

If you're working on a long Word document, navigating through it can be a hassle. It is especially time consuming if you need to return to a specific location frequently or move back and forth between sections.

Word 2007 and 2010 let you bookmark specific parts of your document, so that you can easily return to, or move between, sections.

To insert a bookmark follow these steps:

1. Select the portion of your document you'd like to bookmark
2. On the ribbon, click the **Insert** tab
3. In the **Links** panel, select **Bookmark**
4. In the **Bookmark** dialogue box:
 - a. type a name under **Bookmark Name**.
 - b. Bookmark names must begin with a letter and cannot contain spaces
5. Click **Add**

Once you insert bookmarks in your Word 2007 documents, you can open them easily. This makes navigating through long documents a breeze.

1. On the ribbon, click the **Insert** tab
2. In the **Links** panel, select **Bookmark**
3. Select the name of the bookmark you would like to open
4. Click **Go To**

Your cursor immediately moves back to the bookmarked section, saving you time and eliminating frustration!