Create Outlines on the Computer

LBS Level 4

Goal: Use Word '97 to create an outline.

Learning Outcomes:

- Use Word '97 to create a numbered list
- Use Word '97 to create a multi-level numbered list

Contents:

- Create a numbered list
  - a) Using the format menu
  - b) Using shortcuts
  - c) Changing the number format
  - d) Ending a list
  - e) Removing the numbering

- Create a multi-level numbered list
  - a) Using the format menu
  - b) Changing levels
  - c) Customizing the format
  - d) Ending a list
  - e) Removing the numbering

- Practice Exercises

Prerequisite:

- Basic skills in word processing
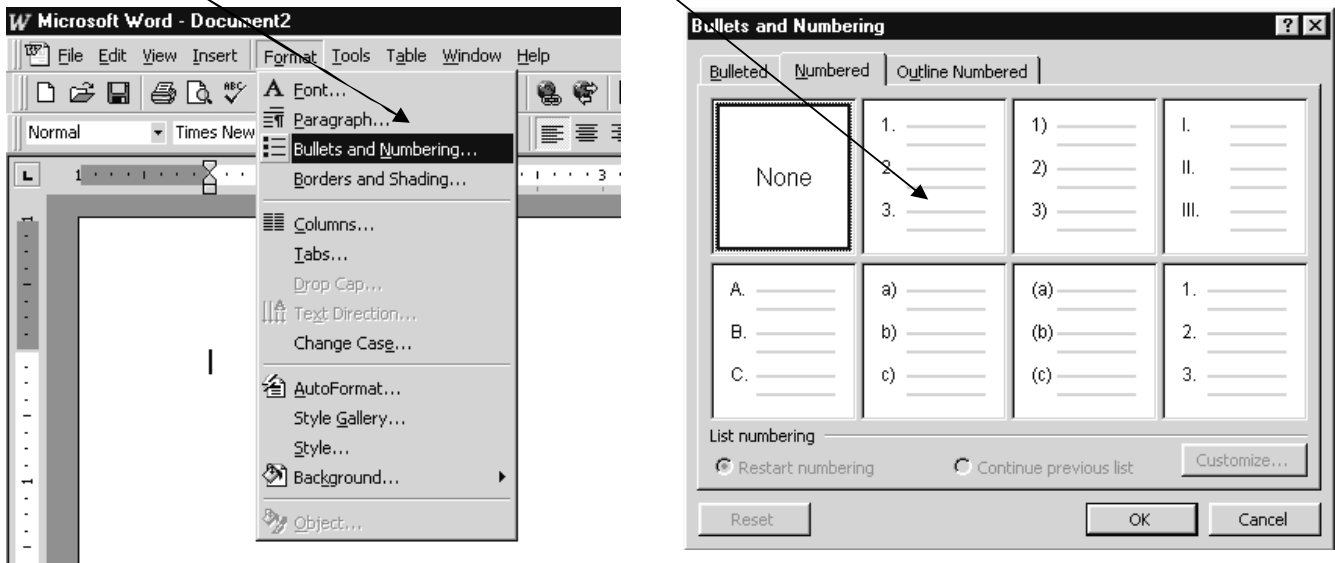
CREATE AN OUTLINE

Use a Numbered List

In Word 97 you can create an outline using the **BULLETS AND NUMBERING** feature.

To outline shorter passages, you will probably use a numbered list.

