

Navigating in a document

Suggested teaching time 40-50 minutes

Lesson objectives

To be able to navigate through a multiple-page document, you will:

- a** View different portions of the document by using the mouse and keyboard to scroll.
- b** View different portions of the document by using the Go To, Find, and Replace commands and the Select Browse Object button.

a Scrolling in a document

The following new software features are discussed in this topic:

- Enhanced toolbar and menu customization
- New Open dialog box

The Open dialog box

Concepts >

In the Open dialog box, you can click on the View button and select options that change the way the files are displayed. The View options include Preview, Properties, Details, and List. The Preview option displays a small preview of the document. The Properties option displays summary information about the document, such as who the author is and when the document was created. The Details option displays the name, size, type, and modification date of all files in the selected folder. The List option displays a list of the documents in the selected folder.

Task A-1: Using the Open dialog box

What you do

Comments/Prompts

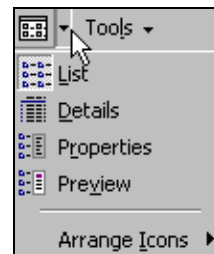
1. Click on the Open button

To display the Open dialog box. (Or choose File, Open.)

2. Select Navigate

Click only once.

3. In the top row of the Open dialog box, click on the Views drop-down arrow



M Students might accidentally open the Navigate file. Have them close the file and open the Open dialog box again.

Select Preview

The Preview option displays the selected document in a Preview window before you open it. This is useful when you do not know the name of the desired document, but you know what the document looks like.

Students can also click on the Views button to cycle through all of the

4. Click on the Views drop-down arrow

Select Properties

The Properties option enables you to view summarized information about the selected document before you open it. This is useful when you want to know document statistics such as who created it, when it was created, or how many words or pages it contains.

5. **Click on the Views drop-down arrow**

Select Details

The Details option displays the name, size, type, and modification date of all files in the selected folder.

6. Click on the Views drop-down arrow

Select List

The List option displays just the name of all files in the selected folder.

7. Verify that the file Navigate is selected

Click on Open

(Or press Enter.) To open the file.

Using the scroll bar

Concepts >



The vertical scroll bar

By default, the active document window can display only about a half a page of text. You can use the *vertical scroll bar* to view different portions of the document by adjusting the view up and down. (The *horizontal scroll bar* controls side-to-side scrolling.) When you use the vertical scroll bar to navigate in a document, the insertion point does not move. You can display different parts of a document *and* move the insertion point by using the arrow keys on the keyboard. These keyboard techniques are described in Task A-2.

In this task, students replicate a common problem among word processor users. Encourage students to always know where the insertion

Task A-2: Scrolling through a document by using the scroll bar and keyboard techniques

What you do

Comments/Prompts

1. Use the following table and the scroll bar to view different parts of the document:

The insertion point does not move.

In the vertical scroll bar:	To scroll:
Click on the up or down scroll arrow.	Up or down one line at a time. (If you click and hold either arrow, it will continue to move up or down in the document.)
Drag the scroll box to the top, bottom, or middle of the scroll bar.	To the top, bottom, or middle of a document.
Click in the shaded area above or below the scroll box.	Up or down one screen at a time.

2. Use the following table and your keyboard to view different parts of the document:

The insertion point will move within the document.

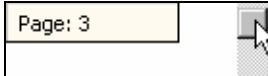
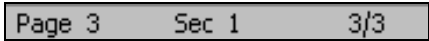
Keystroke	To move:
Press r	One space to the right. (If you hold the key, it will continue to move to the right.)
Press l	One space to the left. (If you hold the key, it will continue to move to the left.)
Press b	One line down. (If you hold the key, it will continue to move down.)
Press t	One line up. (If you hold the key, it will continue to move up.)
Press d	Down one screen.
Press u	Up one screen.
Press C + e	To the end of the document.
Press C + h	To the top of the document.
Press e	To the end of a line.
Press h	To the beginning of a line.

