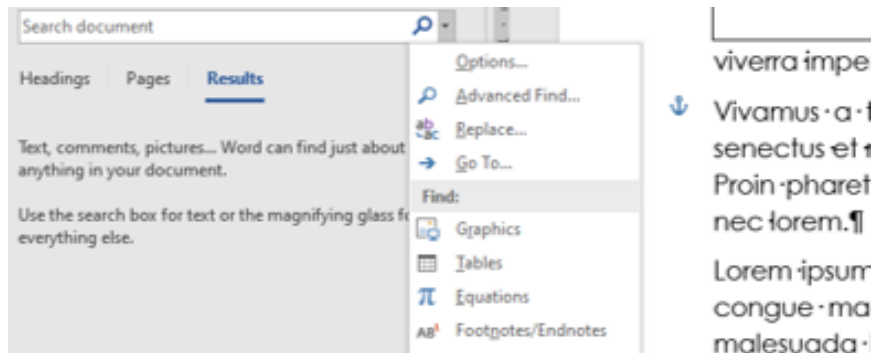


Application: Word – Finding objects (Tables, Graphics, etc.)

Use the **Navigation Pane** to find graphics, tables, equations, footnotes, endnotes or comments in a document.

1. Select **Navigation Pane** from the **View** tab (or press **CTRL + F**).
2. Select the type of item you want to find.
3. You can choose from **Graphics, Tables, Equations, Footnotes, Endnotes** and **Comments**.



4. Use the **up** and **down arrow keys** to move through the objects.



5. Each consecutive object will be selected.

Tip: If you reach the last object in the document and click on the down arrow, the search will return to the beginning of the document.

This is a great way to check formatting of, for example, the tables in the document.

