

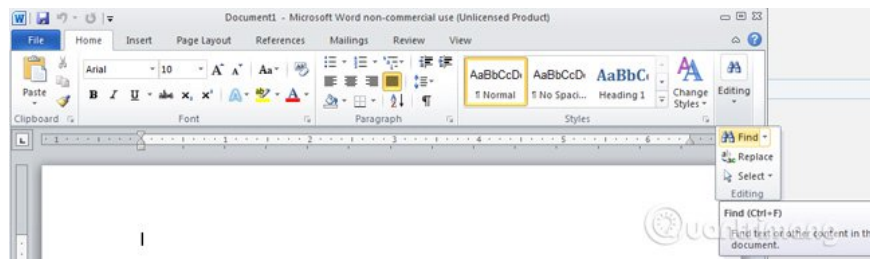
Instructions for using Navigation Pane in Word 2010

In the article below, TipsMake.com will introduce you to the Navigation Pane in Word 2010 - a feature that allows you to jump around your documents. You can search for text, Word objects such as tables and graphics, or jump to specific sections and pages.

Microsoft Office 2010 with many extremely useful practical improvements for users. However, with this massive new feature repository, not everyone can discover it all. Navigation Pane in Word 2010 allows you to "jump" around your document. You can search for text, Word objects such as tables and graphics, or jump to specific sections and pages. The following article will guide you how to use the Navigation Pane to move your documents in many ways.

1. Creating Bookmark to "move" is easier in text

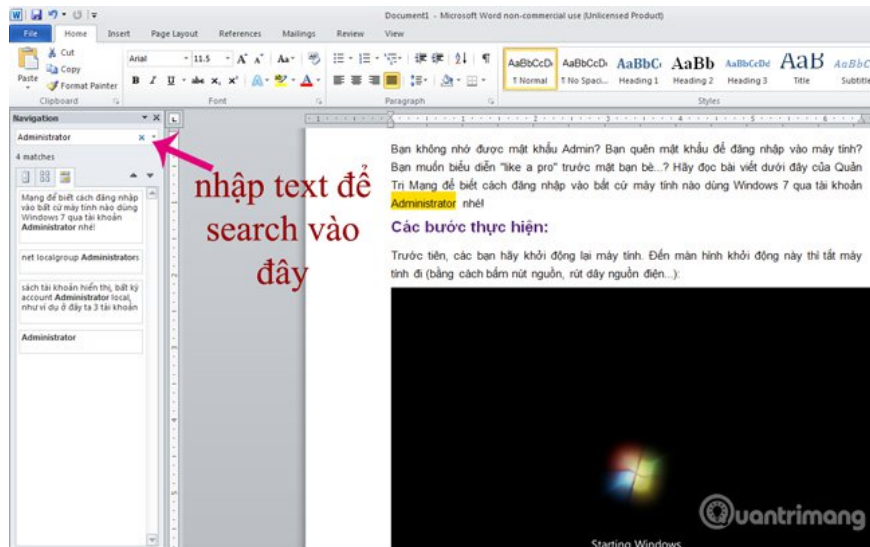
To open the **Navigation Pane** , click the **Find** button in the **Editing** group of the **Home** tab, or press the **Ctrl + F** shortcut :



