

File Menu

Excel 2003	Excel 2007
New	Office button > New
Open	Office button > Open
Close	Office button > Close (last item)
Save	Office button > Save
Save As	Office button > Save As
Save As Web Page	Office button > Save As (select Web Page from <i>Save as type</i> drop-down menu)
Save As Workspace	View tab > Window group > Save Workspace
File Search	No equivalent command
Permission > Unrestricted Access	Office button > Prepare > Restrict Permission > Unrestricted Access
Permission > Do Not Disturb	Office button > Prepare > Restrict Permission > Restricted Access
Permission > Restrict Permission As	Office button > Prepare > Restrict Permission > Manage Credentials
Web Page Preview	Commands > Web Page Preview command
Page Setup	Page Layout tab > Page Setup group
Print Area > Set Print Area	Page Layout tab > Print Area group > Set Print Area
Print Area > Clear Print Area	Page Layout tab > Print Area group > Clear Print Area
Print Preview	Office button > Print > Print Preview
Print	Office button > Print
Send To > Mail Recipient	Command > Send to Mail Recipient
Send To > Mail Recipient (for Review)	Command > Send for Review
Send To > Mail Recipient (as Attachment)	Office button > Send > E-mail
Send To > Routing Recipient	No equivalent command
Send To > Exchange Folder	Command > Send to Exchange Folder
Send To > Online Meeting Participant	No equivalent command
Send To > Recipient using Internet Fax Service	Office button > Send > Internet Fax
Properties	Office button > Prepare > Properties
Exit	Office button > Exit Excel button

Edit Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Undo (Ctrl + z)	Quick Access Toolbar > Undo (Ctrl + z)
Redo (Ctrl + y)	Quick Access Toolbar > Redo (Ctrl + y)
Cut (Ctrl + x)	Home tab > Clipboard group > Cut (Ctrl + x)
Copy (Ctrl + c)	Home tab > Clipboard group > Copy (Ctrl + c)
Office Clipboard	Home tab > Clipboard group
Paste (Ctrl + v)	Home tab > Clipboard group > Paste (Ctrl + v)
Paste Special	Home tab > Clipboard group > Paste > Paste Special
Paste as Hyperlink	Home tab > Clipboard group > Paste > Paste as Hyperlink
Fill > Down (Ctrl + d)	Home tab > Editing group > Fill button > Down (Ctrl + d)
Fill > Right (Ctrl + r)	Home tab > Editing group > Fill button > Right (Ctrl + r)
Fill > Up	Home tab > Editing group > Fill button > Up
Fill > Left	Home tab > Editing group > Fill button > Left
Fill > Across Worksheet	Home tab > Editing group > Fill button > Across Worksheets
Fill > Series	Home tab > Editing group > Fill button > Series
Fill > Justify	Home tab > Editing group > Fill button > Justify
Clear > All	Home tab > Editing group > Clear > Clear All
Clear > Formats	Home tab > Editing group > Clear > Clear Formats
Clear > Contents (del)	Home tab > Editing group > Clear > Clear Contents (del)
Clear > Comments	Home tab > Editing group > Clear > Clear Comments
Delete	Home tab > Cells group > Delete button > select action from drop-down menu
Delete Sheet	Home tab > Cells group > Delete button > Delete Sheet
Move or Copy Sheet	Home tab > Cells group > Format button > Move or Copy Sheet under <i>Organize Sheets</i>
Find (Ctrl + f)	Home tab > Editing group > Find & Select > Find (Ctrl + f)
Replace (Ctrl + h)	Home tab > Editing group > Find & Select > Replace (Ctrl + h)
Go To (Ctrl + g)	Home tab > Editing group > Find & Select > Go To (Ctrl + g)
Links	Office tab > Prepare > Edit Links to Files (only available if external links present)

Excel 2003 Commands	Equivalent Excel 2007 Commands
Object	Double-click the object to edit

View Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Normal	View tab > Workbook View group > Normal button
Page Break Preview	View tab > Workbook View group > Page Break Preview button
Task Pane	No equivalent command
Toolbars	No equivalent command
Formula Bar	View tab > Show/Hide group > Formula Bar
Status Bar	Shown by default
Header and Footer	Insert tab > Text group > Header & Footer
Comments	Review tab > Comments group > Show All Comments
Custom Views	View tab > Workbook Views group > Custom Views button
Full Screen	View tab > Workbook Views group > Full Screen (press ESC button to exit full screen)
Zoom	View tab > Zoom group > Zoom button

Insert Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Cells	Home tab > Cells group > Insert button > Insert Cells
Rows	Home tab > Cells group > Insert button > Insert Rows
Columns	Home tab > Cells group > Insert button > Insert Columns
Worksheet	Home tab > Cells group > Insert button > Insert Sheet (Shift + F11)
Chart	Insert tab > Charts group
Symbol	Insert tab > Text group > Symbol button
Page Break	Page Layout tab > Page Setup group > Breaks > Insert Page Break
Function	Formulas tab > Function Library group > Insert Function (Shift + F3)
Name > Define	Formulas tab > Defined Names group > Name Manager (Ctrl + F3)
Name > Paste	Formulas tab > Defined Names group > Use in Formula > Paste Names

Excel 2003 Commands	Equivalent Excel 2007 Commands
Name > Create	Formulas tab > Defined Names group > Create from Selection
Name > Apply	Formulas tab > Defined Names group > Define Name > Apply Names
Name > Label	Formulas tab > Defined Names group > Define Name
Ink Annotations (for Tablet PC only)	Review tab > Ink group > Start Inking
Comment	Review tab > Comments group > New Comment
Picture > Clip Art	Insert tab > Illustrations group > Clip Art button
Picture > From File	Insert tab > Illustrations group > Picture button
Picture > From Scanner or Camera	No equivalent command
Picture > Ink Drawing and Writing (for Tablet PC only)	Review tab > Ink group > Start Inking
Picture > Autoshapes	Insert tab > Illustrations group > Shapes button
Picture > WordArt	Insert tab > Text group > WordArt
Picture > Organization Chart	Insert tab > Illustrations group > SmartArt button
Diagram	Insert tab > Illustrations group > SmartArt button
Object	Insert tab > Text group > Object
Hyperlink (Ctrl + k)	Insert tab > Links group > Hyperlink (Ctrl + k)

Format Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Cells	Home tab > Cells group > Format button > Format Cells
Rows > Height	Home tab > Cells group > Format button > Row Height
Rows > AutoFit	Home tab > Cells group > Format button > AutoFit Row Height
Rows > Hide	Home tab > Cells group > Format button > Hide & Unhide > Hide Rows
Rows > Unhide	Home tab > Cells group > Format button > Hide & Unhide > Unhide Rows
Columns > Width	Home tab > Cells group > Format button > Column Width
Columns > AutoFit Selection	Home tab > Cells group > Format button > AutoFit Column Width
Columns > Hide	Home tab > Cells group > Format button > Hide & Unhide > Hide Columns
Columns > Unhide	Home tab > Cells group > Format button > Hide & Unhide > Unhide Columns

Excel 2003 Commands	Equivalent Excel 2007 Commands
Columns > Standard Width	Home tab > Cells group > Format button > Default Width
Sheets > Rename	Home tab > Cells group > Format button > Rename Sheet
Sheets > Hide	Home tab > Cells group > Format button > Hide & Unhide > Hide Sheet
Sheets > Unhide	Home tab > Cells group > Format button > Hide & Unhide > Unhide Sheet
Sheets > Background	Page Layout tab > Page Setup group > Background
Sheets > Tab Color	Home tab > Cells group > Format button > Tab Color
Auto Format	Home tab > Styles group > Format as Table
Conditional Formatting	Home tab > Styles group > Conditional Formatting
Style	Home tab > Styles group > Cell Styles

