Morning Star Computer Training and Consulting

Word 2007 Overview

for Illinois Mathematics and Science Academy

DISCLAIMER

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Screen Layout

When you begin to explore Word 2007 you will notice a new look. There are four features that you should remember as you work within Word 2007: the Microsoft Office Button, the Quick Access Toolbar, the Ribbon and the View Choices.
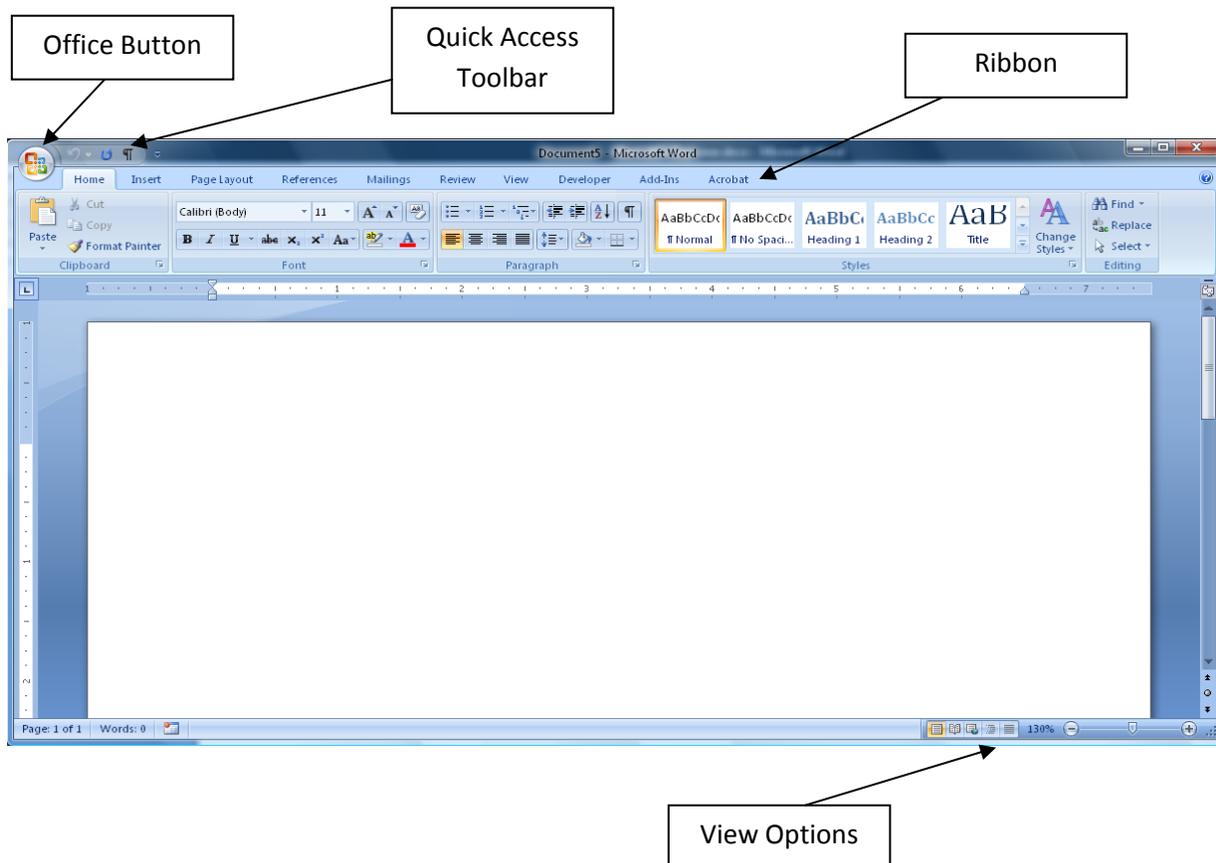
The Office Button

The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word.

Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click on Show Below the Ribbon.
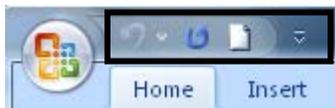
You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click on Add to Quick Access Toolbar and a shortcut will be added to the Quick Access Toolbar.
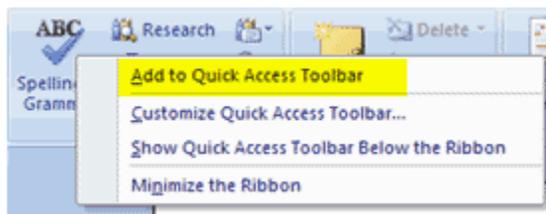
The Ribbon

The Ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.

Ribbon tabs in Word:

tab	contains these groups	Office 2003 menu locations
Home	Clipboard, Font, Paragraph, Styles, Editing	File menu, Edit menu
Insert	Pages, Table, Illustrations, Links, Header & Footer, Text, Symbols	Insert menu
Page Layout	Themes, Page Setup, Page Background, Paragraph, Arrange	Format menu
References	Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities	Insert menu
Mailings	Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish	Tools menu
Review	Proofing, Comments, Tracking, Changes, Compare, Protect	Tools menu
View	Document Views, Show/Hide, Zoom, Window, Macros	View menu
Developer	Code, Controls, XML, Protect, Templates	Tools menu
Add-Ins	Custom Toolbars	Add-Ins menu