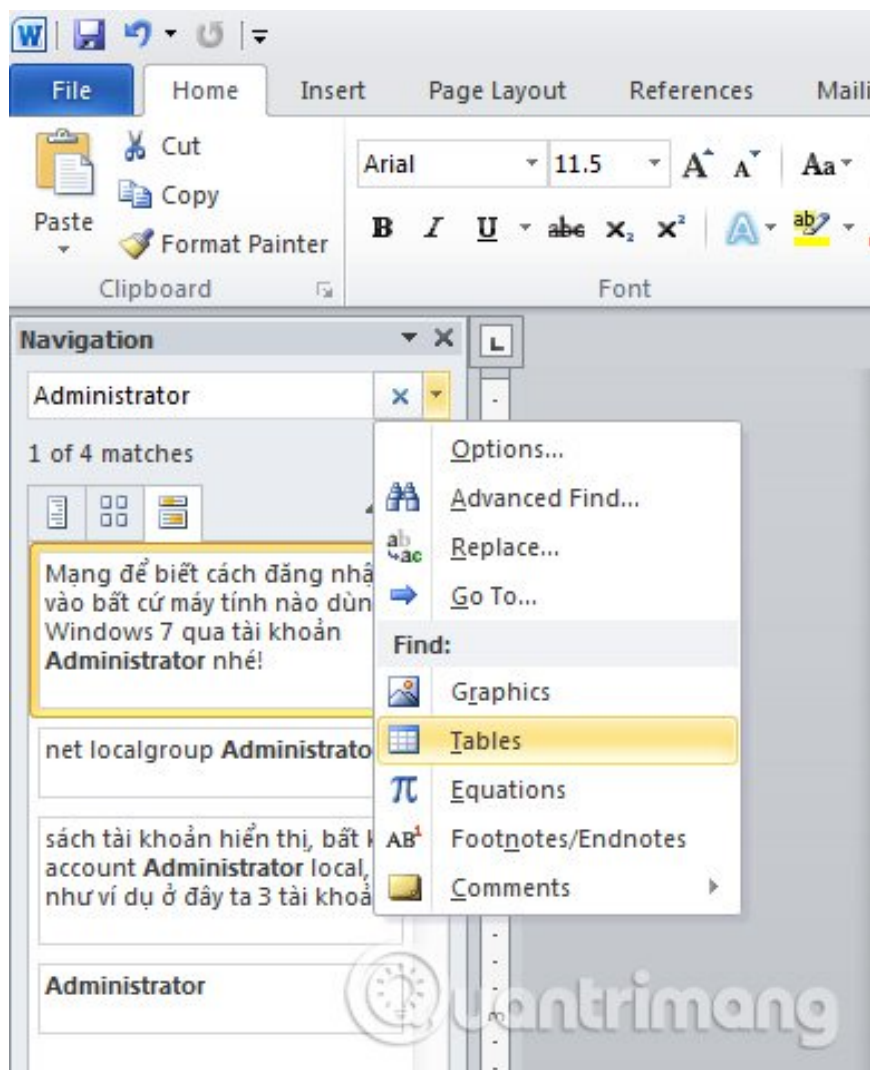
By default, the **Navigation** panel will be opened in the left part of the Word window. In the **Search Document** input box at the top, enter the term you want to find. The results will show up automatically (otherwise press **Enter** or the magnifying glass icon to the right of the search box).

A small thumbnail image is displayed for the text around each word / phrase entered. To jump to this text, just click on the appropriate thumbnail. The words / phrases found will have bold highlights that make it easy to identify them.

