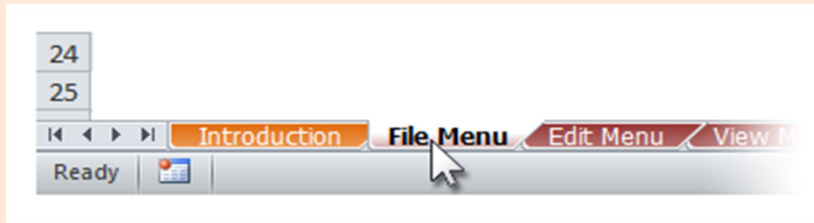
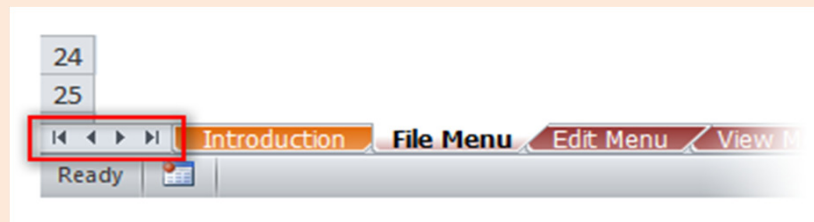


Excel: Menu to ribbon reference

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**.

Excel: File Menu

Excel 2003 Location	Excel 2010 Location
Close	File Close
Exit	File Exit
File Search	Removed from Product
Most Recently Used Documents	File Recent
New	File New
Open	File Open
Open	Quick Access Toolbar Open
Page Setup	File Print Page Setup
Permission	File Info Protect Workbook Restrict Permission by People
Permission Do Not Distribute	File Info Protect Workbook Restrict Permission by People Restricted Access
Permission Restrict Permission As	File Info Protect Workbook Restrict Permission by People Manage Credentials
Permission Unrestricted Access	File Info Protect Workbook Restrict Permission by People Unrestricted Access
Print	File Print Print
Print Area Clear Print Area	Page Layout Page Setup Print Area Clear Print Area
Print Area Set Print Area	Page Layout Page Setup Print Area Set Print Area
Print Preview	File Print
Properties	File Info Properties
Save	File Save
Save	Quick Access Toolbar Save
Save As	File Save As
Save As	File Save & Send Change File Type Save As
Save as Web Page	File Options Customize Ribbon All Commands Single Web Page (*.mht)
Save Workspace	View Window Save Workspace
Send To Exchange Folder	File Options Customize Ribbon All Commands Exchange Folder
Send To Mail Recipient	File Options Customize Ribbon All Commands Mail Recipient
Send To Mail Recipient (as Attachment)	File Save & Send Send Using E-mail Send as Attachment
Send To Mail Recipient (for Review)	File Options Customize Ribbon All Commands Send for Review
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 Internet Fax Service	File Save & Send Send Using E-mail Send as Internet Fax
Send To Routing Recipient	Removed from Product
Version History	File Info Versions
Web Page Preview	File Options Customize Ribbon All Commands Web Page Preview

Excel: Edit Menu

Excel 2003 Location	Excel 2010 Location
Clear All	Home Editing Clear Clear All
Clear Comments	Home Editing Clear Clear Comments
Clear Contents	Home Editing Clear Clear Contents
Clear Formats	Home Editing Clear Clear Formats
Copy	Home Clipboard Copy
Cut	Home Clipboard Cut
Delete	Home Cells Delete Delete Cells...
Delete Sheet	Home Cells Delete Delete Sheet
Fill Across Worksheets	Home Editing Fill Across Worksheets
Fill Down	Home Editing Fill Down
Fill Justify	Home Editing Fill Justify
Fill Left	Home Editing Fill Left
Fill Right	Home Editing Fill Right
Fill Series	Home Editing Fill Series
Fill Up	Home Editing Fill Up
Find	Home Editing Find & Select Find
Go To	Home Editing Find & Select Go To
Move or Copy Sheet	Home Cells Format Move or Copy Sheet
Office Clipboard	Home Clipboard Clipboard dialog box launcher button
Paste	Home Clipboard Paste
Paste as Hyperlink	File Options Customize Ribbon All Commands Paste as Hyperlink
Paste Special	Home Clipboard Paste Paste Paste Special
Repeat	File Options Customize Ribbon All Commands Repeat
Replace	Home Editing Find & Select Replace
Undo	File Options Customize Ribbon All Commands Undo
Undo	Quick Access Toolbar Undo

Excel: View Menu	
Excel 2003 Location	Excel 2010 Location
Comments	Review Comments Show All Comments
Custom Views	View Workbook Views Custom Views
Formula Bar	View Show Formula Bar
Full Screen	View Workbook Views Full Screen
Header and Footer	Insert Text Header & Footer
Normal	View Workbook Views Normal
Page Break Preview	View Workbook Views Page Break Preview
Status Bar	Status Bar is always visible by default.
Task Pane	Some dialog box launchers display a task pane. For example, the dialog box launcher in the Clipboard group of the Home tab displays the Clipboard task pane.
Toolbars Borders	Toolbars have been removed from the product. To find commands on the Borders toolbar, go to the Borders Toolbar sheet of this workbook.
Toolbars Chart	Toolbars have been removed from the product. To find commands on the Chart toolbar, go to the Chart 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	These commands are available in the Excel Options dialog box. Click File Options Customize Ribbon dialog
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 External Data	Toolbars have been removed from the product. To find commands on the External Data toolbar, go to the External Data 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 Formula Auditing	Toolbars have been removed from the product. To find commands on the Formula Auditing toolbar, go to the Formula Auditing Toolbar sheet of this workbook.
Toolbars List	Toolbars have been removed from the product. To find commands on the List toolbar, go to the List 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 PivotTable	Toolbars have been removed from the product. To find commands on the PivotTable toolbar, go to the PivotTable Toolbar sheet of this workbook.
Toolbars Protection	Toolbars have been removed from the product. To find commands on the Protection toolbar, go to the Protection 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 Symbol	Toolbars have been removed from the product. To find commands on the Symbols toolbar, click Insert Symbols Symbol
Toolbars Task Pane	Toolbars have been removed from the product. To find commands on the Task Pane toolbar, go to the Task Pane Toolbar sheet of this workbook.
Toolbars Text To Speech	Toolbars have been removed from the product. To find commands on the Text to Speech toolbar, go to the Text to Speech Toolbar sheet of this workbook.
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 Watch Window	Toolbars have been removed from the product. To find commands on the Watch Window toolbar, go to the Watch Window 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 WordArt	Toolbars have been removed from the product. To find commands on the WordArt toolbar, go to the WordArt Toolbar sheet of this workbook.
Zoom	View Zoom Zoom