Dialog Box Launchers

Some command sets on the Ribbon are also available in traditional style dialog boxes. The presence of a small arrow in the lower right corner of a command set indicates that you can click that "launcher" to display a dialog box containing those commands. For example, if you click the Dialog Box Launcher in the **Font** command set on the **Home** tab, the **Font** dialog box appears with the **Font** tab selected, as shown below.
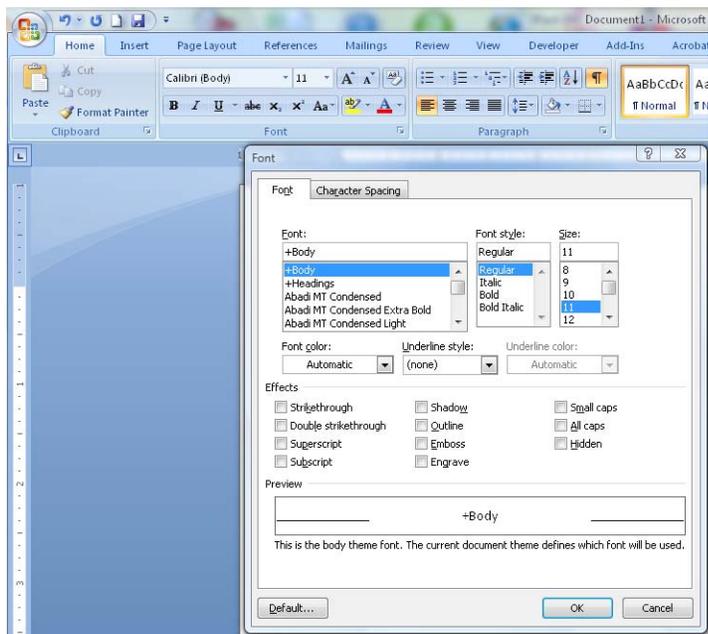
Tip: You also will find a Dialog Box Launcher available at the bottom of any gallery that shows advanced options. For example, in Word 2007, when you choose the **Page Layout** command tab and click the **Columns** arrow in the **Page Setup** command set, a gallery of column settings appears. Click the **More Columns** option at the bottom of the gallery to launch the **Columns** dialog box.
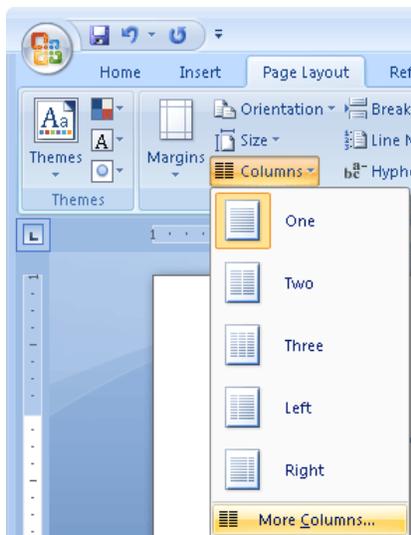
View Choices

To view a document in different ways, click the document views shortcuts at the bottom of the screen or drag the slider bar + or - .
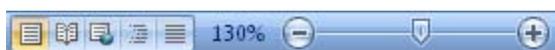
To Create a New Document

- Click the Office Button   and   choose
  New
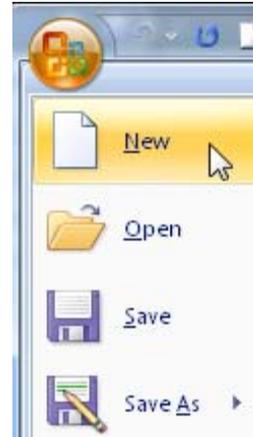
You will notice that when you click on the Microsoft Office Button and Click **New**, you have many choices about the types of documents you can create. If you wish to start from a blank document, click **Blank**. If you wish to start from a template you can browse through your categories on the left, see the selections within a category in the center screen, and preview the selection on the right screen.

Opening an Existing Document

- Click the **Microsoft Office Button** and Click **Open,** or

- If you have recently used the document you can click the **Microsoft Office Button** and click the name of the document in the **Recent Documents** section of the window

Saving a Document

- Click the **Microsoft Office Button** and Click **Save** or **Save As** (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the **Office Button**, click **Save As**, and Click **Word 97-2003 Documen**t)

Close a Document

- Click the **Office Button**

- Click **Close**

The Mini-toolbar

When you select text, you can show or hide a handy, miniature, semitransparent toolbar called the Mini toolbar. The Mini toolbar helps you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.

Note: You cannot customize the Mini toolbar.
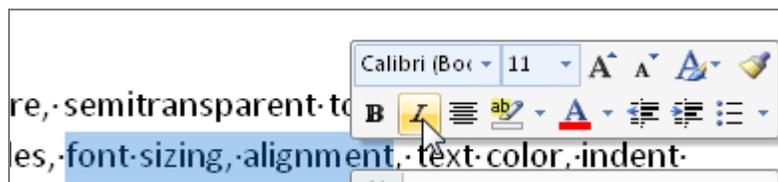
Live Preview

You can quickly see how formatting options like fonts and Quick Styles will look in place before you commit to them, by using the Live Preview feature.
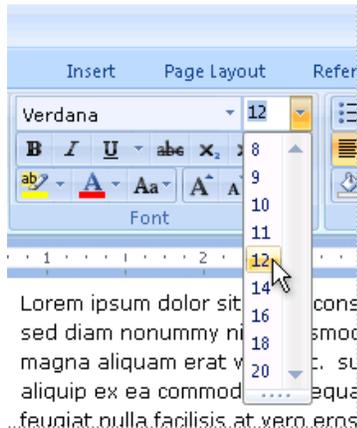
By pointing to various formatting choices, you can instantly see how those choices would appear on selected text and objects. For example, if you are trying to choose a font in Microsoft Office Word, just move the pointer down the font list to see the effect of each font on any text that you have selected. When you finish previewing formats and styles, move the pointer over the format or style that you like, and then click to apply it.

