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If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

## Microsoft Office 2003 vs. 2007 Toolbars

### Searching for Your Favorite Buttons in Office 2007

If, like me, you've recently begun to use Microsoft Office 2007, you've probably found that it is a big change. Getting used to the new "ribbon" style toolbars can be a slow and somewhat painful process.

To make it easier to find your favorite buttons or functions in Office 2007, use these interactive guides. You can look up the function you like in the 2003 version and it will tell you where to find it in the 2007 version.

Word

<http://office.microsoft.com/en-us/word/HA100744321033.aspx>

Excel

<http://office.microsoft.com/en-us/excel/HA101491511033.aspx>

PowerPoint

<http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

Access

<http://office.microsoft.com/en-us/access/HA102388991033.aspx>

The Microsoft website has a lot of other useful tools for new 2007 users. Of course, they've just released Office 2010, but I've heard that the changes are not really radical except in Outlook.

Here's an article that reviews what is new in the 2010 version:

[http://reviews.cnet.com/office-suites/microsoft-office-2010/4505-3524\\_7-33714927.html](http://reviews.cnet.com/office-suites/microsoft-office-2010/4505-3524_7-33714927.html)

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