Excel: Insert Menu

Excel 2003 Location	Excel 2010 Location
Cells	Home Cells Insert Insert Cells
Chart	Insert Charts [Various]
Columns	Home Cells Insert Insert Sheet Columns
Comment	Review Comments New Comment
Diagram	Insert Illustrations SmartArt
Function	Formulas Function Library Insert Function
Hyperlink	Insert Links Hyperlink
Ink Annotations	Review Ink Start Inking
Name Apply	Formulas Defined Names Define Name Apply Names
Name Create	Formulas Defined Names Create from Selection
Name Define	Formulas Defined Names Define Name
Name Label	Removed from product
Name Paste	Formulas Defined Names Use in Formula Paste Names
Object	Insert Text Object
Page Break	Page Layout Page Setup Breaks Insert Page Break
Picture AutoShapes	Insert Illustrations Shapes
Picture Clip Art	Insert Illustrations Clip Art
Picture From File	Insert Illustrations Picture
Picture From Scanner or Camera	Removed from Product
Picture Ink Drawing and Writing	Review Ink Start Inking
Picture Organization Chart	insert Illustrations SmartArt
Picture WordArt	Insert Text WordArt
Reset All Page Breaks	Page Layout Page Setup Breaks Reset All Page Breaks
Rows	Home Cells Insert Insert Sheet Rows
Special Symbol	Removed from Product. To insert symbols or special characters, click Insert Symbols Symbol
Symbol	Insert Symbols Symbol
Worksheet	Home Cells Insert Insert Sheet

Excel: Format Menu

Excel 2003 Location	Excel 2010 Location
AutoFormat	File Options Customize Ribbon All Commands AutoFormat
Cells	Home Cells Format Format Cells
Column AutoFit Selection	Home Cells Format AutoFit Column Width
Column Hide	Home Cells Format Hide & Unhide Hide Columns
Column Standard Width	Home Cells Format Default Width
Column Unhide	Home Cells Format Hide & Unhide Unhide Columns
Column Width	Home Cells Format Column Width
Conditional Formatting	Home Styles Conditional Formatting
Phonetic Guide Edit	Home Font Phonetic Guide Edit Phonetic
Phonetic Guide Settings	Home Font Phonetic Guide Phonetic Settings
Phonetic Guide Show or Hide	Home Font Phonetic Guide Show Phonetic Field
Phonetic Guide Show or Hide	Home Font Show Phonetic Field
Row AutoFit	Home Cells Format AutoFit Row Height
Row Height	Home Cells Format Row Height
Row Hide	Home Cells Format Hide & Unhide Hide Rows
Row Unhide	Home Cells Format Hide & Unhide Unhide Rows
Sheet Background	Page Layout Page Setup Background
Sheet Hide	Home Cells Format Hide & Unhide Hide Sheet
Sheet Rename	Home Cells Format Rename Sheet
Sheet Tab Color	Home Cells Format Tab Color
Sheet Unhide	Home Cells Format Hide & Unhide Unhide Sheet
Style	File Options Customize Ribbon All Commands Edit Cell Styles

Excel: Tools Menu

Excel 2003 Location	Excel 2010 Location
Add-Ins	Developer Add-Ins
AutoCorrect Options	File Options Customize Ribbon All Commands AutoCorrect Options
Compare and Merge Workbooks	File Options Customize Ribbon All Commands Compare and Merge Workbooks
Customize	Removed from Product (To customize the ribbon, click File Options Customize Ribbon)
Error Checking	Formulas Formula Auditing Error Checking
Formula Auditing Evaluate Formula	Formulas Formula Auditing Evaluate Formula
Formula Auditing Formula Auditing Mode	Formulas Formula Auditing Show Formulas
Formula Auditing Show Watch Window	Formulas Formula Auditing Watch Window
Formula Auditing Remove All Arrows	Formulas Formula Auditing Remove Arrows Remove Arrows
Formula Auditing Show Formula Auditing Toolbar	Removed from Product
Formula Auditing Trace Dependents	Formulas Formula Auditing Trace Dependents
Formula Auditing Trace Error	Formulas Formula Auditing Error Checking Trace Error
Formula Auditing Trace Precedents	Formulas Formula Auditing Trace Precedents
Goal Seek	Data Data Tools What-If Analysis Goal Seek
Macro Macros	Developer Code Macros
Macro Macros	View Macros View Macros
Macro Microsoft Script Editor	Removed from product
Macro Record New Macro	Developer Code Record Macro
Macro Record New Macro	View Macros Macros Record Macro
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
Protection Allow Users to Edit Ranges	Review Changes Allow Users to Edit Ranges
Protection Protect and Share Workbook	Review Changes Protect and Share Workbook...
Protection Protect Sheet	Review Changes Protect Sheet
Protection Protect Workbook	Review Changes Protect Workbook...
Research	Review Proofing Research
Scenarios	Data Data Tools What-If Analysis Scenario Manager
Share Workbook	Review Changes Share Workbook
Shared Workspace	Removed from Product
Show Signatures	Removed from Product
Solver	Data Analysis Solver
Speech Show Text To Speech Toolbar	Removed from Product
Speech Speech Recognition	Removed from Product
Spelling	Review Proofing Spelling
Track Changes Accept or Reject Changes	Review Changes Track Changes Accept/Reject Changes
Track Changes Highlight Changes	Review Changes Track Changes Highlight Changes

Excel: Data Menu

Excel 2003 Location	Excel 2010 Location
Consolidate	Data Data Tools Consolidate
Filter Advanced Filter	Data Sort & Filter Advanced
Filter AutoFilter	Data Sort & Filter Filter
Filter AutoFilter	Home Editing Sort & Filter Filter
Filter Show All	Data Sort & Filter Clear
Filter Show All	Home Editing Sort & Filter Clear
Form	File Options Customize Ribbon All Commands Form
Group and Outline Auto Outline	Data Outline Group Auto Outline
Group and Outline Clear Outline	Data Outline Ungroup Clear Outline
Group and Outline Group	Data Outline Group
Group and Outline Hide Detail	Data Outline Hide Detail
Group and Outline Settings	Data Outline Group and Outline Settings
Group and Outline Show Detail	Data Outline Show Detail
Group and Outline Ungroup	Data Outline Ungroup
Group and Outline Ungroup	PivotTable Tools Options Group Ungroup
Import External Data Range Properties	Data Connections Properties
Import External Data Range Properties	Table Tools Design External Table Data Properties
Import External Edit Query	File Options Customize Ribbon All Commands Edit Query
Import External Import Data	File Options Customize Ribbon All Commands Import External Data
Import External New Database Query	File Options Customize Ribbon All Commands New Database Query
Import External New Web Query	Data Get External Data From Web
Import External Parameters	File Options Customize Ribbon All Commands Parameters
List Convert to Range	Table Tools Design Tools Convert to Range
List Create List	Insert Tables Table
List Discard Changes and Refresh	Removed from Product
List Hide Border of Inactive Lists	Removed from Product
List Publish List	Table Tools Design External Table Data Export Export Table to SharePoint List
List Resize List	Table Tools Design Properties Resize Table
List Synchronize List	File Options Customize Ribbon All Commands Synchronize List
List Total Row	Table Tools Design Table Style Options Total Row
List Unlink List	Table Tools Design External Table Data Unlink
List View List on Server	Table Tools Design External Table Data Open in Browser
PivotTable and PivotChart Report	Insert Tables PivotTable (open the menu to see the PivotChart command)
Refresh Data	Data Connections Refresh All Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh
Refresh Data	PivotTable Tools Options Data Refresh
Refresh Data	Table Tools Design External Table Data Refresh
Sort	Home Editing Sort & Filter Custom Sort...
Sort	Data Sort & Filter Sort
Subtotals	Data Outline Subtotal
Table	Data Data Tools What-If Analysis Data Table
Text to Columns	Data Data Tools Text to Columns
Validation	Data Data Tools Data Validation
XML Edit Query	Removed from Product
XML Export	Developer XML Export
XML Import	Developer XML Import
XML Refresh XML Data	Developer XML Refresh Data
XML XML Expansion Packs	Developer XML Expansion Packs
XML XML Map Properties	Developer XML Map Properties
XML XML Source	Developer XML Source

