

**QUICK REFERENCE GUIDE TO ASSESSIBLE DOCUMENTS COMMANDS:
COMPARISON OF 2003 AND 2007 MS WORD AND POWERPOINT**

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August 2008

FUNCTION	2003 Commands	2007 Commands
Viewing format and styles currently in document.	<i>Format.</i> <i>Styles and Formatting.</i> Available Formatting.	<i>Home</i> ribbon. <i>Change Styles</i> tab.
Remove all formatting.	<i>Styles and Formatting.</i> Clear Formatting	<i>Styles.</i> <i>Clear All.</i>
Applying headings.	Place cursor on the style in the task pane. Left click mouse in the <i>Styles and Formatting</i> task pane.	Place cursor on the style in the task pane. Left click mouse in the <i>Styles</i> task pane.
Formatting a style.	Select a style from the <i>Styles and Formatting</i> task pane. In drop down menu, select <i>Modify.</i> <i>Format.</i>	Select a style from the <i>Styles</i> task pane. In drop down menu, select <i>Modify.</i> <i>Format.</i>
Viewing major headings in <i>Document Map.</i>	<i>View.</i> <i>Document Map</i>	<i>View</i> ribbon. <i>Show/Hide</i> group. <i>Document Map</i> (check box)
Converting text to a table.	<i>Table.</i> <i>Convert.</i> <i>Text to Table.</i> <i>Separate text at.</i>	<i>Insert</i> ribbon. <i>Table</i> group. <i>Convert Text To Table.</i> <i>Separate text at.</i>
Creating a header row for a table.	<i>Table.</i> Put cursor on header row to repeat. <i>Heading Row Repeat.</i>	Put cursor on header row to repeat. <i>Table Tools</i> tab. <i>Layout</i> tab. <i>Data</i> group. <i>Repeat Header Rows.</i>
Creating a template using an accessible document.	<i>File.</i> <i>Save As.</i> <i>Change File Name to</i> <i>Template.</i> <i>Save as Type.</i> <i>.dot.</i>	<i>Office</i> button. Drag cursor to <i>Save As.</i> <i>Word Template.</i> <i>Save In: Trusted Templates.</i> <i>Change File Name to</i> <i>Template.</i>

FUNCTION	2003 Commands	2007 Commands
Attaching a template to a new or existing document.	<i>Tools.</i> <i>Templates and Add-ons.</i> <i>Attach.</i> Select <i>Template.dot</i> . <i>Open.</i> <i>Automatically update document.</i> <i>Ok.</i>	<i>Office</i> button. <i>Word Options</i> tab. <i>Go.</i> <i>Attach.</i> Select <i>Template.dotx</i> . <i>Open.</i> <i>Automatically update document.</i> <i>Ok.</i>
Adding Alternative Text to images.	Right click on image. <i>Format Picture.</i> <i>Web</i> tab. Put description in box. <i>Close.</i>	Right click on image. <i>Size.</i> <i>Alt-text</i> tab. Put description in box. <i>Close.</i>
Captions for images.	Right click on image. <i>Caption.</i> Write the caption. <i>Ok.</i>	Right click on image. <i>Insert Caption.</i> Write the caption. <i>Ok.</i>
Preparing drawings made with AutoShapes for Alternative Text and Captioning..	Save as pdf file. <i>Insert.</i> <i>Object.</i> <i>Create.</i> <i>Adobe Acrobat document.</i> <i>Browse.</i> <i>Ok.</i>	Save as pdf file. <i>Insert.</i> <i>Text</i> group. <i>Insert Object.</i> <i>Create from file.</i> <i>Browse.</i> <i>Ok.</i>
Inserting descriptive hyperlinks for text that does not automatically link.	Type in web address. Highlight the text. Right click. Select <i>Hyperlink.</i> <i>Text to Display.</i> <i>Screen Tips.</i> <i>Ok.</i> <i>Ok.</i>	Type in web address. Highlight the text. Right click. Select <i>Hyperlink.</i> <i>Text to Display.</i> <i>Screen Tips.</i> <i>Ok.</i> <i>Ok.</i>
Inserting descriptive hyperlinks for text that automatically links.	Type in web address. Point mouse to the hyperlink. Right click. Select <i>Edit Hyperlink.</i> <i>Text to Display.</i> <i>Screen Tips.</i> <i>Ok.</i> <i>Ok.</i>	Type in web address. Point mouse to the hyperlink. Right click. Select <i>Edit Hyperlink.</i> <i>Text to Display.</i> <i>Screen Tips.</i> <i>Ok.</i> <i>Ok.</i>
PowerPoint Templates	Open new document. Select <i>Outline</i> tab in left pane. Select <i>New</i> right task pane. <i>From Design Template.</i>	Open new document. Select <i>Outline</i> tab in left pane. Select <i>Design</i> ribbon. <i>Themes.</i>

FUNCTION	2003 Commands	2007 Commands
Changing the layout in a PowerPoint document.	In right task pane, select arrow until <i>Slide Layout</i> tab appears. Choose a layout.	<i>Home</i> ribbon. <i>Slides</i> . <i>Layout</i> .
Creating Table of Contents for HTML document.	<i>Insert</i> . <i>Reference</i> . <i>Index/Tables</i> . <i>Table of Contents</i> tab. <i>File</i> . <i>Save As</i> . <i>Save as type</i> . <i>Select Web Page, Filtered</i> . <i>Save</i> .	<i>Reference</i> ribbon. <i>Table of Contents</i> button. <i>Automatic Table 2</i> . <i>Office Button</i> . <i>Point curser at Save As</i> . <i>Select Other Formats</i> . <i>Save as type</i> . <i>Select Web Page, Filtered</i> . <i>Save</i> .