

# Useful Features

This chapter will demonstrate some extra features that Microsoft Word offers. These include the Outline View, using Frames, saving documents as Web Pages, Saving Options, Auto Summaries and Word Wizards.

## Outlining

When working with large documents it is very handy to work in OUTLINE VIEW where text that has been set to styles can be viewed as just headings. This allows for whole sections of text to be easily moved within the document without the need to use cut and paste.

### A Loading the Sample File

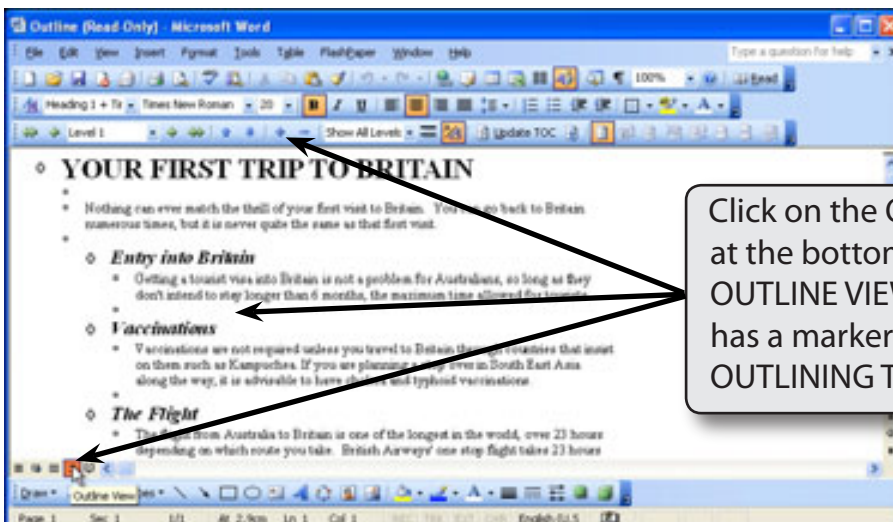
- 1 Close the current file.
- 2 Display the FILE menu and select OPEN.
- 3 Access the CHAPTER 22 folder of the WORD SUPPORT FILES and open the file:

OUTLINE

as a READ ONLY file.

- 4 Scroll through the document to familiarise yourself with it. There are three styles used in the document. The main heading was set to the HEADING1 style, the sub-headings to the HEADING2 style and the paragraphs to the BODY TEXT style.

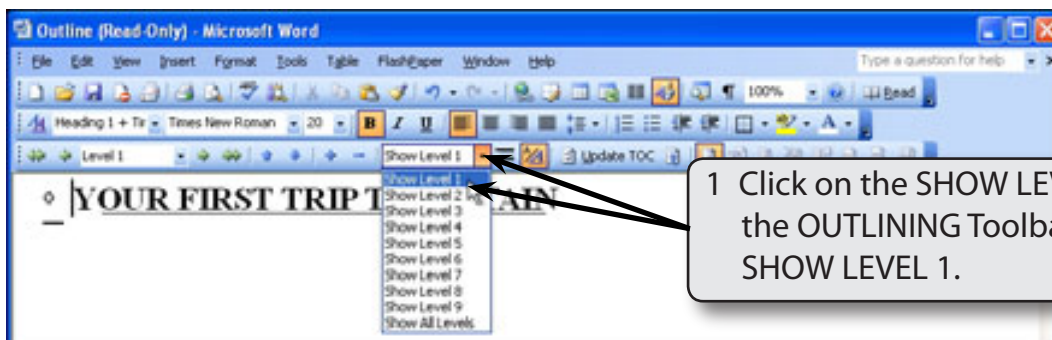
### B Setting the Screen to Outline View