Excel: Window Menu

Excel 2003 Location	Excel 2010 Location
Arrange	View Window Arrange All
Compare Side by Side with	View Window View Side by Side
Freeze Panes	View Window Freeze Panes Freeze Panes
Hide	View Window Hide
New Window	View Window New Window
Split	View Window Split
Unhide	View Window Unhide
<Name of workbook>	View Window Switch Windows <Name of Workbook>

Excel: Help Menu

Excel 2003 Location	Excel 2010 Location
About Microsoft Office Excel	File Help About Microsoft Excel
Activate Product	File Help Activate Product Key
Check for Updates	File Help Check for Updates
Contact Us	File Help Contact Us
Customer Feedback Options	File Options Customize Ribbon All Commands Privacy Options
Detect and Repair	Removed from Product
Microsoft Excel Help	File Help Microsoft Office Help
Microsoft Office Online	File Help Microsoft Office Help Offline - Click to change
Show the Office Assistant	Removed from Product

Excel: Standard Toolbar

Excel 2003 Location	Excel 2010 Location
AutoFilter	File Options Customize Ribbon All Commands AutoFilter
AutoSum	Formulas Function Library AutoSum
AutoSum	Home Editing AutoSum
Chart Wizard	Removed from Product (use commands under Insert Charts)
Comment	Review Comments New Comment
Copy	Home Clipboard Copy
Cut	Home Clipboard Cut
Drawing	Removed from Product (use commands under Insert Illustrations or Insert Text)
Format Painter	Home Clipboard Format Painter
Hyperlink	Insert Links Hyperlink
Ink Annotations	File Options Customize Ribbon All Commands Start Inking
Ink Annotations	Review Ink Start Inking
Mail Recipient	File Options Customize Ribbon All Commands Mail Recipient
Microsoft Excel Help	File Help Microsoft Office Help
New	File New
Open	File Open
Paste	Home Clipboard Paste
Permission (Unrestricted Access)	File Info Protect Workbook Restrict Permission by People Unrestricted Access
PivotTable and PivotChart Report	File Options Customize Ribbon All Commands PivotTable and PivotChart Wizard
Print	File Print Print
Print Preview	File Print
Print Preview	Quick Access Toolbar Print Preview and Print
Redo	Quick Access Toolbar Redo
Research	Review Proofing Research
Save	File Save
Save	Quick Access Toolbar Save
Sort Ascending	Data Sort & Filter Sort Smallest to Largest
Sort Ascending	Home Editing Sort & Filter Sort Smallest to Largest
Sort Descending	Data Sort & Filter Sort Largest to Smallest
Sort Descending	Home Editing Sort & Filter Sort Largest to Smallest
Spelling	Review Proofing Spelling
Undo	Quick Access Toolbar Undo
Zoom	Status Bar Zoom Slider

Excel: Formatting Toolbar

Excel 2003 Location	Excel 2010 Location
Align Left	Home Alignment Align Left
Align Right	Home Alignment Align Right
AutoFormat	File Options Customize Ribbon All Commands AutoFormat
Bold	Home Font Bold
Borders	Home Font Borders
Cells	Home Cells Format Format Cells
Center	Home Alignment Center
Chart	Removed from Product
Chart 3-D View	Chart Tools Layout Background 3-D View
Chart Add Data	Chart Tools Design Data Edit Data Source
Chart Add Trendline	Chart Tools Layout Analysis Trendline
Chart Chart Options	Chart Layout
Chart Chart Type	Chart Tools Design Type Change Chart Type
Chart Location	Chart Tools Design Location Move Chart
Chart Location	PivotChart Tools Design Location Move Chart
Chart Source Data	Chart Tools Design Data Select Data
Chart Source Data	PivotChart Tools Design Data Select Data
Comma Style	Home Number Comma Style
Currency Style	Home Number Accounting Number Format
Decrease Decimal	Home Number Decrease Decimal
Decrease Font Size	Home Font Decrease Font Size
Decrease Indent	Home Alignment Decrease Indent
Fill Color	Home Font Fill Color
Font	Home Font Font:
Font Color	Home Font Font Color
Font Size	Home Font Font Size:
Increase Decimal	Home Number Increase Decimal
Increase Font Size	Home Font Increase Font Size
Increase Indent	Home Alignment Increase Indent
Italic	Home Font Italic
Merge and Center	Home Alignment Merge & Center
Merge and Center	Home Alignment Merge Merge & Center
Percent Style	Home Number Percent Style
Sheet Right-to-Left	Page Layout Sheet Options Right-to-Left Document
Text Direction	Home Alignment Orientation
Text Direction Context	Home Alignment Left-to-Right Context
Text Direction Sheet Left-to-Right	Home Alignment Left-to-Right Left-to-Right
Text Direction Sheet Right-to-Left	Home Alignment Left-to-Right Right-to-Left
Underline	Home Font Underline Underline

Excel: Borders Toolbar

Excel 2003 Location	Excel 2010 Location
Draw Border Draw Border	Home Font Borders Draw Border
Draw Border Draw Border Grid	Home Font Borders Draw Border Grid
Erase Border	Home Font Borders Erase Border
Line Color	Home Font Borders Line Color
Line Style	Home Font Borders Line Style

Excel: Chart Toolbar

Excel 2003 Location	Excel 2010 Location
Angle Clockwise	Home Alignment Orientation Angle Clockwise
Angle Counterclockwise	Home Alignment Orientation Angle Counterclockwise
Chart Objects	Chart Tools Format Current Selection Chart Elements
Chart Options	Chart Layout
Chart Type	Chart Tools Design Type Change Chart Type
Data Table	Chart Tools Layout Labels Data Table
Format <selected element>	Chart Tools Format Current Selection Format Selection
Legend	Chart Tools Layout Labels Legend
Series in Columns	Chart Tools Design Data Switch Row/Column
Series in Rows	Chart Tools Design Data Switch Row/Column