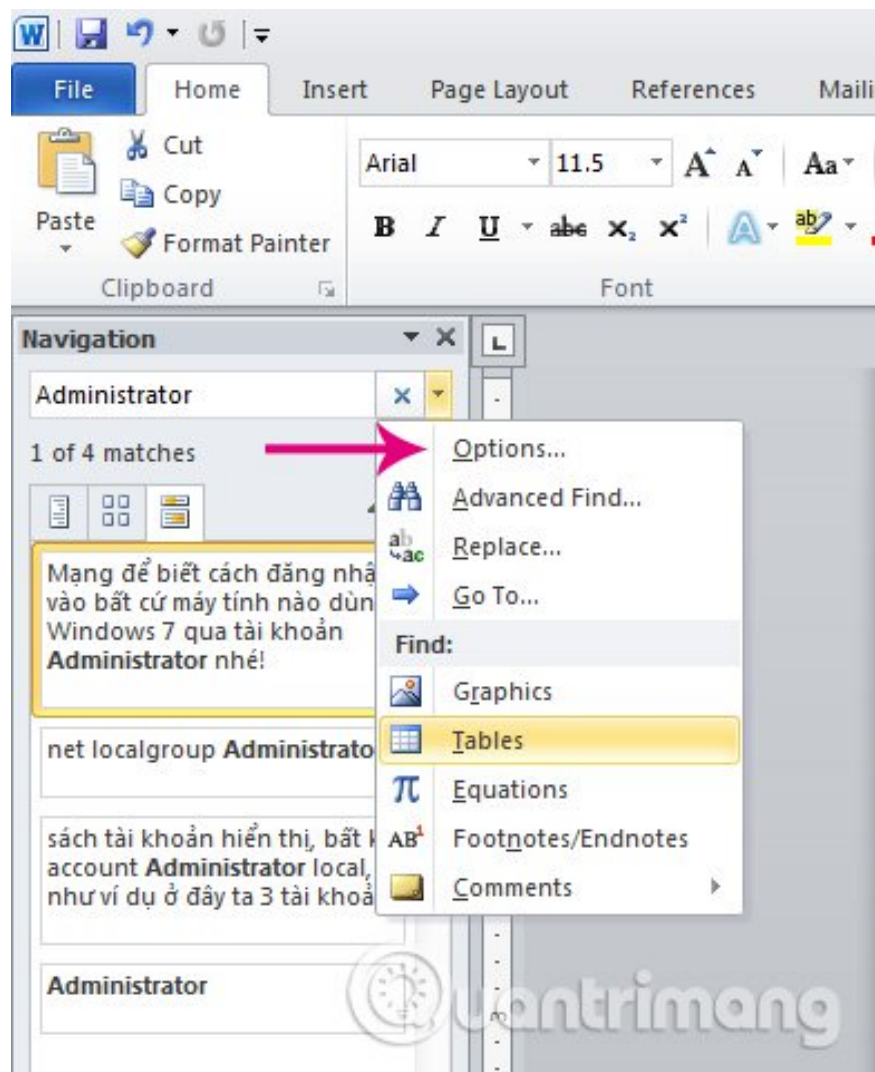
Note : Just move the mouse pointer to each thumbnail and you will see the page number of the text, and if you click on the thumbnail you will jump to the corresponding page.



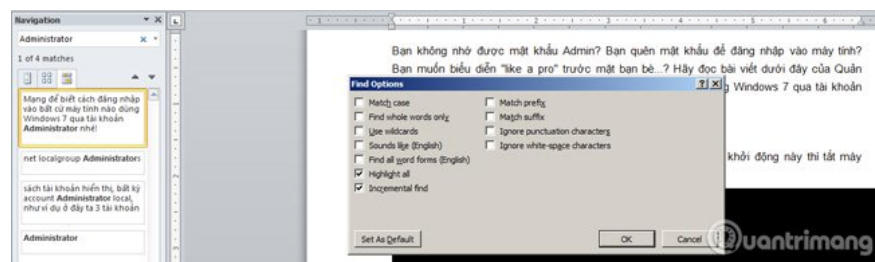
You can also search for objects in Word and elements in your documents: **graphics, tables, equations, annotations (footnotes, endnotes) or comments** . To do this, click the **arrow** button to the right of the search box on **Navigation** , under the **Find** section of the drop-down menu select a type of object you need to find:



Alternatively you can set up a few more options for the Find feature by: clicking the arrow button to the right of the search box, selecting **Options** .



The **Find Options** dialog box will appear, check the options to enable or disable them. If you later want to return to the option as default, click **Set As Default** . Click **OK** for the changes to take effect and close this dialog box.



The above options are intended to limit the relevant results to find the most accurate results according to user needs.

