Undo	File Options Customize Ribbon All Commands Undo
Undo	Quick Access Toolbar Undo
Zoom	File Options Customize Ribbon All Commands Zoom
Zoom	View Zoom Zoom
Zoom	Status Bar Zoom Slider

Word: Formatting Toolbar

Word 2003 Location	Word 2010 Location
Align Left	Home Paragraph Align Text Left
Align Right	Home Paragraph Align Text Right
Bold	Home Font Bold
Borders	Home Paragraph Borders
Borders	Table Tools Design Table Styles Borders
Bullets	Home Paragraph Bullets
Center	Home Paragraph Center
Decrease Indent	Home Paragraph Decrease Indent
Distributed	Home Paragraph Distributed
Font	Home Font Font
Font Color	Home Font Font Color
Font Size	Home Font Font Size
Grow Font	Home Font Grow Font
Highlight	Home Font Text Highlight Color
Increase Indent	Home Paragraph Increase Indent
Italic	Home Font Italic
Justify	Home Paragraph Justify
Keyboard Language	Use settings in the Windows operating system Control Panel to change the keyboard language.
Keyboard Language	Review Language Language Language Preferences
Left-to-Right	Home Paragraph Left-to-Right
Line spacing	File Options Customize Ribbon All Commands Line spacing
Line spacing	Home Paragraph Line and Paragraph Spacing
Numbering	Home Paragraph Numbering
Right-to-Left	Home Paragraph Right-to-Left
Shrink Font	Home Font Shrink Font
Style	File Options Customize Ribbon All Commands Style
Style	Home Styles Quick Styles Gallery
Styles and Formatting	Home Styles Change Styles
Subscript	Home Font Subscript
Superscript	Home Font Superscript
Underline	Home Font Underline

Word: 3-D Settings Toolbar

Word 2003 Location	Word 2010 Location
3-D Color	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Format Depth Color
3-D Color	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Format Depth Color
3-D Color	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Depth Color
3-D Color	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Format Depth Color
3-D Color	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Depth Color
3-D On/Off	Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
3-D On/Off	Drawing Tools Format WordArt Styles Text Effects 3-D Rotation
3-D On/Off	SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
3-D On/Off	SmartArt Tools Format WordArt Styles Text Effects 3-D Rotation
3-D On/Off	Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Depth	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Format Depth Depth
Depth	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Format Depth Depth
Depth	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Depth Depth
Depth	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Format Depth Depth
Depth	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Depth Depth
Direction	Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
Direction	Drawing Tools Format WordArt Styles Text Effects 3-D Rotation
Direction	SmartArt Tools Format Shape Styles Shape Effects 3-D Rotation
Direction	SmartArt Tools Format WordArt Styles Text Effects 3-D Rotation
Direction	Picture Tools Format Picture Styles Picture Effects 3-D Rotation
Lighting	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Format Surface Lighting
Lighting	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Format Surface Lighting
Lighting	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Surface Lighting
Lighting	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Format Surface Lighting
Lighting	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Surface Lighting
Surface	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Format Surface Material
Surface	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Format Surface Material
Surface	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Format Surface Material
Surface	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Format Surface Material
Surface	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Format Surface Material
Tilt Down	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Down	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Down	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Down	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Down	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation

Word: 3-D Settings Toolbar

Word 2003 Location	Word 2010 Location
Tilt Left	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Left	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Left	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Left	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Left	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Right	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Right	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Right	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Right	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Right	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Up	Drawing Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Up	Drawing Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Up	SmartArt Tools Format Shape Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Up	SmartArt Tools Format WordArt Styles Dialog Box Launcher 3-D Rotation Rotation
Tilt Up	Picture Tools Format Picture Styles Dialog Box Launcher 3-D Rotation Rotation

Word: Autosummarize Toolbar

Word 2003 Location	Word 2010 Location
Close	Removed from Product
Highlight/Show Only Summary	Removed from Product
Percent of Original	Removed from Product

Word: AutoText Toolbar

Word 2003 Location	Word 2010 Location
All Entries	Insert Text Quick Parts AutoText
AutoText	Insert Text Quick Parts AutoText
New	Insert Text Quick Parts AutoText Save selection to AutoText Gallery

Word: Chinese Translations

Word 2003 Location

Translate to Simplified Chinese

Translate to Traditional Chinese

Word 2010 Location

Review | Chinese Conversion | Simplified

Review | Chinese Conversion | Traditional

Word: Compare Side by Side Toolbar

Word 2003 Location

Compare Side by Side with

Reset Window Position

Synchronous Scrolling

Word 2010 Location

View | Window | View Side by Side

View | Window | Reset Window Position

View | Window | Synchronous Scrolling

Word: Control Toolbox Toolbar

Word 2003 Location	Word 2010 Location
Check Box	Developer Controls Check Box Content Control
Check Box	Developer Controls Legacy Tools Check Box
Combo Box	Developer Controls Combo Box Content Control
Combo Box	Developer Controls Legacy Tools Combo Box
Command Button	Developer Controls Legacy Tools Command Button
Design Mode	Developer Controls Design Mode
Image	Developer Controls Legacy Tools Image
Label	Developer Controls Legacy Tools Label
List Box	Developer Controls Legacy Tools List Box
More Controls	Developer Controls Legacy Tools More Controls
Option Button	Developer Controls Legacy Tools Option Button
Properties	Developer Controls Properties
Scroll Bar	Developer Controls Legacy Tools Scroll Bar
Spin Button	Developer Controls Legacy Tools Spin Button
Text Box	Developer Controls Legacy Tools Text Box
Toggle Button	Developer Controls Legacy Tools Toggle Button
View Code	Developer Code Visual Basic

Word: Database Toolbar

Word 2003 Location	Word 2010 Location
Add Record	File Options Customize Ribbon All Commands Add
Data Form	File Options Customize Ribbon All Commands Data Form
Database	File Options Customize Ribbon All Commands Insert Database
Delete Record	File Options Customize Ribbon All Commands Delete
Find in Field	File Options Customize Ribbon All Commands Find
Main Document	File Options Customize Ribbon All Commands Mail Merge Document
Manage Fields	File Options Customize Ribbon All Commands Manage
Sort Ascending	File Options Customize Ribbon All Commands Sort Ascending
Sort Descending	File Options Customize Ribbon All Commands Sort Descending
Update Field	File Options Customize Ribbon All Commands Update