Excel: Circular Reference Toolbar

Excel 2003 Location	Excel 2010 Location
Navigate Circular Reference	Formulas Formula Auditing Error Checking Circular References
Remove All Arrows	Formulas Formula Auditing Remove Arrows
Trace Dependents	Formulas Formula Auditing Trace Dependents
Trace Precedents	Formulas Formula Auditing Trace Precedents

Excel: Compare Side by Side Toolbar

Excel 2003 Location	Excel 2010 Location
Compare Side by Side with	View Window View Side by Side
Reset Window Position	View Window View Side by Side Reset Window Position
Synchronous Scrolling	View Window View Side by Side Synchronous Scrolling

Excel: Control Toolbox

Excel 2003 Location	Excel 2010 Location		
Check Box	Developer	Controls	Insert Check Box (ActiveX Control)
Combo Box	Developer	Controls	Insert Combo Box (ActiveX Control)
Command Button	Developer	Controls	Insert Command Button (ActiveX Control)
Design Mode	Developer	Controls	Design Mode
Image	Developer	Controls	Insert Image (ActiveX Control)
Label	Developer	Controls	Insert Label (ActiveX Control)
List Box	Developer	Controls	Insert List Box (ActiveX Control)
More Controls	Developer	Controls	Insert More Controls
Option Button	Developer	Controls	Insert Option Button (ActiveX Control)
Properties	Developer	Controls	Properties
Scroll Bar	Developer	Controls	Insert Scroll Bar (ActiveX Control)
Spin Button	Developer	Controls	Insert Spin Button (ActiveX Control)
Text Box	Developer	Controls	Insert Text Box (ActiveX Control)
Toggle Button	Developer	Controls	Insert Toggle Button (ActiveX Control)
View Code	Developer	Controls	View Code

Excel: Diagram Toolbar

Excel 2003 Location	Excel 2010 Location
AutoFormat	SmartArt Tools Design Styles
Change to Cycle	SmartArt Tools Design Layouts More Layouts
Change to Pyramid	SmartArt Tools Design Layouts More Layouts
Change to Radial	SmartArt Tools Design Layouts More Layouts
Change to Target	SmartArt Tools Design Layouts More Layouts
Change to Venn	SmartArt Tools Design Layouts More Layouts
Insert Shape	Smart Art Tools Design Create Graphic Add Shape
Layout AutoLayout	SmartArt Tools Design Layouts
Layout Expand Diagram	SmartArt Tools Format Size
Layout Fit Diagram to Contents	Click to resize and drag any corner of the diagram
Layout Resize Diagram	Select the diagram, and then drag any corner of the diagram's border
Move Shape Backward	SmartArt Tools Format Arrange Send to Back Send Backward
Move Shape Forward	SmartArt Tools Format Arrange Bring to Front Bring Forward
Reverse Diagram	SmartArt Tools Design Create Graphic Right to Left

Excel: Drawing Toolbar

Excel 2003 Location	Excel 2010 Location
3-D Style	Drawing Tools Format Shape Styles Shape Effects 3-D Rotation
Arrow	Insert Illustrations Shapes
Arrow Style	Drawing Tools Format Shape Styles Shape Outline Arrows
AutoShapes Basic Shapes	Insert Illustrations Shapes Basic Shapes
AutoShapes Block Arrows	Insert Illustrations Shapes Block Arrows
AutoShapes Callouts	Insert Illustrations Shapes Callouts
AutoShapes Connectors	Insert Illustrations Shapes
AutoShapes Flowchart	Insert Illustrations Shapes Flowchart
AutoShapes Lines	Insert Illustrations Shapes Lines
AutoShapes More AutoShapes	Insert Illustrations Clip Art
AutoShapes Stars and Banners	Insert Illustrations Shapes Stars and Banners
Dash Style	Drawing Tools Format Shape Styles Shape Outline Dashes
Diagram	Insert Illustrations SmartArt
Draw Align or Distribute Align Bottom	Chart 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	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	PivotChart Tools Format Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	Slicer Tools Options Arrange Align Align Bottom
Draw Align or Distribute Align Bottom	SmartArt 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	Drawing 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	PivotChart Tools Format Arrange Align Align Center
Draw Align or Distribute Align Center	Slicer Tools Options Arrange Align Align Center
Draw Align or Distribute Align Center	SmartArt Tools Format Arrange Align Align Center
Draw Align or Distribute Align Left	Chart Tools Format Arrange Align Align Left
Draw Align or Distribute Align Left	Drawing Tools Format Arrange Align Align Left
Draw Align or Distribute Align Left	Page Layout Arrange Align Align Left
Draw Align or Distribute Align Left	Picture Tools Format Arrange Align Align Left
Draw Align or Distribute Align Left	PivotChart Tools Format Arrange Align Align Left
Draw Align or Distribute Align Left	Slicer Tools Options Arrange Align Align Left
Draw Align or Distribute Align Left	SmartArt Tools Format Arrange Align Align Left
Draw Align or Distribute Align Middle	Chart Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	Drawing Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	Page Layout Arrange Align Align Middle
Draw Align or Distribute Align Middle	Picture Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	PivotChart Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Middle	Slicer Tools Options Arrange Align Align Middle
Draw Align or Distribute Align Middle	SmartArt Tools Format Arrange Align Align Middle
Draw Align or Distribute Align Right	Chart Tools Format Arrange Align Align Right
Draw Align or Distribute Align Right	Drawing Tools Format Arrange Align Align Right
Draw Align or Distribute Align Right	Page Layout Arrange Align Align Right
Draw Align or Distribute Align Right	Picture Tools Format Arrange Align Align Right
Draw Align or Distribute Align Right	PivotChart Tools Format Arrange Align Align Right
Draw Align or Distribute Align Right	Slicer Tools Options Arrange Align Align Right
Draw Align or Distribute Align Right	SmartArt Tools Format Arrange Align Align Right
Draw Align or Distribute Align Top	Chart Tools Format Arrange Align Align Top
Draw Align or Distribute Align Top	Drawing Tools Format Arrange Align Align Top
Draw Align or Distribute Align Top	Page Layout Arrange Align Align Top
Draw Align or Distribute Align Top	Picture Tools Format Arrange Align Align Top
Draw Align or Distribute Align Top	PivotChart Tools Format Arrange Align Align Top
Draw Align or Distribute Align Top	Slicer Tools Options Arrange Align Align Top
Draw Align or Distribute Align Top	SmartArt Tools Format Arrange Align Align Top
Draw Align or Distribute Distribute Horizontally	Chart Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	Drawing Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	Page Layout Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	Picture Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	PivotChart Tools Format Arrange Align Distribute Horizontally