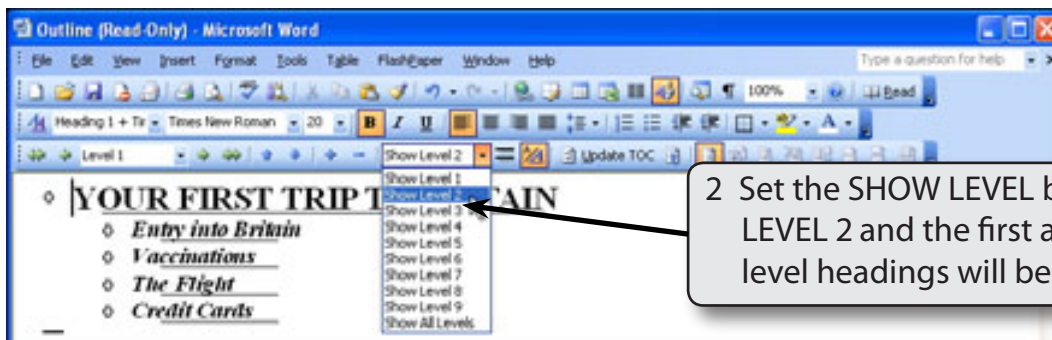
Click on the OUTLINE VIEW button at the bottom left of the screen. In OUTLINE VIEW each style or section has a marker and is indented, and the OUTLINING Toolbar is opened.

## C Collapsing Sections

You can easily hide sections of text.

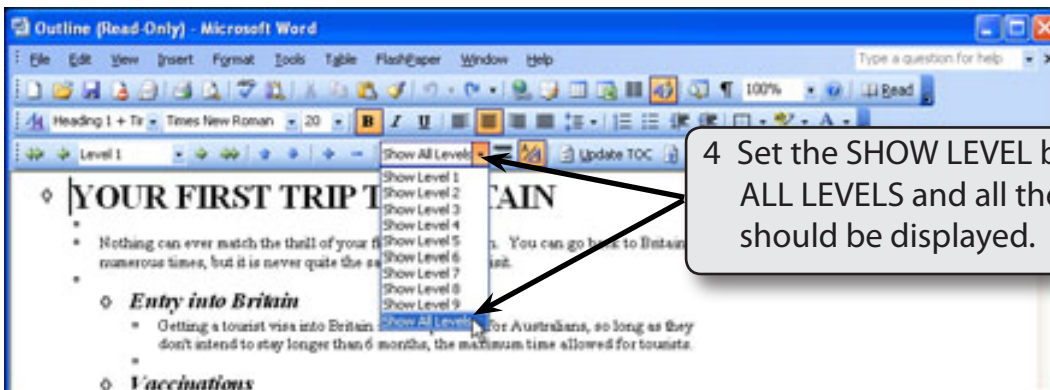


**NOTE:** Just the text set to the HEADING1 (LEVEL 1) style will be displayed. In this case just the main heading was set to that style.



**NOTE:**

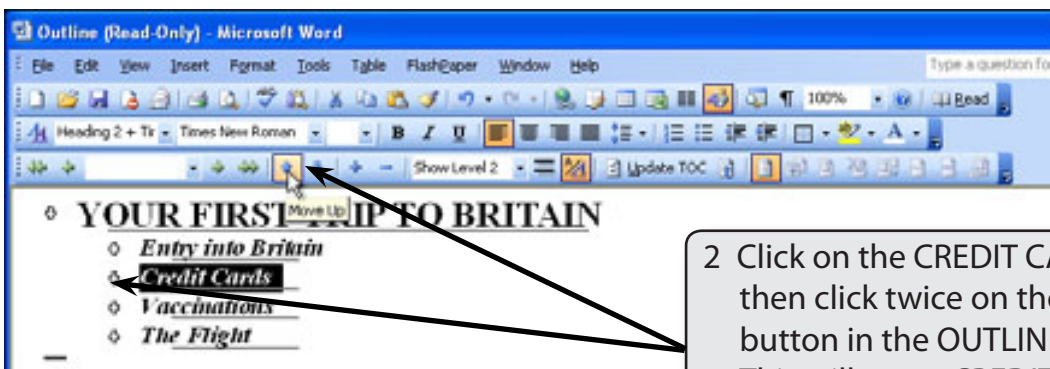
- i Show Level 2 caused just the text items set to the HEADING1 and HEADING2 styles to be displayed.
- ii The grey lines under each sub-heading indicate that there is hidden text associated with that sub-heading.

