Outline Title

Your name

Date

# Create an outline numbered list

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

### A document can have up to nine levels.

### Microsoft Word does not apply built-in heading styles to the items in the list.

## Procedure

### On the Format menu

#### click Bullets and Numbering

#### click the Outline Numbered tab.

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

### Click OK.

###### The first number of the list is displayed in the document.

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

###### Subsequent numbers are automatically inserted at the beginning of each line at the same numbering level.

# Working with outline numbered text

## Move an outline numbered item to the appropriate numbering level

### On the Formatting toolbar:

#### To demote the item to a lower numbering level

##### click a list number

##### click Increase Indent.

#### To promote the item to a higher numbering level

##### click a list number

##### click Decrease Indent.

# Other ways of working with outlines

## Create a Microsoft PowerPoint presentation from a Word outline

### About creating a PowerPoint presentation from a Word Outline

#### PowerPoint uses the heading styles in your Word document

##### Heading styles are applied when you use numbered outlines

##### Heading styles are already turned on for you in this template.

##### For example, each paragraph formatted with the Heading 1 style becomes the title of a new slide, each Heading 2 becomes the first level of text, and so on.

### Procedure

#### Open the document you want to use to create a PowerPoint presentation.

#### On the File menu, point to Send To, and then click Microsoft PowerPoint.

## Create an Outline from an existing document

### If you use heading styles to create longer documents, you can see a document's organization, move around, and rearrange chunks of text.

### To learn more about Outline view, see Microsoft Word Help.