Tools Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Spelling (F7)	Review tab > Proofing group > Spelling (F7)
Research (Alt + Click)	Review tab > Proofing group > Research (Alt + Click)
Error Checking	Formula tab > Formula Auditing group > Error Checking > Error Checking
Speech > Show Text to Speech Toolbar	No equivalent command
Shared Workspace	Office button > Publish > Create Document Workspace
Share Workbook	Review tab > Changes group > Share Workbook
Track Changes > Highlight Changes	Review tab > Changes group > Track Changes > Highlight Changes
Track Changes > Accept or Reject Changes	Review tab > Changes group > Track Changes > Accept/Reject Changes
Protection > Protect Sheet	Review tab > Changes group > Protect Sheet
Protection > Allow Users to Edit Ranges	Review tab > Changes group > Allow Users to Edit Ranges
Protection > Protect Workbook	Review tab > Changes group > Protect Workbook
Protection > Protect and Share Workbook	Review tab > Changes group > Protect and Share Workbook
Online Collaboration > Meet Now	No equivalent command
Online Collaboration > Schedule Meeting	No equivalent command

Excel 2003 Commands	Equivalent Excel 2007 Commands
Online Collaboration > Web Discussions	No equivalent command
Goal Seek	Data tab > Data Tools group > What-If Analysis > Goal Seek
Scenarios	Data tab > Data Tools group > What-If Analysis > Scenario Manager
Formula Auditing > Trace Precedents	Formula tab > Formula Auditing group > Trace Precedents
Formula Auditing > Trace Dependents	Formula tab > Formula Auditing group > Trace Dependents
Formula Auditing > Trace Error	Formula tab > Formula Auditing group > Error Checking > Trace Error
Formula Auditing > Remove All Arrows	Formula tab > Formula Auditing group > Remove Arrows
Formula Auditing > Evaluate Formula	Formula tab > Formula Auditing group > Evaluate Formula
Formula Auditing > Show Watch Window	Formula tab > Formula Auditing group > Watch Window
Formula Auditing > Formula Auditing Mode (Ctrl + `)	Formula tab > Formula Auditing group > Show Formulas (Ctrl + `)
Formula Auditing > Show Formula Auditing Toolbar	Formula tab > Formula Auditing group
Macro > Macros (Alt + F8)	Developer tab > Code group > Macros
Macro > Record New Macro	Developer tab > Code group > Record Macro
Macro > Security	Developer tab > Code group > Macro Security
Macro > Visual Basic Editor (Alt + F11)	Developer tab > Code group > Visual Basic
Macro > Microsoft Script Editor (Alt + Shift + F11)	No equivalent command
Add-Ins	Office button > Excel Options > Add-Ins category > Manage box select Excel Add-Ins then click Go
AutoCorrect Options	Office button > Excel Options > Proofing category > AutoCorrect Options button
Customize	Office button > Excel Options > Customize category
Options	Office button > Excel Options

Data Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Sort	Insert tab > Sort & Filter group
Filter > AutoFilter	Insert tab > Sort & Filter group > Filter
Filter > Show All	Insert tab > Sort & Filter group > Clear

