Lesson 14 Navigating the Document Using Find and Go To

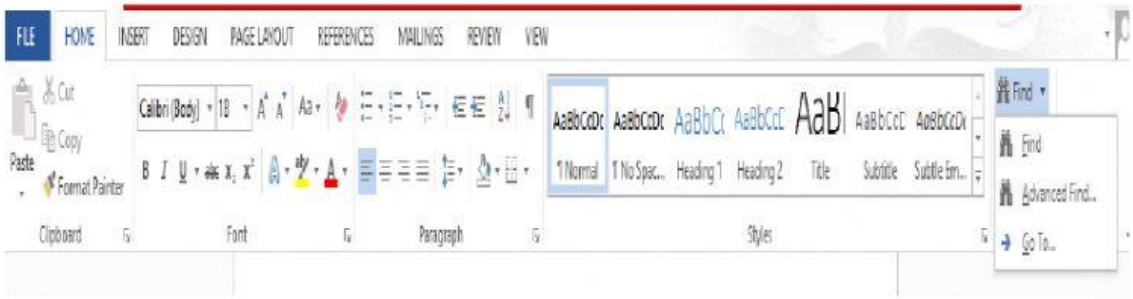
Navigating the Document

By using the *Find* and *Go To* features, you can search for key words in your document, or move to a specific page, section, comment, etc. If the heading styles have been added to your document, you can also use the *Navigation Pane* to move to sections of your document.

Using Find

The *Find* feature is useful for finding one or all instances of a specific word, as well as replacing the word with another.

1. Click the **Home** tab.
2. 2. Click the **Find** which is on the top far right.
3. The ***Navigation Pane*** will open to the left or centre of the document. In the search document field **type** the word you wish to search for.
4. As you type your word in the search bar, your results will auto populate below. Click on one of the **search results** to jump to that word in your document.



Using Go To

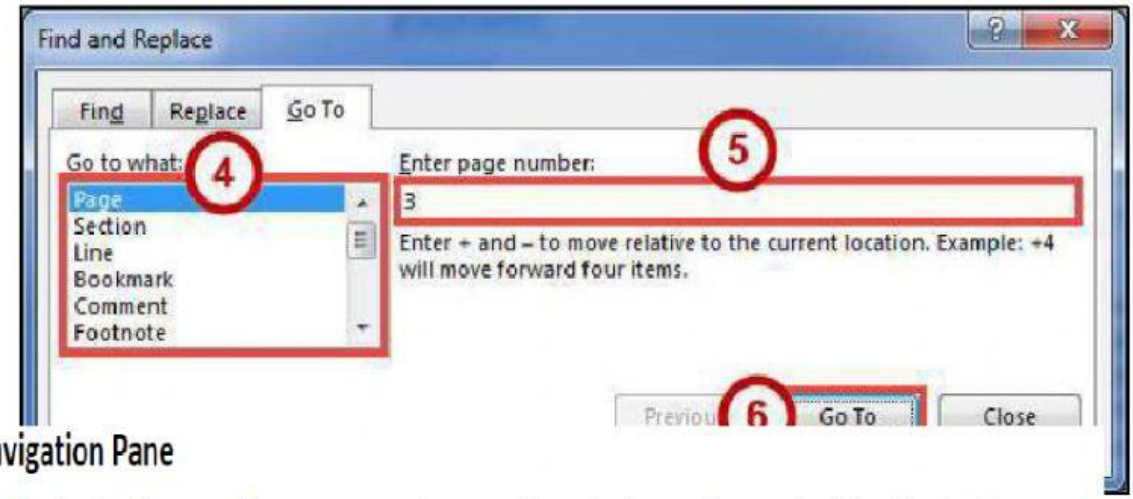
The *Go To* feature is helpful for moving to a specific page, section, comment, etc. within your document.

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1. Click the **Home** tab.
2. Click the **drop-down arrow** next to the Find tool.
3. In the drop-down menu, click the **Go To** tool



4. In the ***Find and Replace dialog box***, make a selection under **Go To** what.
5. Type your **search parameters** in the search ***field***.
6. Click the **Go To** button.

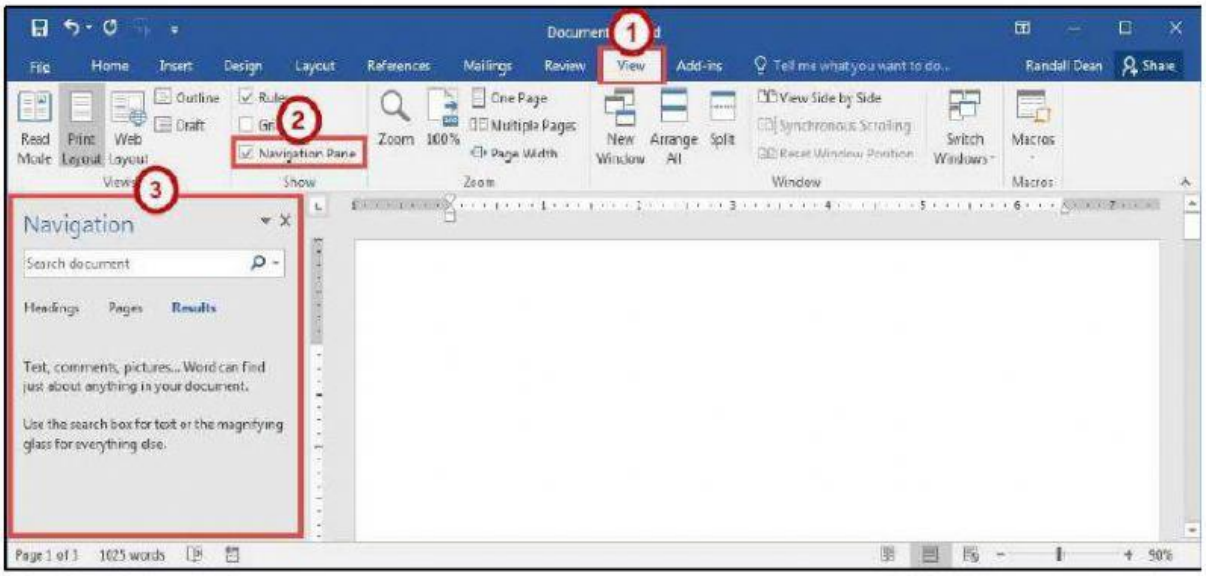


Navigation Pane

The *Navigation Pane* provides an easy way to move throughout your document, without having to scroll. You can navigate quickly to areas of your document that have headings, or move to other pages. You can also use the *Results* tab to find text within your document. The following explains how to enable the *Navigation Pane*:

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1. Click the **View** tab.
2. Click the **checkbox** next to ***Navigation Pane***.
3. The ***Navigation Pane*** will display to the left of your document.



Questions

1. What are the steps to Find and Go To?

2. Why do you use Find ?

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3. What are the steps for Navigation Pane?

4. Why would you use Navigation Pane?

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