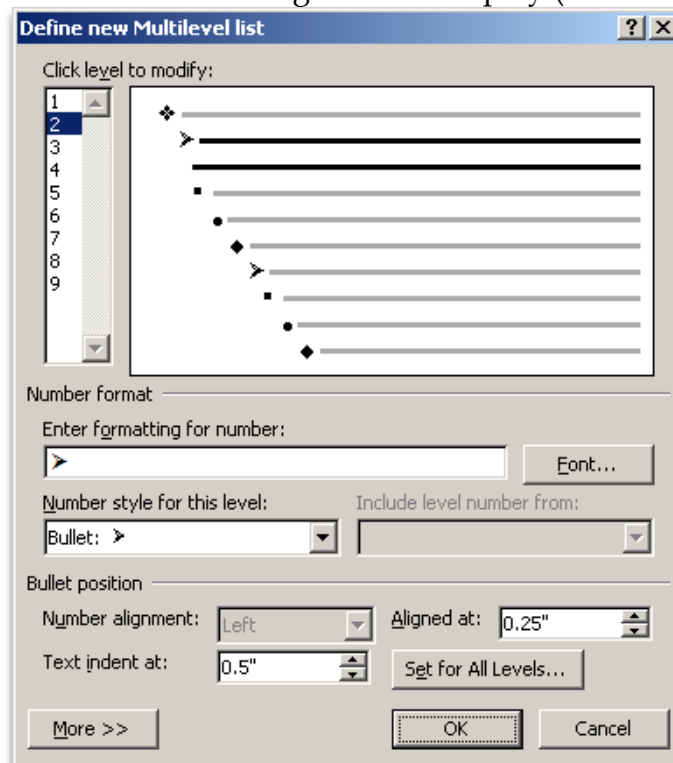
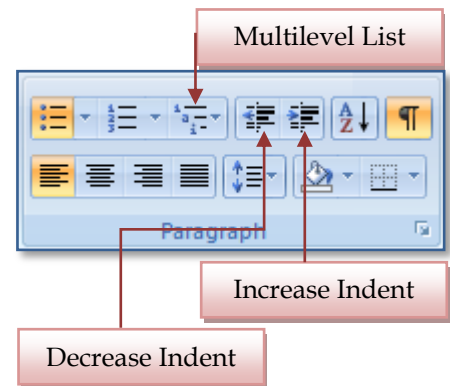


## Create Multilevel (Outline) List

Lists with hierarchical numbers can be created by applying a Multilevel List style to a list.

- ❖ Do one of the following:
  - Create a new document in Word.
  - Select the text in a document to which the Multilevel List is to be applied.
- ❖ Click the **Home Tab**.
- ❖ In the **Paragraph Group**, click the **Multilevel List** button (see illustration at right).
- ❖ 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 in the **Paragraph Group** (see illustration at right).
  - Each time an item is indented, it is demoted to a lower level in the list.
- ❖ To move the list 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 in the **Paragraph Group** (see illustration above right).
  - Each time the indent is reversed, the item is promoted to a higher level in the list.
- ❖ To change the Multilevel List Style:
  - After the whole list has been input, select the entire list.
  - Click the **List Arrow** next to the **Multilevel List** button.
  - Click the **Define New Multilevel List** link.
  - The **Define New Multilevel List** dialog box will display (see illustration below).



- Under **Click level to modify**, click one of the numbers.
- Click the appropriate items in the dialog box to make changes to the list level.
- Click **OK** when all the changes have been made.