



Navigation Pane - Microsoft Office Word 2010

Navigation Pane

Navigation pane allows you to navigate a document without scrolling from one page to the next. There are three options available to search your document.

Navigation Pane-viewing and options

To Open

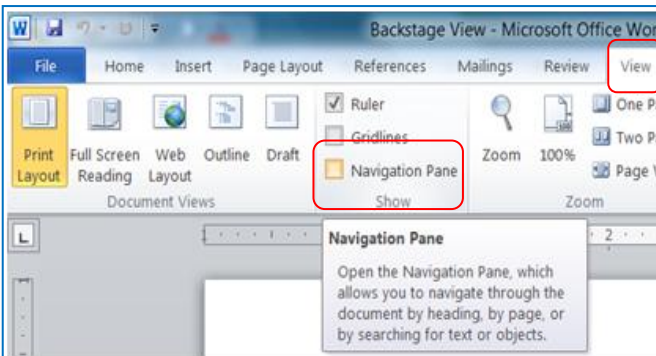
- If it not visible- Click on the View Tab
- In the Show group, click in the box for Navigation Pane

To Close

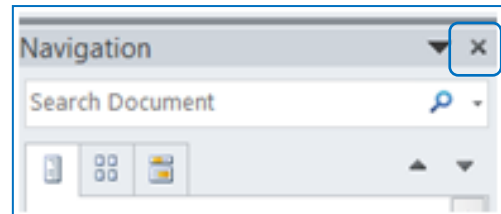
- Click on the X on the right corner of the Navigation pane title bar

Task Pane Options

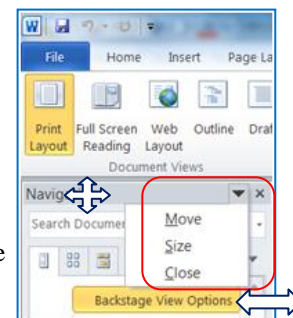
- Click on the down-pointing arrow to open the menu ▼
- Click on **Move** to **Move** task pane-Point to the pane until the four-sided arrow is visible and drag to another side of the screen
- To **Size** to change the size of the task pane-Point to the edge until the two-sided arrow is visible and drag to the size needed.



Open Navigation Pane



Close Navigation Pane



Move, Size and Close Navigation Pane



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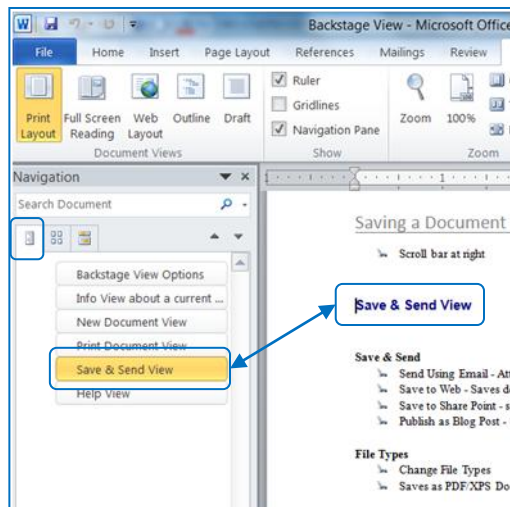
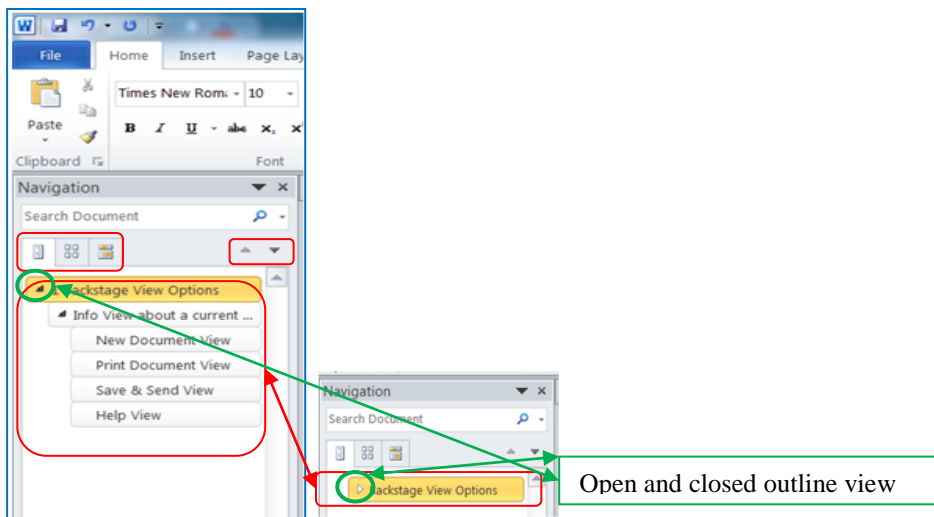
Outline View

