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# Transcript

**0:01**

**this is a brief video over how to use the headings feature within Microsoft**

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Word and headings are quick and effective way to organize your content

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Within Word and their default settings that styles can be found here in the

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style section of the Home Tab and headings can improve the navigability of your word

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document especially if you are also using the navigation

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pane which I'm gonna show you how to enable that in just a little bit so

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first let's take a look at the Headings that we have access to.

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This is word 2010 but the access to the headings is

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very similar in other versions of Word.

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So I've got multiple pieces of content here and it's a very generic page and I'm going

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to start with a title and use the Heading level one for that kind of set that

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part by far than the middle but then I'm going to start applying these lower level

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headings and then use a Heading two in the styles ribbon

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again and it's pretty easy.

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You don't have to highlight the entire line just have it within the line click the

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Headings.

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But now if you click that within the text is gonna change that

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entire paragraph to that heading level and we don't really want that so let's

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just go back to normal so I'm gonna have to put more headings here and this is

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just some generic lorem ipsum document and insert a page break there.

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I'll demonstrate that later.

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so these are my headings and they look pretty nice again those are under the home Tab and

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here's the styles section of the Ribbon and you can change styles under the

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style set.

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There are multiple ones to choose from or use the default ones so now you can see

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it visually it makes it much nicer for the end reader to be able to parse

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some of that sections there but another benefit of adding the headings in

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this manner is that you can go to the view tab and

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turn your navigation you'll see on your headings show up over here and this

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allows the reader to navigate jump to section really easily instead of having

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to scroll through the document to find something so there's definitely a lot of

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value to adding headings from an organizational standpoint and also of

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improving navigation of your document