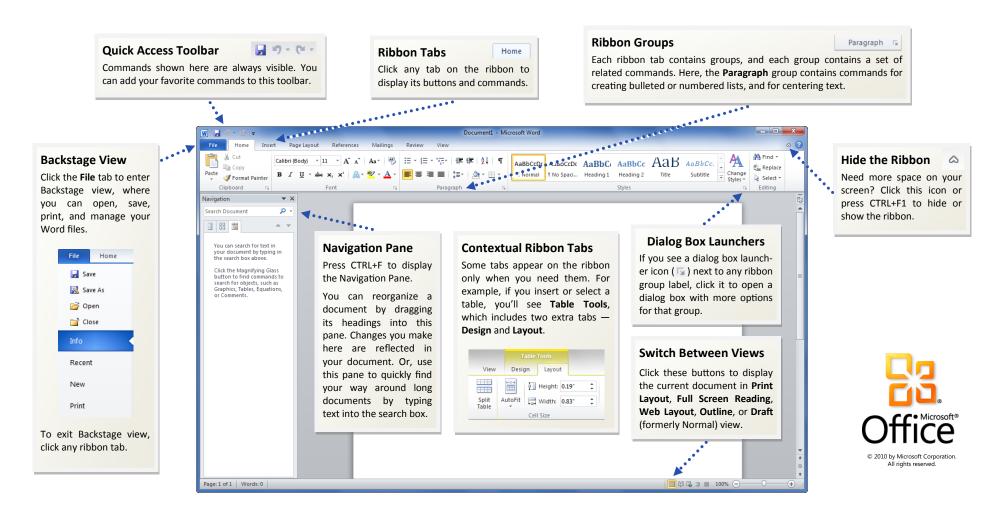Microsoft®

Migrating to Word 2010
from Word 2003

In This Guide

Microsoft Word 2010 looks very different from Word 2003, so we created this guide to help you minimize the learning curve. Read on to learn key parts of the new interface, discover free Word 2010 training, find features such as Print Preview or the Options dialog box, understand how to exchange document files with people who don't yet have Word 2010, and find out how to get access to macros and other advanced features.
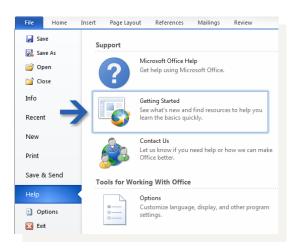
Quick Access Toolbar

Commands shown here are always visible. You can add your favorite commands to this toolbar.

Ribbon Tabs

Click any tab on the ribbon to display its buttons and commands.

Ribbon Groups

Each ribbon tab contains groups, and each group contains a set of related commands. Here, the **Paragraph** group contains commands for creating bulleted or numbered lists, and for centering text.

Backstage View

Click the **File** tab to enter Backstage view, where you can open, save, print, and manage your Word files.

To exit Backstage view, click any ribbon tab.

Hide the Ribbon

Need more space on your screen? Click this icon or press CTRL+F1 to hide or show the ribbon.

Navigation Pane

Press CTRL+F to display the Navigation Pane.

You can reorganize a document by dragging its headings into this pane. Changes you make here are reflected in your document. Or, use this pane to quickly find your way around long documents by typing text into the search box.

Contextual Ribbon Tabs

Some tabs appear on the ribbon only when you need them. For example, if you insert or select a table, you'll see **Table Tools**, which includes two extra tabs — **Design** and **Layout**.

Dialog Box Launchers

If you see a dialog box launcher icon ( ) next to any ribbon group label, click it to open a dialog box with more options for that group.

Switch Between Views

Click these buttons to display the current document in **Print Layout**, **Full Screen Reading**, **Web Layout**, **Outline**, or **Draft** (formerly Normal) view.

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How to get started with Word 2010

If you've been using Microsoft Word 2003 for a long time, you'll no doubt have questions about where to find Word 2003 commands and toolbar buttons in Word 2010.

