Previous Navigation Button

- In this tutorial, you will learn how to use the Previous Navigation feature in your Microsoft Word 2010 document.
- The **PREVIOUS** button may be used to navigate to the header or footer on a previous page.

### Locating the Previous Button

To locate the **PREVIOUS** button, go to the header or footer on a page to open the Header & Footer Tools **DESIGN** Tab. Then click the Header & Footer Tools **DESIGN** Tab on the ribbon. The **PREVIOUS** button is found on the **NAVIGATION** group.

### Using the Previous Button

**Step 1:** Open your Microsoft Word document and position the cursor at the top of page 2 (or the page in which you would like to navigate). In this example, we will assume you would like to navigate from the header on page 2 to the previous header on page 1.
Step 2: GO TO THE HEADER on page 2 to open the Header & Footer Tools DESIGN Tab.

Step 3: Click the PREVIOUS button to navigate to the header on the previous page.

Finish: By following the steps above, you navigate to the previous header or footer of a page within your document.