Outline view

- ✎ Shows your headings in an outline according to the heading level
- ✎ Can be expanded or closed by clicking on the (▶ ▹) at the left of the heading title

View a specific section/heading in the document

- ✎ Click on the heading name to view a section or page of the document
- ✎ Use the up or down arrows to navigate to previous or next page (▼)



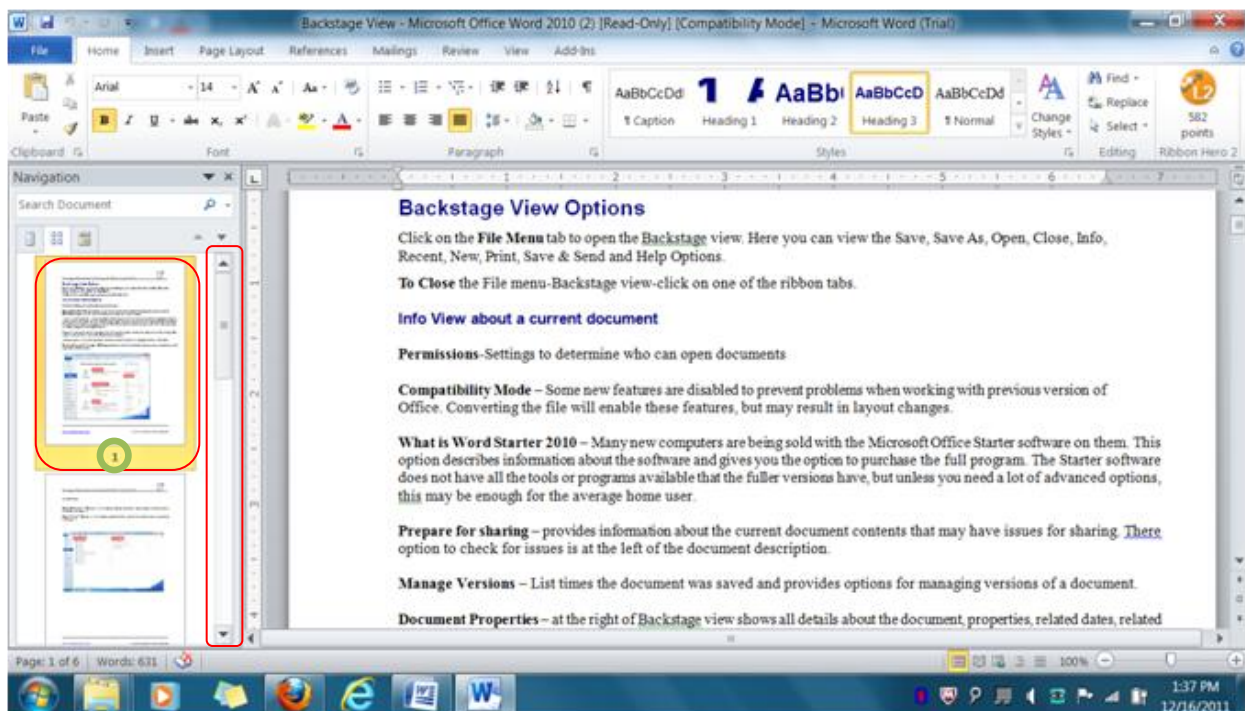


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Page View

Page View allows you to scroll down and choose a page from the thumbnail prints by clicking on it.