Excel: Drawing Toolbar

Excel 2003 Location	Excel 2010 Location
Draw Align or Distribute Distribute Horizontally	Slicer Tools Options Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Horizontally	SmartArt Tools Format Arrange Align Distribute Horizontally
Draw Align or Distribute Distribute Vertically	Chart Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	Drawing Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	Page Layout Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	Picture Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	PivotChart Tools Format Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	Slicer Tools Options Arrange Align Distribute Vertically
Draw Align or Distribute Distribute Vertically	SmartArt 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	Removed from Product
Draw Change AutoShape	Removed from Product
Draw Change AutoShape Basic Shapes	Drawing Tools Format Insert Shapes Edit Shape Change Shape Basic Shapes
Draw Change AutoShape Block Arrows	Drawing Tools Format Insert Shapes Edit Shape Change Shape Block Arrows
Draw Change AutoShape Callouts	Drawing Tools Format Insert Shapes Edit Shape Change Shape Callouts
Draw Change AutoShape Flowchart	Drawing Tools Format Insert Shapes Edit Shape Change Shape Flowchart
Draw Change AutoShape Stars and Banners	Drawing Tools Format Insert Shapes Edit Shape Change Shape Stars and Banners
Draw Edit Points	Drawing Tools Format Insert Shapes Edit Shape Edit Points
Draw Group	Chart Tools Format Arrange Group Group
Draw Group	Drawing Tools Format Arrange Group Group
Draw Group	Page Layout Arrange Group Group
Draw Group	Picture Tools Format Arrange Group Group
Draw Group	PivotChart Tools Format Arrange Group Group
Draw Group	Slicer Tools Options Arrange Group Group
Draw Group	SmartArt Tools Format Arrange Group Group
Draw Nudge	Removed from Product
Draw Nudge Down	File Options Customize Ribbon All Commands Down
Draw Nudge Left	File Options Customize Ribbon All Commands Left
Draw Nudge Right	File Options Customize Ribbon All Commands Right
Draw Nudge Up	File Options Customize Ribbon All Commands Up
Draw Order	Removed from Product
Draw Order Bring Forward	Chart Tools Format Arrange Bring Forward
Draw Order Bring Forward	Drawing Tools Format Arrange 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	PivotChart Tools Format Arrange Bring Forward
Draw Order Bring Forward	Slicer Context Menu Bring to Front Bring Forward
Draw Order Bring Forward	Slicer Tools Options Arrange Bring Forward
Draw Order Bring Forward	SmartArt Tools Format Arrange Bring Forward
Draw Order Bring to Front	Chart 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	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	PivotChart Tools Format Arrange Bring Forward Bring to Front
Draw Order Bring to Front	Slicer Tools Options Arrange Bring Forward Bring to Front
Draw Order Bring to Front	SmartArt Tools Format Arrange Bring Forward Bring to Front
Draw Order Send Backward	Chart Tools Format Arrange Send Backward
Draw Order Send Backward	Drawing Tools Format Arrange 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	PivotChart Tools Format Arrange Send Backward
Draw Order Send Backward	Slicer Context Menu Send to Back Send Backward
Draw Order Send Backward	Slicer Tools Options Arrange Send Backward
Draw Order Send Backward	SmartArt Tools Format Arrange Send Backward
Draw Order Send to Back	Chart 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	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	PivotChart Tools Format Arrange Send Backward Send to Back
Draw Order Send to Back	Slicer Tools Options Arrange Send Backward Send to Back

Excel: Drawing Toolbar

Excel 2003 Location	Excel 2010 Location
Draw Order Send to Back	SmartArt Tools Format Arrange Send Backward Send to Back
Draw Regroup	Chart Tools Format Arrange Group Regroup
Draw Regroup	Drawing Tools Format Arrange Group Regroup
Draw Regroup	Page Layout Arrange Group Regroup
Draw Regroup	Picture Tools Format Arrange Group Regroup
Draw Regroup	PivotChart Tools Format Arrange Group Regroup
Draw Regroup	Slicer Tools Options Arrange Group Regroup
Draw Regroup	SmartArt Tools Format Arrange Group Regroup
Draw Reroute Connectors	Drawing Tools Format Insert Shapes Edit Shape Reroute Connectors
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	PivotChart Tools Format Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	Slicer Tools Options Arrange Rotate Flip Horizontal
Draw Rotate or Flip Flip Horizontal	SmartArt 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	PivotChart Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	Slicer Tools Options Arrange Rotate Flip Vertical
Draw Rotate or Flip Flip Vertical	SmartArt Tools Format Arrange Rotate Flip Vertical
Draw Rotate or Flip Free Rotate	File Options Customize Ribbon All Commands Free Rotate
Draw Rotate or Flip Rotate Left 90 degrees	Drawing Tools Format Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Left 90 degrees	Chart Tools Format Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Left 90 degrees	Page Layout Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Left 90 degrees	Picture Tools Format Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Left 90 degrees	PivotChart Tools Format Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Left 90 degrees	Slicer Tools Options Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Left 90 degrees	SmartArt Tools Format Arrange Rotate Rotate Left 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	Chart Tools Format Arrange Rotate Rotate Right 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	Drawing Tools Format Arrange Rotate Rotate Right 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	Page Layout Arrange Rotate Rotate Right 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	Picture Tools Format Arrange Rotate Rotate Right 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	PivotChart Tools Format Arrange Rotate Rotate Right 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	Slicer Tools Options Arrange Rotate Rotate Right 90 degrees
Draw Rotate or Flip Rotate Right 90 degrees	SmartArt Tools Format Arrange Rotate Rotate Right 90 degrees
Draw Set AutoShape Defaults	File Options Customize Ribbon All Commands Set AutoShape Defaults
Draw Snap To Grid	Chart Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	Drawing Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	Page Layout Arrange Align Snap to Grid
Draw Snap To Grid	Picture Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	PivotChart Tools Format Arrange Align Snap to Grid
Draw Snap To Grid	Slicer Tools Options Arrange Align Snap to Grid
Draw Snap To Grid	SmartArt Tools Format Arrange Align Snap to Grid
Draw Snap To Shape	Chart Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	Drawing Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	Page Layout Arrange Align Snap to Shape
Draw Snap To Shape	Picture Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	PivotChart Tools Format Arrange Align Snap to Shape
Draw Snap To Shape	Slicer Tools Options Arrange Align Snap to Shape
Draw Snap To Shape	SmartArt Tools Format Arrange Align Snap to Shape
Draw Ungroup	Chart Tools Format Arrange Group Ungroup
Draw Ungroup	Drawing Tools Format Arrange Group Ungroup
Draw Ungroup	Page Layout Arrange Group Ungroup
Draw Ungroup	Picture Tools Format Arrange Group Ungroup
Draw Ungroup	PivotChart Tools Format Arrange Group Ungroup
Draw Ungroup	SmartArt Tools Format Arrange Group Ungroup
Drawing Canvas Expand	File Options Customize Ribbon All Commands Expand
Drawing Canvas Fit	File Options Customize Ribbon All Commands Fit

