Teach Yourself VISUALLY

Word 2019

The Fast and Easy Way to Learn

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Visual
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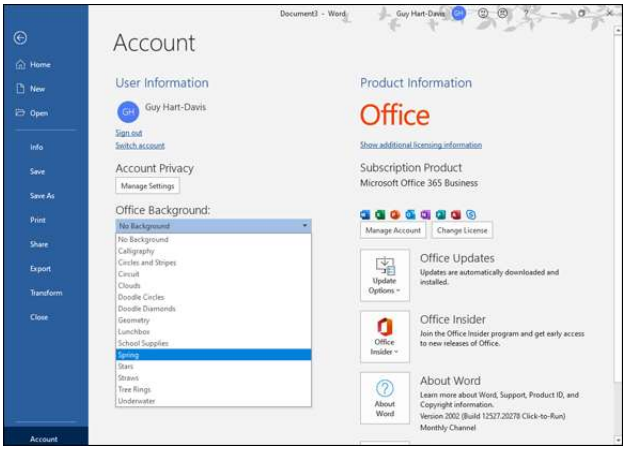
Chapter 1: Getting Started with Word

In this chapter, you meet the Word working environment, including the Word Start screen and Backstage view, and you learn the essentials of navigating the interface with the keyboard and mouse and entering text using the keyboard. You also learn about using Word on tablets, phones, OneDrive, and Teams.

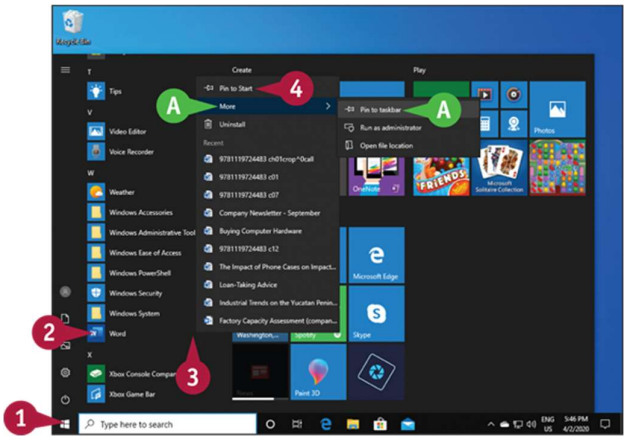


Open Word and Use the Start Screen

Microsoft Word is the world's most widely used word processing app. As of this writing, the current version of Word is Word 2019, which runs on Windows 10 and on macOS. This book focuses on Word 2019 for Windows. Microsoft also provides versions of Word for Apple iOS devices, which are the iPhone and iPod touch; for iPad OS, the iPad's operating system; and for Android, Google's operating system for smartphones and tablets.

To use Word, you first launch it. This section shows you how to pin Word to the Start menu or to the taskbar, and how to launch it from those locations.

Open Word and Use the Start Screen



Pin Word to the Start Menu or to the Taskbar

1. Click **Start** (⊞).

   The Start menu opens.

2. Locate the Word icon (W) and entry. For example, scroll down.

Note: You can click **Word** (W) to launch Word.

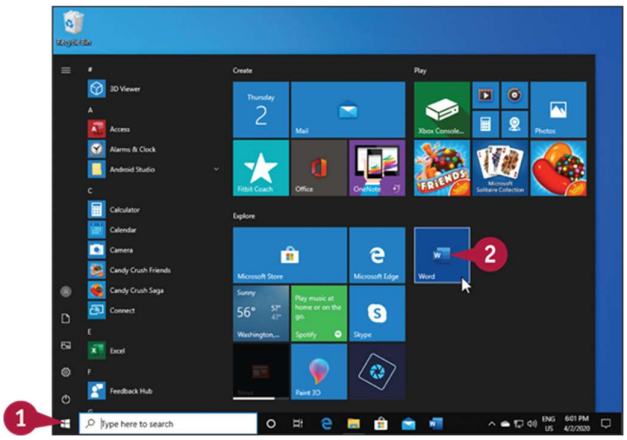
3. Right-click **Word** (W).

   The context menu opens.

A. To pin Word to the taskbar, click or highlight **More**, and then click **Pin to taskbar**.

4. **Click** Pin to Start.

   Windows pins Word to the Start menu.



Launch Word from the Start Menu

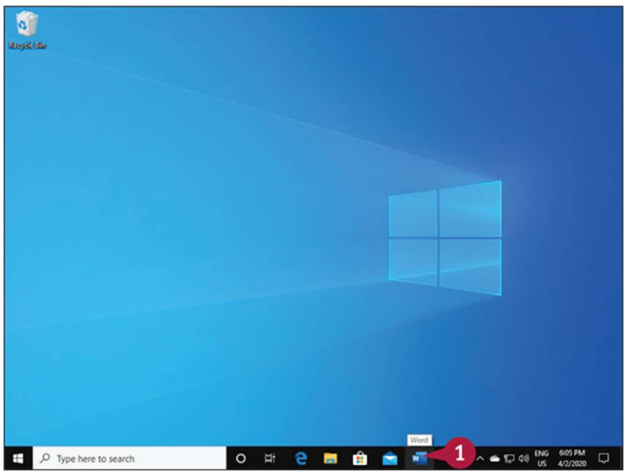
1. Click **Start** (⊞).

The Start menu opens.

2. Click **Word** ( ).

Word opens.

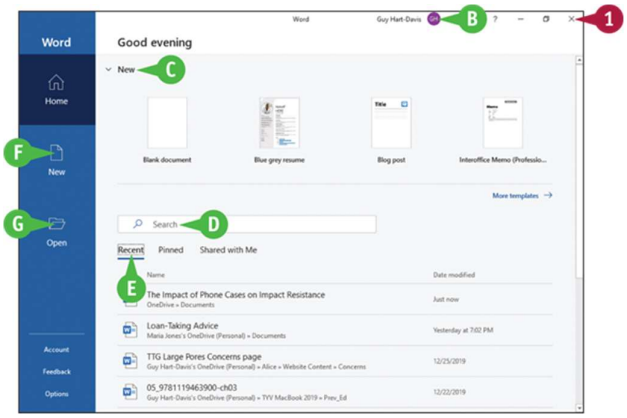
Note: You can get Word either by buying an Office 2019 perpetual license or by paying for a Microsoft 365 subscription. Microsoft is gradually moving to the subscription model, and this is generally a better choice because the software receives ongoing updates as long as you subscribe, whereas the perpetual license receives only bug fixes and some updates.



Launch Word from the Taskbar

1. Click **Word** ( ) on the taskbar.

Word opens.



Meet the Home Screen and Close Word

When Word opens, it displays the Home screen.

B. If you have signed in to Microsoft 365, your ID appears here.

C The New area presents templates you can click to start a new document.

D You can click **Search** and type a search term to search for a document or template.

E The Recent list shows recent documents. You can click a document to open it.

F You can click **New** to create other types of new documents.

G You can click **Open** to open other existing documents.

1 Click **Close** (×).

TIP

What do the Pinned tab and the Shared with Me tab contain?

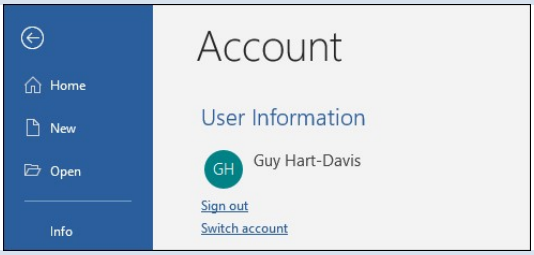
The Pinned tab contains a list of documents you have "pinned" to keep them available. This gives you an easy way to open documents you use often.

The Shared with Me tab contains a list of documents that others have shared with you via Microsoft's OneDrive online service or through other means.

Understanding Office and the Cloud

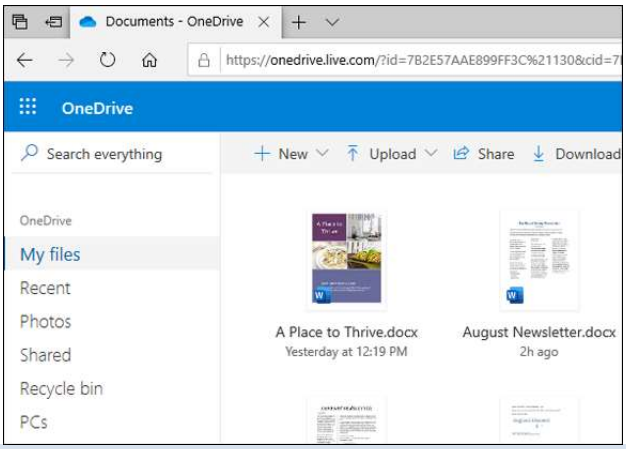
Word and the other Microsoft Office apps, such as the Excel spreadsheet app and the PowerPoint presentation app, offer full integration with Microsoft's OneDrive online service, SharePoint servers, and Teams collaboration app. This integration enables you to work no matter where you are and which type of device you have available. For example, you can sign in to OneDrive on your laptop or iPad and get to work in Word; or you can sign in to Teams and open a Word document for editing directly in the app.

Sign In to the Cloud



Signing in to Office.com or your Microsoft 365 subscription connects your Office programs to the world beyond your computer. Office Online offers free access to the online, limited-edition versions of Word and other Office programs that you can use on any computer. Purchasing a Microsoft 365 subscription gives you access to full versions of the Office desktop programs and the online versions of the products. Signing in gives you access to online pictures and clip art stored at Office.com and enables Word to synchronize files between your computer, OneDrive, and SharePoint.

OneDrive Storage Space



Subscriptions to Microsoft 365 include space on Microsoft's OneDrive cloud storage service. The amount varies depending on the plan; for example, the Microsoft 365 Personal plan gives one person 1 terabyte—1 TB, 1000 GB—of storage space, and the Microsoft 365 Family plan gives up to six family members 1 TB each. Word and the other apps save all documents by default to OneDrive so that you can access your documents from anywhere.

