

Step-by-Step (Mac OS X)

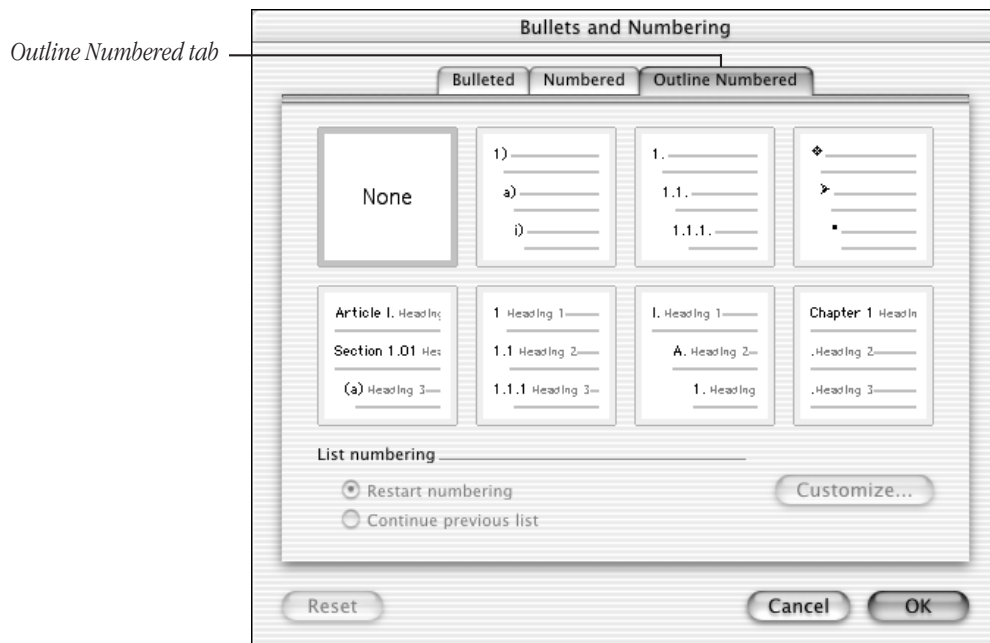
Working With an Outline In Microsoft Word X

You can use Microsoft Word's Outline view (with built-in hierarchical settings) to create a document in outline format. You can then choose from a number of different outline styles to apply to it.

In this Step-by-Step Card, you will create an outline and then choose an outline style for your document.

Getting ready

- 1 Open Microsoft Word by double-clicking the application icon in the Microsoft Office X folder.
- 2 In the Project Gallery, click the Word Document icon and click OK.
- 3 Save the document with the name "Outline." If you want, change the location where it will be saved.
- 4 Microsoft Office includes a number of outline styles that you can choose from. You can see the available outline styles by choosing Bullets and Numbering from the Format menu and clicking the Outline Numbered tab.

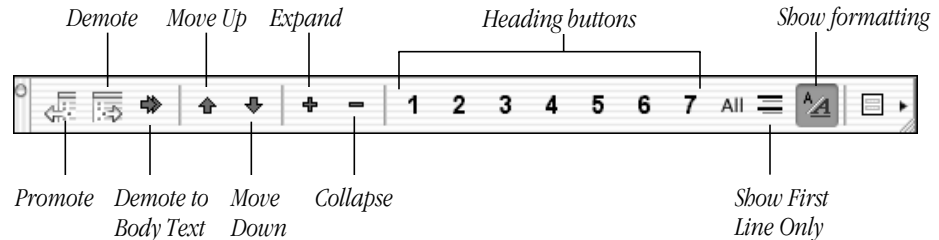


- 5 Click Cancel to close the dialog.

Creating a document in outline format

- 1 Choose Outline from the View menu.

The Outlining toolbar appears on your screen. You use the buttons on this toolbar to designate the hierarchical order of your topics.



- 2 Type the following in your document, pressing Return after each: “State Statistics,” “Maps,” “Important Cities,” “Climate,” “Historical Timeline,” and “Industries.” Your list should look like this:



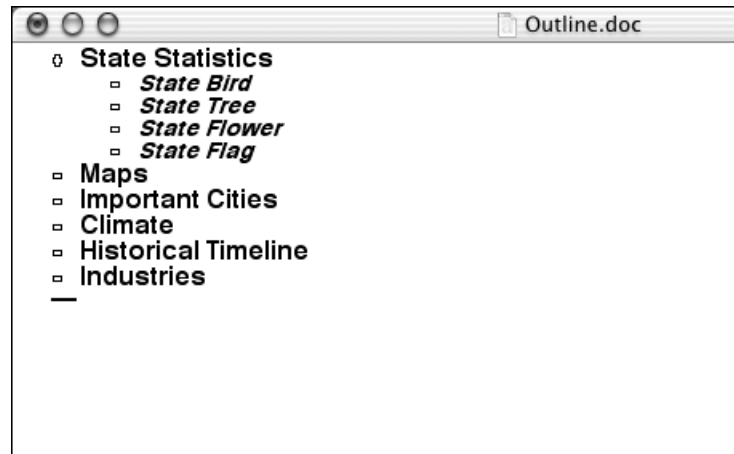
Notice the rectangular formatting character to the left of each heading. This indicates that each topic contains no subtopics. You will add subtopics next.