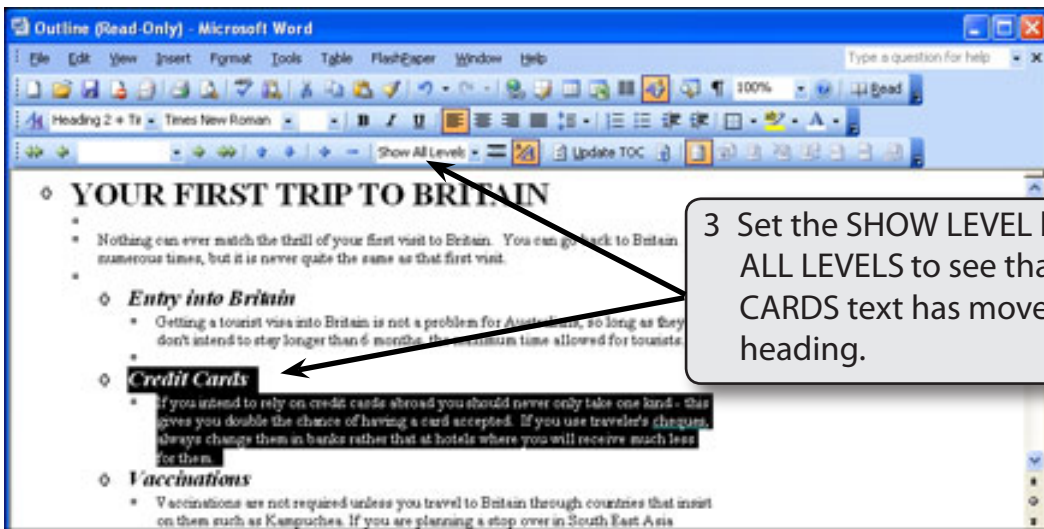


## D Moving Sections of Text

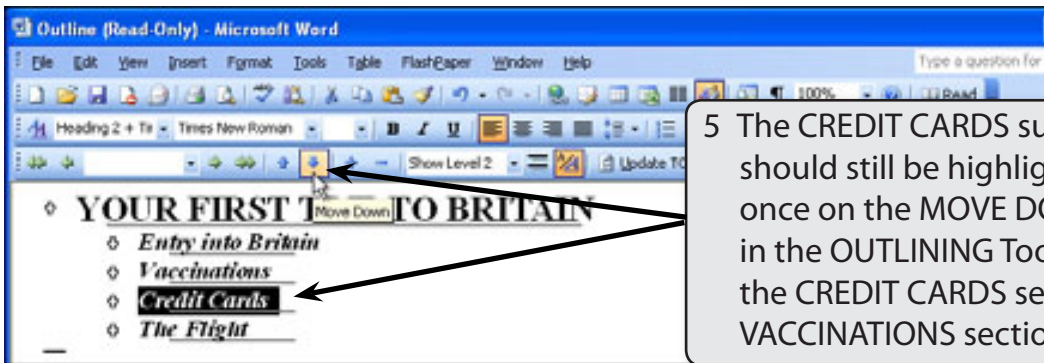
A major advantage of OUTLINE VIEW is the ability to easily move sections of text. This can be invaluable when working with a very large document.

- 1 Set the SHOW LEVEL box in the OUTLINING Toolbar to SHOW LEVEL 2 so that just the main heading and sub-headings are displayed.



