Lecture 9: MS Word 2013 - View Tab

H View Tab:

FILE	н	OME	INSERT	DESIGN	PAGE LAY	YOUT	REFER	ENCES	MAILING	S RE\	/IEW	VIEW			77
Read Mode	Print	Web Layout	 Outline Draft 	 ✓ Ruler Gridline Navigat 	s ion Pane	Q Zoom	100%	One l	Page iple Pages Width	New	Arrange	Split	C View Side by Side	Switch Windows -	Macros
Views				Sho	w		:	Zoom					Window		Macros

• Views:

			Outline				
Read	Print	Web					
Mode	Layout	Layout					
Views							

Show:

V	Ruler
	Gridlines
	Navigation Pane
	Show

Ruler:

Click to show the ruler at the top of the screen. Showing the ruler allows you to see where the left and right margins are displayed and allows tab stops to be set.

🗹 Ruler

Gridlines:

Gridlines

Turning on Gridlines displays lines on the document to allow for easier object alignment. The lines are not shown on the printed version of the document.



Navigation Pane:

Navigation Pane

Clicking the Navigation Pane on shows a separate pane which can:

• Display the pages in a document.

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- List the headings and subheadings in the document (assuming that Styles have been used).
- Be used to search the document.
- Zoom:

Zoom	100%	 One Page Multiple Pages Page Width 			
Zoom					

Choose how much of the document to display in the window.

Description	Button
Choose the amount of zoom to apply to the display.	Zoom
Return the zoom % to 100%	100%
Display one whole page of the document	One Page
Display multiple pages of the document	🗄 Multiple Pages
Zoom the document so the width of the page is displayed.	√⊡ • Page Width