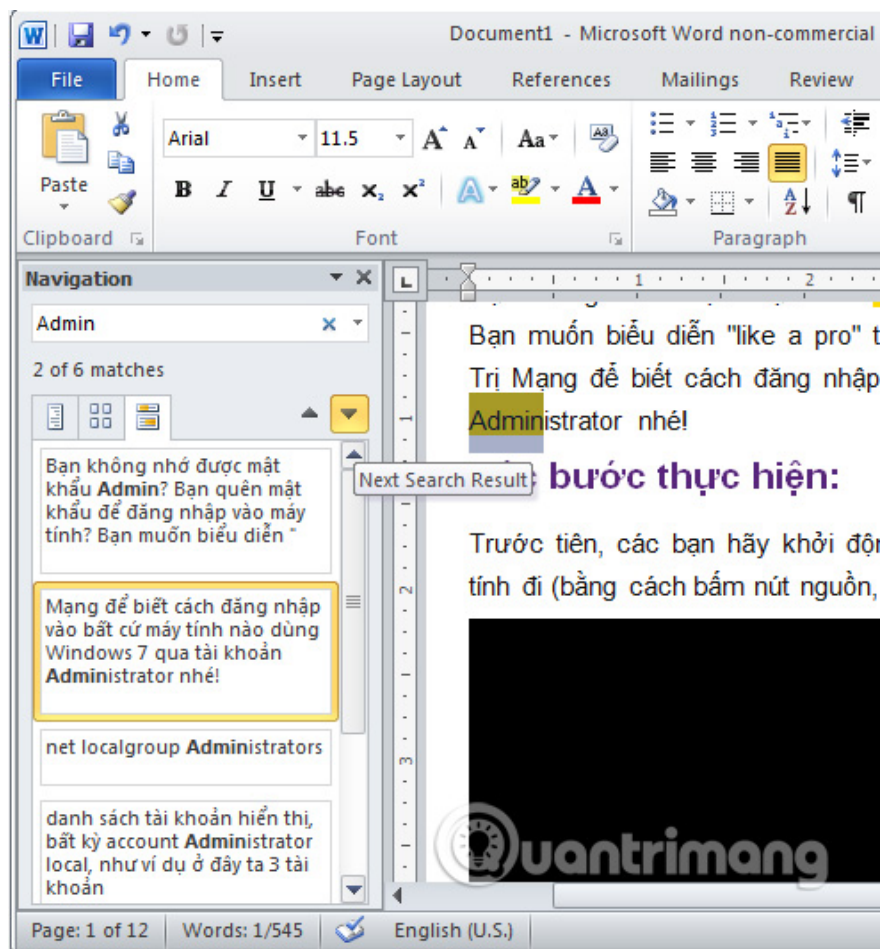
For example, you just want the search results to be case-sensitive, to check **Match case** . Now the search with the **Text Box** is different from the **text box** .

When searching for text, the entire occurrence of the word will be displayed even if it is only part of the keyword you enter. For example with the word " *text* ", the returned result will include the whole **text box** . The **Find whole words only option** will help you produce the correct result with the keyword entered.

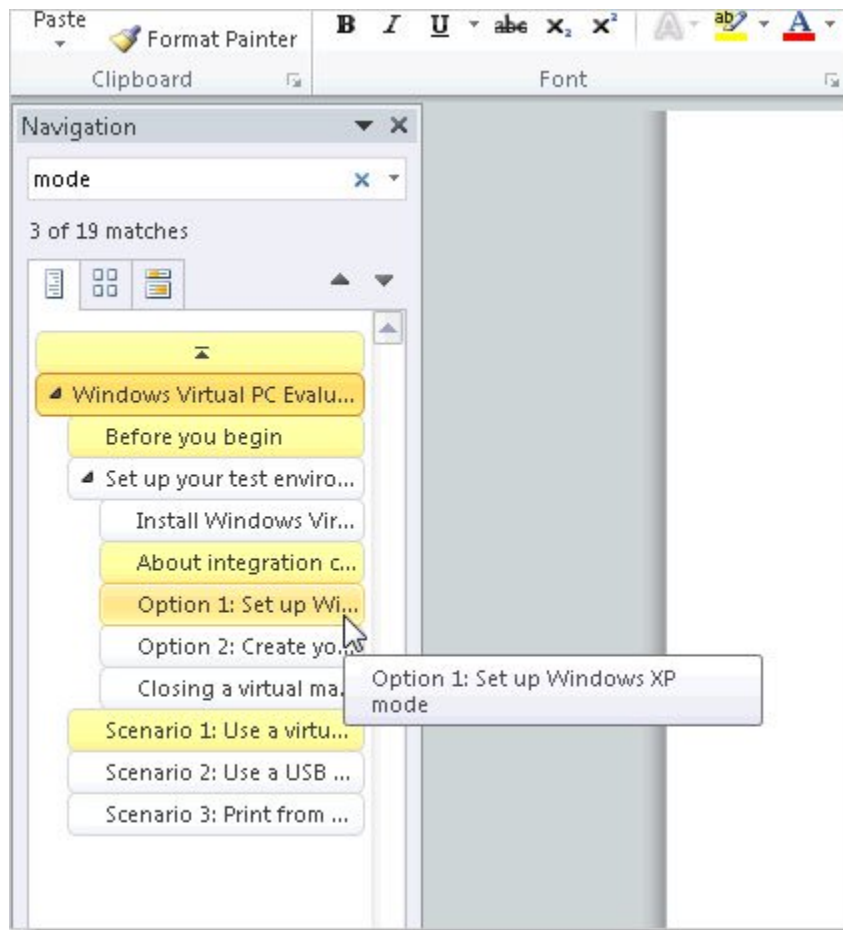
You can also use symbols in your search criteria with the **Use wildcards** option. For example, when entering the word " *s? T* " the results will find words with the first letter " *s* " and the third letter " *t* ", the " ? " As any letter (including about way).