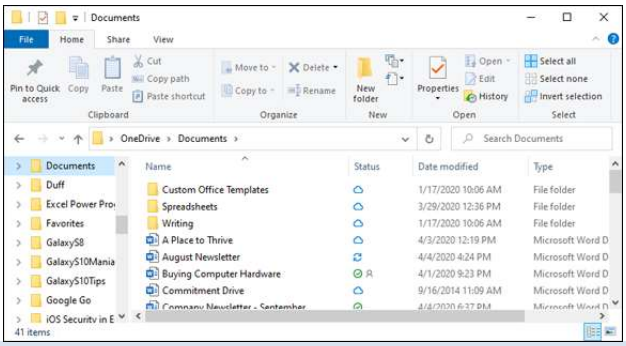
Using Office Online Apps

You can open and edit Word, Excel, OneNote, and PowerPoint documents from OneDrive using Office online apps, which are scaled-down editions of Office programs that you can use to easily review documents and make minor changes.

Take Your Personal Settings with You Everywhere

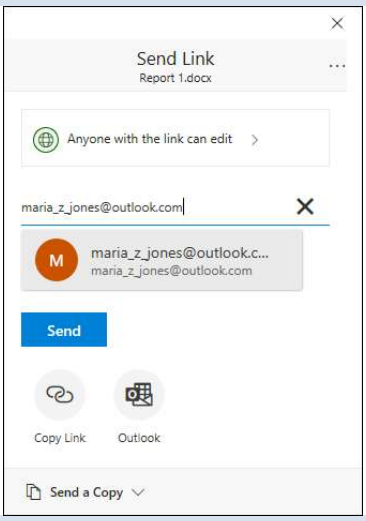
Word keeps track of personal settings like your recently used files and favorite templates and makes them available from any computer. When you open a document, Word gives you an easy way to return to the last location you were editing. This makes it easy for you to get back to work when you move from one computer or device to another.

Your Documents Are Always Up to Date



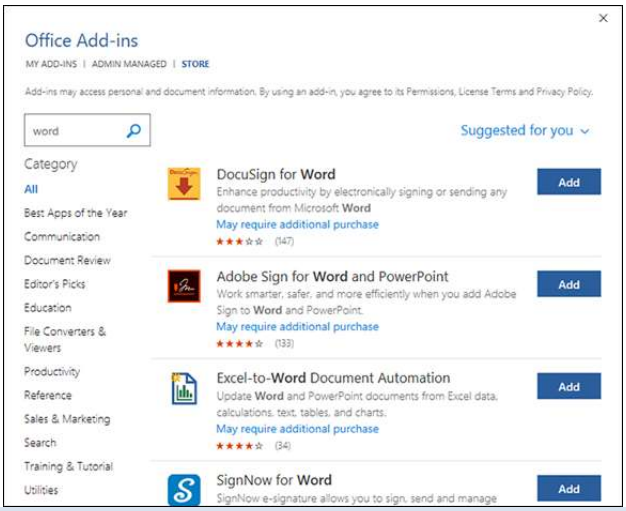
Word saves your documents by default in the OneDrive folder on your computer, from which you can access them quickly. Windows then synchronizes this folder with OneDrive in the background.

Share Your Documents from Anywhere



You can share your documents both from within Word and from OneDrive. If the document is stored on OneDrive, you can send the recipient a link so that they can work with the original document. If the document is stored on your PC, you can send the document itself; you can also send the document from OneDrive to give the recipient a separate copy to work with.

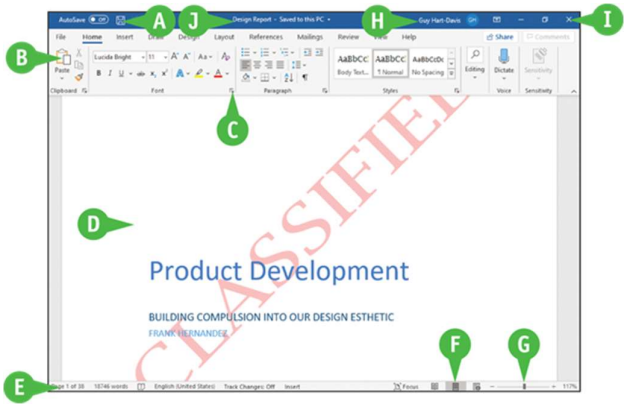
Take Advantage of the Office Store



The Office Store contains add-in applications that work with Word and the other Office apps. For example, the dictionary you use to look up words in Word does not automatically install when you install the program. But when you need an add-on for Word, you can download it from the Office Store.

Explore the Word Window

Like most of the other Office apps, Word's interface uses the Ribbon, a control strip across the top of the window, and a Quick Access Toolbar that appears either in the window's title bar or below the Ribbon. The Ribbon contains most commands available in Word, and the Quick Access Toolbar contains frequently used commands.



Ⓐ Quick Access Toolbar

A Contains buttons that perform common actions.

Ⓑ Ribbon

Contains buttons organized in tabs, groups, and commands.

Ⓒ Dialog Box Launcher

Appears in the lower-right corner of many groups on the Ribbon. Clicking this button (⧉) opens a dialog box or task pane that provides more options.

D Document Area

The area where you type and edit content. The insertion point, a blinking vertical bar, shows where text will appear when you type.

E Status Bar

Displays document information and the location of the insertion point.

F View Shortcuts

Contains buttons to switch among Word's different views of a document.

G Zoom Controls

Changes the magnification of a document.

H Microsoft 365 Indicator

If your name appears, you are signed in to your Microsoft 365 subscription. You can click ⌄ to display a menu that enables you to manage your Microsoft account settings. If you are not signed in, this area shows a Sign In link.

I App Window Controls

J Title Bar

These buttons enable you to control the appearance of the app window. You can minimize the Ribbon, and you can minimize, maximize, restore, or close the app window.

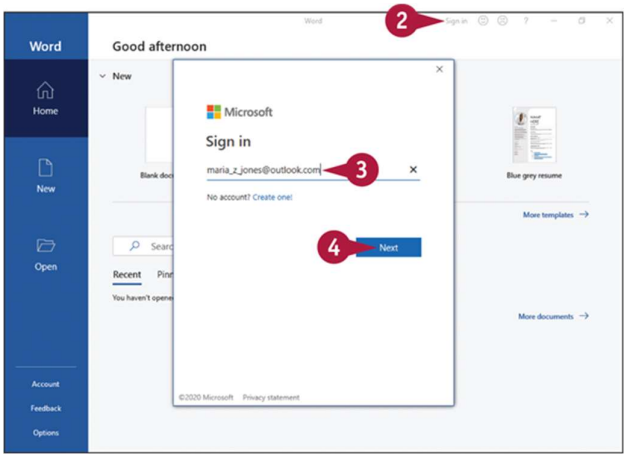
Shows the document and app titles.

Sign In to Your Account

You can use Office.com or your Microsoft 365 subscription to work from anywhere. Once you sign in, you can use the free Office online apps, such as the Word app. Word remembers some of your personal settings such as your Recent Documents list so that you always have access to them. Desktop product users typically sign in using a Microsoft 365 subscription.

When you work offline, Word creates, saves, and opens your files from the local OneDrive folder. When you reconnect, Word uploads your changes to the cloud automatically.

Sign In to Your Account



1 Open Word.

The Word Home screen appears.

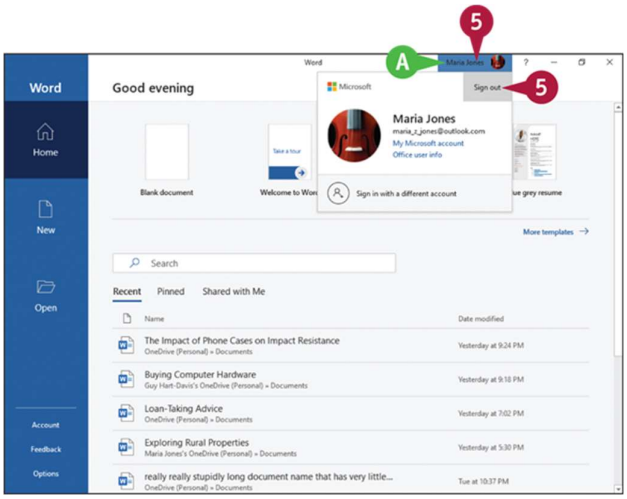
2 Click the **Sign in** link.

Note: If you are viewing a document, you can click the **Sign in** link in the upper-right corner of the screen.

The Sign In window appears.

3 Type the Microsoft account email address associated with your Microsoft 365 subscription.

4 Click **Next**.



Note: If the Enter Password window appears, type your password, and click **Sign In**.

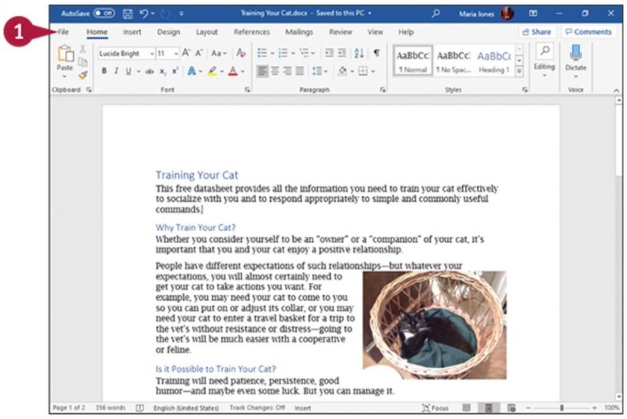
A Your name in this area indicates that you have signed in to Microsoft 365.

5. If you need to sign out, click your name, and then click **Sign out** in the pop-up panel that opens.

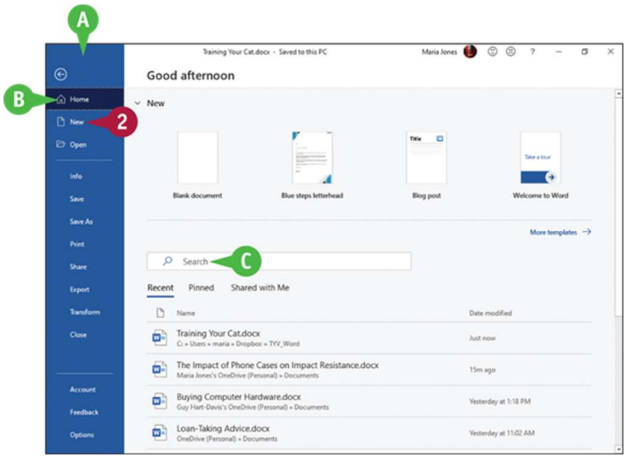
Work with Backstage View

You can click **File** at the left end of the Ribbon to display Backstage view. Backstage is the place to go when you need to manage documents or change program behavior. In Backstage view, you find a list of actions that you can use to open, save, print, remove sensitive information, and distribute documents as well as set Word program behavior options. You can also use Backstage to manage the places on your PC's hard drive, on your network, or in your OneDrive space that you use to store documents.

