

## File Menu

Excel 2003 Location	Excel 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 <i>or</i> Quick Access tool bar > Save icon	Ctrl-S
File > Save As	Office button > Save As	F12
File > Save As Web Page	Office button > Save As (in Save As dialog, choose Web Page from Save As Type drop-down)	<i>In Excel 2003: Alt-F, G</i> <i>In Excel 2007: F12</i> (in Save As dialog, choose Web Page from Save As Type drop-down)
File > Save Workspace	View > Window > Save Workspace	<i>In Excel 2003: Alt-F, W</i> <i>In Excel 2007: Alt-W, K</i>
File > File Search	Windows Start button > Search	<i>In Excel 2003: Alt-F, H</i> <i>In Excel 2007: Window key, C</i>
File > Permission	Office button > Prepare > Restrict Permission	<i>In Excel 2003: Alt-F, M</i> <i>In Excel 2007: Alt-F, E, R</i>
File > Web Page Preview	Add to Quick Access tool bar: Office button > Excel Options > Customize > All Commands > Web Page Preview	<i>In Excel 2003: Alt-F, B</i> <i>In Excel 2007: Alt-[number of position in Quick Access tool bar]</i>
File > Page Setup	Page Layout > Page Setup (click dialog box launcher for more options) <i>or</i> Office button > Print > Print Preview > Page Setup icon	<i>In Excel 2003: Alt-F, U</i> <i>In Excel 2007: Alt-P, SP</i>
File > Print Area	Page Layout > Page Setup > Print Area	<i>In Excel 2003: Alt-F, T</i> <i>In Excel 2007: Alt-P, R</i>
File > Print Preview	Office button > Print > Print Preview	<i>In Excel 2003: Alt-F, V</i> <i>In Excel 2007: Alt-F, W, V</i>
File > Print	Office button > Print	Ctrl-P
File > Send To	Office button > Send (for more Send options, see Office button > Excel Options > Customize > All Commands)	Alt-F, D
File > Most Recently Used Documents	Office button > Recent Documents	Alt-F

## View Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
View > Normal	View > Workbook Views > Normal	<i>In Excel 2003: Alt-V, N</i> <i>In Excel 2007: Alt-W, L</i>
View > Page Break Preview	View > Workbook Views > Page Break Preview	<i>In Excel 2003: Alt-V, P</i> <i>In Excel 2007: Alt-W, I</i>
View > Task Pane	The overall task pane is gone in Excel 2007, but some dialog box launchers display task panes.	<i>In Excel 2003: Ctrl-F1</i> <i>In Excel 2007: not available</i>
View > Tool bars	Excel 2007 no longer has tool bars.	<i>In Excel 2003: Alt-V, T</i> <i>In Excel 2007: not available</i>
View > Formula Bar	View > Show/Hide > Formula Bar	Alt-V, F
View > Status Bar	The Status Bar is always visible.	<i>In Excel 2003: Alt-V, S</i> <i>In Excel 2007: not available</i>
View > Header and Footer	Insert > Text > Header & Footer	Alt-V, H
View > Comments	Review > Comments > Show All Comments	Alt-V, C
View > Custom Views	View > Workbook Views > Custom Views	<i>In Excel 2003: Alt-V, V</i> <i>In Excel 2007: Alt-W, C</i>
View > Full Screen	View > Workbook Views > Full Screen	Alt-V, U
View > Zoom	View > Zoom > Zoom	Alt-V, Z

### Edit Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Edit > Undo	Quick Access tool bar > Undo icon	Ctrl-Z
Edit > Redo	Quick Access tool bar > 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	<i>In Excel 2003: Alt-E, B</i> <i>In Excel 2007: Alt-H, FO</i>
Edit > Paste	Home > Clipboard > Paste	Ctrl-V
Edit > Paste Special	Home > Clipboard > Paste > Paste Special	<i>In Excel 2003: Alt-E, S</i> <i>In Excel 2007: Alt-E, S or Alt-Ctrl-V</i>
Edit > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
Edit > Fill	Home > Editing > Fill	<i>In Excel 2003: Alt-E, I</i> <i>In Excel 2007: Alt-H, FI</i>
Edit > Clear	Home > Editing > Clear	<i>In Excel 2003: Alt-E, A</i> <i>In Excel 2007: Alt-H, E</i>
Edit > Delete	Home > Cells > Delete	<i>In Excel 2003: Alt-E, D</i>