Word: Diagram Toolbar	
Word 2003 Location	Word 2010 Location
AutoFormat	SmartArt Tools Design Layouts
Change to	SmartArt Tools Design Layouts
Change to Cycle	SmartArt Tools Design Layouts More Layouts Cycle
Change to Pyramid	SmartArt Tools Design Layouts More Layouts Pyramid
Change to Radial	SmartArt Tools Design Layouts All Basic Radial
Change to Target	SmartArt Tools Design Layouts All Target
Change to Venn	SmartArt Tools Design Layouts All Venn
Insert Shape	SmartArt Tools Design Create Graphic Add Shape
Insert Shape	Insert Illustrations Shapes
Layout	SmartArt Tools Design Layouts
Layout Expand Diagram	Removed from Product
Layout Fit Diagram to Contents	Removed from Product
Layout Resize Diagram	SmartArt Tools Format Size
Move Shape Backward	SmartArt Tools Format Arrange Send Backward
Move Shape Forward	SmartArt Tools Format Arrange Bring Forward
Reverse Diagram	SmartArt Tools Format Layout Reverse
Text Wrapping	Chart Tools Format Arrange Wrap Text
Text Wrapping	SmartArt Tools Format Arrange Wrap Text
Text Wrapping	Page Layout Arrange Wrap Text
Text Wrapping	Picture Tools Format Arrange Wrap Text
Text Wrapping	Drawing Tools Format Arrange Wrap Text

Word: Document Layout

Word 2003 Location

Unlock Document Layout

Help

Word 2010 Location

File | Options | Customize Ribbon | All Commands | Unlock Document Layout

Removed from Product

Word: Drawing Canvas Toolbar	
Word 2003 Location	Word 2010 Location
Expand	Insert Shapes New Drawing Canvas Right-click canvas bottom border Expand
Expand	File Options Customize Ribbon All Commands Expand
Fit	Insert Shapes New Drawing Canvas Right-click canvas bottom border Fit
Fit	File Options Customize Ribbon All Commands Fit
Scale Drawing	File Options Customize Ribbon All Commands Scale Drawing
Scale Drawing	Insert Shapes New Drawing Canvas Right-click canvas bottom border Scale Drawing
Text Wrapping	Chart Tools Format Arrange Wrap Text
Text Wrapping	Drawing Tools Format Arrange Wrap Text
Text Wrapping	SmartArt Tools Format Arrange Wrap Text
Text Wrapping	Page Layout Arrange Wrap Text
Text Wrapping	Picture Tools Format Arrange Wrap Text

Word: Drawing Toolbar

Word 2003 Location	Word 2010 Location
3-D Style	Removed from Product
Arrow	Insert Illustrations Shapes lines
Arrow Style	Chart Tools Format Shape Styles Shape Outline Arrows
Arrow Style	Diagram Tools Format Styles Shape Outline Arrows
Arrow Style	Drawing Tools Format Shape Styles Shape Outline Arrows
Arrow Style	Organization Chart Tools Format Styles Shape Outline Arrows
Arrow Style	SmartArt Tools Format Shape Styles Shape Outline Arrows
Arrow Style	Text Box Tools Format Text Box Styles Shape Outline Arrows
Arrow Style	WordArt Tools Format WordArt Styles Shape Outline Arrows
AutoShapes	Insert Illustrations Shapes
AutoShapes Basic Shapes	Insert Illustrations Shapes
AutoShapes Block Arrows	Insert Illustrations Shapes
AutoShapes Callouts	Insert Illustrations Shapes
AutoShapes Connectors	Insert Illustrations Shapes
AutoShapes Flowchart	Insert Illustrations Shapes
AutoShapes Lines	Insert Illustrations Shapes
AutoShapes More AutoShapes	Insert Illustrations Shapes
AutoShapes Stars and Banners	Insert Illustrations Shapes
Clip Art	Header & Footer Tools Design Insert Clip Art
Clip Art	Insert Illustrations Clip Art
Dash Style	Chart Tools Format Shape Styles Shape Outline Dashes
Dash Style	Diagram Tools Format Styles Shape Outline Dashes
Dash Style	Drawing Tools Format Shape Styles Shape Outline Dashes
Dash Style	Drawing Tools Format Shape Styles Shape Outline Dashes
Dash Style	Organization Chart Tools Format Styles Shape Outline Dashes
Dash Style	Picture Tools Format Border Dashes
Dash Style	Picture Tools Format Picture Styles Picture Border Dashes
Dash Style	SmartArt Tools Format Shape Styles Shape Outline Dashes
Dash Style	Text Box Tools Format Text Box Styles Shape Outline Dashes
Dash Style	WordArt Tools Format WordArt Styles Shape Outline Dashes
Diagram	Insert Illustrations SmartArt
Draw	Drawing Tools Format
Draw Align or Distribute	Chart Tools Format Arrange Align
Draw Align or Distribute	Diagram Tools Format Arrange Align
Draw Align or Distribute	Drawing Tools Format Arrange Align
Draw Align or Distribute	Organization Chart Tools Format Arrange Align
Draw Align or Distribute	Page Layout Arrange Align
Draw Align or Distribute	Picture Tools Format Arrange Align
Draw Align or Distribute	Picture Tools Format Arrange Align
Draw Align or Distribute	SmartArt Tools Format Arrange Align
Draw Align or Distribute	Text Box Tools Format Arrange Align
Draw Align or Distribute	WordArt Tools Format Arrange Align
Draw Align or Distribute Align Bottom	Chart Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Diagram Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Drawing Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Organization Chart Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Page Layout Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Picture Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	SmartArt Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Text Box Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	WordArt Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Center	Chart Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	Diagram Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	Drawing Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	Organization Chart Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	Page Layout Arrange Align Align Center
Draw Align or Distribute Align Center	Picture Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	SmartArt Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	Table Tools Layout Alignment Align Center
Draw Align or Distribute Align Left	Chart Tools Format Arrange Align Align Left