Scrolling and locating the insertion point

Concepts >

The insertion point does not move when you use the scroll bar, so it is possible that the insertion point will not be visible in the document window. Remember to place the insertion point where you want to insert text.

Task A-3: Identifying page numbers and locating the insertion point

<i>What you do</i>	<i>Comments/Prompts</i>
1. Press C + h	To move the insertion point to the top of the document.
2. Drag the scroll box to the bottom of the scroll bar	 <p>As you scroll, page numbers appear to the left of the scroll bar.</p>
3. Observe the page indicator in the status bar	
Observe that the insertion point is not visible	The page number on the status bar reflects the page on which the insertion point is currently located.
4. Type your initials	The text is inserted at the insertion point, which is still at the top of the document. The document automatically scrolls up.
5. Press B	To erase your initials.

b Searching in a document

The following new software feature is discussed in this topic:

- New Save As dialog box

Concepts >

The Find And Replace dialog box has three tabs (Find, Replace, and Go To), each corresponding to the particular menu choice. For example, if you choose Edit, Find, the Find And Replace dialog box will be displayed with the Find tab selected.

You might want to demonstrate the additional options in the Find And Replace dialog box, such as Find All Word Forms. An example of a Find All Word Forms search would be the word "drive." In

Using the Edit, Find command

The Edit, Find command enables you to search for specific text throughout a document. To search for text, choose Edit, Find. In the Find What text box, type the text for which you want to search. Click on Find Next. Word highlights the first occurrence of that text. To search for additional occurrences, click on Find Next again. Click on OK to close the message box that informs you that Word has reached the end of the document. When you are finished searching, close the Find And Replace dialog box.

Task B-1: Using the Edit, Find command

ü Before you begin: The insertion point is at the top of page 2.

What you do

Comments/Prompts

1. Choose _Edit_ _Find..._

To display the Find And Replace dialog box with the Find tab selected.

2. In the Find What text box, type Real Estate

Find what: Real Estate

Be sure to capitalize the letter R in Real and the letter E in Estate. Case is important for this example.

3. Click on Find Next

(Or press Enter.) To find the word string "real estate."

Observe the selected text

The word string "real estate" is found whether it is part of a word or is a whole word. Case does not matter.

Continue to click on Find Next, and examine the selected text until the message box is displayed

In some cases, you may have to move the Find And Replace dialog box to see the selected text.

4. Click on OK

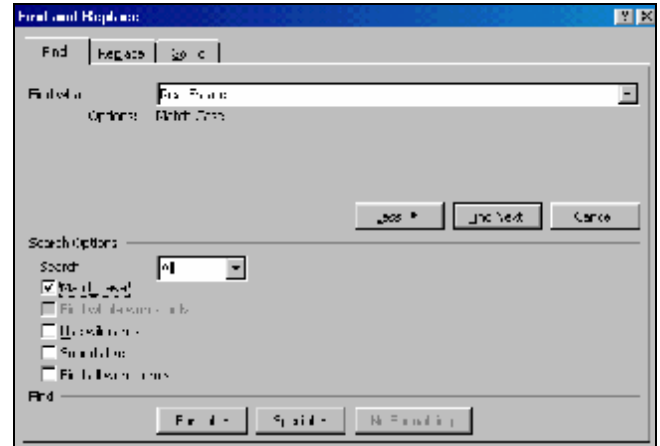
To close the message box.

5. In the Find And Replace dialog box, click on the More button

To display more options.

M Tasks B-1 and B-2 rely on the letters R and E being

6. Select Match Case



To narrow the search. (Click inside the check boxes or on the text. A check mark inside a check box means that the option is turned on; an empty check box means that the option is turned off.)

7. Click on Less

To reduce the size of the dialog box. (Or, you can click on Find Next without clicking on the Less button.)

Click on Find Next

The capitalized “Real Estate” string is found.

Observe the text

8. Click on Find Next again

Word displays a message stating that it has finished searching the document. By narrowing the search, Word finds only one occurrence of the capitalized “Real Estate” string.