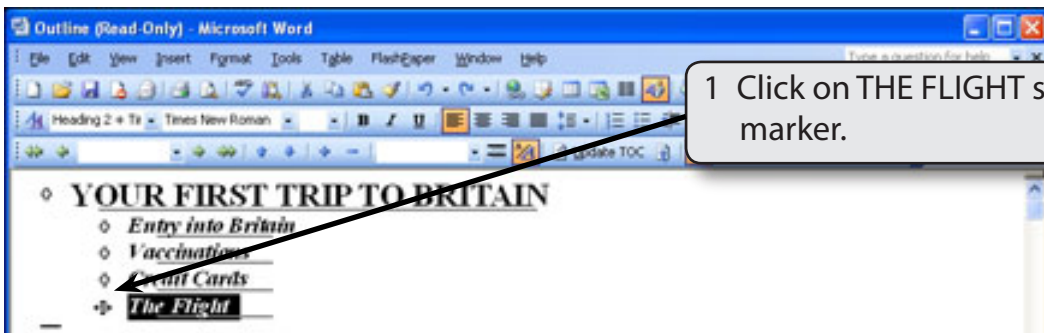


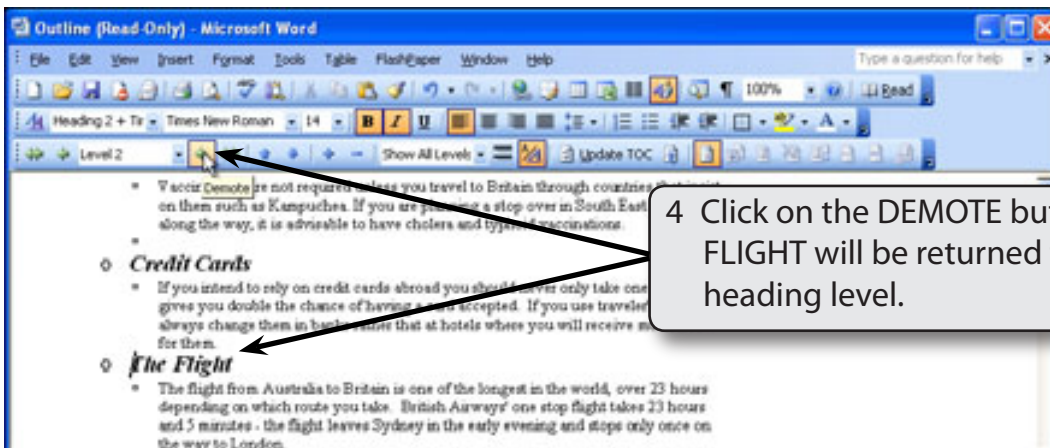
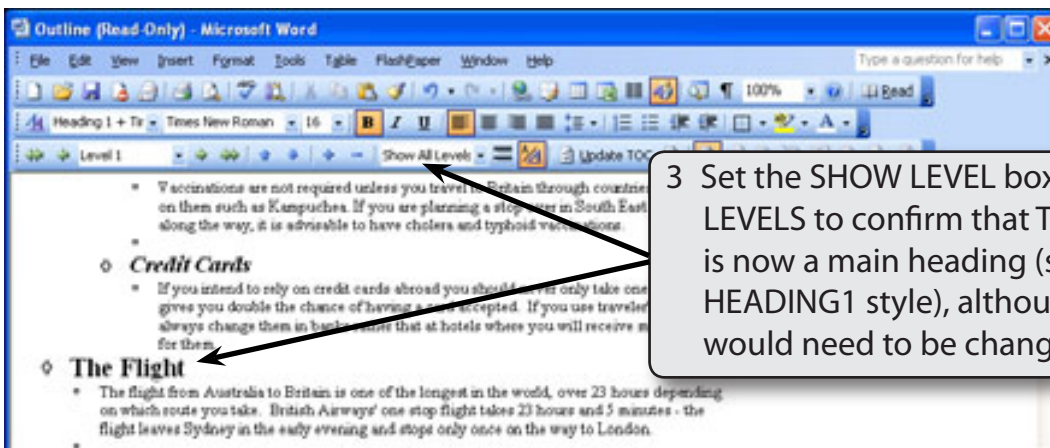
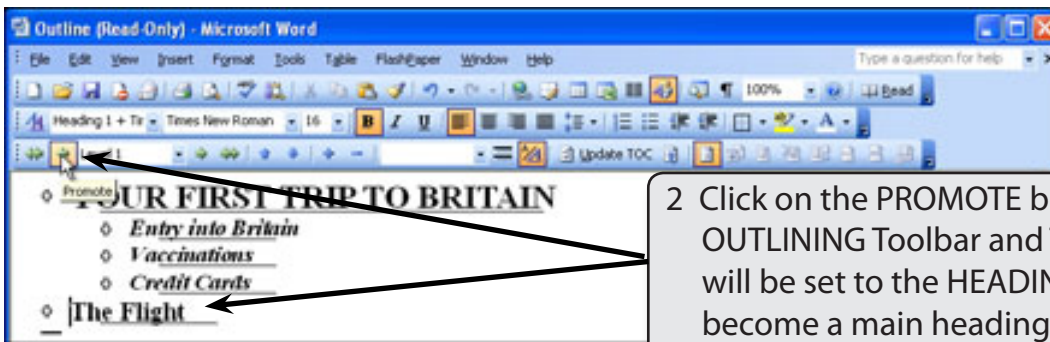
4 Set the SHOW LEVEL box to SHOW LEVEL 2 in the OUTLINING Toolbar so that just the main heading and sub-headings are displayed.



## E Promoting and Demoting Sections of Text

You can easily change the level that the text is set to in OUTLINE VIEW. Let's say that you wanted THE FLIGHT sub-heading to be a main heading.





5 Let's set the VACCINATIONS sub-heading to body text.