

Create a point-and-click navigable Word 2010-2013 document

Create a point-and-click navigable Word 2010-2013 document by applying heading styles to your document sections.

Go to the gallery on the Home tab or use the shortcuts Ctrl+Alt+1, Ctrl+Alt+2, or Ctrl+Alt+3. If you don't see the Navigation Pane on the left after applying all the styles, turn it on by clicking the checkbox on the View tab, Show group.

You can now right-click and collapse all heading styles to their Heading 1 text. This allows you to expand the sections one at a time.