



## Microsoft Word 2010

### Navigation Pane-Document Map, Thumbnails & Find

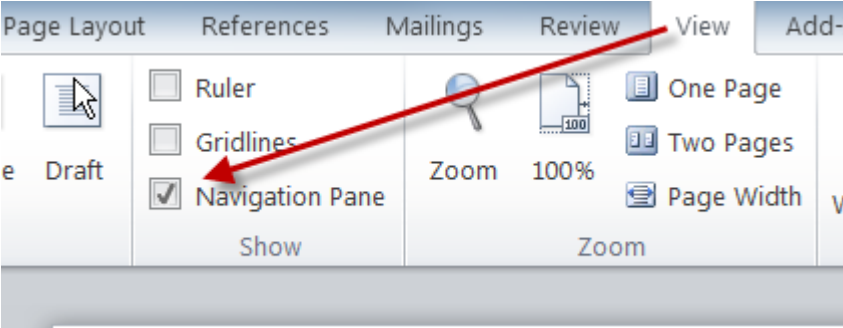
#### Did You Know?



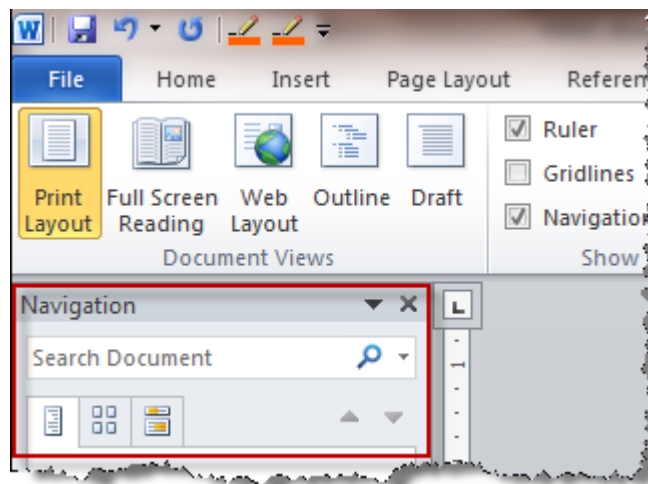
Did you know that the Navigation Pane enables you to view all of your document's headings and pages in a clear, top-to-bottom format? There are 3 parts to the Navigation Pane in Word 2010: Browse/Document Map, Thumbnails and Find. Take a closer look below...

#### Instructions

Steps	Actions
1.	<b>Accessing the Navigation Pane</b>  In Microsoft Word, click on the <b>View</b> Tab

2.	<p>In the <b>Show</b> section, select the <b>Navigation Pane</b> checkbox</p> 
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The **Navigation Pane** should now appear on the left hand side of the screen



