

Microsoft Office has been completely redesigned for the 2007 edition, therefore the location many functions that were once located in the menu bar have now been moved to the new Office Ribbon. The following table will show how to access the features that were formerly located in the **Tools** menu in Microsoft Excel 2003 with Excel 2007.

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>