

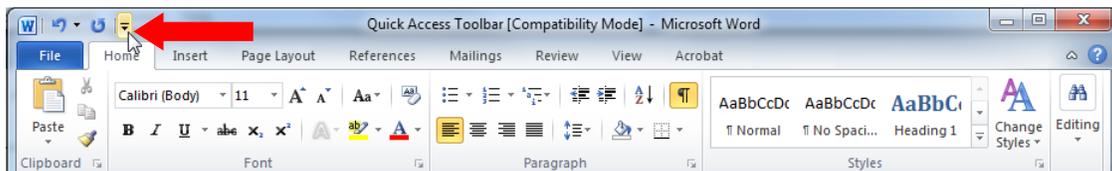
Navigate the Table of Contents

There are two things you need to successfully navigate a Table of Contents

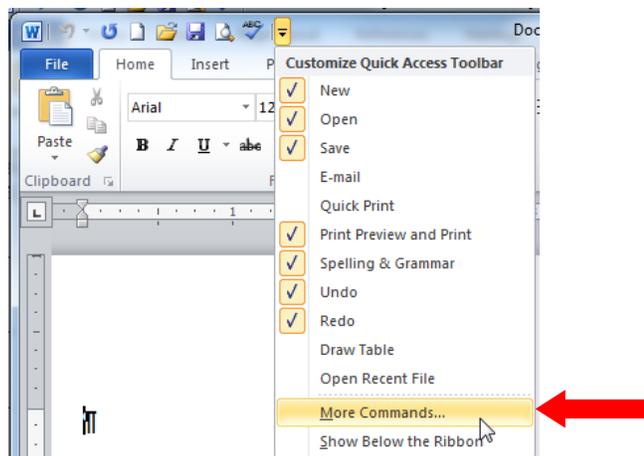
- the Back button
- CTRL + Click on the hyperlinks

The Back Button

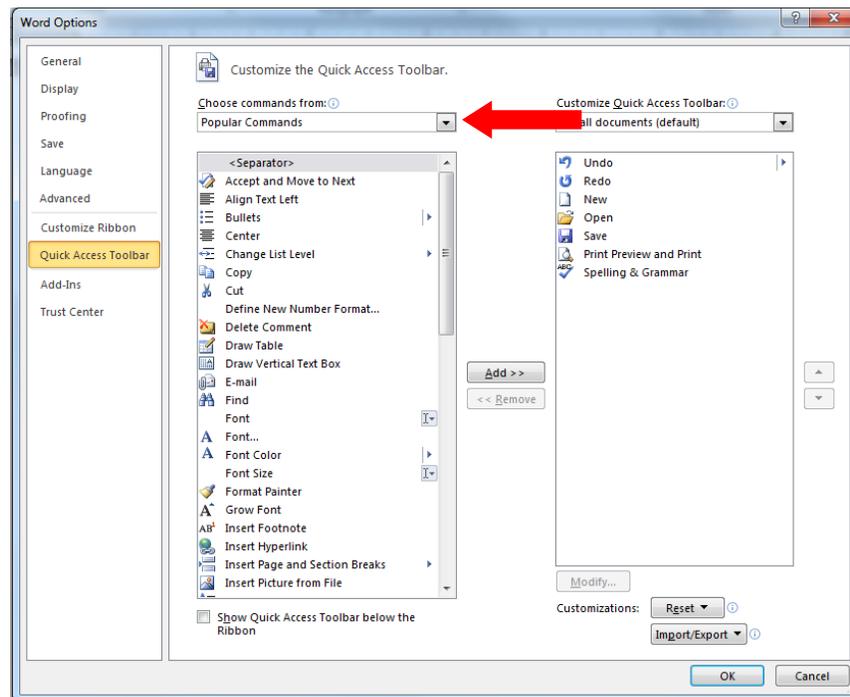
1. To add the Back button to the **Quick Access Toolbar**, click the drop-down.



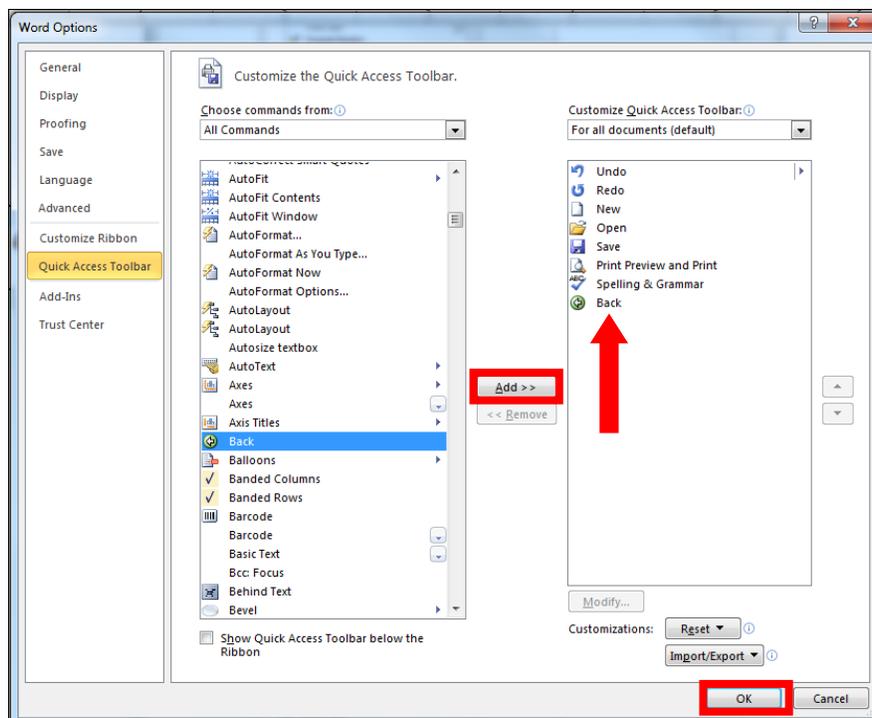
2. Select **More Commands**.