Creating an Outline

1) The first step is to click on the *Format* menu
    a) Then, click on *Bullets and Numbering*.
    b) Choose the *Numbered* tab.
    c) Click on *a numbered format* that you want.
    d) Click *OK*.
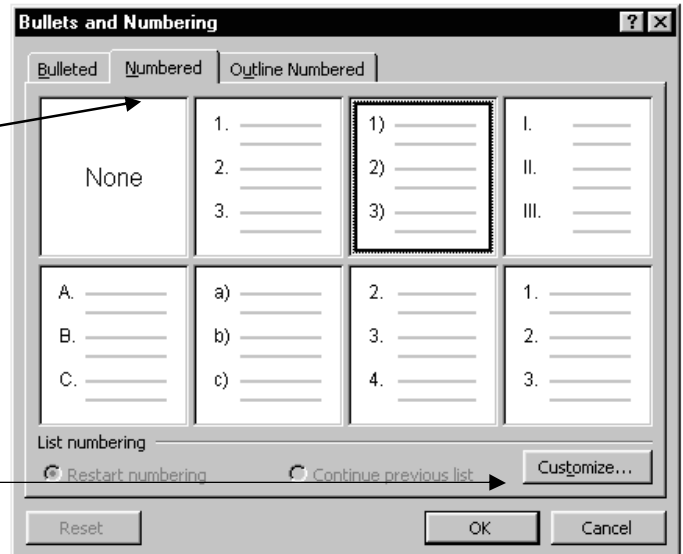

2) A shortcut for making a numbered list
    a) Press the **numbers bullet** on the **formatting toolbar.**
    b) A numbered list will start automatically.
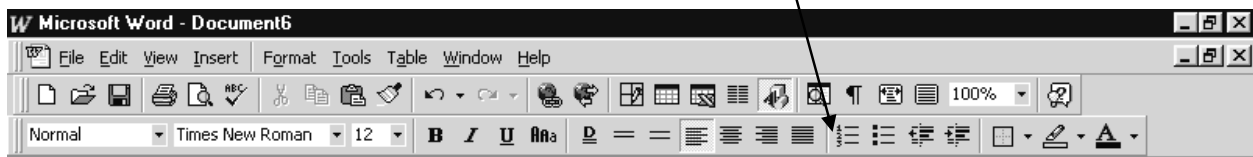
3) A shorter shortcut to *create a numbered list automatically* as you type,

    a) Type 1. or 1) or A. or a), followed by a space or a tab and any text you want.

    b) When you press ENTER to add the next item in the outline, a number will be automatically entered.

4) *Type the outline* that you have made for your paragraph of passage.

    a) Press *ENTER* after each item.

    b) A number will automatically be entered at the start of the next item

5) To *change the format* of the number.

    a) *Select* the items

    b) Then *click Bullets and Numbering* on the Format menu.

    c) *Click Numbered* tab.

    d) Then click the *format you want*.

Bullets and Numbering

Bulleted | Numbered | Outline Numbered

None

1.
2.
3.

1)
2)
3)

I.
II.
III.

A.
B.
C.

a)
b)
c)

2.
3.
4.

1.
2.
3.

List numbering

○ Restart numbering   ○ Continue previous list   Customize...

Reset   OK   Cancel

6) To *adjust the spacing* between the number and the text,

    a) Click *Customize*.

    b) Then change the distance from the number position to text position.

7) To *finish the outline* list:

    a) Press *ENTER twice*.

    b) Or press *BACKSPACE* to delete the last number in the list.