- ✎ Each page in the Navigation pane is numbered below it.
- ✎ Scroll and click on the page needed and to view and edit on the right.



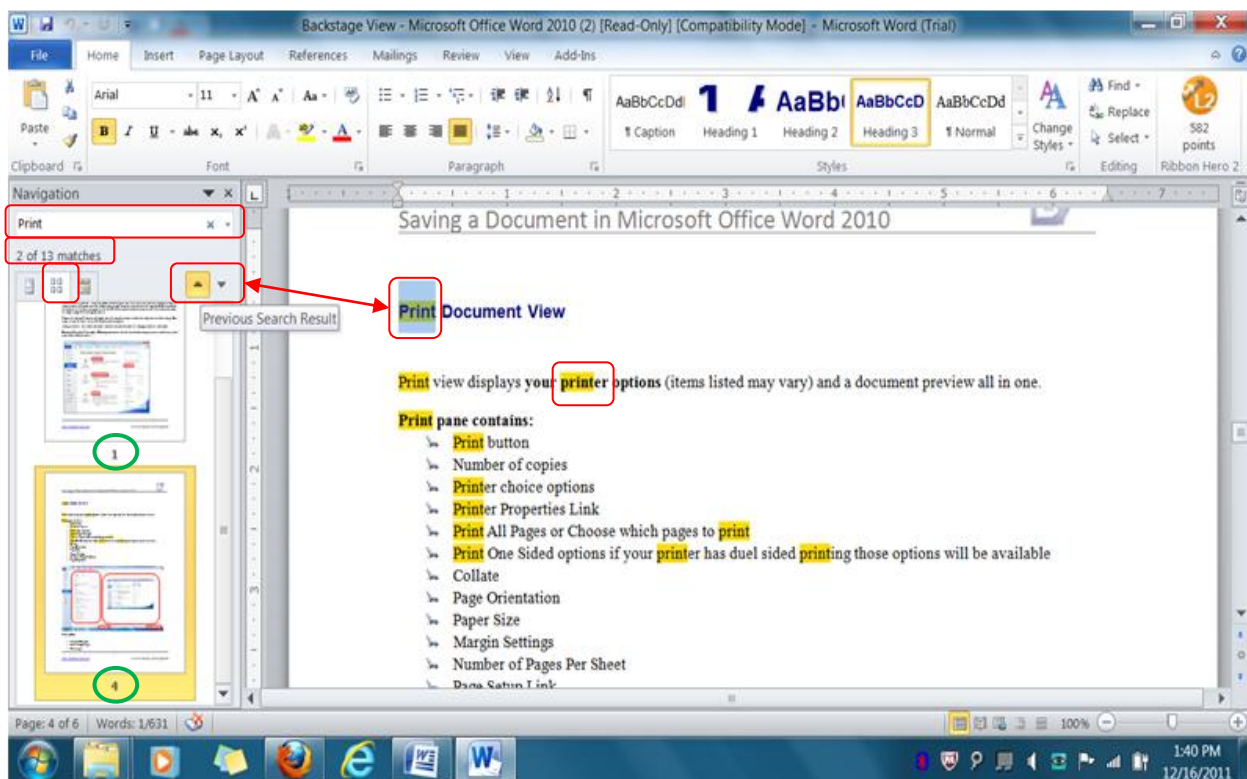


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Search Document

Thumbnail Page view - Search by word or phrase

- Type search words in the search text box, press Enter on the keyboard
- Number of Matches will be displayed under the search box
- Click on the Page tab in the Navigation pane to view and scroll through the thumbnail pages
- Each instance will be highlighted in yellow-current selection will have blue highlight
- Each page that has the search text will be shown in the Navigation pane-you will not see any other pages of the document (in this document the search text is on page 1 and page 4)
- Each time you click on the next or previous arrow it will highlight the next or previous search in blue
- It will highlight the whole word or a part of a word if the exact search text is within a larger word