Galleries

Galleries make using: Headers, Footers, Cover Pages, Tables, Numbering Schemes, Water Marks, Page Layouts, Equations, Styles, Themes, Colors, Effects, Pictures, etc. easier.

Styles Gallery
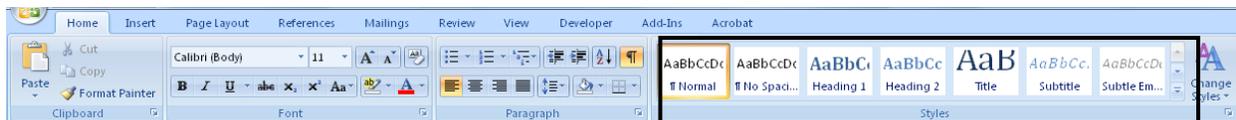
Tables Gallery

Cover Pages Gallery

While Galleries in and of themselves offer a more effective and efficient way to format a document, when you combine Galleries with another feature called "Live Preview", you get a revolutionary formatting experience in Word.

Specifically, Live Preview allows you to preview what a given Gallery command will do to your document, right in your document, without actually changing it.

Using Galleries and Live Preview, you can, for example, position an image in the upper left hand corner of your document without knowing anything about floating pictures, inline pictures, text wrapping, alignment, or anchoring, and you also don't have to click Undo over and over during the trial and error 'drag the picture around on the page' phase. The 'doing without knowing' part is enabled by the Picture Tools' Position Gallery, and the 'not having to click undo a bunch of times' is enabled by Live Preview.

Galleries provide a more effective way to format documents by showing the results of a command, and Live Preview augments the goodness of Galleries by allowing you see what a command will do to your document without actually doing anything to you document.

Header and Footer Gallery
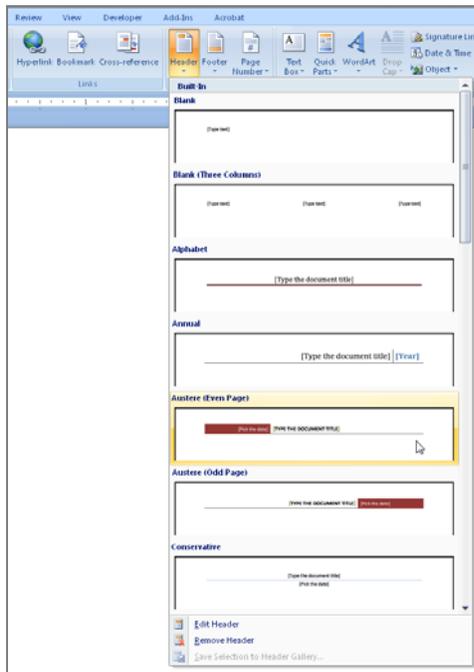
SmartArt Graphics

SmartArt is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow.

> *With SmartArt graphics, you can*
> - *Show many types of relationships using diagrams*
> - *Change between SmartArt graphic types so that you can determine which SmartArt graphic variant works best for you*
> - *Change the colors and effects of your SmartArt graphic*
> - *Customize the look of the SmartArt graphic further by editing individual shape elements contained within the SmartArt graphic*

On the Insert tab select SmartArt in the Illustrations group.

Select from the Category on the left and then select the SmartArt graphic you'd like to use.
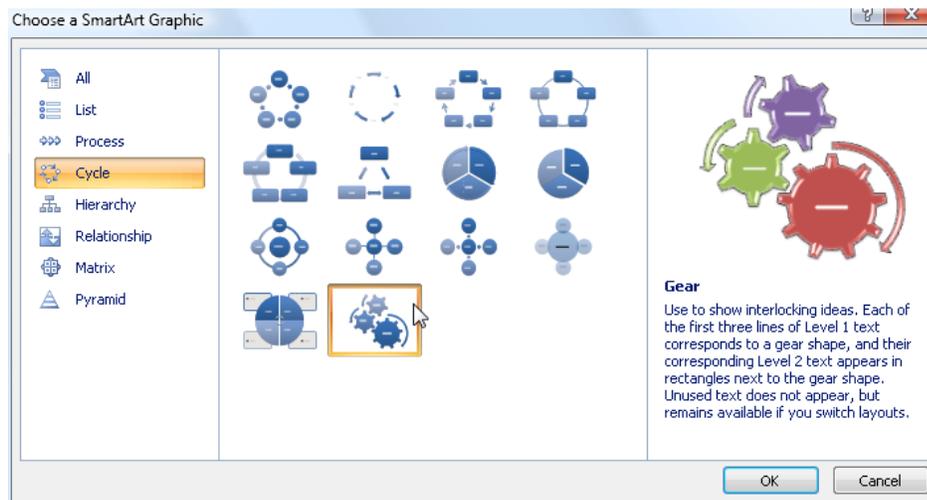
Add the appropriate text in the SmartArt and format the object.