Word: Drawing Toolbar

Word 2003 Location	Word 2010 Location
Draw Align or Distribute Distribute Vertically	WordArt Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Relative to Canvas	Removed from Product
Draw Align or Distribute Relative to Diagram	Removed from Product
Draw Align or Distribute Relative to Organization Chart	Removed from Product
Draw Align or Distribute Relative to Page	Removed from Product
Draw Change AutoShape	Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Change AutoShape Basic Shapes	Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Change AutoShape Block Arrows	Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Change AutoShape Callouts	Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Change AutoShape Flowchart	Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Change AutoShape Stars and Banners	Drawing Tools Format Insert Shapes Edit Shape Change Shape
Draw Edit Points	Drawing Tools Format Insert Shapes Edit Shape Edit Points
Draw Grid	Chart Tools Format Arrange Align Grid Settings
Draw Grid	Diagram Tools Format Arrange Align Grid Settings
Draw Grid	Drawing Tools Format Arrange Align Grid Settings
Draw Grid	Organization Chart Tools Format Arrange Align Grid Settings
Draw Grid	Page Layout Arrange Align Grid Settings
Draw Grid	Picture Tools Format Arrange Align Grid Settings
Draw Grid	SmartArt Tools Format Arrange Align Grid Settings
Draw Grid	Text Box Tools Format Arrange Align Grid Settings
Draw Grid	WordArt Tools Format Arrange Align Grid Settings
Draw Group	Chart Tools Format Arrange Group Group
Draw Group	Diagram Tools Format Arrange Group Group
Draw Group	Drawing Tools Format Arrange Group Group
Draw Group	Organization Chart Tools Format Arrange Group Group
Draw Group	Page Layout Arrange Group Group
Draw Group	Picture Tools Format Arrange Group Group
Draw Group	SmartArt Tools Format Arrange Group Group
Draw Group	Text Box Tools Format Arrange Group Group
Draw Group	WordArt Tools Format Arrange Group Group
Draw Nudge	File Options Customize Ribbon All Commands Nudge
Draw Nudge Down	File Options Customize Ribbon All Commands Nudge Down
Draw Nudge Left	File Options Customize Ribbon All Commands Nudge Left
Draw Nudge Right	File Options Customize Ribbon All Commands Nudge Right
Draw Nudge Up	File Options Customize Ribbon All Commands Nudge Up
Draw Order	Removed from Product
Draw Order Bring Forward	Chart Tools Format Arrange Bring Forward
Draw Order Bring Forward	Diagram Tools Format Arrange Bring Forward
Draw Order Bring Forward	Drawing Tools Format Arrange Bring Forward
Draw Order Bring Forward	Organization Chart Tools Format Arrange Bring Forward
Draw Order Bring Forward	File Options Customize Ribbon All Commands Bring to Front Bring Forward
Draw Order Bring Forward	Page Layout Arrange Bring Forward
Draw Order Bring Forward	Picture Tools Format Arrange Bring Forward
Draw Order Bring Forward	SmartArt Tools Format Arrange Bring Forward
Draw Order Bring Forward	Text Box Tools Format Arrange Bring Forward
Draw Order Bring Forward	WordArt Tools Format Arrange Bring Forward
Draw Order Bring to Front	Chart Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	Diagram Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	Drawing Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	Organization Chart Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	File Options Customize Ribbon All Commands Bring to Front
Draw Order Bring to Front	File Options Customize Ribbon All Commands Bring to Front Bring to Front
Draw Order Bring to Front	Page Layout Arrange Bring Forward Bring to Front
Draw Order Bring to Front	Picture Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	SmartArt Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	Text Box Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	WordArt Tools Format Arrange Bring Forward Bring to Front
Draw Order Send Backward	Chart Tools Format Arrange Send Backward
Draw Order Send Backward	Diagram Tools Format Arrange Send Backward
Draw Order Send Backward	Drawing Tools Format Arrange Send Backward

Word: Drawing Toolbar

Word 2003 Location	Word 2010 Location
Draw Order Send Backward	Organization Chart Tools Format Arrange Send Backward
Draw Order Send Backward	File Options Customize Ribbon All Commands Send to Back Send Backward
Draw Order Send Backward	Page Layout Arrange Send Backward
Draw Order Send Backward	Picture Tools Format Arrange Send Backward
Draw Order Send Backward	SmartArt Tools Format Arrange Send Backward
Draw Order Send Backward	Text Box Tools Format Arrange Send Backward
Draw Order Send Backward	WordArt Tools Format Arrange Send Backward
Draw Order Send Behind Text	Removed from Product
Draw Order Send to Back	Chart Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	Diagram Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	Drawing Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	Organization Chart Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	File Options Customize Ribbon All Commands Send to Back
Draw Order Send to Back	File Options Customize Ribbon All Commands Send to Back Send to Back
Draw Order Send to Back	Page Layout Arrange Send Backward Send to Back
Draw Order Send to Back	Picture Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	SmartArt Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	Text Box Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	WordArt Tools Format Arrange Send Backward Send to Back
Draw Regroup	Chart Tools Format Arrange Group Regroup
Draw Regroup	Diagram Tools Format Arrange Group Regroup
Draw Regroup	Drawing Tools Format Arrange Group Regroup
Draw Regroup	Organization Chart Tools Format Arrange Group Regroup
Draw Regroup	Page Layout Arrange Group Regroup
Draw Regroup	Picture Tools Format Arrange Group Regroup
Draw Regroup	SmartArt Tools Format Arrange Group Regroup
Draw Regroup	Text Box Tools Format Arrange Group Regroup
Draw Regroup	WordArt Tools Format Arrange Group Regroup
Draw Reroute Connectors	Drawing Tools Format Insert Shapes Edit Shape Reroute Connectors
Draw Rotate or Flip	Chart Tools Format Arrange Rotate
Draw Rotate or Flip	Drawing Tools Format Arrange Rotate
Draw Rotate or Flip	Page Layout Arrange Rotate
Draw Rotate or Flip	Picture Tools Format Arrange Rotate
Draw Rotate or Flip	SmartArt Tools Format Arrange Rotate
Draw Rotate or Flip	Text Box Tools Format Arrange Rotate
Draw Rotate or Flip	WordArt Tools Format Arrange Rotate
Draw Rotate or Flip Flip Horizontal	Chart Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	Drawing Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	Page Layout Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	Picture Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	SmartArt Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	Text Box Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	WordArt Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Vertical	Chart Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	Drawing Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	Page Layout Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	Picture Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	SmartArt Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	Text Box Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	WordArt Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Free Rotate	Removed from Product
Draw Rotate or Flip Rotate Left 90°	Chart Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	Drawing Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	Page Layout Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	Picture Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	SmartArt Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	Text Box Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Left 90°	WordArt Tools Format Arrange Rotate Rotate Left 90°
Draw Rotate or Flip Rotate Right 90°	Chart Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	Drawing Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	Page Layout Arrange Rotate Rotate Right 90°