Note : When you click **OK** to close the Find Options dialog box, the keyword and the previous search results will be cleared and the search box will return to the original **Search Document** status.

To easily move the text fragments found for words / key phrases sequentially, simply click the arrow button (**Next Search Result**) in the third row of **Navigation** :



If you used **built-in heading styles** in Word to define sections for your document, you can easily jump to different sections with the first tab (named **Browse the headings in your document**) in the section. show results.



On the second tab to display the search results (**Browse the pages in your document**) will contain the thumbnails of the pages in your document. Click on each thumbnail to jump to the corresponding page.

Navigation

Text Box

1 of 5 matches

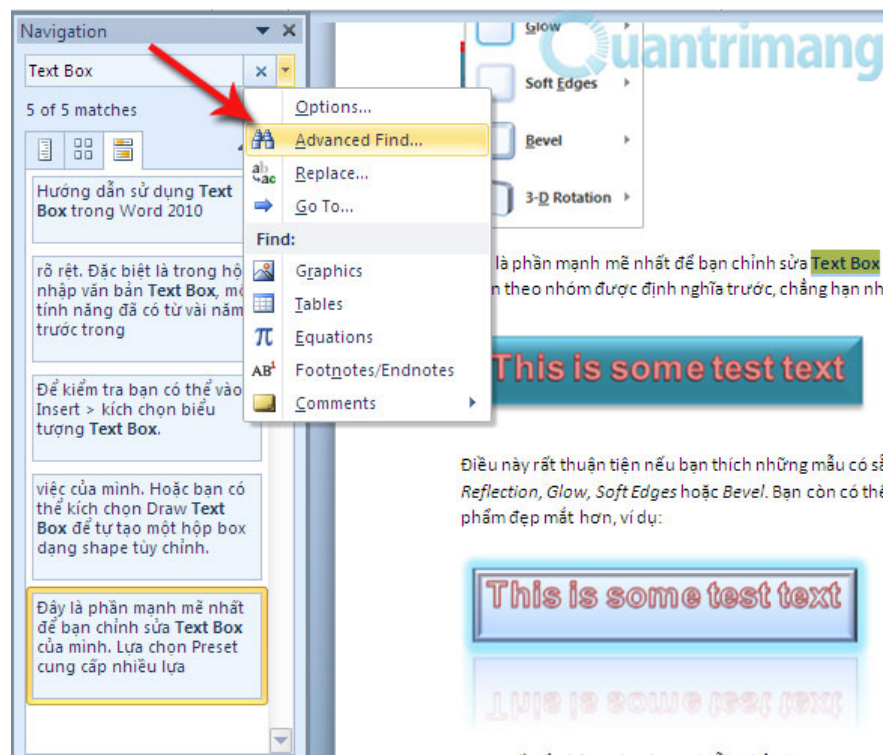


A document preview window showing a page with text and a chart. The page is highlighted with a yellow border and the number '1' is centered below it. A red arrow points from the grid view icon to a yellow highlight on the text of the document. The chart is a bar chart with three bars of varying heights.