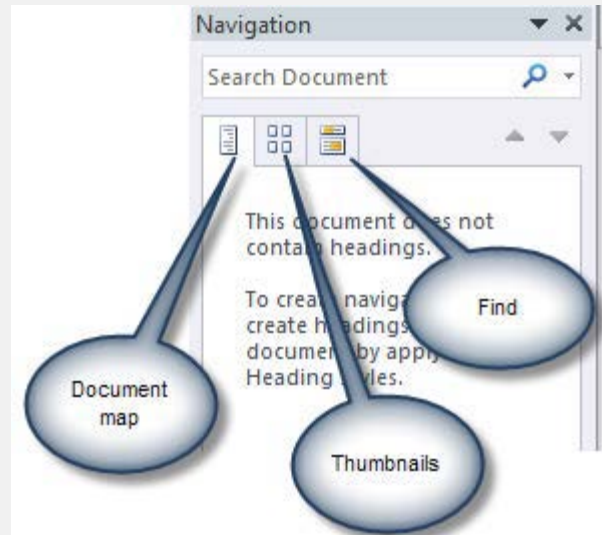


## Review of the Navigation Pane

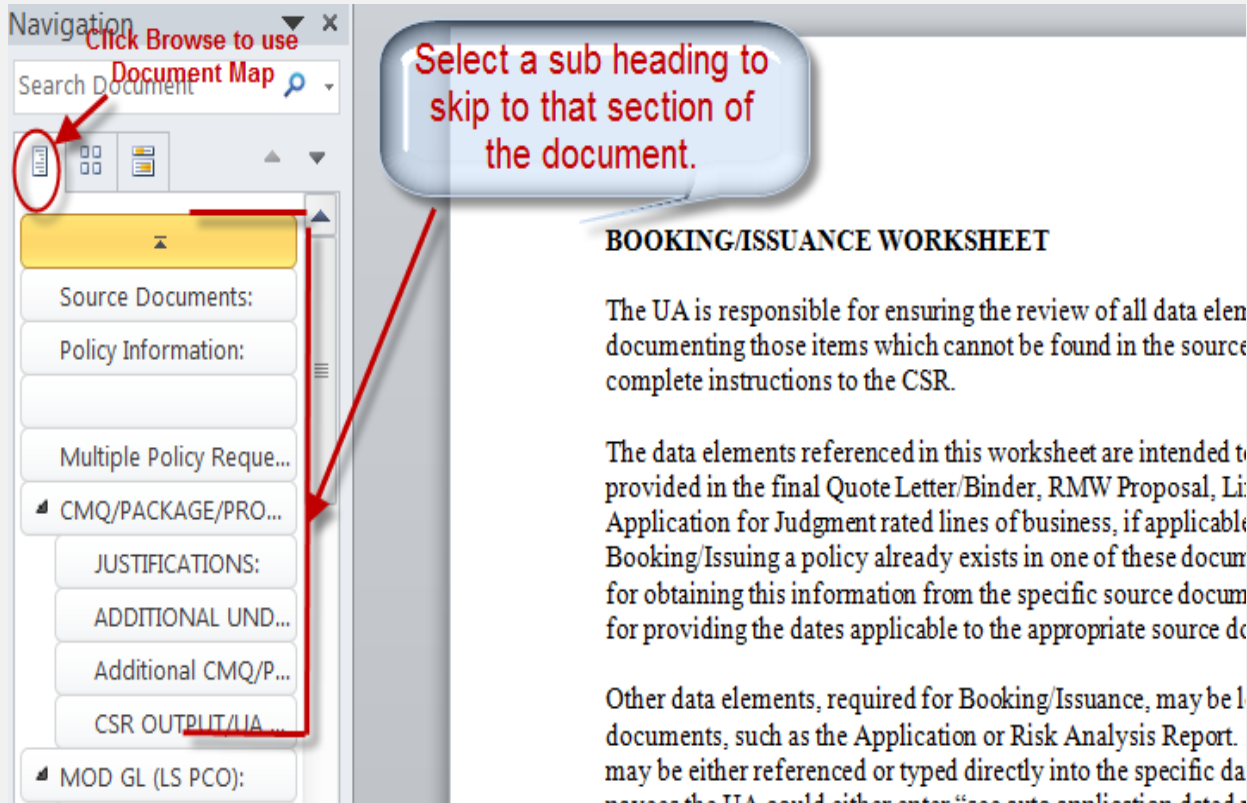
**Browse/Document Map** – show an Outline of the headings in your Document