Excel: Drawing Toolbar

Excel 2003 Location	Excel 2010 Location
Drawing Canvas Scale Drawing	Removed from Product
Fill Color	Drawing Tools Format Shape Styles Shape Fill
Fill Color	Home Font Fill Color
Font Color	Home Font Font Color
From File	Chart Tools Layout Insert Picture
From File	Insert Illustrations Picture
From File	PivotChart Tools Layout Insert Picture
Ink Drawing and Writing	Review Ink Start Inking
Insert Clip Art	Insert Illustrations Clip Art
Line	Drawing Tools Format Insert Shapes Shapes gallery
Line Color	Drawing Tools Format Shape Styles Shape Outline
Line Style	Drawing Tools Format Shape Styles Shape Outline Weight
Oval	Drawing Tools Format Insert Shapes Shapes gallery
Rectangle	Drawing Tools Format Insert Shapes Shapes gallery
Select Multiple Objects	Home Editing Find & Select Select Objects
Select Objects	Home Editing Find & 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	Drawing Tools Format Shape Styles Shape Effects Shadow
Text Box	Insert Text Text Box
WordArt	Insert Text WordArt

Excel: External Data Toolbar

Excel 2003 Location	Excel 2010 Location
Cancel Refresh	Data Connections Refresh Cancel Refresh
Cancel Refresh	PivotChart Tools Analyze Data Refresh Cancel Refresh
Cancel Refresh	PivotTable Tools Options Data Refresh Cancel Refresh
Cancel Refresh	Table Tools Design External Table Data Refresh Cancel Refresh
Data Range Properties	Data Connections Properties
Data Range Properties	Table Tools Design External Table Data Properties
Edit Query Parameters	File Options Customize Ribbon All Commands Edit Query Parameters
Refresh All	Data Connections Refresh Refresh All
Refresh All	Data Connections Refresh All
Refresh All	PivotChart Tools Analyze Data Refresh Refresh All
Refresh All	PivotTable Tools Options Data Refresh Refresh All
Refresh All	Table Tools Design External Table Data Refresh Refresh All
Refresh Data	Data Connections Refresh Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh Refresh
Refresh Data	PivotTable Tools Options Data Refresh
Refresh Data	PivotTable Tools Options Data Refresh Refresh
Refresh Data	Table Tools Design External Table Data Refresh
Refresh Data	Table Tools Design External Table Data Refresh Refresh
Refresh Status	Data Connections Refresh Refresh Status
Refresh Status	PivotChart Tools Analyze Data Refresh Refresh Status
Refresh Status	PivotTable Tools Options Data Refresh Refresh Status
Refresh Status	Table Tools Design External Table Data Refresh Refresh Status

Excel: Forms Toolbar

Excel 2003 Location	Excel 2010 Location
Button	Developer Controls Insert Button (Form Control)
Check Box	Developer Controls Insert Check Box (Form Control)
Code	Developer Controls Code
Combination Drop-Down Edit	Developer Controls Insert Combo Drop-Down - Edit (Form Control)
Combination List-Edit	Developer Controls Insert Combo List -Edit (Form Control)
Combo Box	Developer Controls Insert Combo Box (Form Control)
Control Properties	Developer Controls Properties (Form Control)
Edit Box	Developer Controls Insert Text Field (Form Control)
Group Box	Developer Controls Insert Group Box (Form Control)
Label	Developer Controls Insert Label (Form Control)
List Box	Developer Controls Insert List Box (Form Control)
Option Button	Developer Controls Insert Option Button (Form Control)
Run Dialog	Developer Controls Run Dialog
Scroll Bar	Developer Controls Insert Scroll Bar (Form Control)
Spinner	Developer Controls Insert Spin Button (Form Control)
Toggle Grid	View Show Gridlines

Excel: Formula Auditing Toolbar

Excel 2003 Location	Excel 2010 Location
Circle Invalid Data	Data Data Tools Data Validation Circle Invalid Data
Clear Validation Circles	Data Data Tools Data Validation Clear Validation Circles
Comment	Review Comments New Comment
Error Checking	Formulas Formula Auditing Error Checking Error Checking
Evaluate Formula	Formulas Formula Auditing Evaluate Formula
Remove All Arrows	Formulas Formula Auditing Remove Arrows Remove Arrows
Remove Dependent Arrows	Formulas Formula Auditing Remove Arrows Remove Dependent Arrows
Remove Precedent Arrows	Formulas Formula Auditing Remove Arrows Remove Precedent Arrows
Show Watch Window	Formulas Formula Auditing Watch Window
Trace Dependents	Formulas Formula Auditing Trace Dependents
Trace Error	Formulas Formula Auditing Error Checking Trace Error
Trace Precedents	Formulas Formula Auditing Trace Precedents

Excel: Ink Annotations Toolbar

Excel 2003 Location	Excel 2010 Location
Annotation Pen	Review Ink Start Inking
Eraser	Ink Tools Pens Write Eraser
Hide Ink Annotations	Review Comments Show Ink
Line Color	Ink Tools Format Color
Line Style	Ink Tools Format Weight
Select Objects	Home Editing Find & 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
Select Objects	File Options Customize Ribbon All Commands Select Select Objects
Stop Erasing	Select a different writing tool to stop erasing

Excel: Ink Drawing & Writing Toolbar

Excel 2003 Location	Excel 2010 Location
Drawing and Writing Pen	Ink Tools Pens
Eraser	Ink Tools Pens Eraser
Line Color	Ink Tools Format Color
Line Style	Ink Tools Format Weight
Select Objects	Home Editing Find & 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
Select Objects	File Options Customize Ribbon All Commands Select Select Objects
Stop Erasing	Select a different writing tool to stop erasing

Excel: List Toolbar

Excel 2003 Location	Excel 2010 Location
Chart Wizard	Insert Charts [Various]
Convert to Range	Table Tools Design Tools Convert to Range
Data Range Properties	Table Tools Design External Table Data Properties
Delete	Removed from Product
Delete Column	Home Cells Delete Delete Table Columns
Delete Row	Home Cells Delete Delete Table Rows
Discard Changes and Refresh	File Options Customize Ribbon All Commands Discard Changes and Refresh
Edit Query	Removed from Product
Export	Developer XML Export
Form	File Options Customize Ribbon All Commands Form
Import	Developer XML Import
Insert Column	Home Cells Insert Insert Table Columns to the Left - or - Insert Table Column to the Right
Insert Row	Home Cells Insert Insert Table Rows Above - or - Insert Table Row Below
List	Table Tools Design <various>
Print List	File Options Customize Ribbon All Commands Print List
Publish List	Table Tools Design External Table Data Export Export Table to SharePoint List
Refresh XML Data	Developer XML Refresh Data
Resize List	Table Tools Design Properties Resize Table
Sort	Home Editing Sort & Filter
Synchronize List	File Options Customize Ribbon All Commands Synchronize List
Toggle Total Row	Table Tools Design Table Style Options Total Row
Unlink List	Table Tools Design External Table Data Unlink
View List on Server	Table Tools Design External Table Data Open in Browser
XML Map Properties	Developer XML Map Properties