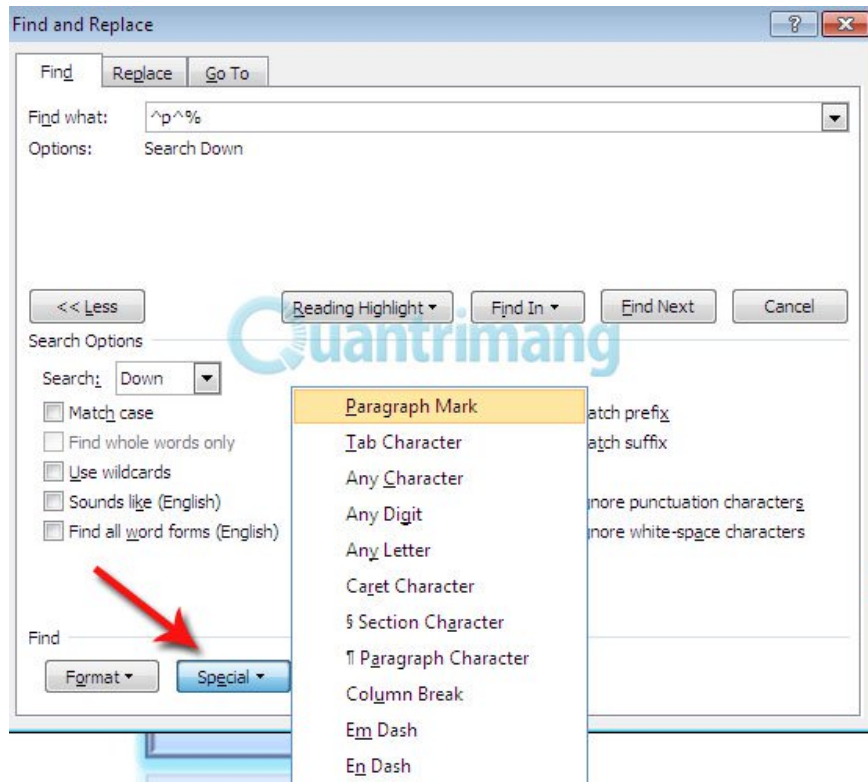
A document preview window showing a page with text and a chart. The page is highlighted with a white border and the number '4' is centered below it. The chart is a bar chart with four bars of varying heights.

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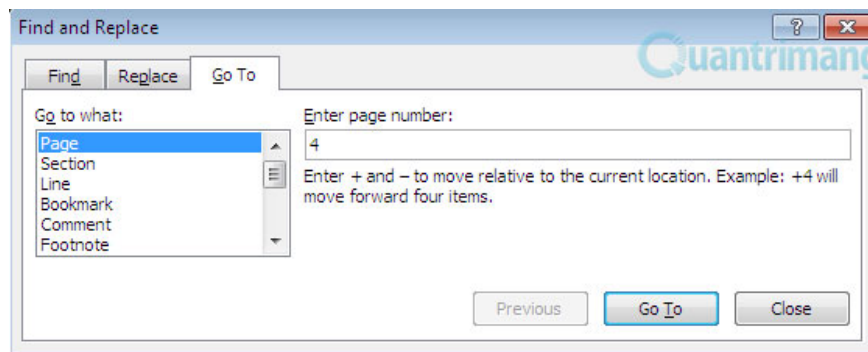
Also, if you want to use the traditional **Find and Replace** dialog box, click the arrow button to the right of the search box, select **Advanced Find** from the drop down menu.