Work with Backstage View



1. Click **File**.



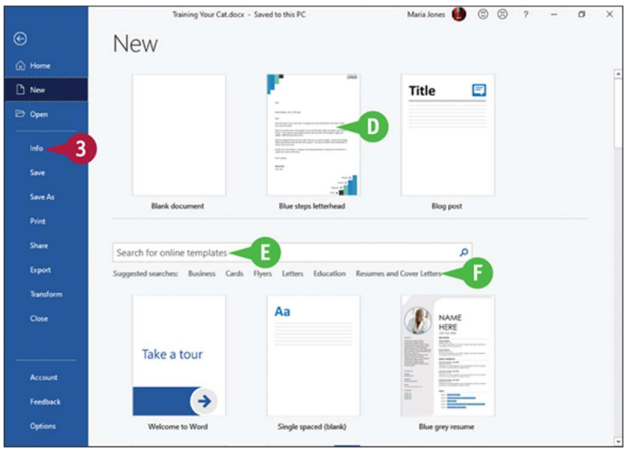
Backstage view appears.

Ⓐ The left pane acts as a menu for navigation and commands for manipulating Word and the active document.

Ⓑ This pane lets you quickly create new documents and open recent documents, frequently used documents you have "pinned," and documents shared with you.

Ⓒ The Search box enables you to search by keywords for documents.

❷ Click **New**.



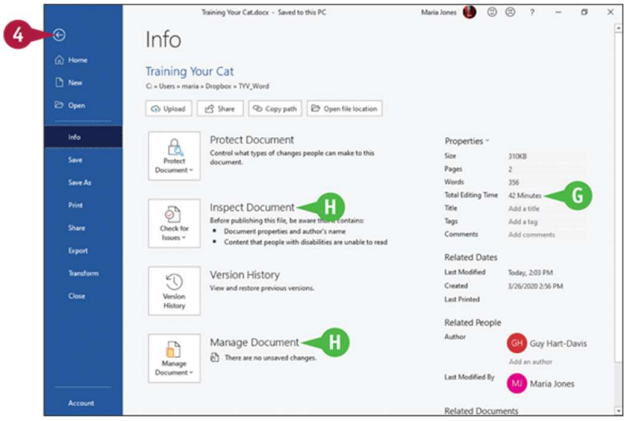
The New pane appears.

Ⓓ You can double-click a template in the New area to quickly create a document based on that template.

Ⓔ You can click **Search for online templates** and type search terms to search for online templates.

Ⓕ You can click a Suggested Search to display templates in that category, such as Resumes and Cover Letters.

❸ Click **Info**.



The Info pane appears.

G You can view information about the document and its properties, such as its size and last modified date.

H You can take actions, such as inspecting the document or managing it.

4 Click **Back** ( ).

Word closes Backstage view and redisplays the open document.

TIP

What does the Options link in Backstage do?

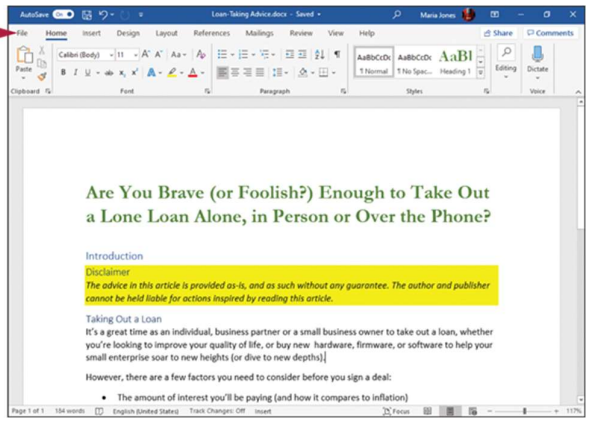
Clicking **Options** in the left pane in Backstage opens the Word Options dialog box. This dialog box contains scores of options for configuring Word to look and behave the way you prefer. You will explore the Word Options dialog box at various points throughout this book.

Change the Color Scheme and Background

The Office apps include several themes that you can apply from the Account screen in Backstage view or from the Word Options dialog box. The Colorful theme gives each app a different main color—navy blue for Word, forest green for Excel, and so on. The Dark Gray theme, the Black theme, and the White theme apply the name's shade to each app.

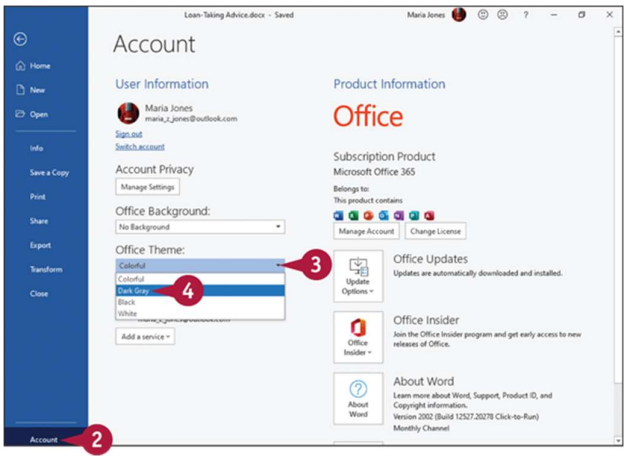
You can also apply an Office background, such as Clouds or Tree Rings, to an app. The background graphics appear on the right side of the title bar.

Change the Color Scheme and Background



Note: The color scheme and background apply to all the Office apps, so if you change the color scheme and background in Word, the changes appear in Excel, PowerPoint, and the other apps as well.

1 Click **File**.



Backstage view opens.

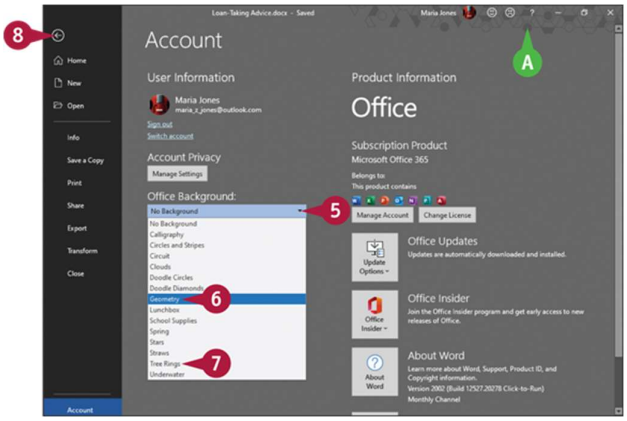
2 Click **Account**.

The Account pane appears.

3 Click **Office Theme** (⌄).

The Office Theme drop-down list opens.

4 Click the Office theme you want.



Word takes on the colors of the theme you chose.

Note: Some theme changes are more subtle than others.

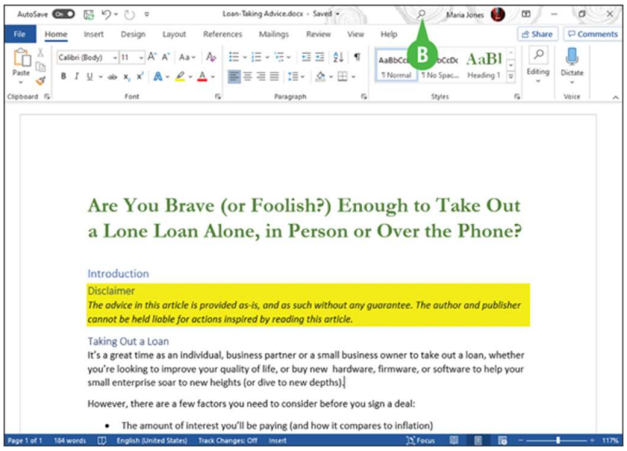
5 Click **Office Background** (⌄).

6 Move the pointer (↖) over a choice in the menu to highlight that choice.

A A background pattern appears at the top of the window. The pattern remains as you work on documents.

7 Click the pattern you want to use, or click **No Background**.

8 Click **Back** (⊙) to return to your document.



The Office theme and background you selected appear.

B The background appears in the title bar.

TIP

What is the point of the Office backgrounds?

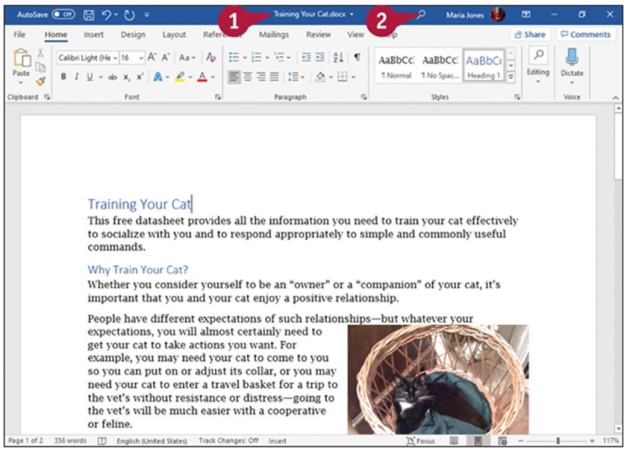
The backgrounds add a small amount of visual interest to the app's interface. Some people like the backgrounds; others consider them pointless.

Locate Commands on the Ribbon

Word's Ribbon contains a huge number of commands, and it can be difficult to remember where to find a command you do not use frequently. To help you locate Ribbon commands, Word provides the Search feature.

You can still use the Ribbon directly, as described in the next section, "Give Commands Using the Keyboard and Mouse." The Search feature is most useful when you are not sure where on the Ribbon to find the command you need.

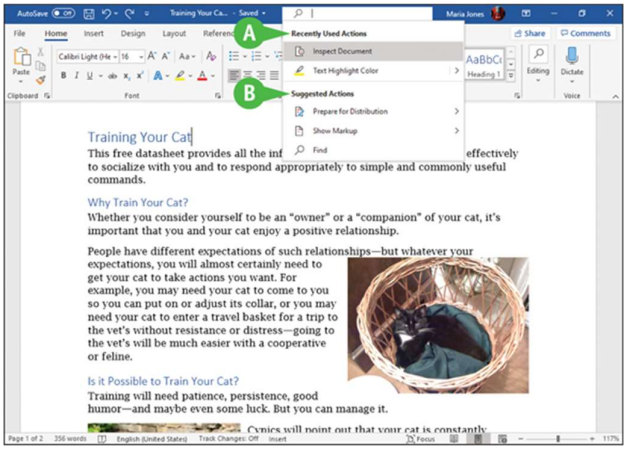
Locate Commands on the Ribbon



1 Open a document.

Note: See Chapter 2 for details on opening documents.

