Handy tools in Word 2011 for Macs
by Betsy Edwards, Nov. 15, 2012

1. Document Map – A clickable index of headings and subheads. Easily jump to document sections.
   View | Sidebar | Document Map Pane
   (Word 2008: View / Navigation Pane. In the display pane, click Document Map tab.)

2. “View” buttons – Fast-switch between Print and Draft views. (Draft button is at left; Print in middle) Print is master view. Draft shows Style Area at left with specific style for each page element (1-click to select a style, and 1-click to change on Styles menu).
   Word | Preferences | View | set Style area width to 1". Click OK.

3. “Zoom” scroll bar – View pages larger or smaller. Increase Zoom to see text up close. Decrease zoom to view many pages at once, find blank pages, and locate specific items and go directly to them.

4. Browse Object menu – Jump through a document instead of scrolling. Click the small circle to display a menu and set it to browse by Table, Figure, Heading, Comments, Footnote, etc. Move up/down by clicking the Up/Down double arrows.

5. Toolbox icon (to see Styles) – Click to display the Toolbox. Click Styles tab to display Styles menu.

6. Styles menu – Shows available styles. To apply a style, click it. To modify a style, cursor over a blue ¶ to get drop-down menu, select Modify Style, make changes, and click OK. It updates all instances. Also: View | (go to Toolbox) | Styles

7. Change case – Use the icon to change blocks of text to lowercase, UPPERCASE, Title Case.