Click on OK

To close the message box.

Click on Cancel

To close the Find And Replace dialog box.

9. Save the document as
My Navigate

(Choose File, Save As.)

The Edit, Replace command

Concepts >

You can use the Edit, Replace command, which includes all of the features of the Edit, Find command, to search for text and replace the found text with new text. You can also use the Edit, Replace command to search for text with specific formatting and replace it with different formatting.

By default, Word searches the entire document for the text that you are replacing. If the text is found, it will be highlighted in the document window, and you can choose from three options:

- Click on **Replace** to replace the highlighted text and to continue the search for the next occurrence.
- Click on **Find Next** to leave the highlighted text unchanged and continue the search for the next occurrence.
- Click on **Replace All** to replace all occurrences of the text without confirmation.

You also have the option of editing text directly in your document without closing the Find And Replace dialog box.

To search for and replace text, choose **Edit, Replace**. In the **Find What** text box, type the text for which you want to search. In the **Replace With** text box, type the text that you want to substitute for the found text. (You can also display the **Find What** or **Replace With** drop-down lists and select from the last four entries for which you searched.) If necessary, click on the **More** button and adjust any search criteria, such as **Match Case**. After adjusting the search criteria, click on the **Less** button to reduce the size of the Find And Replace dialog box. Click on **Find Next**. Word highlights the first occurrence of the found text. Click on **Replace**, **Replace All**, **Find Next**, or **Cancel**.

Task B-2: Using the Edit, Replace command

<i>What you do</i>	<i>Comments/Prompts</i>
1. Move the insertion point to the top of the document	(Press Ctrl + Home.)
2. Choose _Edit_	
Pause until the menu expands	
Choose _Replace..._	To display the Find And Replace dialog box with the Replace tab selected.
3. In the Find What text box, type arrange	To find the word arrange.
4. Press T	To move the insertion point down into the next text box.
Type provide	To replace the word arrange with provide.
5. Click on More	To display more options in the dialog box.
Deselect Match Case	By clicking on the words Match Case , or the box to the left of them.
Click on Less	To hide the additional options.
6. Click on Find Next	To find the first occurrence of "arrange."

Explain that the **Edit, Replace** command locates specific text and replaces it with text that you designate. Ask students if they can identify examples of

Find and Replace finds all word forms and replaces them with similar forms. For instance, if "Arranged" is capitalized in the

- | | |
|--|--|
| 7. Click on Replace | To replace “arrange” with “provide” and search for the next occurrence of “arrange.” |
| 8. Observe the selected text | Only the “arrange” part of the word “arranged” is selected. |
| Click on Replace | The selected text “arrange” has been replaced by “provide” to create “provided.” |
| 9. Continue to Find Next and Replace at your discretion | |
| When Word has finished searching the document, click on OK | To close the finished searching message dialog box. No other occurrences of “arrange” have been found. The insertion point returns to the top of the document. |
| 10. Click on Close | To close the Find And Replace dialog box. |

Point out that the word “arranged” was found and was replaced with

Using the Edit, Go To command

Concepts >

The Edit, Go To command provides an efficient way to move through large documents. To move the insertion point to the top of a specific page choose Edit, Go To (or press F5). Type the page number and click on Go To. Click on Close to close the Find And Replace dialog box.

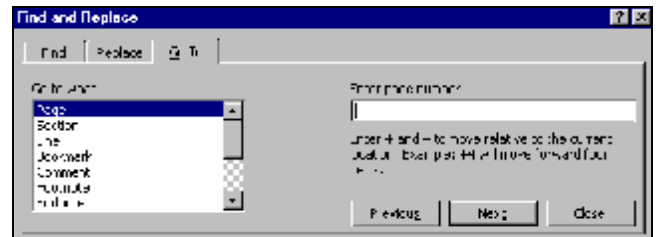
Tip: There are various ways to activate the Go To dialog box; here are four:

- Choose Edit, Go To.
- Press 5.
- Press C + G.