Word: Drawing Toolbar	
Word 2003 Location	Word 2010 Location
Draw Rotate or Flip Rotate Right 90°	Picture Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	SmartArt Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	Text Box Tools Format Arrange Rotate Rotate Right 90°
Draw Rotate or Flip Rotate Right 90°	WordArt Tools Format Arrange Rotate Rotate Right 90°
Draw Set AutoShape Defaults	File Options Customize Ribbon All Commands Set AutoShape Defaults
Draw Text Wrapping	Chart Tools Format Arrange Wrap Text
Draw Text Wrapping	Diagram Tools Format Arrange Wrap Text
Draw Text Wrapping	Organization Chart Tools Format Arrange Wrap Text
Draw Text Wrapping	Page Layout Arrange Wrap Text
Draw Text Wrapping	Picture Tools Format Arrange Wrap Text
Draw Text Wrapping	SmartArt Tools Format Arrange Wrap Text
Draw Text Wrapping	Text Box Tools Format Arrange Wrap Text
Draw Text Wrapping	WordArt Tools Format Arrange Wrap Text
Draw Ungroup	Chart Tools Format Arrange Group Ungroup
Draw Ungroup	Diagram Tools Format Arrange Group Ungroup
Draw Ungroup	Drawing Tools Format Arrange Group Ungroup
Draw Ungroup	Organization Chart Tools Format Arrange Group Ungroup
Draw Ungroup	Page Layout Arrange Group Ungroup
Draw Ungroup	Picture Tools Format Arrange Group Ungroup
Draw Ungroup	SmartArt Tools Format Arrange Group Ungroup
Draw Ungroup	Text Box Tools Format Arrange Group Ungroup
Draw Ungroup	WordArt Tools Format Arrange Group Ungroup
Fill Color	Chart Tools Format Shape Styles Shape Fill
Fill Color	Diagram Tools Format Styles Shape Fill
Fill Color	Drawing Tools Format Shape Styles Shape Fill
Fill Color	Organization Chart Tools Format Styles Shape Fill
Fill Color	SmartArt Tools Format Shape Styles Shape Fill
Fill Color	Text Box Tools Format Text Box Styles Shape Fill
Fill Color	WordArt Tools Format WordArt Styles Shape Fill
Font Color	Drawing Tools Format WordArt Styles Text Fill
Ink Drawing and Writing	File Options Customize Ribbon All Commands Ink
Line	Drawing Tools Format Insert Shapes Shapes gallery Lines
Line Color	Drawing Tools Format Shape Styles Shape Fill
Line Style	Drawing Tools Format Shape Styles Shape Outline
Oval	Drawing Tools Format Insert Shapes Shapes gallery Basic Shapes
Picture	Chart Tools Layout Insert Picture
Picture	Header & Footer Tools Design Insert Picture
Picture	Insert Illustrations Picture
Rectangle	Drawing Tools Format Insert Shapes Shapes gallery Rectangles
Select Multiple Objects	File Options Customize Ribbon All Commands Select Multiple Objects
Select Objects	Home Editing Select Select Objects
Select Objects	Ink Tools Pens Format Select Objects
Select Objects	Ink Tools Pens Select Select Objects
Select Objects	Ink Tools Pens Write Select Objects
Shadow Style	Diagram Tools Format Shadow Effects Shadow Effects
Shadow Style	Drawing Tools Format Shape Styles Shape Effects Shadow
Shadow Style	Organization Chart Tools Format Shadow Effects Shadow Effects
Shadow Style	Picture Tools Format Picture Styles Picture Effects Shadow
Shadow Style	Text Box Tools Format Shadow Effects Shadow Effects
Shadow Style	WordArt Tools Format Shadow Effects Shadow Effects
Text Box	Chart Tools Layout Insert Draw Text Box
Text Box	Insert Text Text Box Draw Text Box
Text Box	Text Box Tools Format Text Draw Text Box Text Box
Vertical Text Box	Drawing Tools Format Insert Shapes Draw Text Box
WordArt	Insert Text WordArt

Word: E-mail Toolbar

Word 2003 Location	Word 2010 Location
Align Left	Home Paragraph Align Text Left
Align Right	Home Paragraph Align Text Right
Bold	Home Font Bold
Bullets	Home Paragraph Bullets
Center	Home Paragraph Center
Copy	Home Clipboard Copy
Cut	Home Clipboard Cut
Decrease Indent	Home Paragraph Decrease Indent
Distributed	Home Paragraph Distributed
Drawing and Writing Pen	Review Ink Start Inking
Font	Home Font Font
Font Color	Home Font Font Color
Font Size	Home Font Font Size
Increase Indent	Home Paragraph Increase Indent
Italic	Home Font Italic
Left-to-Right	Home Paragraph Left-to-Right
Paste	Home Clipboard Paste
Print	File Print Print
Print	Customize Quick Access Toolbar Quick Print
Right-to-Left	Home Paragraph Right-to-Left
Save	File Save
Save	Customize Quick Access Toolbar Save
Translate	File Options Customize Ribbon All Commands Translate
Translate	Review Language Translate Translate Selected Text
Underline	Home Font Underline

Word: Exit Design Mode Toolbar

Word 2003 Location

Design Mode

Word 2010 Location

Developer | Controls | Design Mode

Word: Extended Formatting Toolbar

Word 2003 Location	Word 2010 Location
1.5 Spacing	Home Paragraph Line and Paragraph Spacing
Columns	Page Layout Page Setup Columns More Columns
Combine Characters	Home Paragraph Asian Layout Combine Characters
Dot Accent	Home Font Dialog Box Launcher
Double Spacing	Home Paragraph Line and Paragraph Spacing
Double Strikethrough	Home Font Dialog Box Launcher Font tab
Enclose Characters	Home Font Enclose Characters
Highlight	Home Font Text Highlight Color
Phonetic Guide	Home Font Phonetic Guide
Single Spacing	Home Paragraph Line and Paragraph Spacing

Word: Forms Toolbar

Word 2003 Location	Word 2010 Location
Check Box	File Options Customize Ribbon All Commands Check Box
Check Box	Developer Controls Check Box Content Control
Check Box	Developer Controls Legacy Tools Check Box
Combo Box	File Options Customize Ribbon All Commands Combo Box
Combo Box	Developer Controls Combo Box Content Control
Combo Box	Developer Controls Legacy Tools Combo Box
Draw Table	Home Paragraph Borders Draw Table
Draw Table	Insert Tables Table Draw Table
Draw Table	File Options Customize Ribbon All Commands Draw Table
Draw Table	Quick Access Toolbar Draw Table
Draw Table	Table Tools Design Draw Borders Draw Table
Draw Table	Table Tools Design Table Styles Borders Draw Table
Edit Box	File Options Customize Ribbon All Commands Edit Box
Frame	File Options Customize Ribbon All Commands Horizontal Frame
Frame	Developer Controls Legacy Tools Frame
Insert Table	File Options Customize Ribbon All Commands Insert Table
Insert Table	Insert Tables Table Insert Table
Properties	File Options Customize Ribbon All Commands Properties
Properties	Developer Controls Properties
Protect Form	File Options Customize Ribbon All Commands Lock
Protect Form	Developer Controls Properties
Reset Form Fields	File Options Customize Ribbon All Commands Reset Form Fields
Reset Form Fields	Developer Controls Legacy Tools Reset Form Fields
Show Field Shading	File Options Customize Ribbon All Commands Show Field Shading
Show Field Shading	Developer Controls Legacy Tools Form Field Shading

Word: Frames Toolbar

Word 2003 Location	Word 2010 Location
Delete Frame	File Options Customize Ribbon All Commands Delete Frame
Frame Properties	File Options Customize Ribbon All Commands Frame Properties
New Frame Above	File Options Customize Ribbon All Commands New Frame Above
New Frame Below	File Options Customize Ribbon All Commands New Frame Below
New Frame Left	File Options Customize Ribbon All Commands New Frame Left
New Frame Right	File Options Customize Ribbon All Commands New Frame Right
Table of Contents in Frame	File Options Customize Ribbon All Commands Frames Table of Contents in Frame

