


Exercise: Changing document views

Do This	How & Why
1. Open the documents <code>About Us, Our Services,</code> and <code>Our Blends</code> .	From the <code>Fundamentals</code> folder.  Note: Opening downloaded files in Office applications can result in the documents being displayed in Protected view. This can be overridden by clicking Enable Editing at the top of the document window.
2. Point to the Word icon in the taskbar.	Depending on your graphics settings, you'll see a list of file names or thumbnail images of the open files.
3. Click one of the open files.	One that isn't currently active in Word. To switch to that file.
4. Switch to <code>About Us</code> .	If necessary.
5. On the View tab, click Split .	To split the window. You can now scroll separately in each window, viewing different parts of the same document at the same time.
6. Remove the split using one of these methods: <ul data-bbox="253 947 651 1062" style="list-style-type: none">• On the View tab, click Remove Split.• Double-click the split line.	
7. Try different Zoom features: <ul data-bbox="253 1115 675 1335" style="list-style-type: none">• Hold down the Ctrl key, and scroll the mouse wheel.• On the right of the status bar, use the slider.• On the View tab, use the Zoom group options.	
8. On the View tab, in the Zoom group, click 100% .	
9. On the View tab, click View Side by Side .	
10. Select one of the other documents, and click OK .	The documents each take up half of the screen.
11. Try scrolling in one of the documents.	Notice that both documents scroll. By default, when you view documents side-by-side, their scrolling is synchronized. You can turn this off by clicking the Synchronous Scrolling option on the View tab.
12. Close all open documents.	
13. Close Word.	