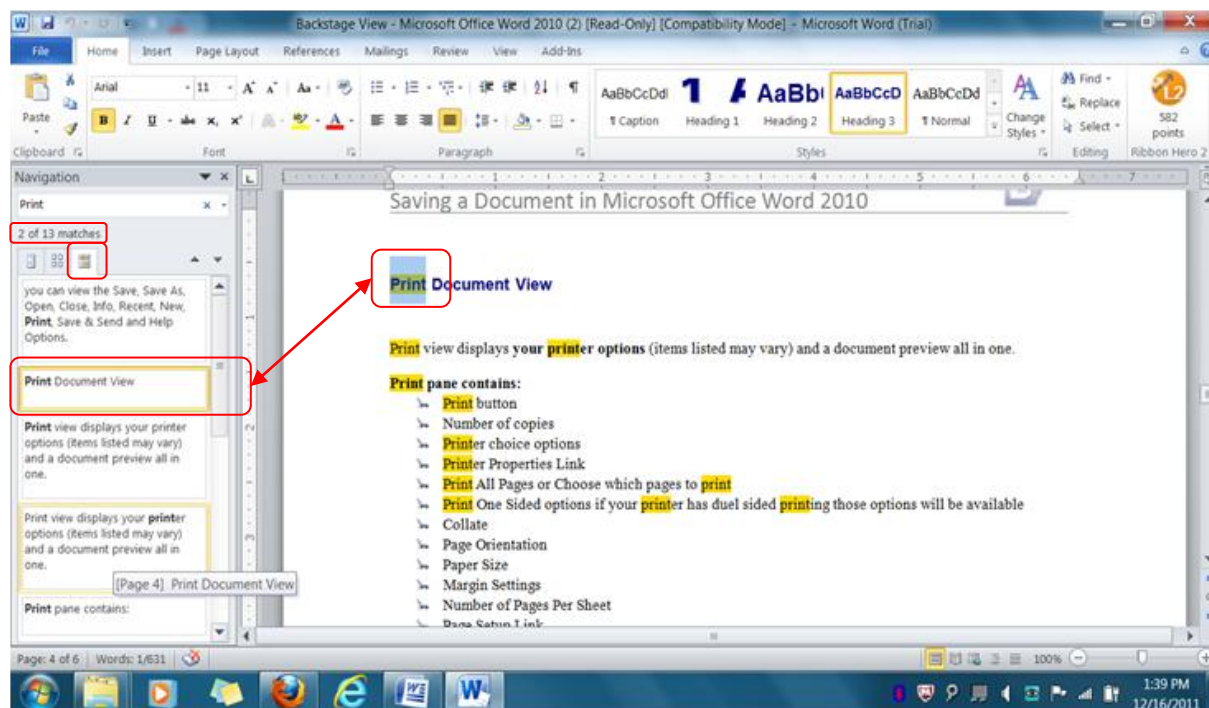


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Search Outline view

Search outline view lists all the searches using the text surrounding it.

1. Click on the search in the list and jump to that particular highlighted text
2. Number of Matches will be displayed under the search box
3. Click on the Page tab in the Navigation pane to view and scroll through the thumbnail pages





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Search Options Menu

To use Search Options for Text:

1. Click on the list arrow to the right of the search box to open the menu.
 - a. Options opens a dialog box with different choices related to how you want to search and have the searches displayed.
 - b. Advanced, Replace and Go To opens the same dialog box with the three options displayed on tabs.
2. Find or Go To
 - a. Type what you want to find
 - b. Click on the Replace tab
 - c. Type replacement text
 - d. Click on Replace or Replace all to change multiple selections at the same time
3. Click on the Page tab in the Navigation pane to view and scroll through the thumbnail pages

To use Search Options for Objects:

1. Click on the list arrow to the right of the search box to open the menu.
2. In the Find group the options are:
 - a. Graphics - pictures
 - b. Tables – spreadsheet type data
 - c. Equations – Math formulas
 - d. Endnotes/Footnotes – bibliographic and citation notices
 - e. Comments – editing (used when more than one person is editing or viewing a document)
3. Click on the object you want to search by to view and edit
4. Number of Matches will be displayed under the search box
5. Click on the Page tab in the Navigation pane to view and scroll through the thumbnail pages

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