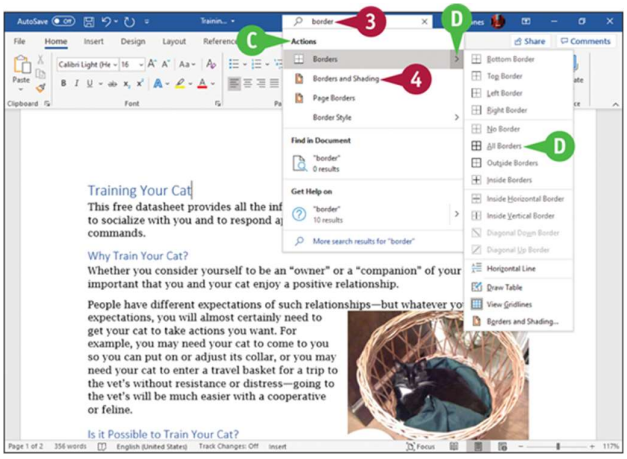
2 Click **Search** (🔍).



The Search pop-up panel opens.

A The Recently Used Actions list shows some recent actions you have taken.

B The Suggested Actions list suggests options that may be useful.



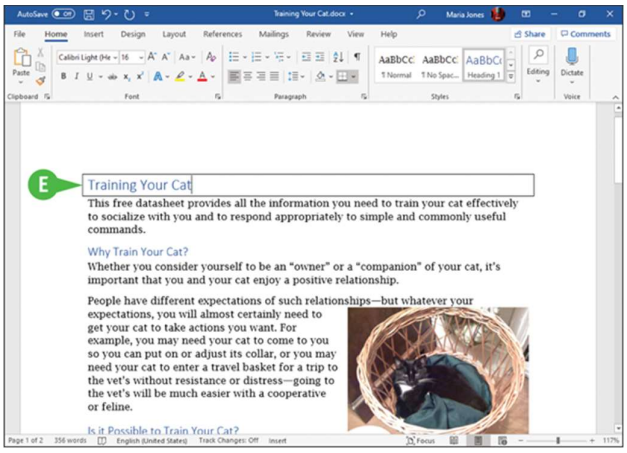
3 Type a brief description or a keyword describing what you want to do.

C The Actions list shows matches for what you typed.

4 Click a command to perform its action.

D If the command includes an arrow (›), you can either click the command itself to perform its default action, or click › to display a list of all its actions, and then click the action you want to perform.

Note: If you click a command that has no default action, Word displays the list of all the command's actions. You can then click the action you want to perform.



E The program performs the action you clicked. In this example, Word places a border around the first paragraph.

TIPS

Will I need to type a description of the action I want to take if it is the same action I have previously taken?

No. The Search box remembers your previous searches and displays them on the menu that appears when you perform step 2.

Can I delete my previous searches?

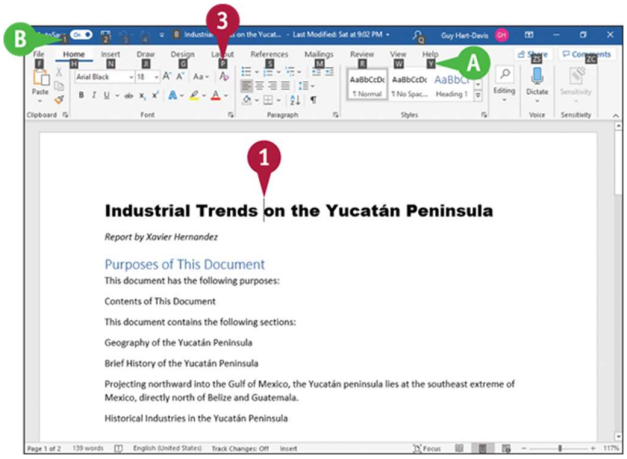
No. The Search feature retains your searches in the Recently Used section of the menu that appears when you click in the search box.

Give Commands Using the Keyboard and Mouse

You can keep your hands on your keyboard and select commands from the Ribbon or the Quick Access Toolbar, or you can use the mouse.

The Ribbon contains buttons organized in tabs, groups, and commands. Tabs appear across the top of the Ribbon and contain groups of related commands. Groups organize related commands; the group name appears below the group. Commands appear within each group. By default, the Quick Access Toolbar appears above the Ribbon and contains the AutoSave switch and the Save, Undo, and Redo commands. To customize the Ribbon or the Quick Access Toolbar, see Chapter 11.

Give Commands Using the Keyboard and Mouse



Give Commands with the Keyboard

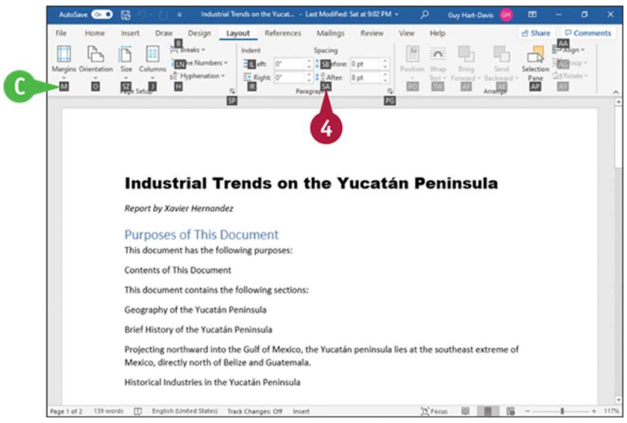
1. If appropriate for the command you intend to use, place the insertion point in the right word or paragraph.
2. Press Alt on the keyboard.

A. Shortcut letters appear on the Ribbon.

B. Shortcut numbers appear on the Quick Access Toolbar.

3. Type a letter to select a tab on the Ribbon.

   This example uses P, which activates the Layout tab.

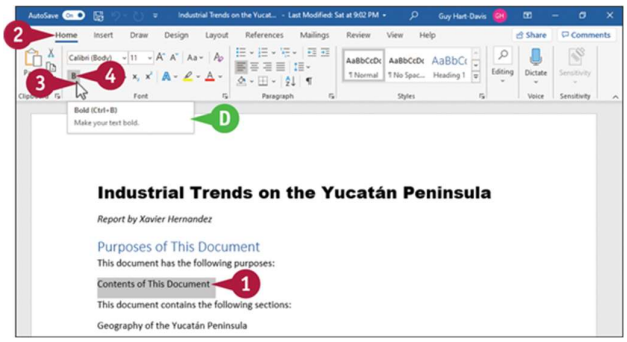


The appropriate tab appears. In this example, the Layout tab appears.

C Letters for each command on that tab appear.

4 Type the letter or letters to select the command you want to run.
For example, type **SA** to select the Space After box in the Paragraph group.
If appropriate, Word displays options for the command you selected.

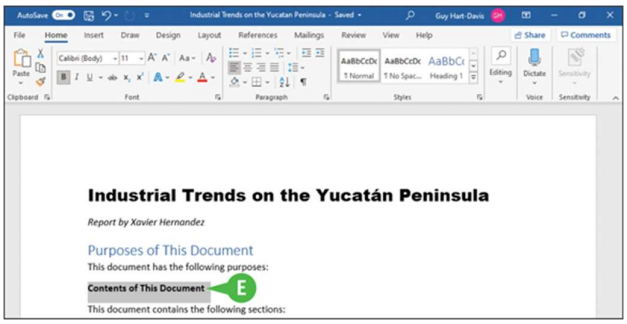
5 Type a letter or use the arrow keys on the keyboard to select an option.
Word performs the command you selected, applying the option you chose.



Give Commands with the Mouse

1 Click in or select the text or paragraph you want to modify.
2 Click the tab containing the command you want to use.
3 Move the pointer over the command you want to use.
D Word displays a ScreenTip describing the function of the button at which the pointer ( ) is pointing.

4 Click the command. For example, click **Bold** (B).



E Word performs the command you selected. In this example, Word applies boldface to the selected text.

Note: If you selected text, click anywhere outside the text to continue working.

TIPS

Can I toggle between the document and the Ribbon using the keyboard?

Yes. Each time you press F6, Word changes the focus of the program, switching among the document, the status bar, and the Ribbon, in that order. When the focus is on the status bar or the Ribbon, you can press Tab to move the focus to the next control, or press Shift + Tab to move the focus to the previous control.

What do the small down arrows below or beside buttons mean?

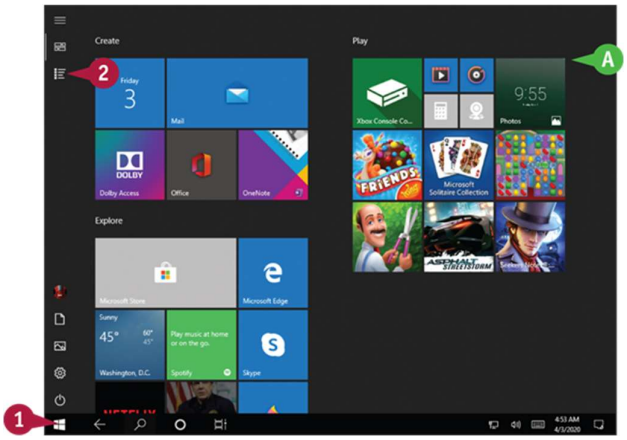
The small arrow (⌄) on a button means several choices are available. Click the button directly to apply a default choice. Click ⌄ to view additional options. As you move the pointer (↖) over the two parts of the button, Word highlights one or the other to alert you that you have more choices.

Using Word on Tablets and Phones

You can use Word and the main Office apps on many tablets and phones as well as on PCs. Windows 10 tablets can run the full versions of the apps, and you can switch to Touch mode to make the interface easier to use with your fingers.

Microsoft also provides versions of Office for the iPad as well as the iPhone and iPod touch, and for Android phones and tablets. These versions of the apps look substantially different but provide most key features, including OneDrive connectivity, enabling you to continue your work no matter where you are.

