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Microsoft Office Comparison

Similarities (& Differences) between Office 2010-2007-2003

When Microsoft Office 2007 system was released, there were significant changes from Office 2003 following the introduction of a ribbon in the user interface (UI) across Access 2007, Excel 2007, PowerPoint 2007, Word 2007, and parts of Outlook 2007: namely, the User Interface (UI) changed from a collection of menus and toolbars to a single 'ribbon' mechanism. Office 2010 suites maintain the ribbon created in 2007 and there are some new features as explained below, although the transition between 2007 and 2010 is hardly noticeable as it was between 2003 and 2007 versions. For instance, Microsoft highlights that the ribbon is available across all products of the Office 2010 suites to include Outlook and Publisher, and that the background is now a grey colour, by default, whereas the 2007 Office system background was blue. The table below goes on to show some other differences in UI elements that Microsoft has highlighted between Office 2010, 2007 and 2003, which may or may not be of consideration for your business when deciding between the different versions.

So there were some major changes with the jump from 2003 to 2007 but the gap is not so visible between the 2007 to 2010 versions. When deciding on whether to roll out either Office 2007 or 2010 version, the key questions surrounding your business is whether the users will actually benefit by the additional features that 2010 may offer, minor as they may be. Will your users understand and/or utilise the additional features between the different versions, which are limited depending on the version that you are migrating from and to. Purchasing previous versions is clearly more economical, an option that was previously not available to businesses that were forced to purchase the most recent version at 100% trade costs and then utilise their downgrade rights if it had a previous version installed. This is no longer the case. Businesses can now purchase exactly what their business requires at the discounted price...

Consider this article from Computer Weekly: [Office 2010: Who needs an upgrade?](#)

UI element	Office 2010	Office 2007	Office 2003
Menus and tabs	The ribbon replaces menus and toolbars across all products of Office 2010 and can be fully customized to include Publisher and Outlook.	The ribbon replaces menus and toolbars in Access 2007, Office Excel 2007, PowerPoint 2007, Word 2007, and parts of Outlook 2007.	Menus and toolbars only are available.
Task panes	Groups of commands on the ribbon and the ability to customize.	Groups of commands on the ribbon and the ability to customize.	Basic task pane.
Quick Access Toolbar (QAT)	Fully customizable.	Introduced in 2007.	Not available.
Backstage view	More tools outside the document viewing window.	Limited tools that can be accessed through the Microsoft Office Button.	Limited tools on the File menu
Digital signatures	Found in the Backstage view under Information about Document / Protect Document.	Formatted with XMLDSig, found under File / Finalize Document / Signatures.	Found under Tools / Options / Security / Digital Signatures
Smart Art	Improved from the 2007 version.	Design tools available in all Microsoft Office applications.	Not available.
Open Formats (*.odt) Open Document Text	Included in this version.	Available. Added in 2007 Office system Service Pack 2 (SP2).	Not available.
Windows Live Writer	Blog posting options available in the application.	Not available.	Not available.

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integration			
Spelling checker	The spelling checker is now integrated with automatic correction.	Basic spelling checker (automated).	Basic spelling checker.
Paste Preview	A live preview before you commit to Paste. Avoids having to use the Undo button.	Paste, Undo, Paste.	Basic Paste capabilities.
Print	The Backstage combines Print with Print Preview, Page Layout and other print options.	Microsoft Office Button, Print with limited printing tools spread across several commands.	Basic Print option on the File menu.
Sparklines	A miniature chart inserted into text or embedded in a spreadsheet cell to summarize data.	Dynamic charts and chart types.	Three-dimensional (3-D) charting.
E-mail Essentials	Conversation, Cleanup, Ignore Thread, and Mail Tips for when a person is out of the office or if e-mail is sent to a group.	Not available.	Not available.
Photo editing tools	Available in these applications: (Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, and Microsoft Publisher 2010).	Limited functionality.	Limited functionality.
Video in Microsoft PowerPoint	Video triggers and controls.	Not available.	Not available.

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