Themes

In the past, it took time to format Microsoft Office documents to match because you had to choose color or style options for your tables, charts, shapes, and diagrams separately. In the 2007 Microsoft Office system, themessimplify the process of creating matching, professional-looking documents not only within one program but across multiple programs. The same themes are now available in Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Word 2007, and Microsoft Office Outlook 2007, and you can easily apply a theme with one click. Use themes to give all of your organization's communications a branded look.
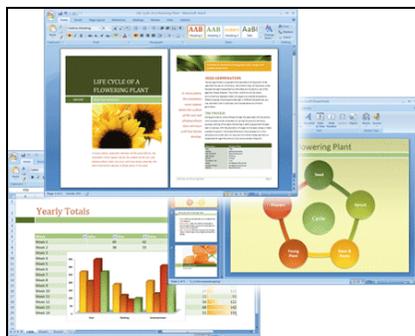
Above the same theme is used in Office PowerPoint 2007, Office Excel 2007, and Office Word 2007

All of your content links to the theme. If you change the theme, a complete set of new colors, fonts, and effects is applied to your entire 2007 document. Although themes are similar in name to a previous feature in Word, themes are an entirely new way to give all of your 2007 Office release documents a modern and professional look.

To select a Theme go to the Page Layout tab and choose from the Themes dropdown list of choices.
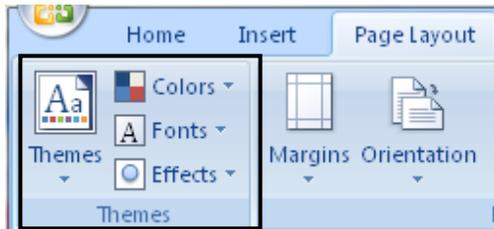
Styles

The use of Styles in Word will allow you to quickly format a document with a consistent and professional look. Styles can be saved for use in many documents.

Apply Styles
There are many styles that are already in Word ready for you to use. To view the available styles click the **Styles** dialog box on the Styles Group in the Home Tab.

To apply a style:

- Select the text

- Click the **Styles** Dialog Box

- Click the **Style** you choose

Charts in Word

Charts are fully integrated with other 2007 Office release programs, such as Office PowerPoint 2007 and Office Word 2007. Both programs provide the same chart tools that are available in Excel. When you have Excel installed, you can create Excel charts in PowerPoint and Word by clicking the **Chart** button on the Ribbon (**Insert** tab, **Illustrations** group), and then by using the chart tools to modify or format the chart. Charts that you create will be embedded in Office PowerPoint 2007 and Office Word 2007, and the chart data is stored in an Excel worksheet that is incorporated in the PowerPoint or Word file.

Note: If you work in Compatibility Mode in Word, you can insert a chart by using Microsoft Graph instead of Excel. In PowerPoint, you can always use Excel to create a chart.

You can also copy a chart from Excel to PowerPoint 2007 and Word 2007. When you copy a chart, it can be embedded as static data or linked to the workbook. For a chart that is linked to a workbook that you have access to, you can specify that it automatically checks for changes in the linked workbook whenever the chart is opened.

On the Insert tab Select Chart in the Illustrations Group.

Select the Chart type desired. Then click OK.
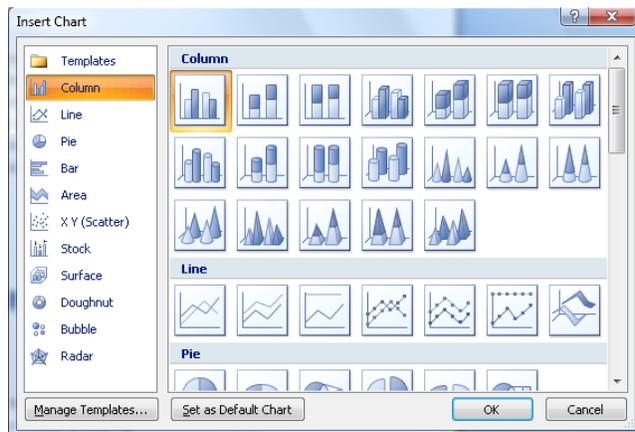
The Chart is inserted. In the Excel worksheet update the data accordingly and the Chart is updated.
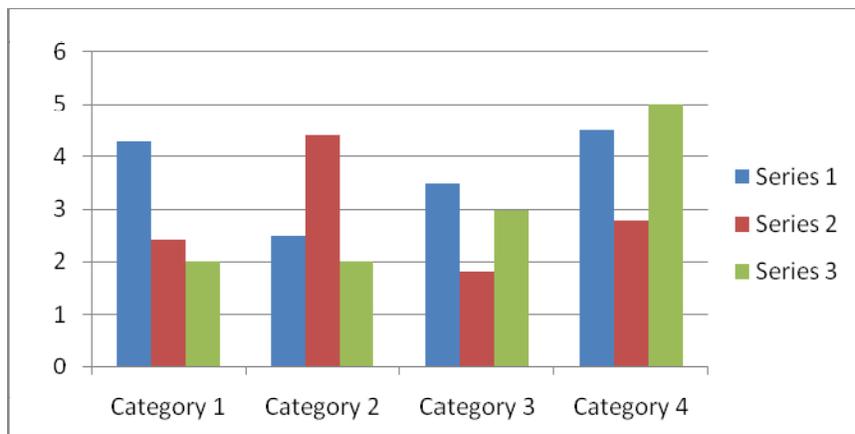
Inserting Building Blocks

Longer documents typically include elements such as a cover page and headers and footers to provide identifying and organizing information. To reinforce key concepts and also alleviate the monotony of page after page of plain text, they might also include elements such as sidebars and quotations pulled from the text.