Word: Full Screen Toolbar	
Word 2003 Location	Word 2010 Location
Close Full Screen	File Options Customize Ribbon All Commands Full Screen
Close Full Screen	From Full Screen Reading Mode Close

Word: Header & Footer Toolbar

Word 2003 Location	Word 2010 Location
Close	Header & Footer Tools Design Close Close Header and Footer
Date	Header & Footer Tools Design Insert Date & Time
Date	Insert Text Date & Time
Format Page Numbers	Header & Footer Tools Design Header & Footer Page Number Format Page Numbers
Format Page Numbers	Insert Header & Footer Page Number Format Page Numbers
Hide Body Text	Header & Footer Tools Design Options Show Document Text (check box)
Insert AutoText	Header & Footer Tools Design Insert Quick Parts AutoText
Insert AutoText (List of AutoText Entries)	Header & Footer Tools Design Insert Quick Parts AutoText
Link to Previous	Header & Footer Tools Design Navigation Link to Previous
Next Header	Header & Footer Tools Design Navigation Next
Number of Pages	Removed from Product
Page Number	Header & Footer Tools Design Header & Footer Page Number
Page Number	Insert Header & Footer Page Number
Page Setup	File Print Page Setup
Page Setup	Page Layout Page Setup Dialog Box Launcher
Page Setup	Quick Access Toolbar Print Preview and Print Page Setup Page Setup Dialog Box
Previous Header	Header & Footer Tools Design Navigation Previous
Show Header/Footer	File Options Customize Ribbon All Commands Show Header/Footer
Time	Insert Text Date & Time

Word: Function Key Display Toolbar

Word 2003 Location	Word 2010 Location
Function Key Display Toolbar Function Key 8	Removed from Product
Function Key Display Toolbar Go To	Removed from Product
Function Key Display Toolbar Help	Removed from Product
Function Key Display Toolbar Insert AutoText	Removed from Product
Function Key Display Toolbar Menu Mode	Removed from Product
Function Key Display Toolbar Move Text	Removed from Product
Function Key Display Toolbar Next Field	Removed from Product
Function Key Display Toolbar Other Pane	Removed from Product
Function Key Display Toolbar Repeat	Removed from Product
Function Key Display Toolbar Save As	Removed from Product
Function Key Display Toolbar Spelling and Grammar	Removed from Product
Function Key Display Toolbar Update Field	Removed from Product

Word: Ink Annotations Toolbar

Word 2003 Location	Word 2010 Location
Annotation Pen	Removed from Product
Eraser	Ink Tools Pens Write Eraser
Line Color	Ink Tools Pens Pens Color
Line Style	Removed from Product
Markup	Removed from Product
Select Objects	Home Editing Select Select Objects
Select Objects	Ink Tools Pens Format Select Objects
Select Objects	Ink Tools Pens Select Select Objects
Select Objects	Ink Tools Pens Write Select Objects
Stop Erasing	Removed from Product

Word: Ink Drawing & Writing Toolbar

Word 2003 Location	Word 2010 Location
Drawing and Writing Pen	Removed from Product
Eraser	Ink Tools Pens Write Eraser
Line Color	Ink Tools Pens Pens Color
Line Style	Removed from Product
Select Objects	Home Editing Select Select Objects
Select Objects	Ink Tools Pens Format Select Objects
Select Objects	Ink Tools Pens Select Select Objects
Select Objects	Ink Tools Pens Write Select Objects
Stop Erasing	Removed from Product

Word: Japanese Greetings Toolbar

Word 2003 Location	Word 2010 Location
Closing	Insert Text Japanese Greetings Closing
Closing	Mailings Create Japanese Greetings Closing
Greeting	Insert Text Japanese Greetings Greeting
Greeting	Mailings Create Japanese Greetings Greeting
Insert Previous Greeting	Removed from Product
Opening	Insert Text Japanese Greetings Opening
Opening	Mailings Create Japanese Greetings Opening

Word: Mail Merge Toolbar

Word 2003 Location	Word 2010 Location
Error Check Merge	Mailings Preview Results Auto Check for Errors
Find Entry	Mailings Preview Results Find Recipient
First	Mailings Preview Results First
Highlight Merge Fields	Mailings Write & Insert Fields Highlight Merge Fields
Insert Address Block	Mailings Write & Insert Fields Address Block
Insert Greeting Line	Mailings Write & Insert Fields Greeting Line
Insert Merge Field	Mailings Write & Insert Fields Insert Merge Field
Insert Merge Fields	Mailings Write & Insert Fields Insert Merge Field
Insert Word Field	Removed from Product
Insert Word Field Ask	Removed from Product
Insert Word Field Fill-in	Removed from Product
Insert Word Field IfThenElse	Removed from Product
Insert Word Field Merge Record #	Removed from Product
Insert Word Field Merge Sequence #	Removed from Product
Insert Word Field Next Record	Removed from Product
Insert Word Field Next Record If	Removed from Product
Insert Word Field Set Bookmark	Removed from Product
Insert Word Field Skip Record If	Removed from Product
Last	Mailings Preview Results Last
Mail Merge Recipients	Mailings Start Mail Merge Edit Recipient List
Main document setup	File Options Customize Ribbon All Commands Main document setup
Match Fields	Mailings Write & Insert Fields Match Fields
Merge to Document	Mailings Finish Finish & Merge Edit Individual Documents
Merge to E-mail	Mailings Finish Finish & Merge Send E-mail Messages
Merge to Fax	File Options Customize Ribbon All Commands Merge to Fax
Merge to Printer	Mailings Finish Finish & Merge Print Documents
Next	Mailings Preview Results Next
Open Data Source	Mailings Start Mail Merge Select Recipients Use Existing List
Previous	Mailings Preview Results Previous
Propagate Labels	Mailings Write & Insert Fields Update Labels
Record	Mailings Preview Results Record
Show Fields/Values	Mailings Preview Results Preview Results

Word: Microsoft Toolbar

Word 2003 Location	Word 2010 Location
Microsoft Access	File Options Customize Ribbon All Commands Microsoft Access
Microsoft Excel	File Options Customize Ribbon All Commands Microsoft Excel
Microsoft PowerPoint	File Options Customize Ribbon All Commands Microsoft PowerPoint
Microsoft Outlook	File Options Customize Ribbon All Commands Microsoft Outlook
Microsoft Project	File Options Customize Ribbon All Commands Microsoft Project
Microsoft Publisher	File Options Customize Ribbon All Commands Microsoft Publisher
Microsoft Schedule+	Removed from Product
Microsoft Visual FoxPro	Removed from Product

