

Creating an Outline

I. Create an outline numbered list

A. Definition: An outline numbered list is a list created to apply a hierarchical structure to any list or document.

1. A document can have up to nine levels.
2. Microsoft Word does not apply built-in heading styles to the items in the list.

B. Setup

1. Make sure your outline feature is turned

- a) **Click on Tools/auto Correct Options/Auto format as your Type**

(1) Make sure Automated Bulleted list and Automated numbered list is checked

2. Make sure your Styles are set

- a) **Click on Format/ Styles and Formatting**

(1) Click on a heading option, select the drop down arrow or R-click and select modify

(2) Set “style for following paragraph”h to the same as the style that appears under in the “name” box.

(3) Repeat for each item

C. Procedure

1. On the Format menu

a) click Bullets and Numbering

b) click the Outline Numbered tab.

2. Click a list format that does not contain the text "Heading",

3. Click OK.

(a) The first number of the list is displayed in the document.

4. Type the list text, pressing ENTER after each item.

(a) Subsequent numbers are automatically inserted at the beginning of each line at the same numbering level.

II. Working with outline numbered text

A. Move an outline numbered item to the appropriate numbering level

1. On the Formatting toolbar:

a) To demote the item to a lower numbering level

(1) click a list number

(2) click Increase Indent.

b) To promote the item to a higher numbering level

(1) click a list number

(2) click Decrease Indent.