

Creating an Outline

Lists with hierarchical numbers can be created by applying an Outline Numbering style to it. To create an outline:

- ❖ Do one of the following:
 - Create a new document in Word by clicking the **New Document** button on the **Standard** toolbar (see illustration at right).
 - Select the text in a document to which the Outline is to be applied.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Bullets and Numbering** from the list of options.
- ❖ Choose the **Outline Numbering** tab in the **Bullets and Numbering** dialog box.
- ❖ Choose the **Outline Numbering** style from the gallery of styles that appears.
- ❖ After the selection has been made, click the **OK** button to exit the dialog box.
- ❖ To move the outline in one level, do one of the following:
 - Press the **Tab** key on the computer keyboard.
 - Click the **Increase Indent** button on the **Formatting** toolbar (see illustration at right).
 - Each time an item is indented, it is demoted to a lower level in the outline.
- ❖ To move the outline item back one level, do one of the following:
 - Hold down the **Shift** key and then press the **Tab** key.
 - Click the **Decrease Indent** button on the **Formatting** toolbar (see illustration at right).
 - Each time the indent is reversed, the item is promoted to a higher level in the outline.
- ❖ To change the Outline Style:
 - After the whole outline has been input, select the entire outline.
 - Click **Format** on the **Menu Bar** and then select **Bullets and Numbering**.
 - Choose the **Outline Style** to change to.



Outline Number Style Box