Word: Online Meeting Toolbar

Word 2003 Location	Word 2010 Location
Allow Others to Edit	Removed from Product
Call Participant	Removed from Product
Display Chat Window	Removed from Product
Display Whiteboard	Removed from Product
End Meeting	Removed from Product
Participant List	Removed from Product
Remove Participants	Removed from Product

Word: Organization Chart Toolbar

Word 2003 Location	Word 2010 Location
Autoformat	SmartArt Tools Design Layouts
Insert Shape	SmartArt Tools Design Create Graphic Add Shape
Insert Shape Assistant	SmartArt Tools Design Create Graphic Add Shape Add Assistant
Insert Shape Coworker	SmartArt Tools Format Insert Coworker
Insert Shape Subordinate	SmartArt Tools Format Insert Subordinate
Layout AutoLayout	SmartArt Tools Design Layouts
Layout Both Hanging	SmartArt Tools Format Layout Both Hanging
Layout Left Hanging	SmartArt Tools Format Layout Left Hanging
Layout Right Hanging	SmartArt Tools Format Layout Right Hanging
Layout Standard	SmartArt Tools Format Layout Standard
Select All Assistants	SmartArt Tools Format Select All Assistants
Select All Connecting Lines	SmartArt Tools Format Select All Connectors
Select Branch	SmartArt Tools Format Select Branch
Select Level	SmartArt Tools Format Select Level
Text Wrapping	Chart Tools Format Arrange Wrap Text
Text Wrapping	SmartArt Tools Format Arrange Wrap Text
Text Wrapping	Page Layout Arrange Wrap Text
Text Wrapping	Picture Tools Format Arrange Wrap Text
Text Wrapping	Drawing Tools Format Arrange Wrap Text
Zoom	File Options Customize Ribbon All Commands Zoom
Zoom	View Zoom Zoom
Zoom	Status Bar Zoom Slider

Word: Outlining Toolbar	
Word 2003 Location	Word 2010 Location
Collapse	Outlining Outline Tools Collapse
Collapse Subdocuments	Outlining Master Document Expand/Collapse Subdocuments
Create Subdocument	Outlining Master Document Show Document Create
Delete Subdocument	Outlining Master Document Show Document Unlink
Demote	Outlining Outline Tools Demote
Demote to Body Text	Outlining Outline Tools Demote to Body Text
Expand	Outlining Outline Tools Expand
First Line Only View	Outlining Outline Tools Show First Line Only
Go to TOC	File Options Customize Ribbon All Commands Go to TOC
Import Subdocument	Outlining Master Document Insert
Master Document View	Outlining Master Document Show Document
Merge Subdocument	Outlining Master Document Merge
Move Down	Outlining Outline Tools Move Down
Move Up	Outlining Outline Tools Move Up
Outline Level	Outlining Outline Tools Outline Level
Promote	Outlining Outline Tools Promote
Promote to Heading 1	Outlining Outline Tools Promote to Heading 1
Protect Subdocument	Outlining Master Document Show Document Lock Document
Show Formatting	Outlining Outline Tools Show Text Formatting
Show Level	Outlining Outline Tools Show Level
Split Subdocument	Outlining Master Document Show Document Split
Update TOC	References Table of Contents Update Table

Word: Picture Toolbar	
Word 2003 Location	Word 2010 Location
Color	Picture Tools Format Adjust Color
Compress Pictures	Picture Tools Format Adjust Compress Pictures
Crop	Picture Tools Format Size Crop
Crop	Picture Tools Format Size Crop Crop
Format Object	Chart Tools Format Shape Styles Format Object
Format Object	Drawing Tools Format Shape Styles Format Object
Less Brightness	File Options Customize Ribbon All Commands Less Brightness
Less Brightness	Picture Tools Format Adjust Corrections Brightness and Contrast
Less Contrast	File Options Customize Ribbon All Commands Less Contrast
Less Contrast	Picture Tools Format Adjust Corrections Brightness and Contrast
Line Style	Removed from Product
More Brightness	File Options Customize Ribbon All Commands More Brightness
More Brightness	Picture Tools Format Adjust Corrections Brightness and Contrast
More Contrast	File Options Customize Ribbon All Commands More Contrast
More Contrast	Picture Tools Format Adjust Corrections Brightness and Contrast
Picture	Chart Tools Layout Insert Picture
Picture	Header & Footer Tools Design Insert Picture
Picture	Insert Illustrations Picture
Reset Picture	Picture Tools Format Adjust Reset Picture
Rotate Left 90°	Chart Tools Format Arrange Rotate Rotate Left 90 degrees
Rotate Left 90°	Drawing Tools Format Arrange Rotate Rotate Left 90 degrees
Rotate Left 90°	Page Layout Arrange Rotate Rotate Left 90 degrees
Rotate Left 90°	Picture Tools Format Arrange Rotate Rotate Left 90 degrees
Rotate Left 90°	SmartArt Tools Format Arrange Rotate Rotate Left 90 degrees
Rotate Left 90°	Text Box Tools Format Arrange Rotate Rotate Left 90 degrees
Rotate Left 90°	WordArt Tools Format Arrange Rotate Rotate Left 90 degrees
Set Transparent Color	Picture Tools Format Adjust Color Set Transparent Color
Set Transparent Color	Picture Tools Format Adjust Recolor Set Transparent Color
Text Wrapping	Chart Tools Format Arrange Wrap Text
Text Wrapping	Diagram Tools Format Arrange Wrap Text
Text Wrapping	Organization Chart Tools Format Arrange Wrap Text
Text Wrapping	Page Layout Arrange Wrap Text
Text Wrapping	Picture Tools Format Arrange Wrap Text
Text Wrapping	SmartArt Tools Format Arrange Wrap Text
Text Wrapping	Text Box Tools Format Arrange Wrap Text
Text Wrapping	WordArt Tools Format Arrange Wrap Text

Word: Print Preview Toolbar

Word 2003 Location	Word 2010 Location
Close	Quick Access Toolbar Print Preview and Print File Close
Full Screen	File Options Customize Ribbon All Commands Full Screen
Magnifier	Quick Access Toolbar Print Preview and Print Zoom Slider
Multiple Pages	Removed from Product
One Page	File Print Zoom to Page (Right of Zoom Slider)
One Page	Quick Access Toolbar Print Preview and Print Zoom Slider 100%
One Page	View Zoom One Page
Print	File Print Print
Print	File Options Customize Ribbon All Commands Quick Print
Print	Customize Quick Access Toolbar Quick Print
Ruler	Print Preview Preview Show Ruler
Ruler	View Show Ruler
Shrink One Page	Print Preview Preview Shrink One Page
Zoom	File Options Customize Ribbon All Commands Zoom
Zoom	Quick Access Toolbar Print Preview and Print Zoom Slider
Zoom	Status Bar Zoom Slider
Zoom	View Zoom Zoom

