Microsoft Word 2010

Navigation Pane-Document Map, Thumbnails & Find
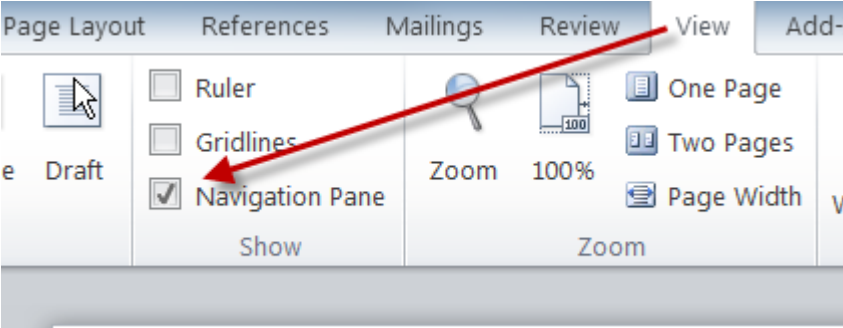
Did You Know?

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

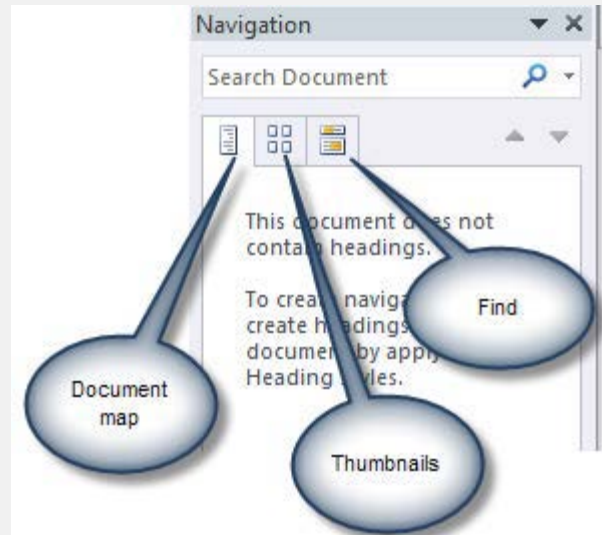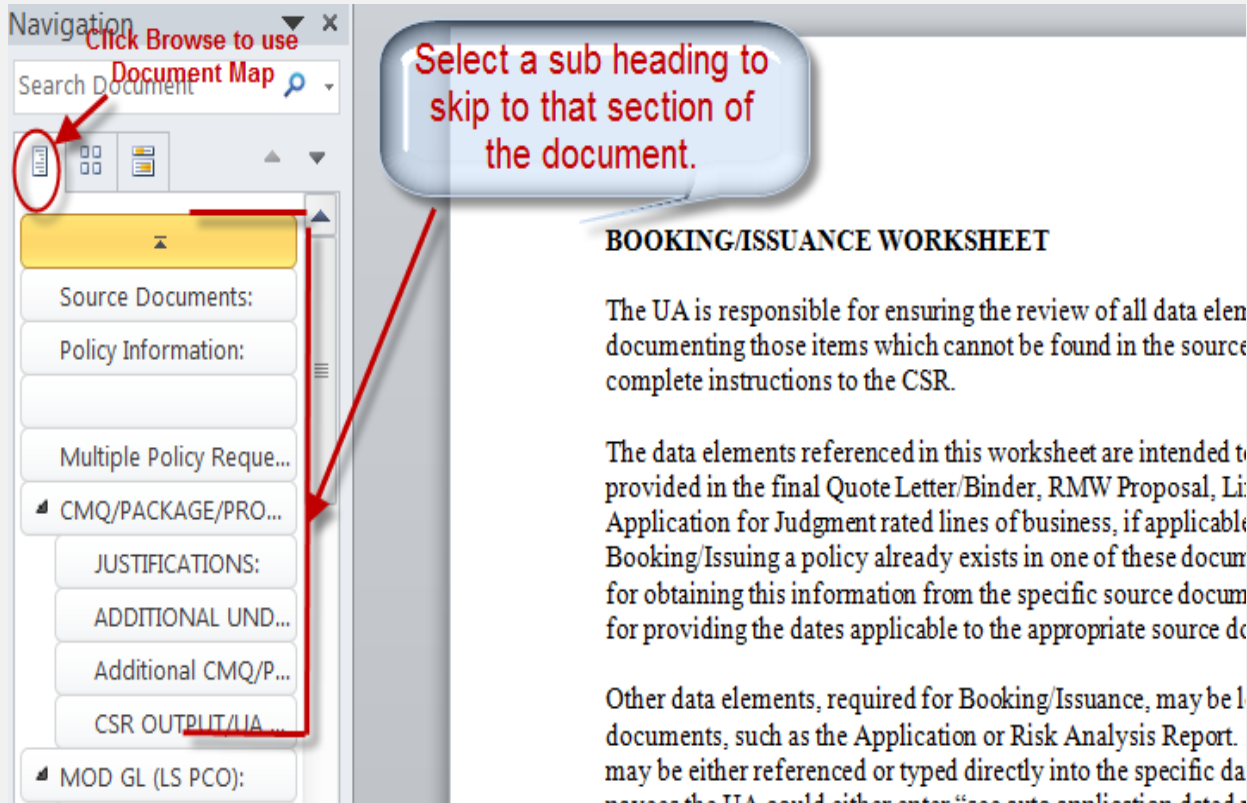| Steps	Actions
1.	**Accessing the Navigation Pane** In Microsoft Word, click on the **View** Tab
2.	In the **Show** section, select the **Navigation Pane** checkbox The **Navigation Pane** should now appear on the left hand side of the screen
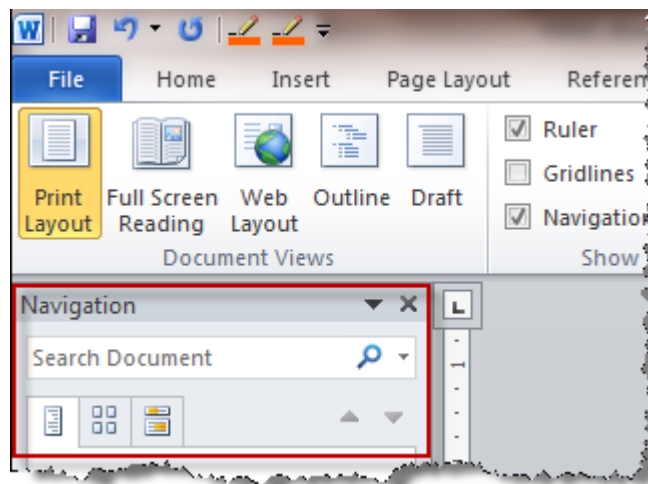
Review of the Navigation Pane

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

Thumbnail Example:

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 → click on Webcasts → Agency Technology Training University

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