8) To *remove numbering*:
   a) On the *Edit* menu, click *Select All.*
   b) On the *Format* menu
      i) Click *Bullets and Numbering*
      ii) Click the *Outline Numbered* tab.
   c) Click *None*. The numbering will be removed from all the levels in the outline.
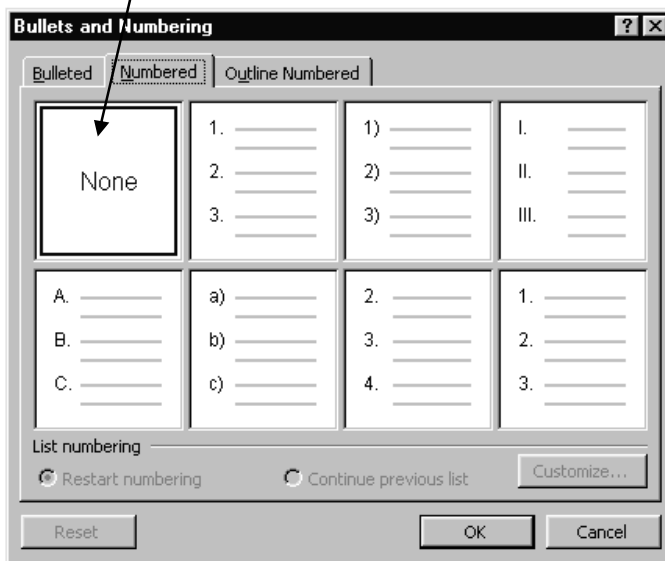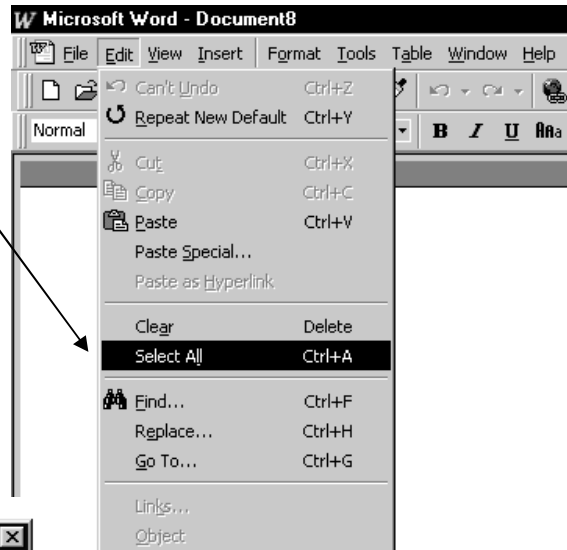
9) To *insert numbers* and letters *after* you have typed an outline:
   a) On the *Edit* menu, click *Select All.*
   b) Follow the steps in #1 on the previous page.
   c) Or use the numbering bullet ▤ on the formatting toolbar.

(A number will appear at the start of each line that follows where you pushed *ENTER*.)


CREATE AN OUTLINE
How to Use a Multi-level Numbered List

In Word 97 you can create an outline using the **BULLETS AND NUMBERING** feature. An outline numbered list can have up to nine levels, but we will probably use only two or three levels but for outlining paragraphs and passages.

Creating an Outline

1) The first step is to click on the ***Format*** menu
   a) Then, click on *Bullets and Numbering*.
   b) Choose the *Outline Numbered* tab.
   c) Click on *a list format* that does not contain the text "Heading 1"
   d) Click *OK*.

Choose Bullets & Numbering
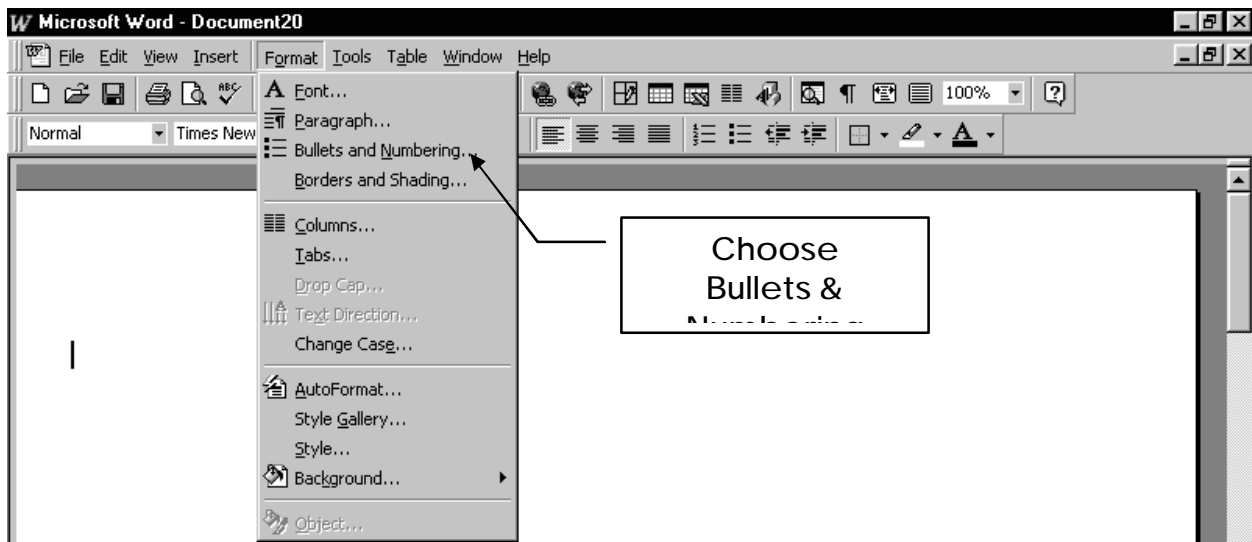
2) ***Type the outline*** that you have made for your paragraph of passage.
   a) Press *ENTER* after each item.
   b) A number will automatically be entered at the start of the next item.