Using Word on Tablets and Phones



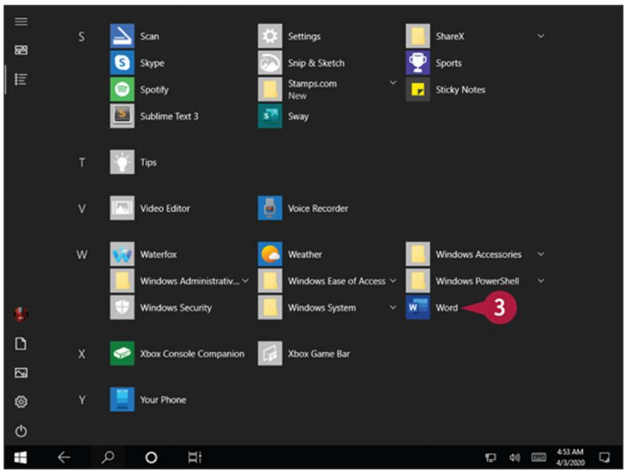
Start a Program

1 Tap **Start** (⊞).

A The Windows 10 Start menu for Tablet Mode appears.

Note: If Word (W) appears at the top of the Start menu, tap it.

2 Tap **All apps**.

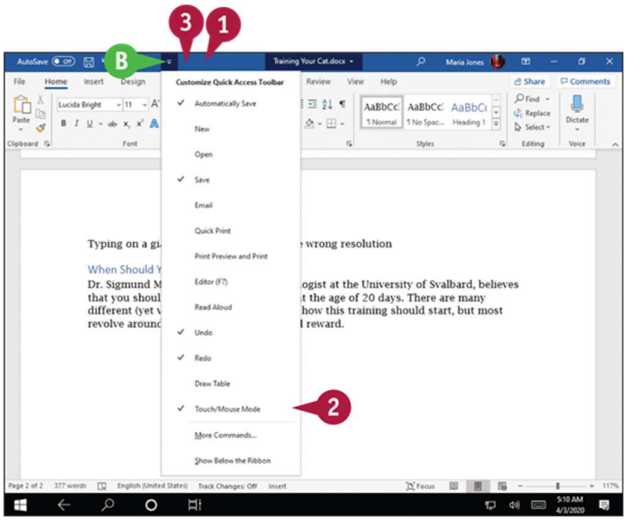


The All Apps screen appears.

3 Tap **Word** (W).
Word opens.

4 Tap the document you want to open.

The document opens.



Using Touch/Mouse Mode

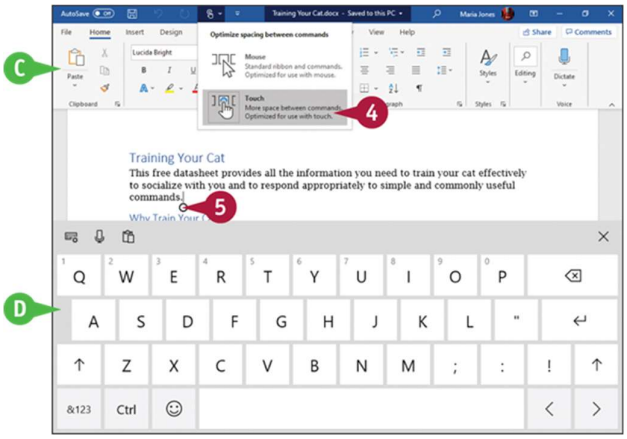
1. Tap **Customize Quick Access Toolbar** (▾).

2. Tap **Touch/Mouse Mode**.

B Word adds the Touch/Mouse Mode button to the Quick Access Toolbar.

Note: By default, each Office program displays the screen in Mouse mode.

3. Tap **Touch/Mouse Mode** (▾).



The Touch/Mouse pop-up panel appears.

4. Tap **Touch**.

C Word enlarges the Ribbon, adding space between the controls and collapsing some groups into buttons, as needed to fit the screen.

5 Tap to position the insertion point.

D The on-screen keyboard appears.

You can then type on the on-screen keyboard.

TIP

Where can I get Word for iOS, iPadOS, and Android devices?

You can get Word for iOS or iPadOS from the App Store. On your iPhone, iPod touch, or iPad, tap **App Store** on the Home screen, and then search for *Microsoft Word*. Similarly, you can get Word for Android on the Play Store. On your Android device, tap **Play Store** on the Home screen or the Apps screen, and then search for *Microsoft Word*.

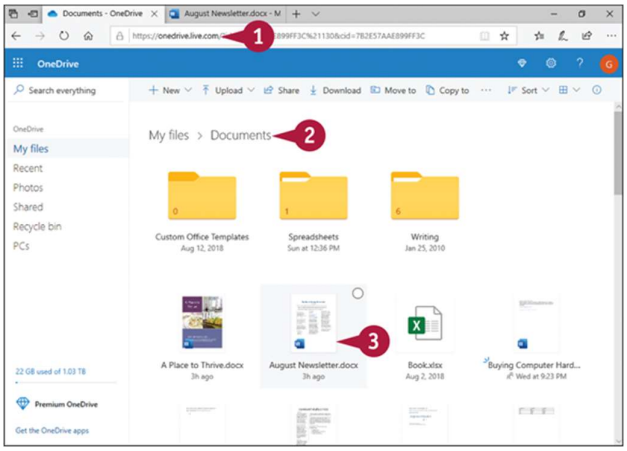
You can use the basic features of these apps for free. But to use the apps' full capabilities, you must pay for a subscription.

Using Word in OneDrive and Microsoft Teams

From OneDrive, you can use the Word online app to open and edit Word documents with the same basic editing tools you use in Microsoft Word. Similarly, after signing in to Microsoft Teams, you can open a Word document for editing directly in Teams.

Both OneDrive and Teams provide a streamlined version of Word with fewer tools and commands than the full desktop version.

Using Word in OneDrive and Microsoft Teams

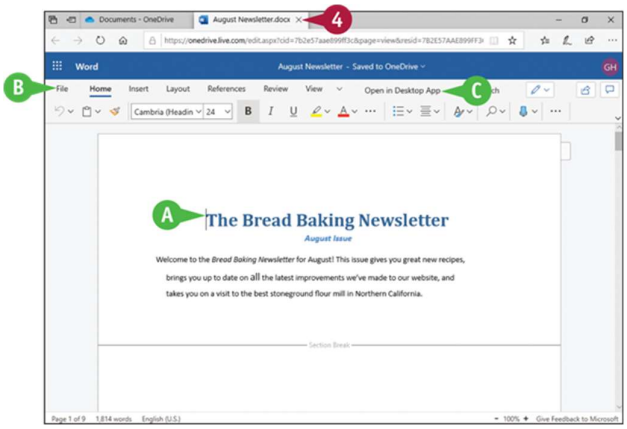


Using Word Online from OneDrive

1 Sign in to OneDrive at onedrive.live.com.

2. Open the folder containing the document you want to open.

3. Click the document you want to open.



The document appears in the Word online app in another tab in the browser.

A. The insertion point appears, and you can edit as normal.

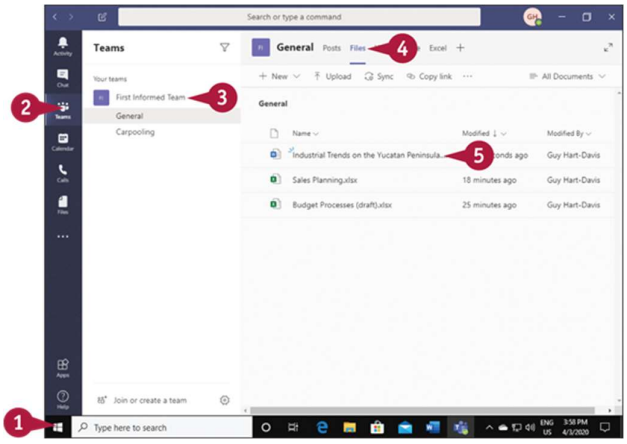
B. The Ribbon contains fewer tabs than in the desktop version.

C. You can click **Open in Desktop App** to open the document in Word, assuming Word is installed on the computer.

Note: The Word Online app automatically saves changes, so you do not need to save them explicitly.

4. When you finish working in the document, click **Close** (×).

The document closes.



Using Word in Microsoft Teams

1. Open Teams as usual. For example, click **Start** (⊞), and then click **Microsoft Teams** (👥).

Microsoft Teams opens.

2. Click **Teams** (▦) in the navigation bar.

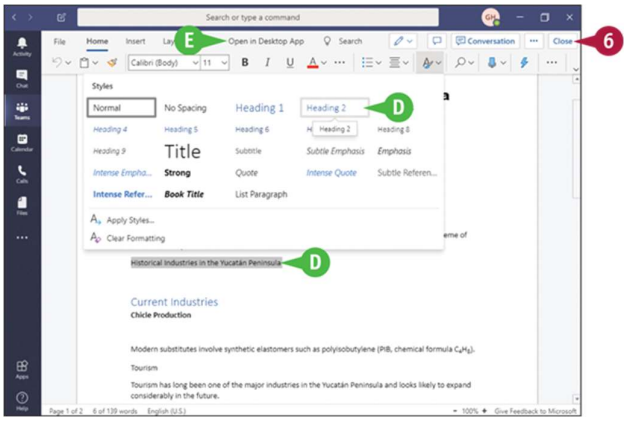
   The Teams list appears.

3. Click the appropriate team.

4. Click **Files**.

   The Files pane appears.

5. Click the file you want to open.



   The file opens, and you can work with it.

D For example, you can select a paragraph, and then apply a style to it.

Note: The Office Online apps inside Microsoft Teams automatically save changes, so you do not need to save them explicitly.

E You can click **Open in Desktop App** to open the document in Word, assuming Word is installed on the computer.

6. When you finish working with the file, click **Close**.

   The document closes.

TIPS

What does the Conversation button in Microsoft Teams do?

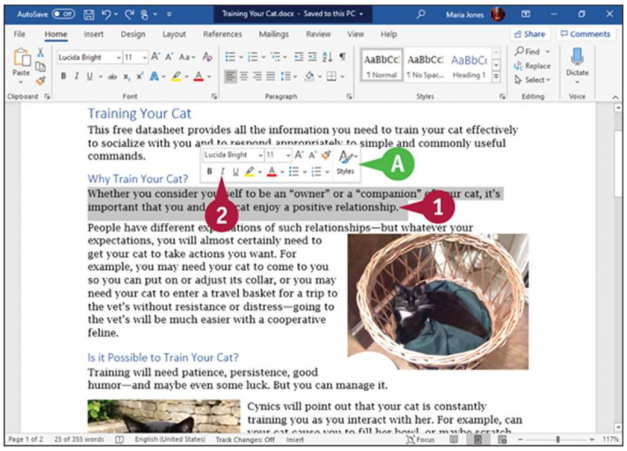
Click **Conversation** to open the Conversation pane so that you can hold a conversation with fellow team members. For example, you can discuss the changes needed to a document as you work on it.

