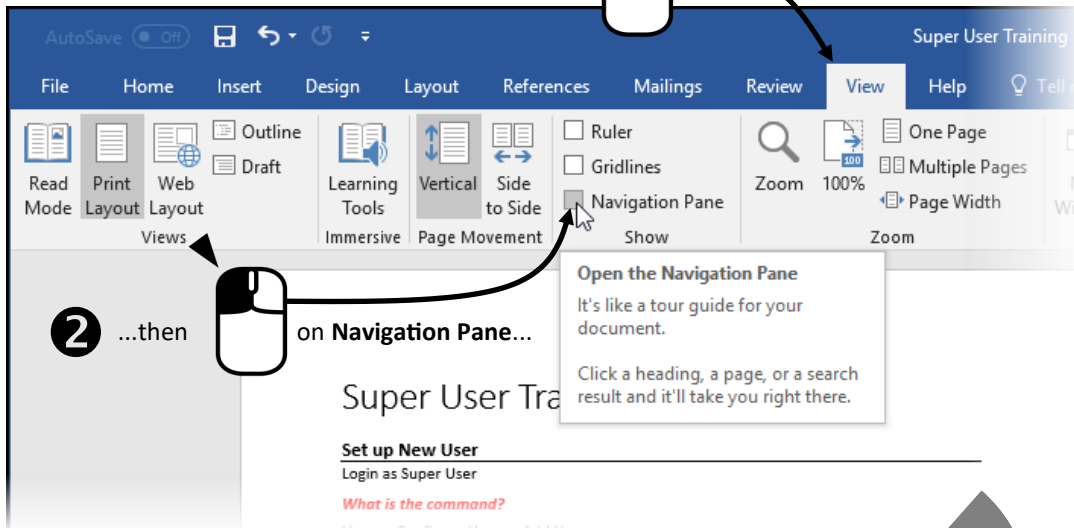


Searching a Document with the Navigation Pane

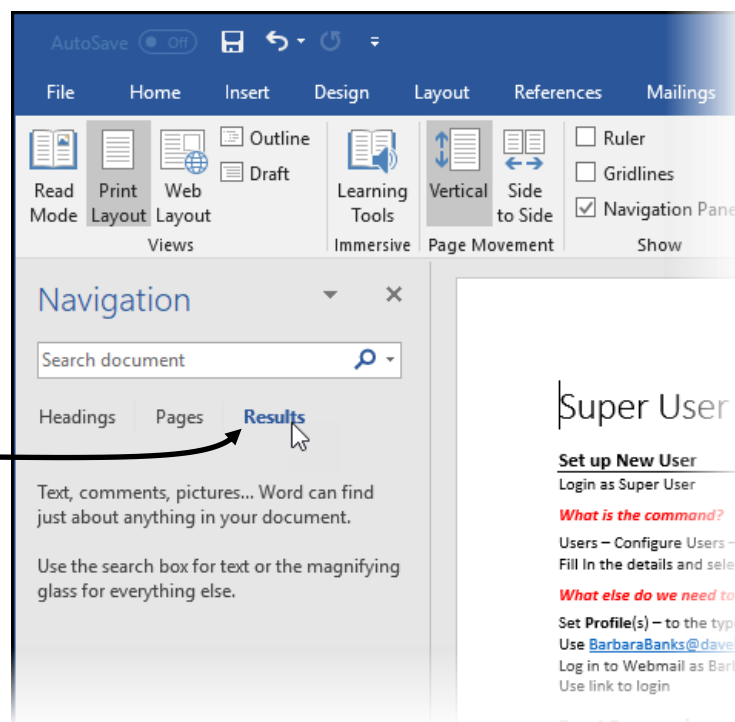
The Navigation Pane in Word is a very useful tool. It enables you to highlight the position of text that you want to seek out as well as jump to those locations in a hurry. It is particularly handy when you have a multipage document and you need to work quickly...

1 With the document open, select the View tab...



2 ...then click on Navigation Pane...

3 Click on Results



4 Type a word (or phrase) you're looking for here...

5 on the results to go to those locations in the document...

The results are highlighted in the document as well

[Page 1] Where would we go to reset a password?

Super User Training Notes

Set up New User
Login as Super User

What is the command?
Users – Configure **Users** – Add User
Fill in the details and select User Type

What else do we need to do here?
Set Profile(s) – to the type of user they will be
Use BarbaraBanks@daveberesford.com
Log in to Webmail as Barbara and show the e-mail that is received
Use link to login

Reset Password

Where would we go to reset a password?
(Users – Configure Users)

Agency User Set-up

Things to Remember...

- ☑ You can also locate the Search text via the other 2 options of “Headings” and “Pages” as well...

4 results

Headings Pages Results

- Set up New User
 - What is the command?
 - What else do we need to d...
- Reset Password
 - Where would we go to rese...
- Agency User Set-up
 - What's the difference betw...
- Create Vacancy (fields explanation)
 - What should you do imme...
 - (Making it live, posting it a...

4 results

Headings Pages Results