

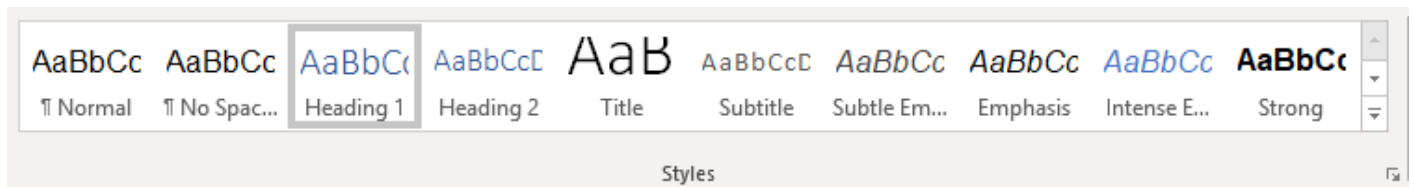
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Launch Tip of the Month June 2020

There are several benefits to using built-in heading styles in Microsoft Word. One little known benefit is the ability to rearrange topics in a document easily.

1. Start by selecting the title of each topic and clicking one of the heading styles labeled Heading 1 to Heading 9. A gallery of styles can be found on the Home Ribbon.

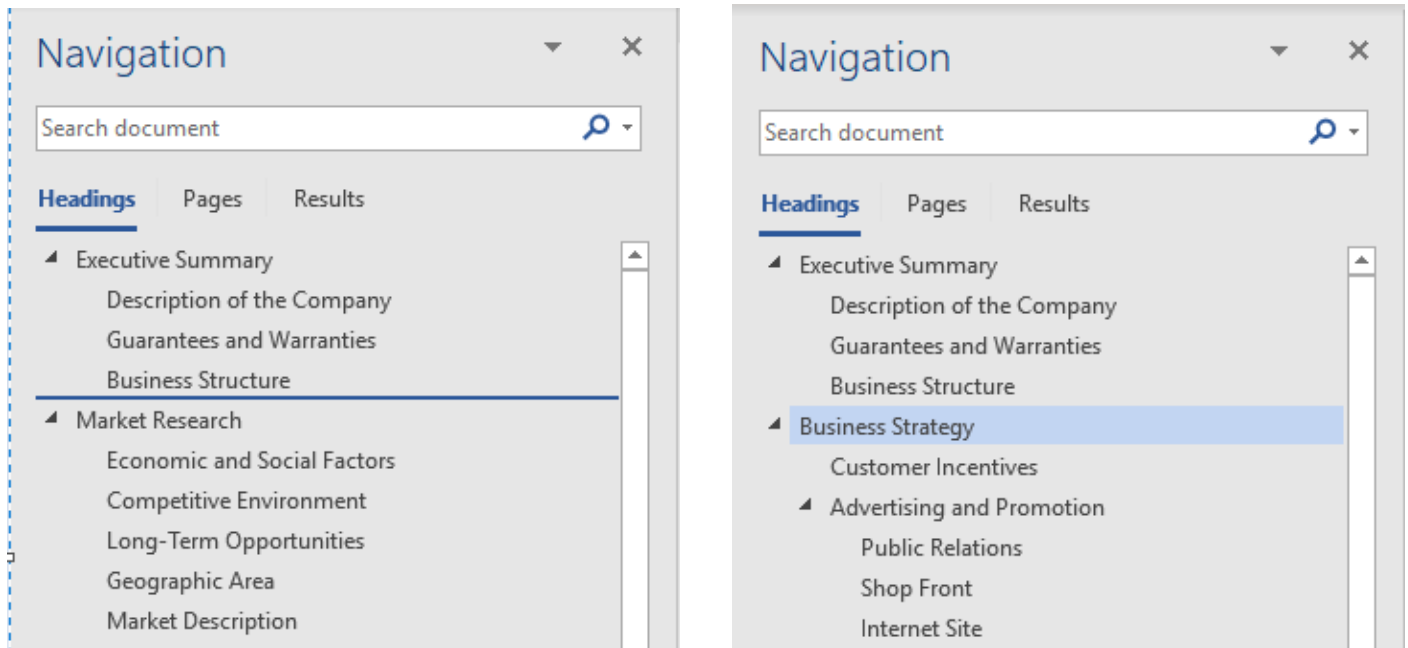


2. Press Ctrl+F to open the Navigation pane on the left side of the screen. In Headings, you'll see a list of the topics in the document. Heading 1 styles will be listed on the far left and each subsequent heading style will be indented.



To quickly navigate to a topic, click on the topic title.

3. To rearrange the topics, click and drag a title up or down in the list. A blue bar shows you where the paragraphs will be placed when you let go of the mouse.



Remember, not only will the individual topic move, but all the topics below it with higher numbered heading styles will move with it.

Want to learn more about Microsoft Word? Launch offers nine different instructor-led classes with Microsoft Word topics including 3 hour and 6 hour options. You can also attend shorter online classes using web conferencing software.

Featured Course: Working with Long Documents

- Using Built-In Styles Including Heading Styles
- Cursor Movement and Highlighting Shortcuts
- Using Bookmarks
- Copying and Moving Text Between Documents
- Creating a Table of Contents
- Creating an Index
- Creating Hyperlinks
- Browsing by Object Type
- Splitting Windows
- Working with Page Breaks and Section Breaks
- Using Find and Replace with Styles

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