We have many free resources available to help you learn Word 2010, including training courses and menu-to-ribbon guides. To find these materials, click the **File** tab in the main program window, and then click **Help**. Then, under **Support**, click **Getting Started**.
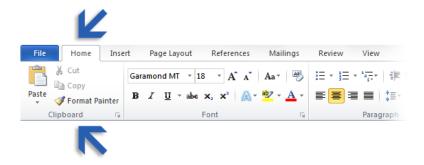

On the Web page that opens, click the links to the items that interest you. In particular, the interactive menu-to-ribbon guide is a real timesaver. When you click any Word 2003 command, it shows you exactly where that command is located in Word 2010.

Where are my menus and toolbars?

In Word 2010, a wide band spans the top of the main program window. This is the ribbon, and it replaces the old menus and toolbars. Each tab on the ribbon has different buttons and commands that are organized into ribbon groups.

When you open Word 2010, the ribbon's **Home** tab is displayed. This tab contains many of the most frequently used commands in Word. For example, the first thing you'll see on the left side of the tab is the **Clipboard** group, with the commands to **Paste**, **Cut**, and **Copy**, as well as the **Format Painter**.

Next, in the **Font** group, you'll find commands to make text bold or italic, followed by the **Paragraph** group with the commands to align text to the left, right, or center, and to create bulleted and numbered lists.

The ribbon adjusts its appearance to fit your computer's screen size and resolution. On smaller screens, some ribbon groups may display only their group name, not their commands. In that case, simply click the small arrow on the group button to reveal the commands.

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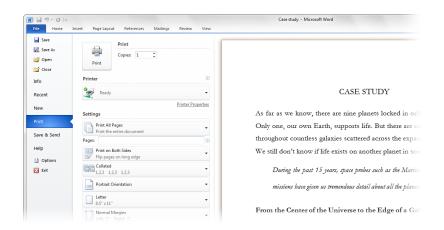
Things you might be looking for

Look over the table below to find some of the common and familiar things that you might be looking for in Word 2010. Although this list isn't comprehensive, it's a good place to start. To find the full list of Word 2010 commands, click the **File** tab, click **Help**, and then click **Getting Started**.

To...	Click...	And then look in the...
Open, save, print, preview, protect, send, or convert files	File	Backstage view (click the links on the left side in this view)
Apply formatting and styles to text	Home	**Font**, **Paragraph**, and **Styles** groups
Insert blank pages, tables, pictures, hyperlinks, headers and footers, or page numbers	Insert	**Pages**, **Tables**, **Illustrations**, **Links** and **Header & Footer** groups
Set margins, add section and page breaks, create newsletter-style columns, or add watermarks	Page Layout	**Page Setup** and **Page Background** groups
Create a table of contents, or insert footnotes and endnotes	References	**Table of Contents** and **Footnotes** groups
Create envelopes or labels, or do a mail merge	Mailings	**Create** and **Start Mail Merge** groups
Check spelling and grammar, get a word count, or track changes	Review	**Proofing** and **Tracking** groups
Switch between document views, open the Navigation pane, or zoom in or out	View	**Document Views** ("Normal" view is now called "Draft"), **Show**, and **Zoom** groups

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Where is Print Preview?

In Word 2010, Print Preview no longer appears in a separate window. Look for it in Backstage view alongside other useful print-related settings.

Click the **File** tab, and then click **Print**. The right side of the window shows a preview of how the current document will look when printed.
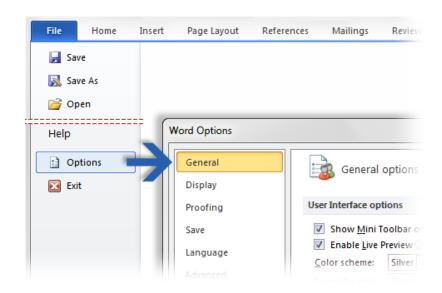
You can use the left side of the window to fine-tune your preferences — for example, to change the orientation from Portrait to Landscape, to change the paper size, or to select the option to print the current page only instead of the entire document.