To simplify the creation of professional visual text elements, Word 2007 introduces **building blocks**. Some building blocks are available from the Ribbon. For example, you can add headers and footers from the **Header & Footer** group on the **Insert** tab. Others are available only from the **Building Blocks Organizer**.

To see the Building Blocks Organizer go to the Insert tab and in the Text group Select Quick Parts.
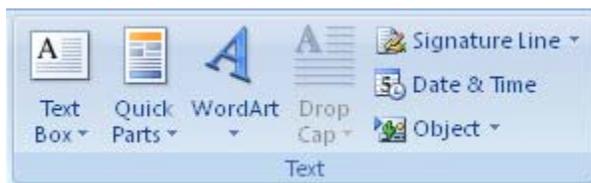
From the dropdown choose Building Blocks Organizer.
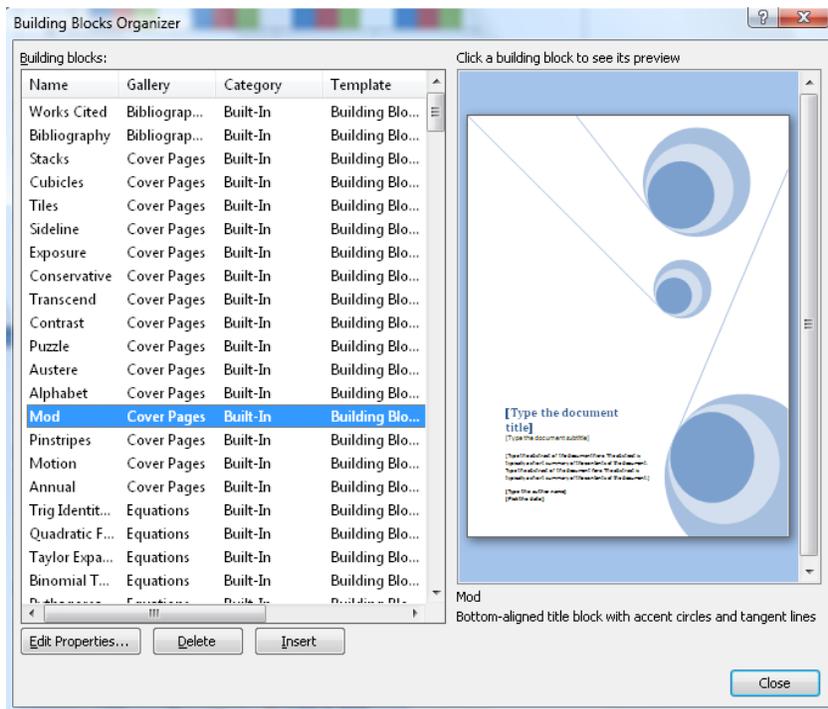
Make your selection and choose Insert to insert into your document.

If you frequently use a specific element in your documents, such as a logo or predefined Title layout, you can define it as a custom building block. It is then available from the **Building Blocks Organizer**.

Edit Document Properties and Inspect Documents

Select the Office button and then Prepare. Select Properties.

Fill in any desired information.

To remove personal information from the Document Properties fields select Prepare from the Office button and then select Inspect Document. Choose OK and then Remove those items found that you'd like removed from the document by clicking the Remove All button.
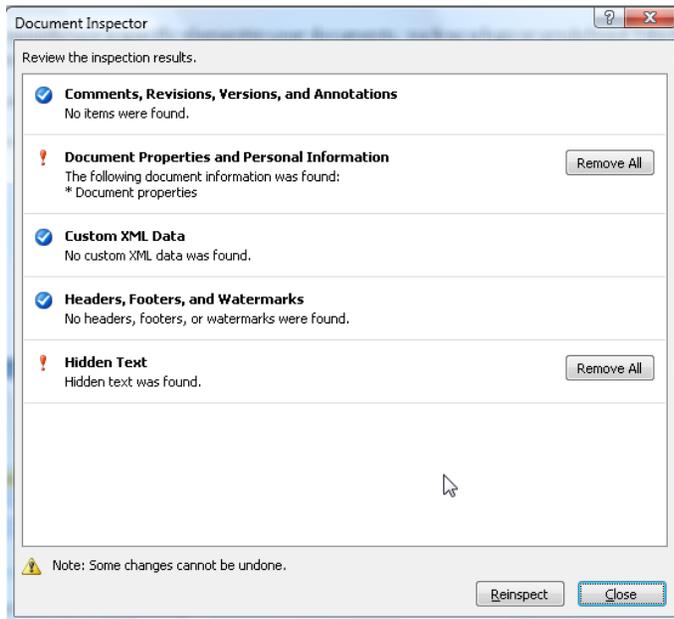
Mark a Document as Final

Before you share an electronic copy of a Microsoft Office document with other people, you can use the **Mark as Final** command to make the document read-only and prevent changes to the document. When a document is marked as final, typing, editing commands, and proofing marks are disabled or turned off and the document becomes read-only. Additionally, the Status property of the document is set to Final. The **Mark as Final** command helps you communicate that you are sharing a completed version of a document. It also helps prevent reviewers or readers from making inadvertent changes to the document.