Work with the Mini Toolbar and Context Menus

Most of the formatting commands appear on the Home tab in Word, but you have alternatives to format text. Without switching to the Home tab, you can format text using the Mini Toolbar, which contains a combination of commands available primarily in the Font and Paragraph groups on the Home tab.

You also can use the context menu to format text without switching to the Home tab or the Review tab. The context menu contains the Mini Toolbar and a combination of commands available primarily in the Font group and the Paragraph group on the Home tab and on the Review tab.

Work with the Mini Toolbar and Context Menus



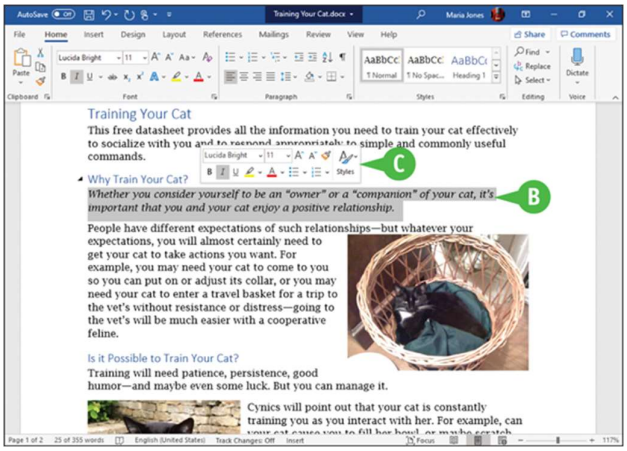
Work with the Mini Toolbar

1 Select text.

A The Mini Toolbar appears.

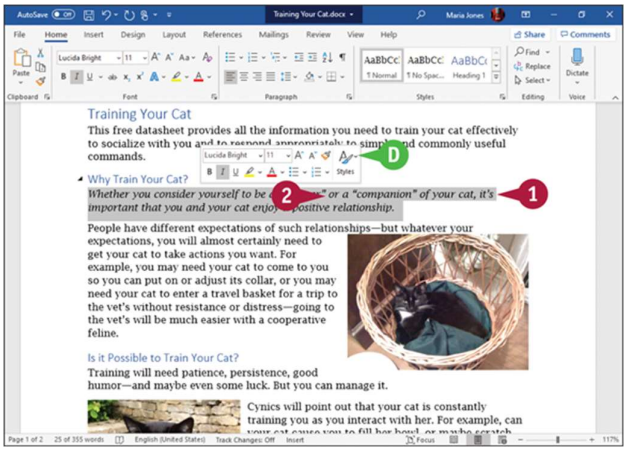
Note: If you slowly move the pointer (↖) away from the selected text, the Mini Toolbar becomes transparent and then disappears.

2 Click any command or button to perform the actions associated with the command or button.



B Word performs the action on the selected text.

C The Mini Toolbar remains visible so that you can use it again if you want.

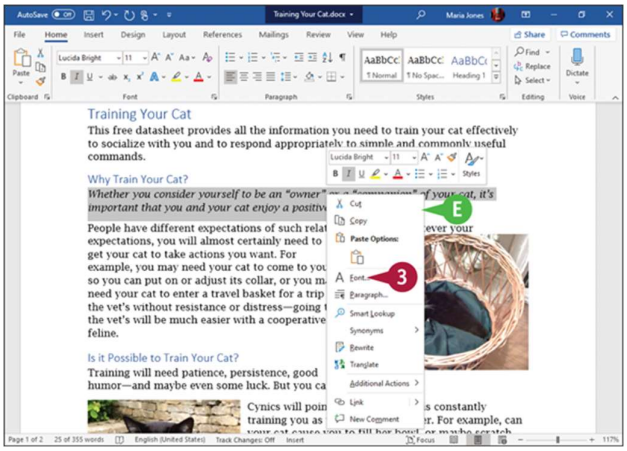


Work with Context Menus

1 Select text.

D The Mini Toolbar appears.

2 Right-click the selected text.



E The context menu opens.

Note: You can right-click anywhere in the document area, not just on selected text, to display the Mini Toolbar and the context menu.

3 Click a command or button to perform the associated action.

TIP

How do I turn off the Mini Toolbar?

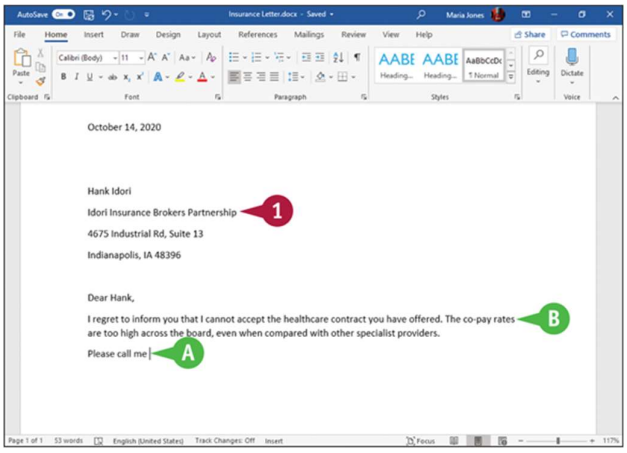
Click **File** and then click **Options** to open the Word Options dialog box. Click **General** in the left pane to display the General category. Go to the User Interface Options section, and then click **Show Mini Toolbar on selection** (☐ changes to ☑). Click **OK**. The Word Options dialog box closes.

Enter Text in a Document

Word makes text entry as easy as possible. By default, Word uses Insert mode, in which any text to the right of the insertion point moves along to accommodate the new text. When the text reaches the end of the line, Word automatically wraps it to a new line, so you need to press Enter only when you want to start a new paragraph.

When you want to use white space to align or position text, press Tab rather than Spacebar. See Chapter 6, "Formatting Paragraphs," for details on settings tabs.

Enter Text in a Document



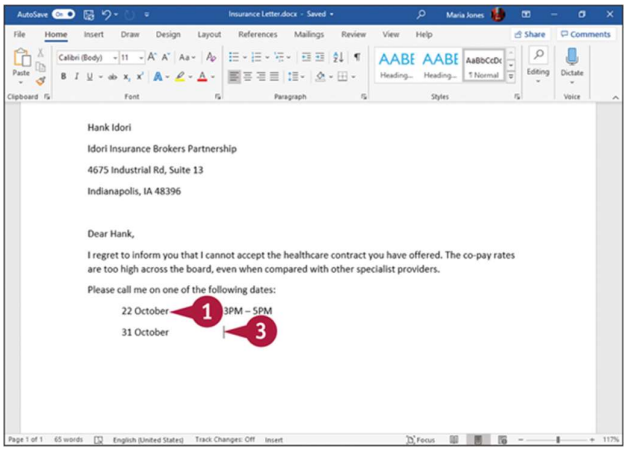
Type Text

1 Type the text that you want to appear in your document.

A The text appears to the left of the insertion point as you type.

B As the insertion point reaches the end of the line, Word automatically starts a new one.

Press Enter only to start a new paragraph.



Separate Information Using Tabs

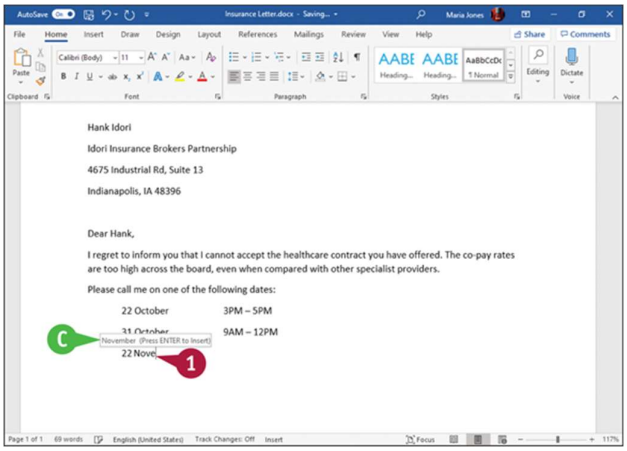
1 Type a word or phrase.

2 Press Tab.

To align text properly, you can press Tab to include white space between words.

Some white space appears between the last letter you typed and the insertion point.

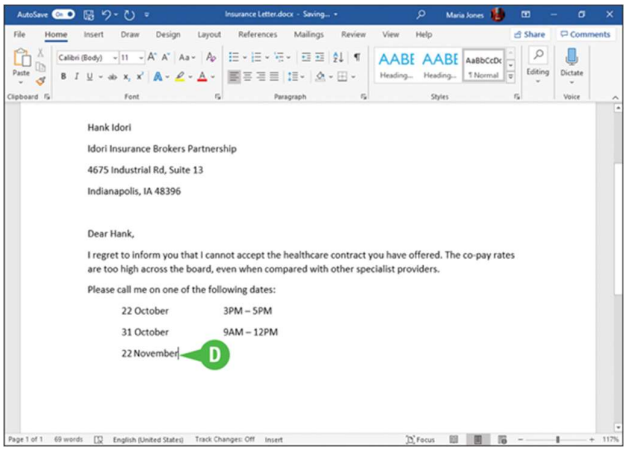
3 Type another word or phrase.



Enter Text Automatically

1 Begin typing a common word, phrase, or date.

C The AutoComplete feature suggests common words and phrases based on what you type.



D You can press Enter to let Word finish typing the word, phrase, or month for you. You can keep typing to ignore Word's suggestion.

TIP

Why should I use Tab rather than Spacebar to include white space between words?

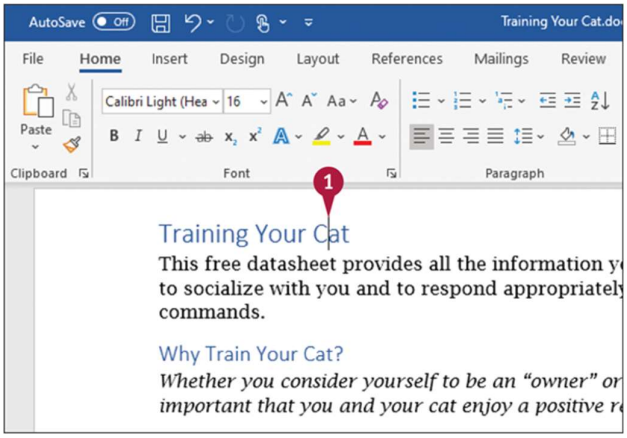
Typically, you include white space between words or phrases to align text in a columnar fashion. Most fonts are proportional, and each character takes up a different amount of space on a line, so using spaces does not usually align words exactly. Tabs, however, are

set at specific locations on a line, so when you press Tab, the text will be aligned precisely with the next tab stop. For details on tab settings, see Chapter 6.