3. Click the drop-down and select **All Commands**.

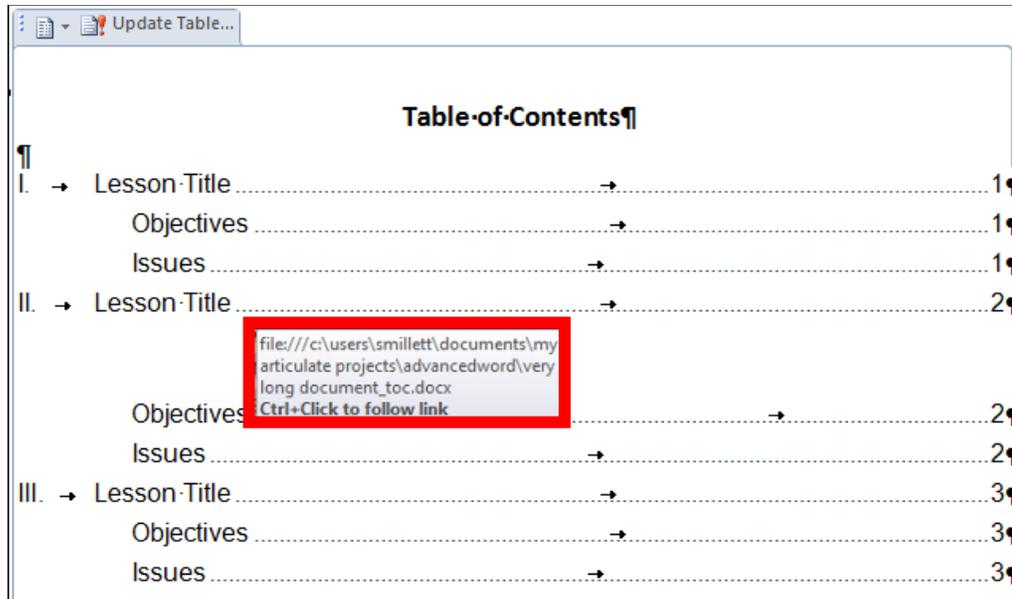


4. Scroll down the list to find **Back**. Double-click **Add**. Click **OK**.



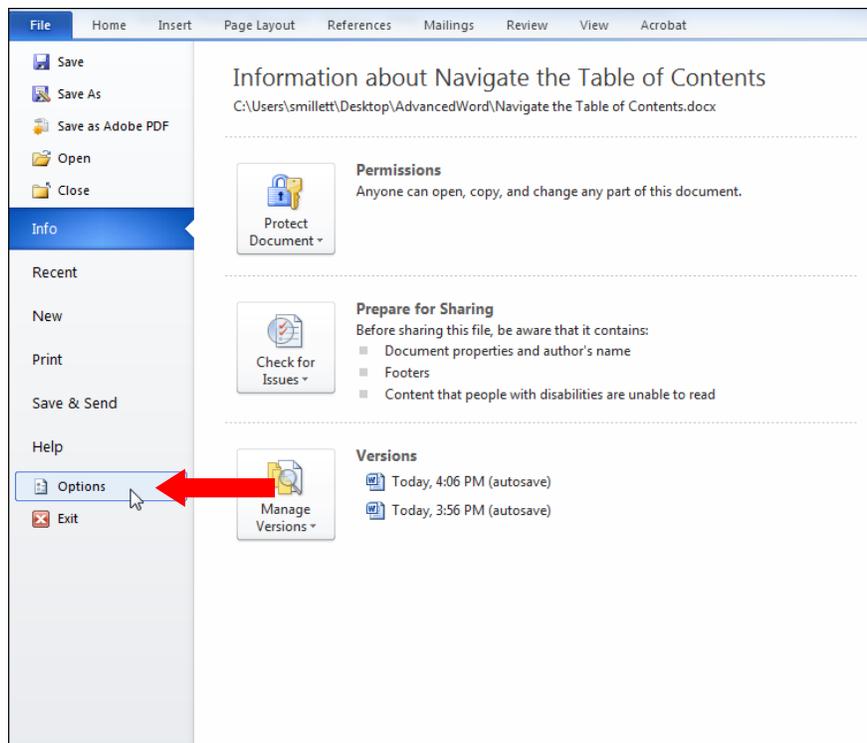
Eliminate CTRL + Click

When you see this message on a hyperlink, you're working too hard! This can be fixed so you just use your mouse to click the link.



I.	→ Lesson-Title	→	1¶
	Objectives	→	1¶
	Issues	→	1¶
II.	→ Lesson-Title	→	2¶
	Objectives	→	2¶
	Issues	→	2¶
III.	→ Lesson-Title	→	3¶
	Objectives	→	3¶
	Issues	→	3¶

1. Click the **File** tab and select **Options**.



2. Click **Advanced**. Uncheck **Use CTRL + Click to follow hyperlink**. Click **OK**.