If you want to set additional print options, click the **Page Setup** link under the printing options, or click the **Page Layout** tab on the ribbon to close Backstage view and display other options.

What happened to Tools | Options?

Looking for the Word program settings that let you control things like whether Word checks for spelling and grammar errors as you type, or whether Word automatically formats as you type (for example, by replacing two hyphens with an em-dash)?
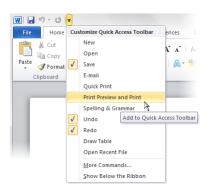
Click the **File** tab, and then click **Options**. This opens the **Word Options** dialog box, where you can customize your Word settings and preferences.

Some settings in the **Word Options** dialog box apply only to Word. But some preferences (for example, the color scheme) will apply to all other Microsoft Office 2010 programs that you have installed.
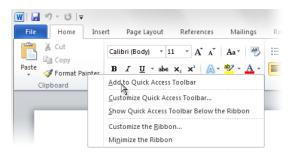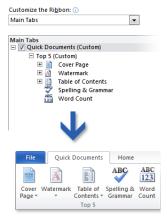
Keep your favorite commands nearby

The Quick Access Toolbar in the upper-left corner of the Word program window provides short-cuts to commands you'll use often.

By adding buttons to this toolbar, you can keep all of your favorite commands visible and available at all times, even when you switch ribbon tabs.

Click the drop-down arrow next to the Quick Access Toolbar to turn on or off any of the commands listed on the shortcut menu. If the command you want to add isn't shown in the list, switch to the ribbon tab where the button appears and then right-click it there. On the shortcut menu that appears, click **Add to Quick Access Toolbar**.
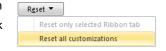
Create ribbon tabs or groups of your own

You can customize ribbon commands by putting buttons into ribbon groups where you want them to appear, or by creating custom ribbon tabs of your own.

Right-click any ribbon group and then click **Customize the Ribbon**. In the **Word Options** dialog box, you can add commands to your own tabs or groups. For example, you could create a tab called **Quick Documents**, and then add your favorite commands to a custom group on this tab.

If you make a mistake, don't panic. You can use the **Reset** button if you want to go back to the default ("factory") settings.
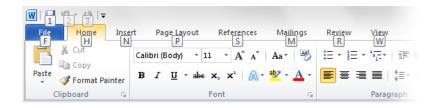
Not all older Word commands appear on the ribbon, but they're still available. If you can't live without some of these, simply add them to the ribbon or to the Quick Access Toolbar.

In the **Word Options** dialog box, in the **Choose commands from** list, select **Commands Not in the Ribbon**. Next, find the command that you want and add it to a custom ribbon tab or group.

Introducing KeyTips

Word 2010 provides shortcuts for the ribbon, called KeyTips, so you can quickly perform tasks without using your mouse.

To make KeyTips appear on the ribbon, press the ALT key.

Next, to switch to a tab on the ribbon using your keyboard, press the key of the letter displayed under that tab. In the example shown above, you would press N to open the **Insert** tab, P to open the **Page Layout** tab, S to open the **References** tab, and so on.

Once you've switched to a ribbon tab in this way, all available KeyTips for that tab appear on the screen. You can then finish the sequence by pressing the final key for the command you want to use.
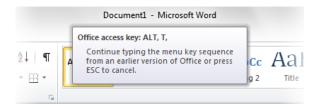
To go back one level while in a sequence, press the ESC key. Doing so multiple times in a row cancels KeyTips mode.

Do keyboard shortcuts still work?

Keyboard shortcuts from Word 2003 are still available in Word 2010. If you know a shortcut sequence, go ahead and type it. For example, CTRL+C still copies selected information to the Clipboard, CTRL+S still saves changes to the current document, and ALT+F8 still opens the **Macros** dialog box.

Many of the old ALT menu accelerators still work in Word 2010. For example, pressing ALT, T, O in succession opens the **Word Options** dialog box (formerly Tools | Options). Similarly, pressing ALT, I, P, C opens the **Clip Art** pane (formerly Insert | Picture), and so on.