Move the Insertion Point Around a Document

You can move the insertion point around a document quickly by using either the keyboard or the mouse. Clicking with the mouse to place the insertion point works well when the new location is already on the screen, but using keyboard shortcuts is usually quicker for moving the insertion point longer distances. For example, pressing Ctrl + End is normally a faster way of moving the insertion point to the end of a long document than scrolling and then clicking.

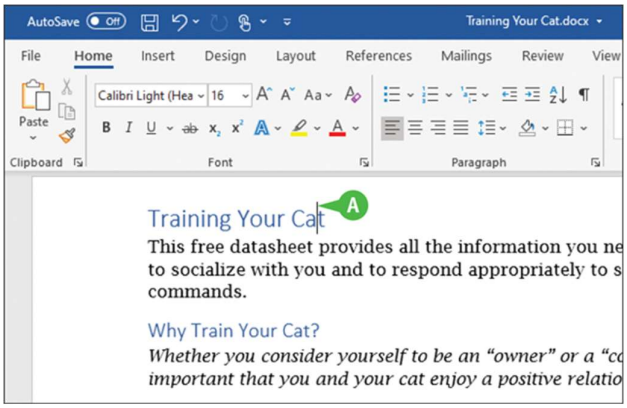
Move the Insertion Point Around a Document



Move the Insertion Point by One Character

1. Note the location of the insertion point.

2. Press →.



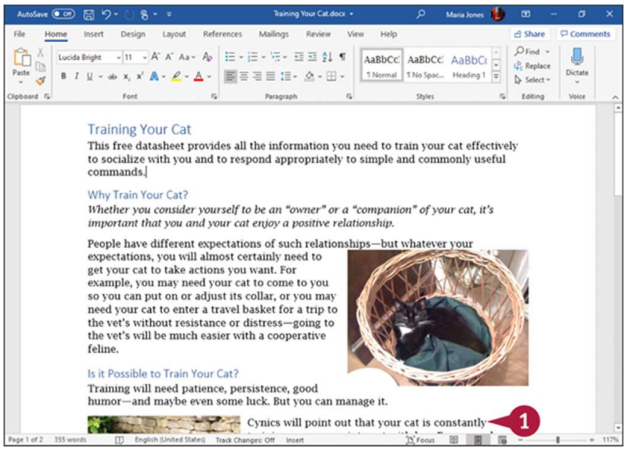
A Word moves the insertion point one character to the right.

You can press →, ↑, or ↓ to move the insertion point one character left, up, or down.

Pressing and holding any arrow key moves the insertion point repeatedly in the direction of the arrow key.

You can press Ctrl + → or Ctrl + ← to move the insertion point one word at a time to the right or left.

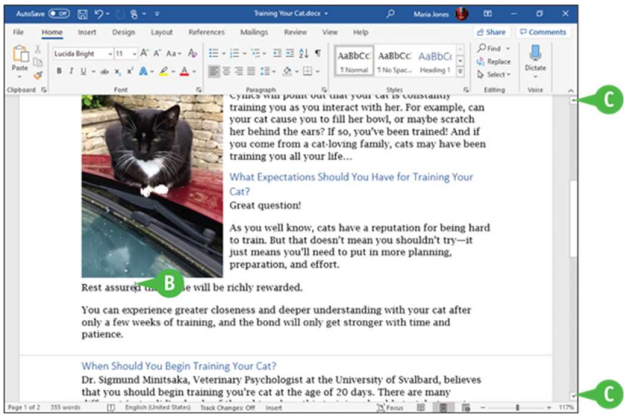
Note: When the insertion point is inside a word, pressing Ctrl + ← moves the insertion point to the beginning of that word.



Move the Insertion Point by One Screen

1 Note the last visible line on-screen.

2 Press Page Down.



B Word moves the insertion point down one screen.

3 You can press PgDn to move the insertion point up one screen.

C You can click ▲ to scroll up or ▼ to scroll down one line at a time in a document.

TIP

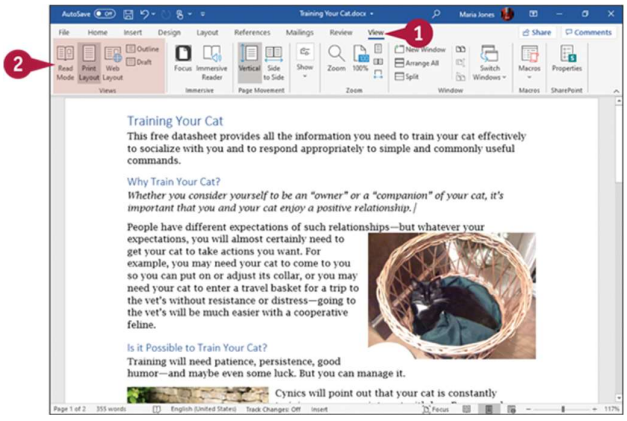
How do I quickly move the insertion point to the beginning or the end of a document or to a specific page?

Press Ctrl + Home or Ctrl + End to move the insertion point to the beginning or to the end of a document. To land on a specific page, press F5 to display the Go To dialog box, type the number of the page, and press Enter. Press Shift + F5 to move the insertion point to the last place you changed in your document. To move the insertion point to a specific location, use a bookmark; see the section "Mark and Find Your Place with Bookmarks" in Chapter 3, "Entering Text in Documents," for details.

Switch Document Views

Word provides five main views for viewing your document: Print Layout view, Web Layout view, Outline view, Draft view, and Read Mode view. The next section, "Understanding Document Views," explains the differences between the views, whereas this section shows you how to switch among the views by using the buttons on the status bar and on the View tab of the Ribbon.

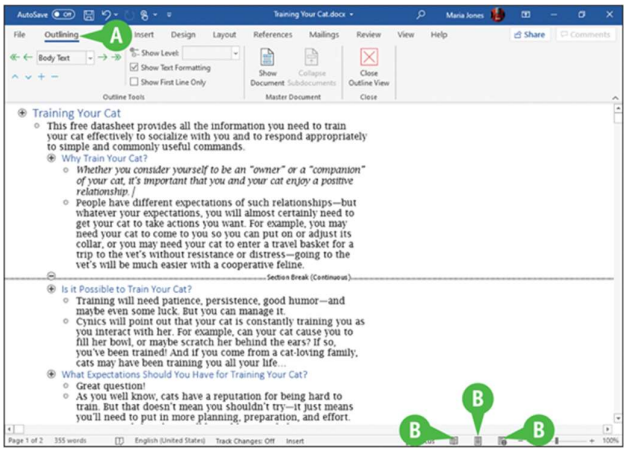
Switch Document Views



1 Click **View**.

The View tab appears.

2 Click one of the buttons in the Views group on the Ribbon: **Read Mode**, **Print Layout**, **Web Layout**, **Outline**, or **Draft**.



Word switches your document to the view you selected.

Note: In this example, the document switches from Print Layout view to Outline view, showing two outline levels.

A In Outline view, the Outlining tab appears on the Ribbon.

B Buttons for three of the views also appear at the right edge of the status bar; move the pointer (↖) over each button to see its function, and click a button to switch views:

- —Read Mode
- —Print Layout
- —Web Layout

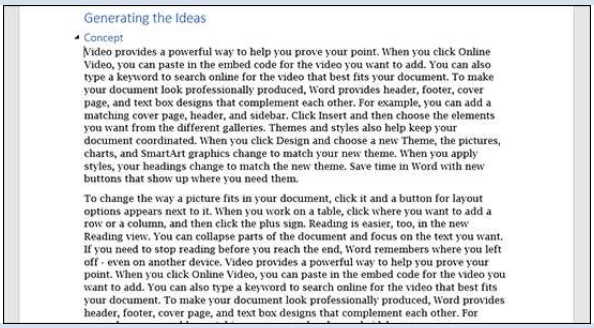
Understanding Document Views

You can control the way that you view your document by choosing from five different views: Read Mode, Print Layout, Web Layout, Outline, and Draft.

Read Mode View

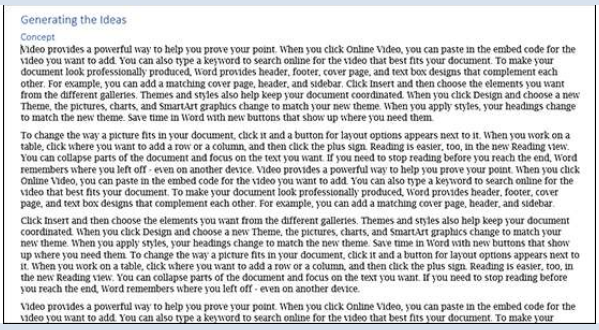
Read Mode view, which supports tablet motions, optimizes your document for easier reading and helps minimize eyestrain when you read a document on-screen. This view removes most toolbars. To return to another view, press Esc; alternatively, click **View**, and then click **Edit Document**.

Print Layout View



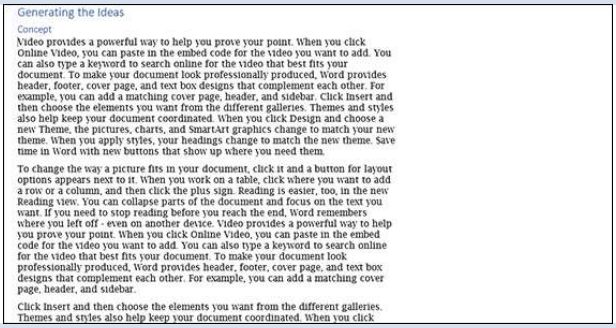
Print Layout view presents a "what you see is what you get" view of your document. In Print Layout view, you see elements of your document that affect the printed page, such as margins, headers, and footers.

Web Layout View



Web Layout view is useful when you are designing a web page because it displays a web page preview of your document.

Draft View


Generating the Ideas

Concept

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click

Draft view is designed for writing and editing text; it displays text formatting, but it does not display your document the way it will print. Instead, you can view elements such as the Style Area—which shows the formatting style for each paragraph—on the left side of the screen, but you cannot view certain document elements such as graphics or the document's margins, headers, and footers.