3) To move a part of the outline to a ***different level***, click anywhere in the item.

   a) Then click *Increase Indent* on the Formatting Toolbar to move the sentence to the right one level. (Position the cursor at the start of the line and press *TAB* to do the same job.)
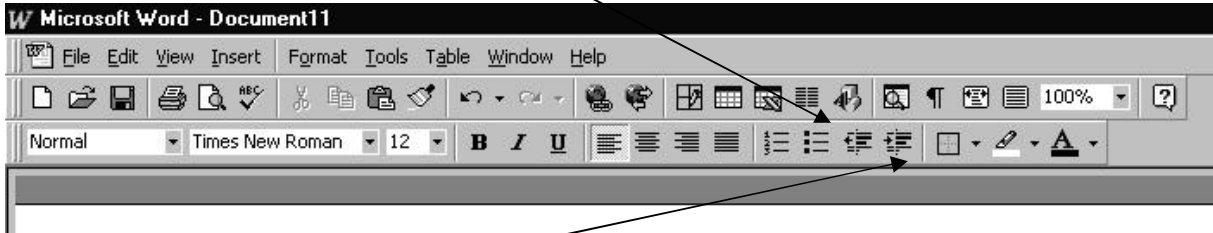
   b) Or click *Decrease Indent* on the Formatting Toolbar to move the sentence to the left one level. (Position the cursor at the start of the line and press *SHIFT + TAB* to do the same job.)