However, as you begin to type an ALT key sequence, you may see a box like this one:

If you know the entire sequence that you want, go ahead and finish typing it. If you don't remember (or never learned) any ALT key sequences, press the ESC key to cancel and use KeyTips instead.

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How to work with people who don't yet have Word 2010

Word 2010 (and Word 2007) documents use a new file format for saving files. If people you work with are using different versions of Word, don't worry — you can still open and edit older documents in Word 2010, and share your files with people who don't yet have Word 2010.
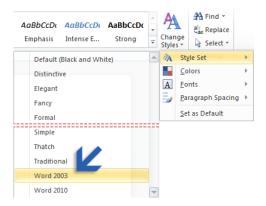
In Word 2010...	What happens?	What should I do?
You open a document that was created with Word 2003.	In the Word 2010 program window, you'll see the words **[Compatibility Mode]** next to the file name on the title bar. Case study [Compatibility Mode] - Microsoft Word This tells you that even though you're in Word 2010, you're still technically working in the earlier file format, and that you won't be able to use Word 2010 features like new chart tools or math equations until you convert the file to the Word 2010 file format.	To exit Compatibility Mode and convert the 2003 file to the new Word 2010 format, click the **File** tab, click **Info**, and then click **Convert**. Before you convert your file, ask yourself if you need to collaborate on your document with people who still use Word 2003 (or an even older version). If the answer is yes, you may want to keep working in Compatibility Mode so that you won't be tempted to use new features that aren't supported in the older file format.
You save your document as a Word 2010 file.	If someone opens the document in Word 2003, a prompt appears with a link to download the free Compatibility Pack (provided that the latest patches and service packs are already installed). The Compatibility Pack is required for Word 2003 to open and interact with Word 2010 documents. If you've used new Word 2010 features or formatting in your document, such as chart tools or math equations, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file.	If you think that Word 2003 users may need to interact with your Word 2010 document, you should run the Compatibility Checker tool to make sure the file will work correctly for them. To check for compatibility, click the **File** tab, click **Info**, click **Check for Issues**, and then click **Check Compatibility**. The tool tells you which new features in Word 2010 aren't supported in older versions. You can then decide whether to remove these features to avoid warnings in Word 2003.
You save your document as a Word 2003 file.	If someone opens the document in Word 2003, the document will open normally — no Compatibility Pack is required. If you've used new Word 2010 features or formatting in your document, such as chart tools or math equations, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file.	You don't have to do anything, necessarily. When you save your file in the older Word 2003 file format, the Compatibility Checker will run automatically and warn you about any unsupported features. You can then make any necessary design changes to the file.

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Get Word 2003 line spacing back

In Word 2003, the space between lines is 1.0, with no blank line between paragraphs. In Word 2010 (and in Word 2007), the space between lines has changed to 1.15, with a blank line between paragraphs. You may prefer spacing to look the way it has before.

To restore Word 2003 line spacing for an entire document, look for the commands on the right side of the **Home** tab. In the **Styles** group, click the small downward-pointing arrow on **Change Styles**. Next, point to the **Style Set** command, and then click **Word 2003**.

If you decide later on that you want Word 2010 spacing back, click the small arrow on **Change Styles** (in the **Styles** group), point to the **Style Set** command, and then click **Word 2010**. For more information about adjusting line spacing in Word 2010, press F1 to open Help, and then search for "spaces between lines or paragraphs."

Find advanced features

If you plan to routinely use Word 2010 to design macros, forms, and XML or Microsoft Visual Basic for Applications (VBA) solutions, you can add the **Developer** tab to the Word ribbon.

On the ribbon, click the **File** tab, and then click **Options**. In the **Word Options** dialog box, click **Customize Ribbon**, and then select the **Developer** check box in the list that appears on the right. Click **OK** to close the **Word Options** dialog box.

The **Developer** tab now appears to the right of the **View** tab.

Tip If all you want to do is record macros in Word 2010, you don't need to add the **Developer** tab. Just click the **View** tab, and then look for the **Macros** group on the right.