		<i>In Excel 2007: Alt-H, D</i>
Edit > Delete Sheet	Home > Cells > Delete > Delete Sheet	<i>In Excel 2003: Alt-E, L In Excel 2007: Alt-H, D, S</i>
Edit > Move or Copy Sheet	Home > Cells > Format > Move or Copy Sheet	<i>In Excel 2003: Alt-E, M In Excel 2007: Alt-H, O, M</i>
Edit > Find	Home > Editing > Find & Select > Find	Ctrl-F
Edit > Replace	Home > Editing > Find & Select > Replace	Ctrl-H
Edit > Go To	Home > Editing > Find > Find & Select > Go To	Ctrl-G

### Insert Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Insert > Cells	Home > Cells > Insert > Insert Cells	Alt-I, E
Insert > Rows	Home > Cells > Insert > Insert Sheet Rows	Alt-I, R
Insert > Columns	Home > Cells > Insert > Insert Sheet Columns	Alt-I, C
Insert > Worksheet	Home > Cells > Insert > Insert Sheet	Alt-I, W
Insert > Chart	Insert > Charts	Alt-I, H
Insert > Symbol	Insert > Text > Symbol	<i>In Excel 2003: Alt-I, S In Excel 2007: Alt-I, S or Alt-N, U</i>
Insert > Page Break	Page Layout > Page Setup > Breaks > Insert Page Break	Alt-I, B
Insert > Function	Formulas > Function Library > Insert Function	<i>In Excel 2003: Alt-I, F In Excel 2007: Alt-I, F or Alt-M, F</i>
Insert > Name	Formulas > Defined Names	<i>In Excel 2003: Alt-I, N In Excel 2007: Alt-M, M</i>
Insert > Comment	Review > Comments > New Comment	<i>In Excel 2003: Alt-I, M In Excel 2007: Alt-I, M or Alt-R, C</i>
Insert > Picture	Insert > Illustrations	<i>In Excel 2003: Alt-I, P In Excel 2007: Alt-N, [letter depends on type of art inserted]</i>
Insert > Diagram	Insert > Illustrations > SmartArt	<i>In Excel 2003: Alt-I, G In Excel 2007: Alt-N, M</i>
Insert > Object	Insert > Text > Object	Alt-I, O
Insert > Hyperlink	Insert > Links > Hyperlink	Ctrl-K

## Format Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Format > Cells	Home > Cells > Format > Format Cells	Alt-O, E
Format > Row	Home > Cells > Format	<i>In Excel 2003: Alt-O, R In Excel 2007: Alt-H, O</i>
Format > Column	Home > Cells > Format	<i>In Excel 2003: Alt-O, C In Excel 2007: Alt-H, O</i>
Format > Sheet	Home > Cells > Format	<i>In Excel 2003: Alt-O, H In Excel 2007: Alt-H, O</i>
Format > AutoFormat	Home > Styles > Format as Table	<i>In Excel 2003: Alt-O, A In Excel 2007: Alt-O, A or Alt-H, T</i>
Format > Conditional Formatting	Home > Styles > Conditional Formatting	<i>In Excel 2003: Alt-O, D In Excel 2007: Alt-O, D or Alt-H, L</i>
Format > Style	Home > Styles > Cell Styles	<i>In Excel 2003: Alt-O, S In Excel 2007: Alt-O, S or Alt-H, J</i>

## Window Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Window > New Window	View > Window > New Window	Alt-W, N
Window > Arrange	View > Window > Arrange All	Alt-W, A
Window > Compare Side by Side with	View > Window > View Side by Side	Alt-W, B
Window > Hide	View > Window > Hide	Alt-W, H
Window > Unhide	View > Window > Unhide	Alt-W, U
Window > Split/Remove Split	View > Window > Split/Remove Split	Alt-W, S (toggle)
Window > Freeze Panes/Unfreeze Panes	View > Window > Freeze Panes > Freeze Panes/Unfreeze Panes	<i>In Excel 2003: Alt-W, F (toggle) In Excel 2007: Alt-W, F, F (toggle)</i>
Window > Currently Open Workbooks	View > Window > Switch Windows	<i>In Excel 2003: Alt-W In Excel 2007: Alt-W, W</i>

