To collapse or expand all headings in Microsoft Word, follow these steps:

1. Right-click on any heading in the Housing Transfer Files.
2. Move your mouse over “Expand/Collapse” on the popup menu.
3. Select “Collapse All Headings” from the submenu to collapse all the headings in your document, or “Expand All Headings” to expand all the headings again.

Also, you can press ctrl and f then make sure the settings are set to Headers in the navigation control panel that opened and enter **“Housing Transfer”** then return/Enter!