Word: Reading Layout Toolbar

Word 2003 Location	Word 2010 Location
Actual Page	File Options Customize Ribbon All Commands Show Printed Page
Allow Multiple Pages	File Options Customize Ribbon All Commands Allow Multiple Pages
Close	File Options Customize Ribbon All Commands Edit
Decrease Text Size	File Options Customize Ribbon All Commands Decrease Text Size
Decrease Text Size	View Document Views Full Screen Reading View Options Decrease Text Size
Document Map	File Options Customize Ribbon All Commands Document Map
Find	View Document Views Full Screen Reading Tools Find
Increase Text Size	File Options Customize Ribbon All Commands Increase Text Size
Increase Text Size	View Document Views Full Screen Reading View Options Increase Text Size
Print	File Print Print
Print	File Options Customize Ribbon All Commands Quick Print
Print	Customize Quick Access Toolbar Quick Print
Print	Quick Access Toolbar Print Preview and Print
Research	File Options Customize Ribbon All Commands Research
Research	View Full Screen Reading Tools Research
Save	File Options Customize Ribbon All Commands Save
Save	Quick Access Toolbar Save
Start of Document	View Document Views Full Screen Reading Jump to a page Go to First Screen
Thumbnails	File Options Customize Ribbon All Commands Thumbnails

Word: Refresh Toolbar

Word 2003 Location

Do Not Refresh

Refresh

Word 2010 Location

Removed from Product

Removed from Product

Word: Reviewing Toolbar	
Word 2003 Location	Word 2010 Location
Accept Change	Review Changes Accept Accept Change
Comment	Conflicts Comments New Comment
Comment	Review Comments New Comment
Display for Review	Review Tracking Display for Review
End Review	File Options Customize Ribbon All Commands End Review
Highlight	Review Tracking Show Markup Markup Area Highlight
Ink Annotations	Conflicts Ink Start Inking
Ink Annotations	File Options Customize Ribbon All Commands Start Inking
Ink Annotations	Review Ink Start Inking
Ink Comment	View Full Screen Reading Tools Ink Comment
Ink Comment	Conflicts Comments Ink Comment
Ink Comment	Review Comments Ink Comment
Next	Review Changes Next
Previous	Review Changes Previous
Reject Change/Delete Comment	Review Changes Reject Reject Change
Reply with Changes	File Options Customize Ribbon All Commands Reply with Changes
Reviewing Pane	Review Tracking Reviewing Pane
Show	View Show
Show Balloons	Review Tracking Show Markup Balloons
Show Balloons Always	Review Tracking Show Markup Balloons Show Revisions in Balloons
Show Balloons Never	Review Tracking Show Markup Balloons Show All Revisions Inline
Show Balloons Only for Comments/Formatting	Review Tracking Show Markup Balloons Show Only Comments and Formatting in Balloons
Show Comments	Review Tracking Show Markup Comments
Show Final	Review Tracking Final
Show Formatting	Review Tracking Show Markup Formatting
Show Ink Annotations	Review Tracking Show Markup Ink
Show Insertions and Deletions	Review Tracking Show Markup Insertions and Deletions
Show Options	Review Tracking Track Changes Change Tracking Options
Show Original	Review Tracking Original
Show Reviewers	Review Tracking Show Markup Reviewers
Show Reviewers All Reviewers	Review Tracking Show Markup Reviewers All Reviewers
Show Reviewing Pane	Review Tracking Reviewing Pane
Track Changes	Review Tracking Track Changes
Track Changes	Review Tracking Track Changes Track Changes

Word: Shadow Settings Toolbar

Word 2003 Location	Word 2010 Location
Nudge Shadow Down	SmartArt Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Down	Drawing Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Down	Chart Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Down	Picture Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Left	SmartArt Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Left	Drawing Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Left	Chart Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Left	Picture Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Right	SmartArt Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Right	Drawing Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Right	Chart Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Right	Picture Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Up	SmartArt Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Up	Drawing Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Up	Chart Tools Format Shape Styles Shape Effects Shadow Shadow Options
Nudge Shadow Up	Picture Tools Format Shape Styles Shape Effects Shadow Shadow Options
Shadow Color	SmartArt Tools Format Shape Styles Shape Effects Shadow Shadow Options
Shadow Color	Drawing Tools Format Shape Styles Shape Effects Shadow Shadow Options
Shadow Color	Chart Tools Format Shape Styles Shape Effects Shadow Shadow Options
Shadow Color	Picture Tools Format Shape Styles Shape Effects Shadow Shadow Options
Shadow On/Off	SmartArt Tools Format Shape Styles Shape Effects Shadow/No Shadow
Shadow On/Off	Drawing Tools Format Shape Styles Shape Effects Shadow/No shadow
Shadow On/Off	Chart Tools Format Shape Styles Shape Effects Shadow/No shadow
Shadow On/Off	Picture Tools Format Shape Styles Shape Effects Shadow/No shadow

Word: Stop Recording Toolbar

Word 2003 Location	Word 2010 Location
Pause Recording	Developer Code Pause Recording
Pause Recording	View Macros Macros Pause Recording
Stop Recording	File Options Customize Ribbon All Commands Stop Recording

Word: System Toolbar

Word 2003 Location	Word 2010 Location
Close	Title Bar Close
Maximize	Title Bar Maximize
Minimize	Title Bar Minimize
Move	Title Bar Move
Restore	Title Bar Restore
Size	Title Bar Size