## Tools Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Tools > Spelling	Review > Proofing > Spelling	F7
Tools > Research	Review > Proofing > Research	Alt-Click
Tools > Error Checking	Formulas > Formula Auditing > Error Checking	Alt-T, K
Tools > Speech	Not in Excel 2007	<i>In Excel 2003: Alt-T, H In Excel 2007: not available</i>
Tools > Shared Workspace	Office button > Publish > Create Document Workspace	Alt-T, D
Tools > Share Workbook	Review > Changes > Share Workbook	<i>In Excel 2003: Alt-T, B In Excel 2007: Alt-T, B or Alt-R, W</i>
Tools > Track Changes	Review > Changes > Track Changes	<i>In Excel 2003: Alt-T, T In Excel 2007: Alt-R, G</i>
Tools > Compare and Merge Workbooks	Add to Quick Access tool bar: Office button > Excel Options > Customize > All Commands > Compare and Merge Workbooks	Alt-T, W
Tools > Protection	Review > Changes	<i>In Excel 2003: Alt-T, P In Excel 2007: Alt-R, [letter depends on type of protection]</i>
Tools > Online Collaboration	Not in Excel 2007	<i>In Excel 2003: Alt-T, N In Excel 2007: not available</i>
Tools > Goal Seek	Data > Data Tools > What-If Analysis > Goal Seek	Alt-T, G
Tools > Scenarios	Data > Data Tools > What-If Analysis > Scenario Manager	Alt-T, E
Tools > Formula Auditing	Formulas > Formula Auditing	<i>In Excel 2003: Alt-T, U In Excel 2007: Alt-M, [letter depends on type of formula auditing]</i>
Tools > Macro	View > Macros > Macros or Developer > Code > Macros	<i>In Excel 2003: Alt-T, M In Excel 2007: Alt-W, M</i>
Tools > Add-Ins	Office button > Excel Options > Add-Ins	Alt-T, I
Tools > AutoCorrect Options	Office button > Excel Options > Proofing > AutoCorrect Options	Alt-T, A
Tools > Customize	Office button > Excel Options > Customize	<i>In Excel 2003: Alt-T, C In Excel 2007: Alt-F, I, C</i>
Tools > Options	Office button > Excel Options	<i>In Excel 2003: Alt-T, O In Excel 2007: Alt-T, O or Alt-F, I</i>

## Data Menu

Excel 2003 Location	Excel 2007 Location	Keyboard Shortcut
Data > Sort	Data > Sort & Filter > Sort <i>or</i> Home > Editing > Sort & Filter > Sort	<i>In Excel 2003: Alt-D, S In Excel 2007: Alt-A, S</i>
Data > Filter	Data > Sort & Filter > Filter <i>or</i> Home > Editing > Sort & Filter > Filter	<i>In Excel 2003: Alt-D, F In Excel 2007: Alt-A, T</i>
Data > Form	Add to Quick Access tool bar: Office button > Excel Options > Customize > All Commands > Form	<i>In Excel 2003: Alt-D, O In Excel 2007: Alt-[number of position in Quick Access tool bar]</i>
Data > Subtotals	Data > Outline > Subtotal	<i>In Excel 2003: Alt-D, B In Excel 2007: Alt-D, B or Alt-A, B</i>
Data > Validation	Data > Data Tools > Data Validation	<i>In Excel 2003: Alt-D, L In Excel 2007: Alt-D, L or Alt-A, V</i>
Data > Table	Data > Data Tools > What-If Analysis > Data Table	Alt-D, T
Data > Text to Columns	Data > Data Tools > Convert Text to Table	<i>In Excel 2003: Alt-D, E In Excel 2007: Alt-D, E or Alt-A, E</i>
Data > Consolidate	Data > Data Tools > Consolidate	<i>In Excel 2003: Alt-D, N In Excel 2007: Alt-D, N or Alt-A, N</i>
Data > Group and Outline	Data > Outline	<i>In Excel 2003: Alt-D, G In Excel 2007: Alt-A, [letter depends on group/outline selection]</i>
Data > PivotTable and PivotChart Report	Insert > Tables > PivotTable > PivotTable/PivotChart	Alt-D, P
Data > Import External Data	Data > Get External Data	<i>In Excel 2003: Alt-D, D In Excel 2007: Alt-A, [letter depends on data source]</i>
Data > List	Data > Get External Data	Ctrl-L
Data > XML	Developer > XML	<i>In Excel 2003: Alt-D, X In Excel 2007: Alt-L, X (when Developer tab is showing)</i>
Data > Refresh Data	Data > Connections > Refresh All > Refresh All	<i>In Excel 2003: Alt-D, R In Excel 2007: Alt-A, R, A</i>