Notes:

The **Mark as Final** command is not a security feature. Anyone who receives an electronic copy of a document that has been marked as final can edit that document by removing Mark as Final status from the document.

Documents that have been marked as final in a 2007 Microsoft Office system program will not be read-only if they are opened in earlier versions of Microsoft Office programs.

1. Open the document that is marked as final.

2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Mark as Final**.
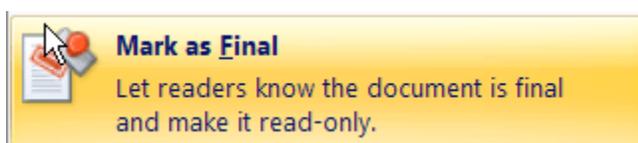
Enable editing for a document that is marked as final

The **Mark as Final** command is selected in documents that have been marked as final. If you want to edit a document that is marked as final, you can click the **Mark as Final** command.

You can also recognize that a document has been marked as final by looking for the Mark as Final icon in the status bar.
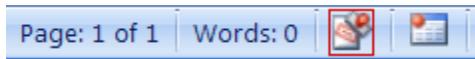
1. Open the document that is marked as final.

2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Mark as Final**.

Mail Merge

You use mail merge when you want to create a set of documents, such as a form letter that is sent to many customers. Each letter has the same kind of information, yet the content is unique. For example, in letters to your customers, each letter can be personalized to address each customer by name. The unique information in each letter comes from entries in a data source.

The mail merge process entails the following overall steps:

1. **Set up the main document.** The main document contains the text and graphics that are the same for each version of the merged document — for example, the return address or salutation in a form letter.

2. **Connect the document to a data source.** A data source is a file that contains the information to be merged into a document. For example, the names and addresses of the recipients of a letter.

3. **Refine the list of recipients or items**. Microsoft Office Word generates a copy of the main document for each item, or record, in your data file. If your data file is a mailing list, these items are probably recipients of your mailing. If you want to generate copies for only certain items in your data file, you can choose which items (records) to include.

4. **Add placeholders, called mail merge fields, to the document.** When you perform the mail merge, the mail merge fields are filled with information from your data file.

5. **Preview and complete the merge.** You can preview each copy of the document before you print the whole set.

You use commands on the **Mailings** tab to perform a mail merge.

Watermarks

Watermarks are text or pictures that appear behind document text. They often add interest or identify the document status, such as marking a document as a **Draft**. You can see watermarks in Print Layout view and Full Screen Reading view or in a printed document.

1. On the **Page Layout** tab, in the **Page Background** group, click **Watermark**.
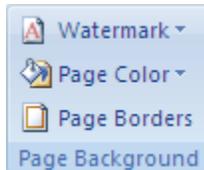
2. Do one of the following:

   ▪ Click a predesigned watermark, such as **Confidential** or **Urgent**, in the gallery of watermarks.

   ▪ Click **Custom Watermark**, click **Text watermark** and then select or type the text that you want. You can also format the text.

3. To view a watermark as it will appear on the printed page, use Print Layout view.

What happened to the Drawing toolbar?

The Drawing toolbar is not available in most 2007 Microsoft Office system programs.

The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical groups under tabs, such as the Clipboard group on the Home tab. Each tab relates to a type of activity, such as writing or designing a page. To reduce clutter, some tabs appear only when needed. For example, the Drawing Tools tab appears only when you select a shape, line, or other drawing object . (Drawing objects include Shapes, curves, lines, and WordArt.)

 Note: If you do not see the Drawing Tools tab, make sure that you selected a shape, line, or drawing object.
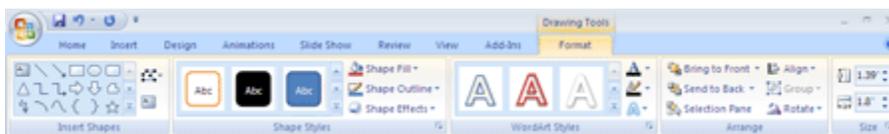
In 2007 Office release programs, to perform tasks that you used to perform from the Drawing toolbar (such as inserting a shape, drawing a line, and adding a picture, clip art , SmartArt graphic, or WordArt), you click an option in the Illustrations group, or Text group, on the Insert tab.
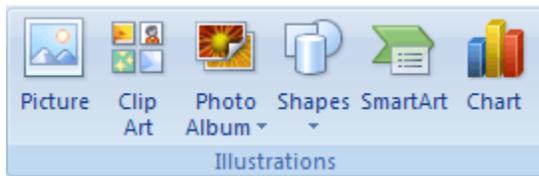
The Illustrations group as it appears in Microsoft Office PowerPoint 2007 and Microsoft Office Word 2007
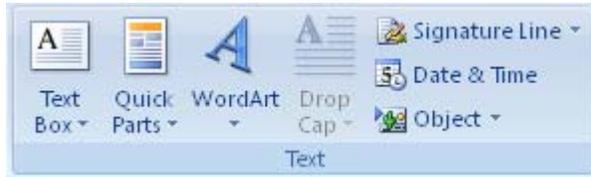
The Text group as it appears in Office Word 2007

After you insert a shape, line, picture, clip art, SmartArt graphic, or WordArt, additional tabs appear that contain formatting and effects previously found on the Drawing toolbar, and additional new features like Quick Styles .

 Note: If you do not see these tabs, make sure that you selected a shape, line, picture, clip art, SmartArt graphic, or WordArt.