4) To ***change the format*** of the number or letter in the outline
   a) On the *Format menu*,
      i) Click *Bullets and Numbering*.
      ii) Then click the *Outline Numbered tab.*
   b) *Click the *heading format* you want to modify.*
   c) *Click *Customize.**
   d) In the *Level or the Preview box*, click the heading level you want to modify.
   e) *Change the options* that you want. For example,
      i) You could change 1. to 1)
      ii) You could change to italics at one level.
      iii) Or you could change the space between the number or letter and the text.
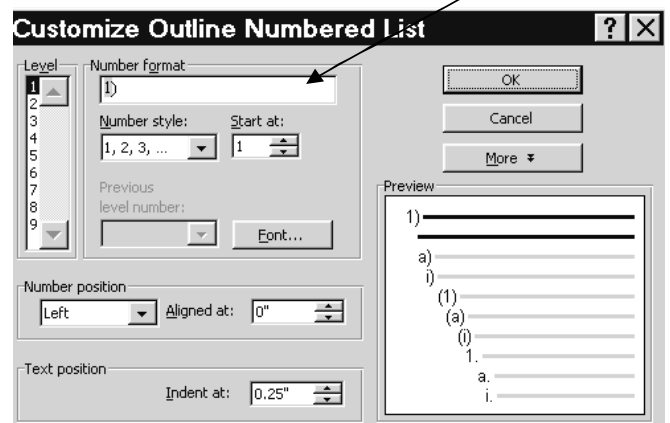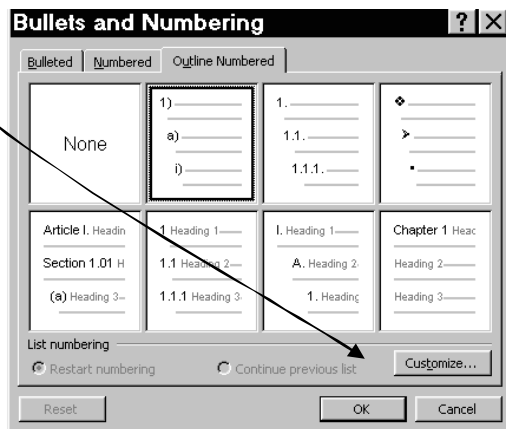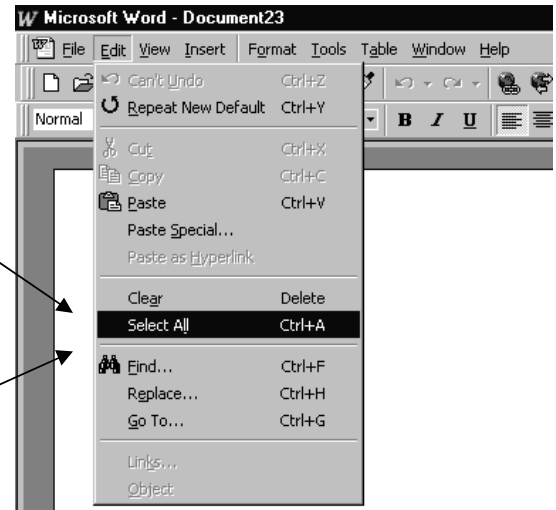
5) To *finish the outline*:
    a) Press *ENTER twice*.
    b) Or press *BACKSPACE* to delete the last number in the list.

6) To *remove* outline *numbering*:
    a) On the *Edit* menu
        i) Click *Select All.*
    b) On the *Format* menu
        i) Click *Bullets and Numbering*
        ii) Click the *Outline Numbered* tab.
    c) Click *None*. The numbering will be removed from all the levels in the outline.

7) To *insert numbers* and letters *after* you have typed an outline:
    a) On the *Edit* menu
        i) Click *Select All.*
    b) Follow the steps above.

Practice Exercise:

1. Type the following list as an outline, using three levels.

Example:	Vegetables	Fruits	Breads
	Corn	Pears	Dinner Rolls
1) Flowers	Beans	Bartlett	Bagels
a) Roses	Green	Oranges	Sliced Loaves
i) Florabund	Yellow	Apples	White
ii) Tea	Kidney	Granny Smith	Whole Wheat
b) Peonies	Peas	Macintosh	Sandwich Buns
i) Etc.		Delicious	Kaisers

Your Outline will probably look lie this

1) Vegetables
   a) Corn
   b) Beans
      i) Green
      ii) Yellow
      iii) Kidney
   c) Peas

2) Fruits
   a) Pears
      i) Bartlett
   b) Oranges
   c) Apples
      i) Granny Smith
      ii) Macintosh
      iii) Delicious

3) Breads
   a) Dinner Rolls
   b) Bagels
   c) Sliced Loaves
      i) Multi Grain
      ii) Whole Wheat
   d) Sandwich Buns
      i) Kaisers

Re-format your Outline to look like this:

A. Vegetables — *Change 1) to A.*
   a) Corn
   b) Beans
      i. Green
      ii. Yellow — *Change to*
      iii. Kidney
   c) Peas

B. Fruits
   a) Pears
      i. Bartlett
   b) Oranges
   c) Apples
      i. Granny Smith
      ii. Macintosh
      iii. Delicious

C. Breads
   a) Dinner Rolls
   b) Bagels
   c) Sliced Loaves
      i. Multi Grain
      ii. Whole Wheat
   d) Sandwich Buns
      i. Kaisers

2.   Reproduce sections #1 to #4 from the instructions for outlining text on the previous page. Try to have the same numbering, lettering, spacing and levels in your outline.