Outline View

Outline view helps you develop and edit the organization of a document. Word indents text styled as headings based on the heading number; you can move or copy entire sections of a document by moving or copying the heading. You also can display the Style Area to show the style names.

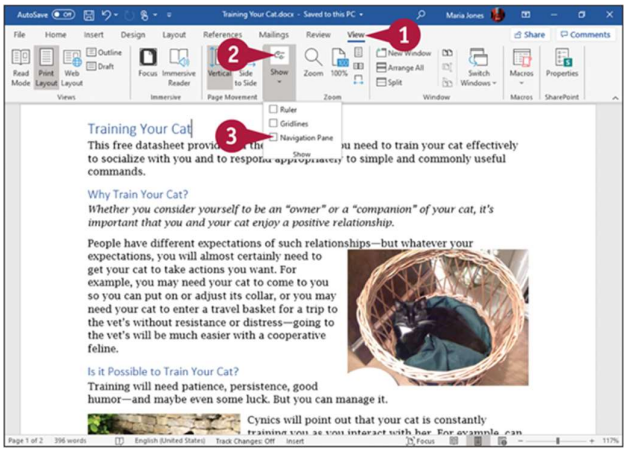
Work with the Navigation Pane

Word's Navigation pane helps you navigate through long documents. The Navigation pane appears on the left side of the Word window and contains three tabs: the Headings tab, the Pages tab, and the Results tab.

The Headings tab displays the document's headings in a collapsible view that works like a smaller version of Outline view. You can expand and collapse headings, as needed. The Pages tab displays page thumbnails that enable you to navigate quickly by eye. The

Results tab enables you to navigate among search results and among objects, such as graphics, tables, or comments.

Work with the Navigation Pane



Navigate Using Headings

Note: To navigate using headings, your document must contain text styled with Heading styles. See Chapter 6 for details on styles.

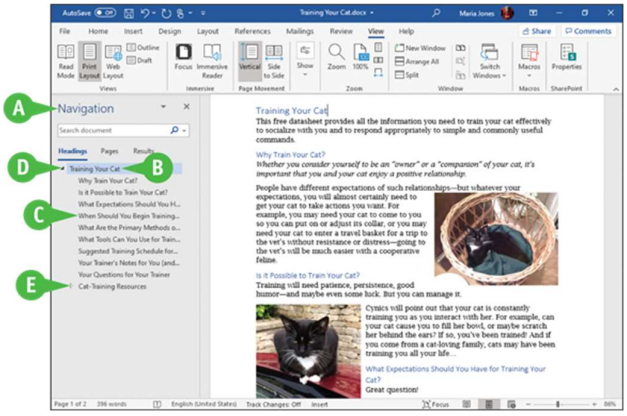
1. Click **View**.

   The View tab appears.

2. Click **Show**.

   The Show pop-up panel appears.

3. Click **Navigation Pane** (☐ changes to ☑).



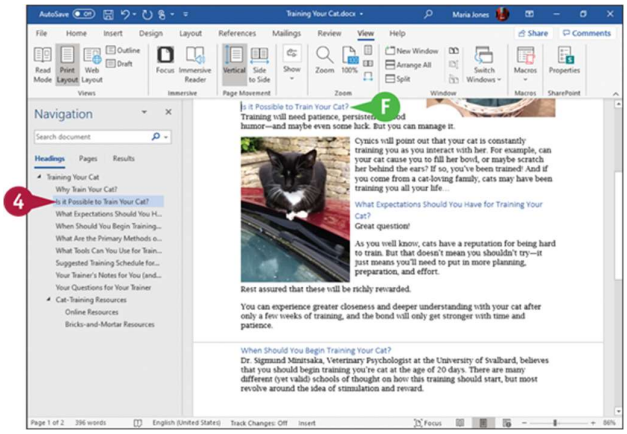
A The Navigation pane appears.

B Heading 1 styles appear at the left edge of the Navigation pane.

C Word indents Heading 2 styles slightly and each subsequent heading style a bit more.

D The Collapse icon (◢) represents a heading displaying subheadings; you can click it to hide the subheadings.

E The Expand icon (▷) represents a heading hiding subheadings; you can click it to display the subheadings.



4 Click to select any heading you want to display.

F Word moves the insertion point to that heading in your document.

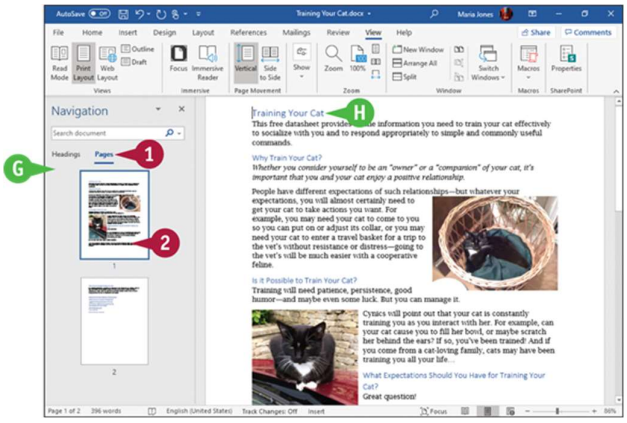
Navigate by Page

1 Click **Pages**.

G Word displays each page in your document as a thumbnail.

2 Click a thumbnail.

H Word selects that page in the Navigation pane and moves the insertion point to the top of that page. Word surrounds the current page's thumbnail with a heavy blue border.



TIP

How do I control what headings appear?

On the Headings tab in the Navigation pane, right-click any visible heading to display the context menu. Click or highlight **Show Heading Levels** to display the Show Heading Levels submenu, and then click the lowest heading level you want to display. For example, click **Show Heading 3** to show Heading 1, Heading 2, and Heading 3 levels.

Using Focus Mode

When you need to concentrate on the contents of a document rather than its formatting or layout, you can switch on Focus mode from the Ribbon or from the status bar. Focus mode hides the title bar and window frame, the Ribbon, the status bar, and the scroll bars, leaving the document's contents displayed full screen.

When you need to use the Ribbon, you can display it temporarily by moving the mouse pointer up to the top of the screen. You can then issue a command as usual. Once you have done so, the Ribbon hides itself again.

Using Focus Mode

1. Click **View.**

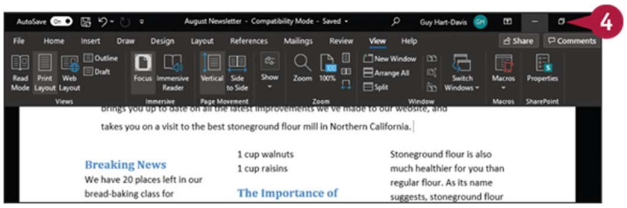
   The View tab appears.

2. Click **Focus.**

Note: If Focus Mode (🕮) appears on the status bar, you can click it to switch to Focus mode. To add this button, right-click the status bar, and then click **Focus** on the Customize Status Bar menu that opens.

Word displays the document in Focus mode, hiding almost all the controls.

3 When you need to use the Ribbon, move the pointer to the top of the screen.



The Ribbon reappears.

You can issue a command as usual.

4 When you want to stop using Focus mode, click **Restore Down** (▣).

Note: You can also click **Focus Mode** (▣) on the status bar to stop using Focus mode. Alternatively, press Esc.

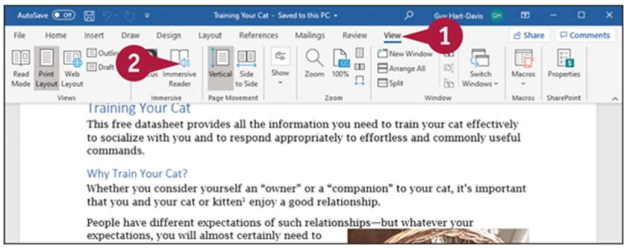
Word switches back to the view you were using before.

Using Immersive Reader

When you need an even more focused reading experience than Focus mode provides, you can use Word's Immersive Reader feature. Immersive Reader provides a set of tools to help you focus on the document's text.

Immersive Reader enables you to narrow the focus to one line, three lines, or five lines. You can change the length of those lines by adjusting the column width setting, from Very Narrow through Narrow and Moderate to Wide. You can have Word add spacing between the characters, display syllable breaks, and even read the text aloud.

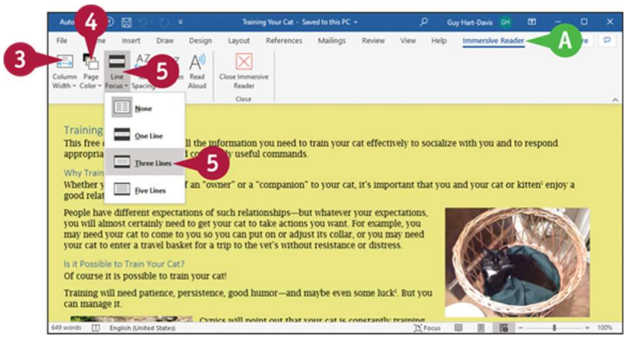
Using Immersive Reader



1 Click **View**.

The View tab appears.

2 Click **Immersive Reader**.



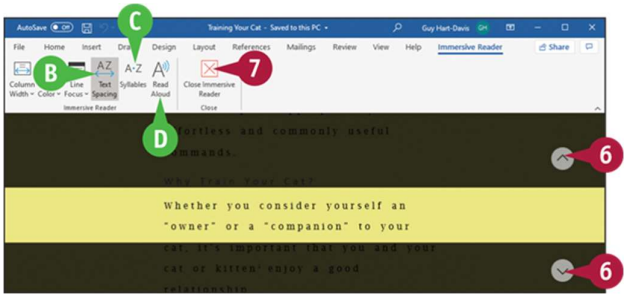
Word switches the document to Immersive Reader view.

A The Immersive Reader tab appears on the Ribbon.

3 Click **Column Width**, and then click **Very Narrow**, **Narrow**, **Moderate**, or **Wide**.

4 Click **Page Color**, and then click the page color you want.

5 Click **Line Focus**, and then click **None**, **One Line**, **Three Lines**, or **Five Lines**, as needed.



Immersive Reader applies the settings you chose.

B You can click **Text Spacing** to add spacing between letters and between lines.

C You can click **Syllables** to display syllable breaks.

D You can click **Read Aloud** to have Word read the text aloud.

6 Click **Up** (^) to scroll up, or click **Down** (v) to scroll down.

7 When you finish using Immersive Reader, click **Close Immersive Reader**. Word switches the document back to the view you were using before.