New File Name Extensions

By default, documents, worksheets, and presentations that you create in the 2007 Office release are saved in XML format with new file name extensions that add an "x" or an "m" to the file name extensions that you are already familiar with. The "x" signifies an XML file that has no macros, and the "m" signifies an XML file that does contain macros. For example, when you save a document in Word, the file now uses the .docx file name extension by default, rather than the .doc file name extension.

When you save a file as a template, you see the same sort of change. The template extension used in earlier versions is there, but it now has an "x" or an "m" on the end. If your file contains code or macros, you must save it by using the new macro-enabled XML file format, which adds an "m" for macro to the file extension.

The following tables list all of the default file extensions in Office Word 2007.

XML file type	Extension
Document	.docx
Macro-enabled document	.docm
Template	.dotx
Macro-enabled template	.dotm

Opening existing files in the 2007 Word release You can open and work on a file that was created in an earlier version of Word, and then save it in its existing format. Because you might be working on a document with someone who uses an earlier version of Word, you don't want to introduce any features supported only by the 2007 Word release. The 2007 Word release uses a compatibility checker that checks to make sure that you have not introduced a feature that an earlier version of Word does not support. When you save the file, the compatibility checker reports those features to you and then allows you to remove them before continuing with the save.

Changes to the Default Template in Word

Setting	Word 2003	Word 2007
Normal default font	Times New Roman 12 pt	Calibri 11 pt
Line spacing	1.0 (single)	1.15
Top margin	1"	1"
Left margin	1.25"	1"
Right margin	1.25"	1"
Bottom margin	1"	1"
Line spacing after a paragraph	Next line down	Second line down
Color scheme	Black and white	Colors based on theme

Set the default font

Setting a default font ensures that every new document you open will use the font settings that you selected and set as the default. The default font applies to new documents that are based on the active template, usually Normal.dotm. You can create different templates to use different default font settings.

 Note   In Microsoft Office Word 2007, you can quickly and easily format an entire document to give it a professional and modern look by applying a document theme. A document theme is a set of formatting choices that can include a color scheme (a set of colors), a font scheme (a set of heading and body text fonts), and an effects scheme (a set of lines and fill effects).

1. On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.
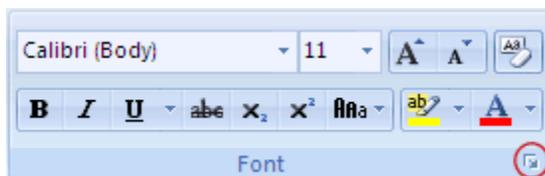
2. Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.

3. Click **Default**, and then click **Yes**.

Insert a table by using Quick Tables

Quick Tables are tables that are stored in galleries as building blocks. You can access and reuse Quick Tables at any time. If you frequently use a table with specific formatting, you can save a copy of the table in the Quick Tables gallery so that you don't need to recreate the table each time that you want to use it.

1. Click where you want to insert a table.

2. On the **Insert** tab, in the **Tables** group, click **Table**.

3. Point to **Quick Tables**, and then click the table that you want.

4. If necessary, replace the placeholder data in the table with the data that you want.

I don't see any tables in the Quick Tables gallery

If you don't see any built-in table designs in the gallery or you can't access the gallery, building block add-ins may be unavailable. To make sure that built-in designs appear in all of the Microsoft Office Word 2007 building block galleries, do the following:

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Add-Ins**.

3. In the **Manage** list, select **Disabled Items**, and then click **Go**.

4. Click **Building Blocks.dotx**, and then click **Enable**.

5. Restart Word.

Templates in Word

Word 2007 includes a much wider variety of templates than previous versions of Word. It includes new placeholders and additional elements to help you complete your document. To generate a new document from a template, click the Office button, then click New to open the New Document dialog box.

The left pane lists categories of templates installed on your computer or available on Office online, the middle pane displays the templates in the currently selected category, and the right pane displays a preview of the currently selected template.
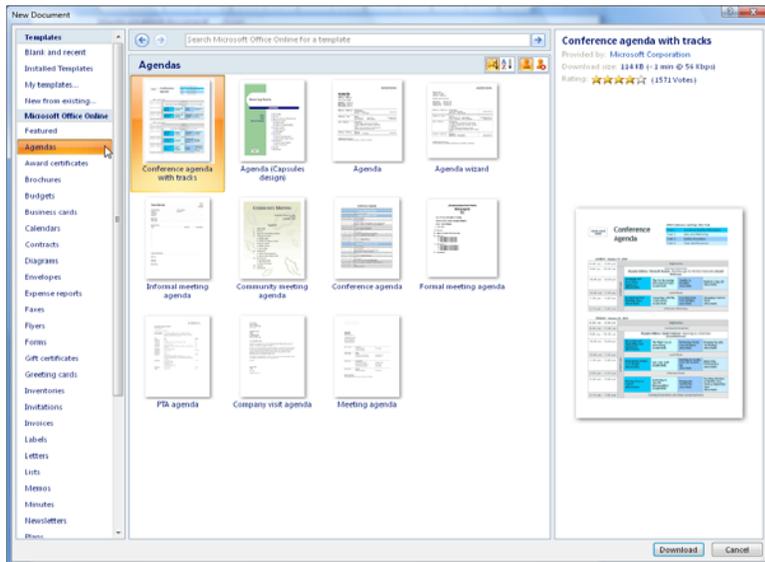
Find your favorite Word 2003 commands in the new Word 2007 interface

