**What’s New in Office 2013? Collapse or Expand Parts of a Document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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When you’re working on a long, complicated document, you can collapse everything except the part you want to focus on. Or, if you think you might be overloading your readers with too much information, you can display summaries and leave it to your readers to open the summary and read the details if they want.

Examples of Use:

* Have students read longer pieces of text one section at a time by expanding that paragraph and using the comments feature to summarize what they have read. To insert a comment, place your cursor at the end of the section and click on insert>comment.

The ability to collapse and expand content in your document is based on its outline level. You can quickly add an outline level and make part of your document collapsible by adding a heading using Word's built-in styles.