- 3 Click to place the insertion point after the last s in “State Statistics.” Press Return.
A new blank line appears, at the same hierarchical level as the others.
- 4 Click the Demote button on the Outlining toolbar (as shown in the illustration of the toolbar) and type “State Bird.”

The formatting character next to “State Statistics” has changed to indicate that the topic has a subtopic.

- 5 Press Return and add the following topics after “State Bird”: “State Tree,” “State Flower,” and “State Flag.” Be sure to press Return after entering each topic.

Because you already added the first subtopic (State Bird), you do not need to click the Demote button to place these additional subtopics at the correct level.

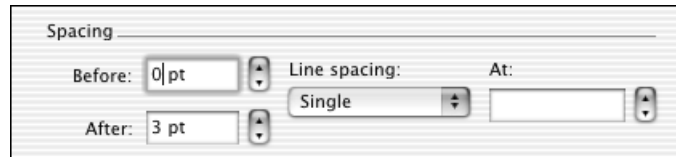


- 6 Next you will add subtopics to “Maps.” Place the insertion point after the s, press Return, click the Demote button, and type the following: “Physical,” “Political,” “Product,” and “Regional.”
- 7 Add the following subtopics to “Important Cities”: “City 1,” “City 2,” and “Chart or Graph.”
- 8 Add the following subtopic to “Climate”: “Graph.” Here you will also add a third level of subtopics. Position the insertion point after “Graph,” press Return, click the Demote button, and type “Temperature” and “Precipitation.”
- 9 Add the following subtopic to “Historical Timeline”: “List 10 facts.”
- 10 Add the following subtopic to “Industries”: “Graph or Chart.”
- 11 Choose Save from the File menu to save your changes.

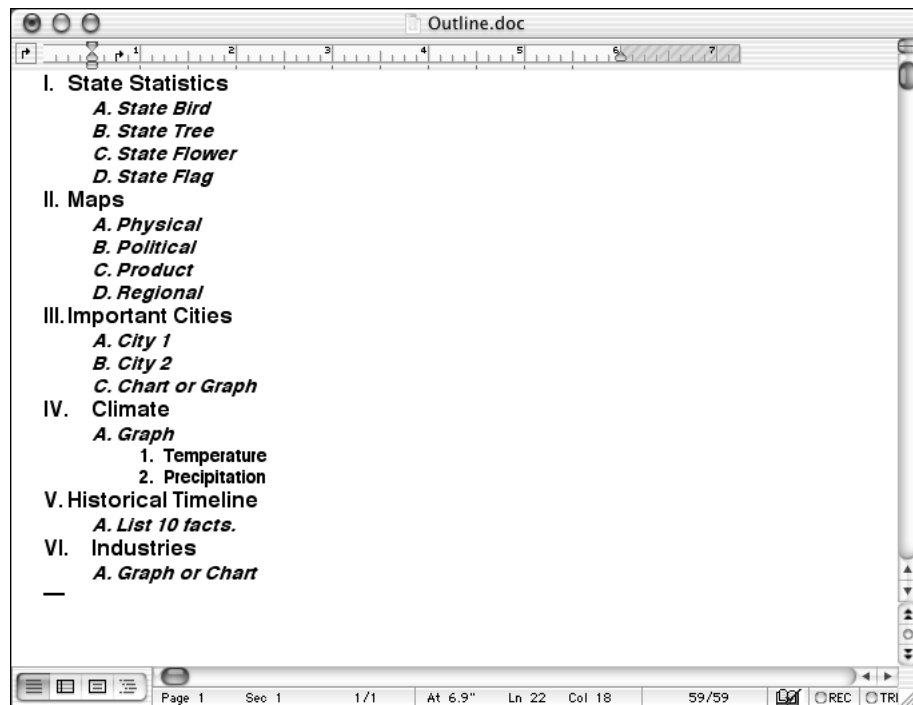
Applying an outline style

- 1 Select the outline by choosing Select All from the Edit menu. The outline characters aren’t highlighted, but they are selected too.
- 2 Choose Bullets and Numbering from the Format menu.
- 3 Click the Outline Numbered tab, select the third option in the second row, and click OK. The numbering scheme appears in the document.
- 4 To see the outline without the outline characters, choose Normal from the View menu.

- 5 While the outline is still selected, you might want to modify the spacing. Choose Paragraph from the Format menu. In the Spacing area, change the Before number to 0, using the text box or the arrow. This setting eliminates the extra space between outline topics and subtopics. Click OK.



- 6 Save your document. It should look like the one here.



Quick tips

When you're in Outline view, you can use the other Outlining toolbar options.

- To reorganize outline topics, click in the text and use the Move Up and Move Down buttons.
- To change a subtopic to a main topic, click in the text and then click the Promote button.
- To collapse all topics so that only the main topics are visible, click the Collapse button.
- To see the complete outline, click the Expand button.