File Menu

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

Edit Menu

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

View Menu

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

Insert Menu

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
Insert > Break	Insert > Pages > Page Break	Alt-I, B
Insert > Page Numbers	Insert > Header & Footer > Page Number *or* Header & Footer Tools > Design > Header & Footer > Page Number	Alt-I, U
Insert > Date and Time	Insert > Text > Date & Time *or* Header & Footer Tools > Design > Insert > Date & Time	Alt-I, T
Insert > AutoText	Insert > Text > Quick Parts	*In Word 2003:* Alt-I, A *In Word 2007:* Alt-N, Q
Insert > Field	Insert > Text > Quick Parts > Field *or* Header & Footer Tools > Design > Insert > Quick Parts > Field	Alt-I, F
Insert > Symbol	Insert > Symbols > Symbol	*In Word 2003:* Alt-I, S *In Word 2007:* Alt-I, S *or* Alt-N, U
Insert > Comment	Review > Comments > New Comment	Alt-Ctrl-M
Insert > References	All Reference commands are now located under the References ribbon tab.	*In Word 2003:* Alt-I, N *In Word 2007:* Alt-S
Insert > Picture	All Picture commands are located under Insert > Illustrations, with the following exceptions: • WordArt is located in Insert > Text > WordArt • From Scanner or Camera is not included in Word 2007	*In Word 2003:* Alt-I, P *In Word 2007:* Alt-N
Insert > Text Box	Insert > Text > Text Box	*In Word 2003:* Alt-I, X *In Word 2007:* Alt-N, X
Insert > File	Insert > Text > Object > Text from File	Alt-I, L
Insert > Object	Insert > Text > Object	Alt-I, O

| Insert > Bookmark | Insert > Links > Bookmark | Alt-I, K |
| Insert > Hyperlink | Insert > Links > Hyperlink | Ctrl-K |

Format Menu

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

Tools Menu

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

Table Menu

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
Table > Draw Table	Home > Paragraph > Borders icon > Draw Table *or* Insert > Tables > Table > Draw Table *or* Table Tools > Design > Draw Borders > Draw Table	*In Word 2003:* Alt-A, W *In Word 2007:* Alt-A, W *or* Alt-N, T, D
Table > Insert > Table	Insert > Tables > Table > Insert Table	*In Word 2003:* Alt-A, I, T *In Word 2007:* Alt-A, I, T *or* Alt-N, T
Table > Insert > Columns, Rows, Cells	Table Tools > Layout > Rows & Columns	*In Word 2003:* Alt-A, I, choose addl. letter *In Word 2007:* Alt-J, L, choose addl. letter
Table > Delete > Table, Columns, Rows, Cells	Table Tools > Layout > Rows & Columns > Delete	*In Word 2003:* Alt-A, D, choose addl. letter *In Word 2007:* Alt-J, L, D, choose addl. letter
Table > Select > Table, Column, Row, Cell	Table Tools > Layout > Table > Select	*In Word 2003:* Alt-A, C, choose addl. letter *In Word 2007:* Alt-J, L, K, choose addl. letter
Table > Merge Cells	Table Tools > Layout > Merge > Merge Cells	*In Word 2003:* Alt-A, M *In Word 2007:* Alt-A, M *or* Alt-J, L, M
Table > Split Cells	Table Tools > Layout > Merge > Split Cells	*In Word 2003:* Alt-A, P *In Word 2007:* Alt-A, P *or* Alt-J, L, P
Table > Split Table	Table Tools > Layout > Merge > Split Table	*In Word 2003:* Alt-A, T *In Word 2007:* Alt-A, T *or* Alt-J, L, Q
Table > Table AutoFormat	Table Tools > Design > Table Styles	*In Word 2003:* Alt-A, F *In Word 2007:* Alt-J, T, S
Table > AutoFit	Table Tools > Layout > Cell Size > AutoFit	*In Word 2003:* Alt-A, A *In Word 2007:* Alt-J, L, F

Table > Heading Rows Repeat	Table Tools > Layout > Data > Repeat Header Rows	*In Word 2003:* Alt-A, H *In Word 2007:* Alt-A, H *or* Alt-J, L, J
Table > Convert > Text to Table	Insert > Tables > Table > Convert Text to Table	*In Word 2003::* Alt-A, V, X *In Word 2007:* Alt-A, V, X *or* Alt-N, T, V
Table > Convert > Table to Text	Table Tools > Layout > Data > Convert to Text	*In Word 2003:* Alt-A, V, B *In Word 2007:* Alt-A, V, B *or* Alt-J, L, V
Table > Sort	Home > Paragraph > Sort *or* Table Tools > Layout > Table > Sort	*In Word 2003:* Alt-A, S *In Word 2007:* Alt-A, S *or* Alt-J, L, S, O
Table > Formula	Table Tools > Layout > Table > Formula	*In Word 2003:* Alt-A, O *In Word 2007:* Alt-A, O *or* Alt-J, L, U, L
Table > Hide/Show Gridlines	Table Tools > Layout > Table > Hide/Show Gridlines	*In Word 2003:* Alt-A, G *In Word 2007:* Alt-A, G *or* Alt-J, L, T, G
Table > Table Properties	Table Tools > Layout > Table > Properties *or* Table Tools > Layout > Cell Size > Properties	*In Word 2003:* Alt-A, R *In Word 2007:* Alt-A, R or Alt-J, L, O

Window Menu

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