

Transcript

Finish off a Long Document in Word: Different views

As your document gets longer, you might find that it gets quite unruly and difficult to manage. The view options can help you control this. One way is to look at the Navigation pane and if you've used your headers and subheadings correctly then you'll be able to jump to particular sections of your text using that menu. Alternatively the Outline view is also very useful. This helps you collapse elements of your text so that you can click on it and click on the subtraction icon and then reduce the amount of text that you see at any one time helping you move very easily between large sections of text.