Word: Tables and Borders Toolbar

Word 2003 Location	Word 2010 Location
AutoFit to Contents	Table Tools Layout Cell Size AutoFit AutoFit Contents
AutoFit to Window	Table Tools Layout Cell Size AutoFit AutoFit Window
AutoSum	File Options Customize Ribbon All Commands Sum
AutoSum	Table Tools Layout Data Formula
Border Color	Home Paragraph Borders Borders and Shading
Border Color	Table Tools Design Draw Borders Borders and Shading
Border Color	Table Tools Design Draw Borders Pen Color
Border Color	File Options Customize Ribbon All Commands Borders and Shading
Border Style	Table Tools Design Draw Borders Pen Style
Border Width	Table Tools Design Draw Borders Pen Weight
Borders	Home Paragraph Borders
Borders	Table Tools Design Table Styles Borders
Cell Alignment	Table Tools Layout Alignment
Change Text Direction	Table Tools Layout Alignment Text Direction
Change Text Direction	Text Box Tools Format Text Text Direction
Delete Cells	Table Tools Layout Rows & Columns Delete Delete Cells
Delete Columns	Table Tools Layout Rows & Columns Delete Delete Columns
Delete Rows	Table Tools Layout Rows & Columns Delete Delete Rows
Distribute Columns Evenly	Table Tools Layout Cell Size Distribute Columns
Distribute Rows Evenly	Table Tools Layout Cell Size Distribute Rows
Draw Table	Home Paragraph Borders Draw Table
Draw Table	Insert Tables Table Draw Table
Draw Table	File Options Customize Ribbon All Commands Draw Table
Draw Table	Quick Access Toolbar Draw Table
Draw Table	Table Tools Design Draw Borders Draw Table
Draw Table	Table Tools Design Table Styles Borders Draw Table
Eraser	Table Tools Design Draw Borders Eraser
Fixed Column Width	Table Tools Layout Cell Size AutoFit Fixed Column Width
Insert Table	Insert Tables Table Insert Table
Insert Table AutoFit to Content	Table Tools Layout Cell Size AutoFit AutoFit Contents
Insert Table AutoFit to Window	Table Tools Layout Cell Size AutoFit AutoFit Window
Insert Table Fixed Column Width	Table Tools Layout Cell Size AutoFit Fixed Column Width
Insert Table Insert Cells	File Options Customize Ribbon All Commands Insert Cells
Insert Table Insert Cells	Table Tools Layout Rows & Columns Dialog Box Launcher
Insert Table Insert Columns to the Left	Table Tools Layout Rows & Columns Insert Left
Insert Table Insert Columns to the Right	Table Tools Layout Rows & Columns Insert Right
Insert Table Insert Rows Above	Table Tools Layout Rows & Columns Insert Above
Insert Table Insert Rows Below	Table Tools Layout Rows & Columns Insert Below
Insert Table Insert Table	Insert Tables Table Insert Table
Merge Cells	Table Tools Layout Merge Merge Cells
Shading Color	Home Paragraph Shading
Shading Color	File Options Customize Ribbon All Commands Borders and Shading
Shading Color	Table Tools Design Draw Borders Borders and Shading Dialog Box Launcher
Shading Color	Table Tools Design Table Styles Shading
Show/Hide Gridlines	Table Tools Layout Table View Gridlines
Show/Hide Gridlines	View Show Gridlines
Sort Ascending	File Options Customize Ribbon All Commands Sort Ascending
Sort Ascending	Home Paragraph Sort
Sort Ascending	Table Tools Layout Data Sort
Sort Descending	File Options Customize Ribbon All Commands Sort Descending
Sort Descending	Home Paragraph Sort
Sort Descending	Table Tools Layout Data Sort
Split Cells	Table Tools Layout Merge Split Cells
Table AutoFormat	File Options Customize Ribbon All Commands Table AutoFormat
Table AutoFormat	Table Tools Design Table Styles

Word: Text Box Toolbar

Word 2003 Location	Word 2010 Location
Break Forward Link	Drawing Tools Format Text Break Link
Change Text Direction	Page Layout Page Setup Text Direction
Change Text Direction	Table Tools Layout Alignment Text Direction
Create Text Box Link	Drawing Tools Format Text Create Link
Next Text Box	File Options Customize Ribbon All Commands Next Text Box
Previous Text Box	File Options Customize Ribbon All Commands Previous Text Box

Word: Visual Basic Toolbar	
Word 2003 Location	Word 2010 Location
Control Toolbox	Developer Controls
Design Mode	Developer Controls Design Mode
Macros	Developer Code Macros
Macros	View Macros Macros View Macros
Microsoft Script Editor	Removed from Product
Record New Macro	File Options Customize Ribbon All Commands Record Macro
Record New Macro	Developer Code Record Macro / Stop Recorder
Record New Macro	View Macros Macros Record Macro / Stop Recorder
Security	Developer Code Macro Security
Visual Basic Editor	Developer Code Visual Basic

Word: Web Toolbar	
Word 2003 Location	Word 2010 Location
Address	File Info Address
Back	File Options Customize Ribbon All Commands Back
Favorites	Removed from Product
Favorites Add to Favorites	File Options Customize Ribbon All Commands Add to Favorites
Favorites Open Favorites	Removed from Product
Forward	File Options Customize Ribbon All Commands Forward
Go	Removed from Product
Go Back	File Options Customize Ribbon All Commands Back
Go Forward	File Options Customize Ribbon All Commands Forward
Go Open Hyperlink	File Options Customize Ribbon All Commands Open Hyperlink
Go Search the Web	Removed from Product
Go Set Search Page	Removed from Product
Go Set Start Page	Removed from Product
Go Start Page	Removed from Product
Refresh	Removed from Product
Search the Web	Removed from Product
Show Only Web Toolbar	Removed from Product
Start Page	Removed from Product
Stop	Removed from Product

Word: Web Tools Toolbar	
Word 2003 Location	Word 2010 Location
Checkbox	File Options Customize Ribbon All Commands Checkbox (web control)
Design Mode	File Options Customize Ribbon All Commands Web Design Mode
Design Mode	Developer Controls Design Mode
Drop-Down Box	File Options Customize Ribbon All Commands Drop-Down Box (web control)
Hidden	File Options Customize Ribbon All Commands Hidden (web control)
List Box	File Options Customize Ribbon All Commands List Box (web control)
Microsoft Script Editor	Removed from Product
Movie	Removed from Product
Option Button	File Options Customize Ribbon All Commands Option Button (web control)
Password	File Options Customize Ribbon All Commands Password (web control)
Properties	File Options Customize Ribbon All Commands Property Sheet
Reset	File Options Customize Ribbon All Commands Reset (web control)
Scrolling Text	Removed from Product
Sound	Removed from Product
Submit	File Options Customize Ribbon All Commands Submit (web control)
Submit with Image	File Options Customize Ribbon All Commands Submit with Image (web control)
Text Area	File Options Customize Ribbon All Commands Text Area (web control)
Textbox	File Options Customize Ribbon All Commands Textbox (web control)

Word: Word Count Toolbar

Word 2003 Location	Word 2010 Location
Recount	File Options Customize Ribbon All Commands Recount
Word Count Statistics	Status bar Word Count
Word Count Statistics	Review Proofing Word Count

Word: WordArt Toolbar

Word 2003 Location	Word 2010 Location
Edit Text	Select WordArt text to edit text
Format Object	Drawing Tools Format Size Dialog Box Launcher
Text Wrapping	Drawing Tools Format Arrange Wrap Text
WordArt	Insert or Select WordArt text in a .doc file format to see the WordArt Tools tab
WordArt Alignment	Drawing Tools Format Text Align Text
WordArt Character Spacing	Drawing Tools Format Text Spacing
WordArt Gallery	Drawing Tools Format WordArt Styles
WordArt Same Letter Heights	Drawing Tools Format Text Align Text
WordArt Shape	Drawing Tools Format Shape Styles
WordArt Vertical Text	Drawing Tools Format Text Text Direction