

7. Select everything except the title, first paragraph, and final paragraph, and format it as two-column text (Page Layout > Columns > Two).
8. Save and close your document.

Project 2-3: Using the Navigation Pane

In this exercise you'll put the Navigation Pane to use for browsing and editing a file.

1. Open the project file called 2-3-source and save your document as *project_2-3_headings*.
2. Open the Navigation Pane.
3. Search for *king* in the document and click to view all results. Click on the two results in the Navigation Pane's Results tab.
Note that "king" is a substring – the search hits both "king" and "taking."
4. With the second search result selected, switch to the Navigation Pane's Headings tab.
5. Drag the *Good Faith* entry in the Headings tab to the top of the mini outline.
6. Click the *Bill of Particulars* heading in the Pane to switch to its page.
7. Right-click the same entry in the outline list, and select *Demote*.
Note the changes to both the outline and the newly-restyled heading itself.
8. Save and close your document.