Task B-3: Using the Edit, Go To command

ü Before you begin: My Navigate is open.

<u>What you do</u>	<u>Comments/Prompts</u>
1. Verify that the insertion point is at the top of the document	(Press Ctrl + Home, if necessary.)
2. Choose _Edit_ _Go_To...	



(Located on the expanded Edit menu.) To display the Find And Replace dialog box with the Go To tab selected.

Observe the Go To What list box

Page is selected.

Remind students to use the Status bar to tell the location of the insertion point.

- | | |
|--|---|
| 3. In the Enter Page Number text box, type 3 | To specify the destination page. |
| Click on Go To | (Or press Enter.) To move the insertion point to the top of page 3. |
| 4. Press D | To delete the number "3." |
| 5. Type 1 | |
| Press R | To move the insertion point to the top of page 1. |
| 6. Click on Close | (Or press Escape.) To close the Find And Replace dialog box. |

Practice Task

1. Move to the top of page 2.
 2. Close the Find And Replace dialog box.
 3. Return to the top of the document.
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Using the Select Browse Object button

Concepts >

The Select Browse Object button is in between the two double arrows located in the lower-right corner of the program window, just below the vertical scroll bar.

By clicking on the Select Browse Object button, you open the Select Browse Object menu, which contains 12 different search features (each feature searches the document based on different criteria). Click on the item you want to use to browse through the active file, such as Go To, Find, and Browse By Page. To continue browsing through the document based on the criteria you selected, click on the double arrows: the Previous Page and Next Page buttons.

Task B-4: Using the Select Browse Object button

What you do

Comments/Prompts

1. Verify that the insertion point is at the top of the document

(Press Ctrl + Home, if necessary.)

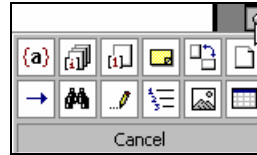
2. Observe the two double arrows and the button at the bottom of the vertical scroll bar



Use ScreenTips to define all three of them

The top button is the Previous Page button. The middle button is the Select Browse Object button. The bottom button is the Next Page button.

3. Click on the Select Browse Object button



Observe the available selections

You can choose from 12 search options, including Go To and Find.

4. Select Browse By Page



The insertion point moves to the top of page 2.

5. Click on the Next Page button

The insertion point moves to the top of page 3.

6. Click twice on the Previous Page button

To move to the top of the document.

7. Save the file

Explain to students that the Previous Page and Next Page buttons will move the insertion point to the top of either the previous or next pages. If the Previous Page and Next Page buttons are colored blue, they will reset the

Practice Task

1. Use the Select Browse Object button to go to page 2.
2. Save and close the file.

(Practice Unit for Lesson 2

In this activity, you will view different portions of the document by using various navigation techniques.

1. Open the file Practice Navigating.
2. Use the scroll bars, arrows, and scroll box to view the document.
3. Use the keyboard to go to the top of the document and then to go to the end of the document.
4. Use the Next Page button to move to page 2.
5. Use the Go To command to move to page 1.
6. Find all of the occurrences of the word Music
7. Find all of the occurrences of the word Music with Match Case selected.
8. Click on the Select Browse Object button and select Browse By Page
9. Use the Previous Page and Next Page double arrows to view the document.
10. Close the document without saving.

) Wrap-up for Lesson 2

- a** Describe how you can use the scroll bar to view your document.
Click on the scroll arrows to move the document one line at a time.
Click in the scroll bar above or below the scroll box to move approximately one screen at a time.
Drag the scroll box to move the document to a specific location.
- b** By using the keyboard, how can you move the insertion point to the top of the document?

Press Ctrl + Home.

What command can you use to move to a specific page?

Edit, Go To.

Why would you use the Edit, Replace command in your work environment?

Answers might include: if you spelled a name wrong, or a new vendor has replaced an old vendor mentioned in a document.

How do you use the Select Browse Object button?

Click on the Select Browse Object button and select a browse option. Then, use the double arrows to navigate through the browse option you selected.