Excel: Online Meeting Toolbar

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

Excel: Organization Chart Toolbar

Excel 2003 Location	Excel 2010 Location
AutoFormat	SmartArt Tools Design SmartArt Styles
Insert Shape	SmartArt Tools Design Create Graphic Layout Add Shape
Layout AutoLayout	SmartArt Tools Design Layouts
Layout Both Hanging	SmartArt Tools Design Create Graphic Layout Both
Layout Left Hanging	SmartArt Tools Design Create Graphic Layout Left Hanging
Layout Right Hanging	SmartArt Tools Design Create Graphic Layout Right Hanging
Layout Standard	SmartArt Tools Design Create Graphic Layout Standard
Select All Assistants	Click each shape to select it. To select several shapes at the same time, press CTRL while you click the shapes.
Select All Connecting Lines	Click each shape to select it. To select several shapes at the same time, press CTRL while you click the shapes.
Select Branch	Click each shape to select it. To select several shapes at the same time, press CTRL while you click the shapes.
Select Level	Click each shape to select it. To select several shapes at the same time, press CTRL while you click the shapes.
Zoom	Status Bar Zoom Slider

Excel: Picture Toolbar

Excel 2003 Location	Excel 2010 Location
Color	Picture Tools Format Adjust Color
Compress Pictures	Picture Tools Format Adjust Compress Pictures
Crop	Picture Tools Format Size Crop
From File	Chart Tools Layout Insert Picture
From File	Insert Illustrations Picture
From File	PivotChart Tools Layout Insert Picture
Less Brightness	File Options Customize Ribbon All Commands Less Brightness
Less Contrast	File Options Customize Ribbon All Commands Less Contrast
Line Style	Picture Tools Format Picture Styles Picture Border Weight
More Brightness	File Options Customize Ribbon All Commands More Brightness
More Contrast	File Options Customize Ribbon All Commands More Contrast
Object	Chart Tools Format Shape Styles Format Object
Object	Drawing Tools Format Shape Styles Format Object
Object	Picture Tools Format Picture Styles Format Object
Object	PivotChart Tools Format Shape Styles Format Object
Object	SmartArt Tools Format Shape Styles Format Object
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	File Options Customize Ribbon All Commands 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	PivotChart Tools Format Arrange Rotate Rotate Left 90 degrees
Rotate Left 90	Slicer Tools Options Arrange Rotate Rotate Left 90 degrees
Rotate Left 90	SmartArt Tools Format Arrange Rotate Rotate Left 90 degrees
Set Transparent Color	Picture Tools Format Adjust Color Set Transparent Color

Excel: PivotTable Toolbar

Excel 2003 Location	Excel 2010 Location
Always Display Items	Removed from Product
Chart Wizard	Removed from Product
Delete	Removed from Product
Field Settings	PivotTable Tools Options Active Field Field Settings
Field Settings	PivotTable Tools Options Active Field Field Settings
Format Report	PivotTable Tools Design PivotTable Styles
Format Report	PivotTable Tools Design PivotTable Styles
Formulas Calculated Field	PivotTable Tools Options Calculations Fields, Items, & Sets Calculated Field
Formulas Calculated Item	PivotTable Tools Options Calculations Fields, Items, & Sets Calculated Item
Formulas List Formulas	PivotTable Tools Options Calculations Fields, Items, & Sets List Formulas
Formulas Solve Order	PivotTable Tools Options Calculations Fields, Items, & Sets Solve Order
Generate GetPivotData	PivotTable Tools Options PivotTable Table Options Generate GetPivotData
Group	Data Outline Group Group
Group and Show Detail	PivotTable Tools Options Active Field Expand Entire Field
Group and Show Detail Group	Data Outline Group Group
Group and Show Detail Group	Data Outline Group
Group and Show Detail Hide Detail	Data Outline Hide Detail
Group and Show Detail Show Detail	Data Outline Show Detail
Group and Show Detail Ungroup	Data Outline Ungroup Ungroup
Group and Show Detail Ungroup	Data Outline Ungroup
Group and Show Detail Ungroup	PivotTable Tools Options Group Ungroup
Hidden Items in Totals	Removed from Product
Hide Detail	Data Outline Hide Detail
Hide Dimension	Row/Column Context Menu Delete
Offline OLAP	PivotTable Tools Options Tools OLAP Tools Offline OLAP
Offline OLAP	PivotTable Tools Options Tools OLAP Tools Offline OLAP
Order Move Down	PivotTable Cell Right Click Menu Move Move Down
Order Move to Beginning	PivotTable Cell Right Click Menu Move Move to Beginning
Order Move to Column	PivotTable Cell Right Click Menu Move Move to Columns
Order Move to End	PivotTable Cell Right Click Menu Move Move to End
Order Move Up	PivotTable Cell Right Click Menu Move Move Up
PivotChart	PivotTable Tools Options Tools PivotChart
PivotChart	PivotTable Tools Options Tools PivotChart
PivotChart Field Settings	PivotTable Tools Options Active Field Field Settings
PivotChart Formulas Calculated Field	PivotTable Tools Options Calculations Fields, Items, & Sets Calculated Field
PivotChart Formulas Calculated Item	PivotTable Tools Options Calculations Fields, Items, & Sets Calculated Item
PivotChart Formulas List Formulas	PivotTable Tools Options Calculations Fields, Items, & Sets List Formulas
PivotChart Formulas Solve Order	PivotTable Tools Options Calculations Fields, Items, & Sets Solve Order
PivotChart Hide PivotChart Field Buttons	Removed from Product
PivotChart Options	PivotTable Tools Options PivotTable Options
PivotChart Options	PivotTable Tools Options PivotTable Table Options Options
PivotChart Refresh Data	Data Connections Refresh Refresh
PivotChart Refresh Data	PivotChart Tools Analyze Data Refresh
PivotChart Refresh Data	PivotChart Tools Analyze Data Refresh Refresh
PivotChart Refresh Data	PivotTable Tools Options Data Refresh
PivotChart Refresh Data	PivotTable Tools Options Data Refresh Refresh
PivotChart Refresh Data	Table Tools Design External Table Data Refresh
PivotChart Refresh Data	Table Tools Design External Table Data Refresh Refresh
PivotChart Remove Field	Click the PivotChart, and then in the PivotTable Field List, clear any field check box.
PivotTable and PivotChart Report	File Options Customize Ribbon All Commands PivotTable and PivotChart Wizard
PivotTable Wizard	Removed from Product
Property Fields	PivotTable Tools Options Tools OLAP Tools Property Fields
Property Fields	PivotTable Tools Options Tools OLAP Tools Property Fields
Refresh All	Data Connections Refresh Refresh All
Refresh All	Data Connections Refresh All
Refresh All	PivotChart Tools Analyze Data Refresh Refresh All
Refresh All	PivotTable Tools Options Data Refresh Refresh All
Refresh All	Table Tools Design External Table Data Refresh Refresh All