Excel 2003 Commands	Equivalent Excel 2007 Commands
Filter > Advanced Filter	Insert tab > Sort & Filter group > Advanced
Form	Office button > Excel Options > Customize category > All Commands > add Form command to Quick Access Toolbar
Subtotals	Data tab > Outline group > Subtotal
Validation	Data tab > Data Tools group > Data Validation
Table	Data tab > Data Tools group > What-If Analysis > Data Table
Text to Columns	Data tab > Data Tools group > Text to Columns
Consolidate	Data tab > Data Tools group > Consolidate
Group and Outline > Hide Detail	Data tab > Outline group > Hide Detail
Group and Outline > Show Detail	Data tab > Outline group > Show Detail
Group and Outline > Group	Data tab > Outline group > Group
Group and Outline > Ungroup	Data tab > Outline group > Ungroup
Group and Outline > Auto Outline	Data tab > Outline group > Group > Auto Outline
Group and Outline > Clear Outline	Data tab > Outline group > Ungroup > Clear Outline
Group and Outline > Settings	Data tab > Outline group
PivotTable and PivotChart Report	Insert tab > Tables group > PivotTable
Import External Data > Import Data	Data tab > Get External Data group > From Other Sources
Import External Data > New Web Query	Data tab > Get External Data group > From Web
Import External Data > New Database Query	Office button > Excel Options > Customize > All Commands > add New Database Query command to Quick Access Toolbar
Import External Data > Edit Query	Office button > Excel Options > Customize > All Commands > add Edit Query command to Quick Access Toolbar
Import External Data > Data Range Properties	Data tab > Connections group > Properties
Import External Data > Parameters	Office button > Excel Options > Customize > All Commands > add Query Parameters command to the Quick Access Toolbar
List > Create List (Ctrl + L)	Insert tab > Tables group > Table
List > Resize List	Design tab > Properties group > Resize Table
List > Total Row	Design tab > Table Style Options group > Total Row
List > Convert to Range	Design tab > Tools group > Convert to Range
List > Publish List	Design tab > External Table Data group > Export > Export to List
List > View List on Server	Design tab > External Table Data group > Open in Browser

Excel 2003 Commands	Equivalent Excel 2007 Commands
List > Unlink List	Design tab > External Table Data group > Unlink
List > Synchronize List	Office button > Excel Options > Customize category > All Commands > Synchronize List
List > Discard Changes and Refresh	Office button > Excel Options > Customize category > All Commands > Discard Changes and Refresh
List > Hide Border of Inactive Lists	No equivalent command
XML > Import	Data tab > Get External Data group > From Other Sources
XML > Export	Developer tab > XML group > Export
XML > Refresh XML Data	Developer tab > XML group > Refresh Data
XML > XML Source	Developer tab > XML group > Source
XML > XML Map Properties	Developer tab > XML group > Map Properties
XML > Edit Query	Office button > Excel Options > Customize > All Commands > add Edit Query command to Quick Access Toolbar
XML > XML Expansion Packs	Developer tab > XML group > Expansion Packs
Refresh Data	Data tab > Connections group > Refresh All

Chart Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Chart Type	Chart Tools > Design tab > Type group > Change Chart Type
Source Data	Chart Tools > Design tab > Data group > Select Data
Chart Options	Chart Tools > Layout tab
Locations	Chart Tools > Design tab > Location group > Move Chart
Add Data	Chart Tools > Design tab > Data group > Select Data
Add Trendline	Chart Tools > Layout tab > Analysis group > Trendline
3-D Views	Chart Tools > Layout tab > Background group > 3-D Rotation

Window Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
New Window	View tab > Window group > New Window
Arrange	View tab > Window group > Arrange All

Excel 2003 Commands	Equivalent Excel 2007 Commands
Compare Side by Side with	View tab > Window group > View Side by Side
Hide	View tab > Window group > Hide
Unhide	View tab > Window group > Unhide
Split	View tab > Window group > Split
Freeze Panes	View tab > Window group > Freeze Panes
List of Windows	View tab > Window group > Swith Windows > List of open documents

Help Menu

Excel 2003 Commands	Equivalent Excel 2007 Commands
Microsoft Office Excel Help (F1)	Click the question mark at the top right-hand corner (F1)
Show the Office Assistant	No equivalent command
Microsoft Office Online	Office button > Excel Options > Resources category > Go Online
Contact Us	Office button > Excel Options > Resources category > Contact Us
Check for Updates	Office button > Excel Options > Resources category > Check for Updates
Detect and Repair	Office button > Excel Options > Resources category > Diagnose
Activate Product	Office button > Excel Options > Resources category > Activate
Customer Feedback Options	Office button > Excel Options > Advanced category > Look under General heading
Customer Feedback Options	Office button > Excel Options > Trust Center category > Customer Experience Improvement Program under Protecting your privacy heading and in Trust Center Settings
About Microsoft Excel	Office button > Excel Options > Resources category > About