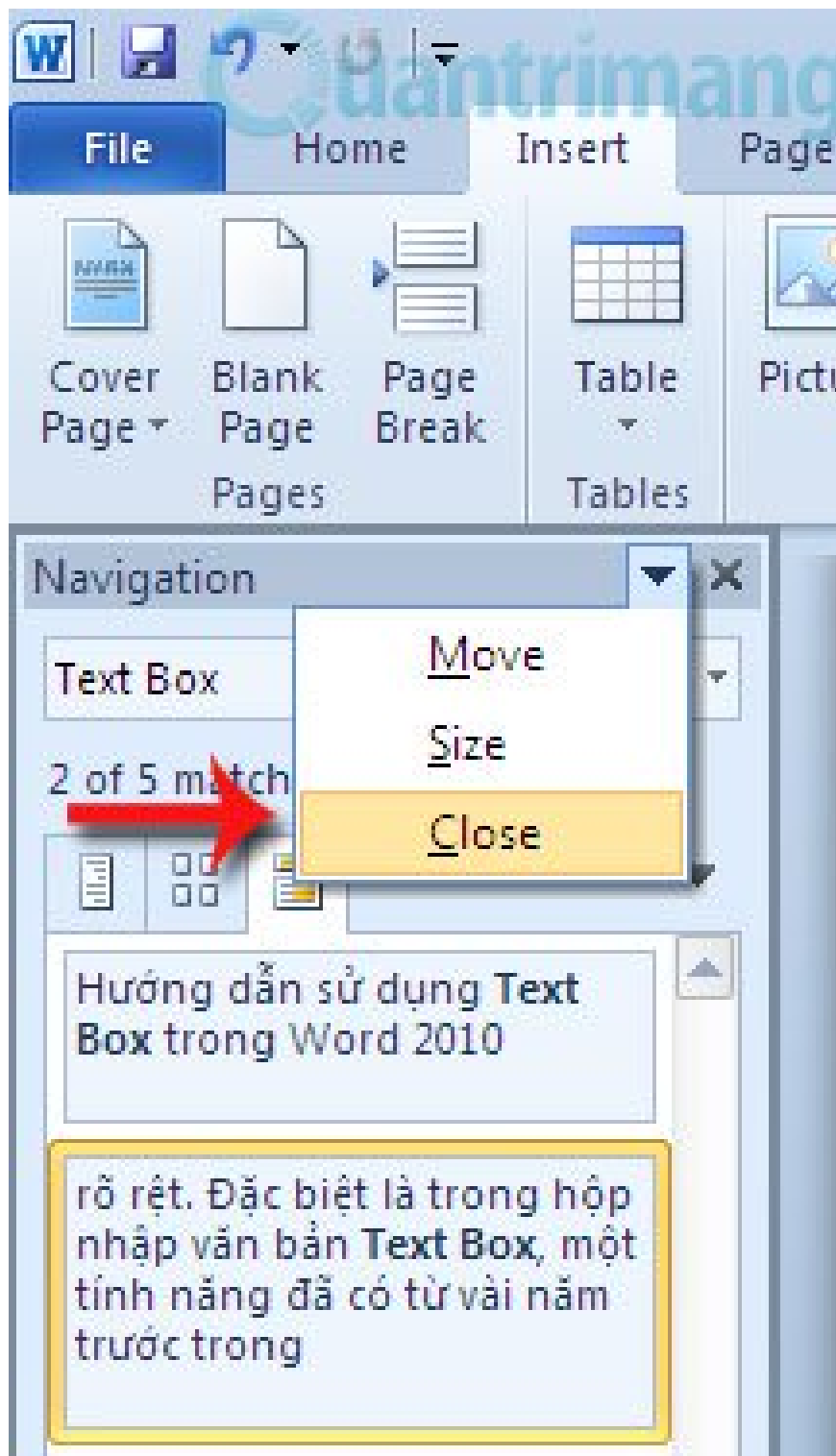
The Find and Replace search dialog is a feature commonly found in previous versions of Microsoft Word. Its extended options will appear when the user clicks the **More >>** button. At this extension option, you can search for content by more specific criteria by clicking the **Special** button, or formatting the text with the **Format** button.



Switching to the **Replace** tab allows you to replace words / phrases with other documents. The **Go To** tab allows you to jump to a specific page number, section, line or other parts of the document (including Table, Graphic).



Finally, to close the Navigation Pane, click the arrow button in its title bar, select **Close** . Or you can select **Move** to move / change the Navigation Pane position, choose **Size** to resize.



Microsoft has greatly improved the search feature of Word 2010 to help us better manage documents. Hopefully with this article you will have more experience using Word better. *Good luck!*

You finished reading the article "**Instructions for using Navigation Pane in Word 2010**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.