**Thumbnails** - browse through the Pages in your document by viewing each page as a thumbnail image.

**Find** – browse the results from a Search of specific text/phrases.



## Document Map Example



**Click Browse to use Document Map**

**Select a sub heading to skip to that section of the document.**

**BOOKING/ISSUANCE WORKSHEET**

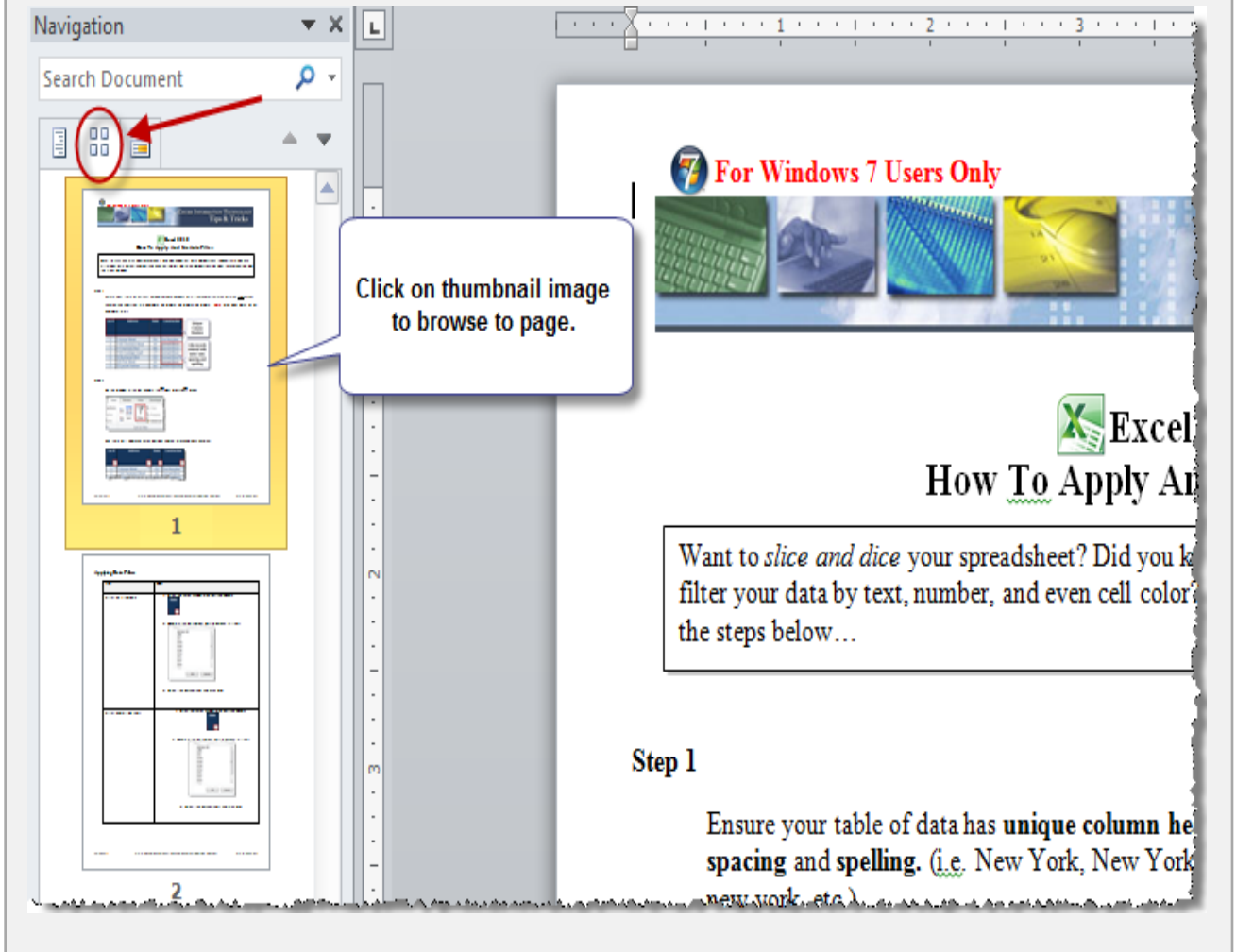
The UA is responsible for ensuring the review of all data elements and documenting those items which cannot be found in the source documents. Complete instructions to the CSR.

The data elements referenced in this worksheet are intended to be provided in the final Quote Letter/Binder, RMW Proposal, Line Application for Judgment rated lines of business, if applicable. Booking/Issuing a policy already exists in one of these documents for obtaining this information from the specific source document for providing the dates applicable to the appropriate source document.

Other data elements, required for Booking/Issuance, may be located in other documents, such as the Application or Risk Analysis Report. These may be either referenced or typed directly into the specific data element. The TIA could either enter "see auto application dated..."



## Thumbnail Example:



Navigation

Search Document

Click on thumbnail image to browse to page.

For Windows 7 Users Only

Excel

How To Apply An

Want to *slice and dice* your spreadsheet? Did you know how to filter your data by text, number, and even cell color? Follow the steps below...

**Step 1**

Ensure your table of data has **unique column headers**, **unique spacing and spelling**. (i.e. New York, New York, new york, etc.)

## Learn More!

This tip and many more are featured in Chubb Agency Technology Training University's **Word Basics** class. To view the next class offering, please visit [www.chubbeducation.com](http://www.chubbeducation.com) → click on Webcasts → Agency Technology Training University



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