Expanding and Collapsing Headings

- In this tutorial, you will learn how expand and collapse headings within an outline in your Microsoft Word 2010 document.
- The EXPAND and COLLAPSE buttons on the OUTLINING tab may be used to expand and collapse headings.
- The OUTLINING tab can be opened by clicking the OUTLINE button on the VIEW tab.

Locating the Outline Button

To locate the OUTLINE button, click the VIEW tab. The OUTLINE button can be found on the DOCUMENT VIEWS group.

Clicking the OUTLINE button will open the OUTLINING. The EXPAND and COLLAPSE buttons can be found on the OUTLINE TOOLS group.

- Expand Button can be used to expand an item within an outline.
- Collapse Button can be used to collapses an item within an outline.
Using the Outlining Tab to Collapse and Expand a Heading

Step 1: Open your Microsoft Word document and locate the VIEW tab.

Step 2: Click the VIEW tab to display the groups and buttons on the tab. Then locate the DOCUMENT VIEWS group.

Step 3: Click the OUTLINE button in the DOCUMENT VIEWS group to open the OUTLINING tab and view the document in outline view.

Shortcut tip: The OUTLINE button on the bottom right corner of the status bar may be used to open the OUTLINING Tab.
Step 4: Click the OUTLINE LEVEL list arrow to open the list. Then select the desired level. In this example, we will assume you would like to apply a LEVEL 1 heading to the item next to the cursor.

Step 5: Click the COLLAPSE button in the OUTLINING TOOLS group to collapse the heading in the outline.
Step 6: Click the **EXPAND** button in the **OUTLINING TOOLS** group to expand the collapsed heading in the outline.

Finish: By following the steps above, you can expand and collapse headings within an outline in your document.

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