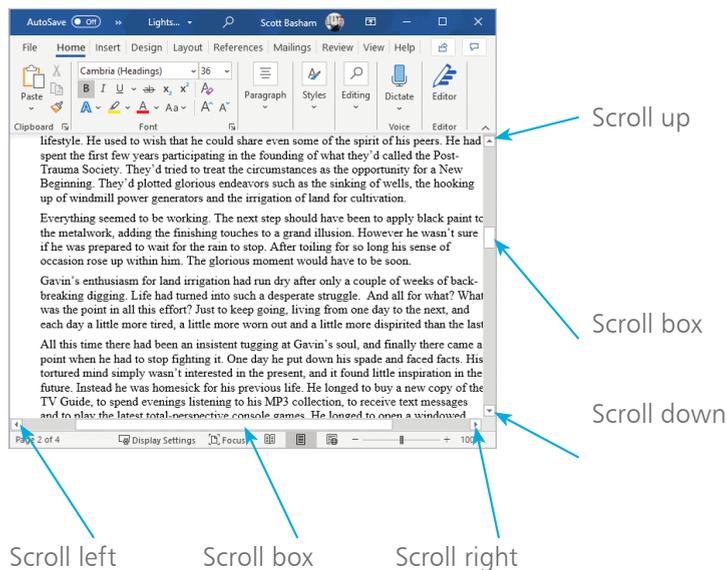


# Basic navigation

When your text is too large for the document window, you'll need to use one of the following navigation methods:



The scroll boxes' positions let you know where you are in a document. For example, when the vertical scroll box is at the top of the scroll bar, you are looking at the top (the beginning) of the document.

## Quick ways to scroll

- 1 Drag the scroll box directly to a new position
- 2 Click in the scroll bar to either side of the scroll box. The document will immediately scroll in that direction one screen at a time
- 3 As you move your insertion point with the arrow keys on the keyboard, Word will scroll so that it can always be seen
- 4 If your mouse has a wheel, this can usually be used to scroll vertically through your document
- 5 The **PgUp (Page Up)** and **PgDn (Page Down)** keys will move you up and down one screen at a time
- 6 If you have a touch-enabled screen, place your finger inside the text area and swipe up or down to scroll



As you scroll down, the scroll box moves like an elevator down a shaft. The size of the box indicates how much of the document you can see (if the box occupies a third of the scroll bar, then you're viewing a third of the document).

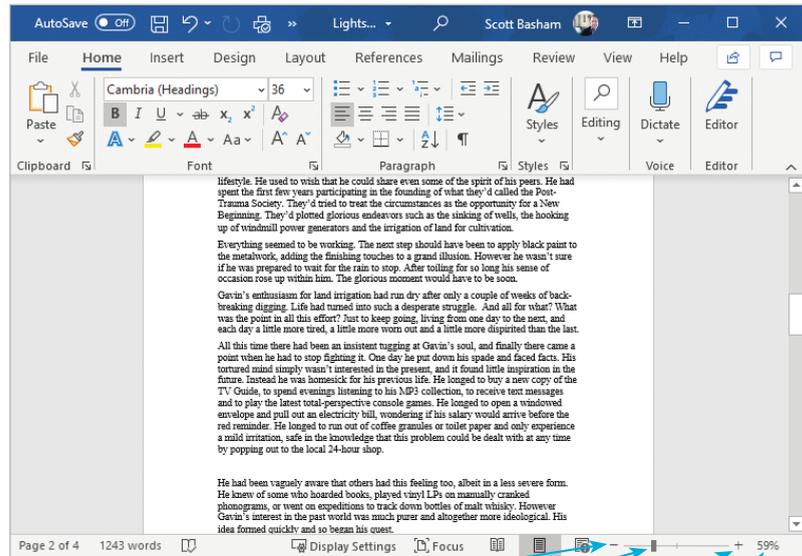


Remember to consider the size of Word's main window – in most cases it should be maximized. Note, however, that in this book we often use smaller windows so that we can concentrate on a particular part of the screen or set of controls.

...cont'd

## Zooming

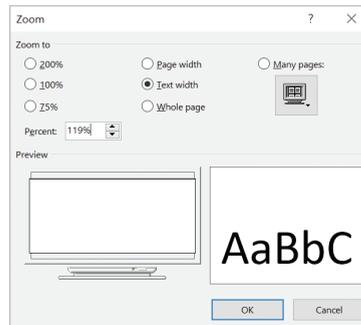
This allows you to control the level of magnification on screen. The zoom controls are in the bottom-right corner.



Zoom out    Adjust zoom level    Zoom in    Zoom level

## The Zoom dialog box

1 Click on the **Zoom level** icon (displayed as “59%” in the example above) to open the **Zoom** dialog box



2 Choose one of the options, or enter a percentage value directly. **Text width** is a good option to use if you'd like to avoid horizontal scrolling

3 Click **OK** to apply the zoom level