Excel: PivotTable Toolbar

Excel 2003 Location	Excel 2010 Location
Refresh Data	Data Connections Refresh Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh Refresh
Refresh Data	PivotTable Tools Options Data Refresh
Refresh Data	PivotTable Tools Options Data Refresh Refresh
Refresh Data	Table Tools Design External Table Data Refresh
Refresh Data	Table Tools Design External Table Data Refresh Refresh
Refresh Data	Data Connections Refresh Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh
Refresh Data	PivotChart Tools Analyze Data Refresh Refresh
Refresh Data	PivotTable Tools Options Data Refresh
Refresh Data	PivotTable Tools Options Data Refresh Refresh
Refresh Data	Table Tools Design External Table Data Refresh
Refresh Data	Table Tools Design External Table Data Refresh Refresh
Select Data	PivotTable Tools Options Actions Select Values
Select Enable Selection	PivotTable Tools Options Actions Select Enable Selection
Select Entire Table	PivotTable Tools Options Actions Select Entire PivotTable
Select Label	PivotTable Tools Options Actions Select Labels
Select Label and Data	PivotTable Tools Options Actions Select Labels and Values
Show Detail	Data Outline Show Detail
Show Field List	PivotChart Tools Analyze Show/Hide Field List
Show Field List	PivotTable Tools Options Show Field List
Show Pages	PivotTable Tools Options PivotTable Table Options Show Report Filter Pages
Show Pages	PivotTable Tools Options PivotTable Table Options Show Report Filter Pages
Sort and Top 10	PivotTable Tools Options Sort
Sort and Top 10	PivotTable Tools Options Sort
Subtotals	PivotTable Tools Design Layout Subtotals
Table Options	PivotTable Tools Options PivotTable Options
Table Options	PivotTable Tools Options PivotTable Table Options Options
Ungroup	Data Outline Ungroup Ungroup
Ungroup	PivotTable Tools Options Group Ungroup

Excel: Protection Toolbar

Excel 2003 Location	Excel 2010 Location
Allow Users to Edit Ranges	Review Changes Allow Users to Edit Ranges
Lock Cell	Home Cells Format Lock Cell
Protect and Share Workbook	Review Changes Protect and Share Workbook
Protect Sheet	Review Changes Protect Sheet
Protect Workbook	Review Changes Protect Workbook

Excel: Refresh Toolbar

Excel 2003 Location

Do Not Refresh

Refresh

Excel 2010 Location

Removed from Product

Removed from Product

Excel: Reviewing Toolbar

Excel 2003 Location	Excel 2010 Location
Comment	Review Comments New Comment
Create Microsoft Office Outlook Task	File Options Customize Ribbon All Commands Create Microsoft Outlook Task
Delete All Ink Annotations	Removed from Product
Delete Comment	Review Comments Delete
End Review	File Options Customize Ribbon All Commands End Review
Hide All Comments	Review Comments Show All Comments
Hide Ink Annotations	Review Comments Show Ink
Ink Annotations	File Options Customize Ribbon All Commands Start Inking
Ink Annotations	Review Ink Start Inking
Mail Recipient (as Attachment)	File Save & Send Send Using E-mail Send as Attachment
Mail Recipient (as Attachment)	File Options Customize Ribbon All Commands E-mail
Next Comment	Review Comments Next
Previous Comment	Review Comments Previous
Reply with Changes	File Options Customize Ribbon All Commands Reply with Changes
Show/Hide Comments	Review Comments Show/Hide Comment
Update File	File Options Customize Ribbon All Commands Update File

Excel: Shadow Settings Toolbar

Excel 2003 Location	Excel 2010 Location
Nudge Shadow Down	File Options Customize Ribbon All Commands Shadow Effects Nudge Shadow Down
Nudge Shadow Left	File Options Customize Ribbon All Commands Shadow Effects Nudge Shadow Left
Nudge Shadow Right	File Options Customize Ribbon All Commands Shadow Effects Nudge Shadow Right
Nudge Shadow Up	File Options Customize Ribbon All Commands Shadow Effects Nudge Shadow Up
Shadow Color	Picture Tools Picture Styles Picture Effects Shadow Shadow Options Shadow Color
Shadow On/Off	Picture Tools Picture Styles Picture Effects Shadow <Various> or No Shadow

Excel: Stop Recording Toolbar

Excel 2003 Location

Record New Macro

Relative Reference

Excel 2010 Location

Developer | Code | Record MacroView | Macros | Macros | Record Macro

Developer | Code | Use Relative References

View | Macros | Macros | Use Relative References

Excel: Text to Speech Toolbar

Excel 2003 Location	Excel 2010 Location
By Columns	File Options Customize Ribbon All Commands By Columns
By Rows	File Options Customize Ribbon All Commands By Rows
Speak Cells	File Options Customize Ribbon All Commands Speak Cells
Speak On Enter	File Options Customize Ribbon All Commands On Enter
Stop Speaking	File Options Customize Ribbon All Commands Stop Speaking

Excel: Visual Basic Toolbar

Excel 2003 Location	Excel 2010 Location
Design Mode	Developer Controls Design Mode
Macros	Developer Code MacrosView Macros Macros View Macros
Microsoft Script Editor	Removed from Product
Record New Macro	Developer Code Record Macro
Security	View Macros Macros Record Macro...
Visual Basic Editor	Developer Code Visual Basic

Excel: Web Toolbar

Excel 2003 Location	Excel 2010 Location
Address	File Options Customize Ribbon All Commands Address:
Back	File Options Customize Ribbon All Commands Back
Favorites	Removed from Product
Favorites Add to Favorites	Removed from Product
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 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

Excel: WordArt Toolbar

Excel 2003 Location	Excel 2010 Location
Edit Text	Removed from Product
Object	Chart Tools Format Shape Styles Format Object
Object	Drawing Tools Format Shape Styles Format Object
Object	Picture Tools Format Picture Styles Format Object
Object	PivotChart Tools Format Shape Styles Format Object
Object	SmartArt Tools Format Shape Styles Format Object
WordArt Alignment	Drawing Tools Format WordArt Styles Dialog Box Launcher Text Box
WordArt Character Spacing	Removed from Product
WordArt Gallery	These command are available on the Drawing Tools tabs when you select or insert a WordArt Object.
WordArt Same Letter Heights	Removed from Product
WordArt Shape	Drawing Tools Format WordArt Styles Text Effects Transform
WordArt Vertical Text	Drawing Tools Format WordArt Styles Dialog Box Launcher Text Box