Creating an Outline in MS Word Notebook

The MS Word Notebook template includes features that enable you to easily create and edit an outline. Here are the basic steps for creating an outline.

Start Microsoft Word. The Project Gallery will appear. Under the New, Blank Documents section, click on Word Notebook, then click on Open.

(If Word is already open, from the menu bar, select File > Project Gallery to access the Project Gallery.)

The Notebook document template will appear.

Document creation date and time is automatically placed in the Title header.

Click here to add a title.

Click on a tab to access a section.

CTRL, Click on Section tabs to Rename, Delete or Add a tab.

Click & Drag on Section tabs to reorder them.
Notebook documents are formatted in an outline - hierarchical level structure.

As you type a new paragraph in a document, it automatically creates a Heading (Level 1). When you press Return, the next paragraph is considered a new Heading.

Paragraphs can be changed from Headings to Sub-headings and Sub-sub Headings (Levels 2, 3, 4...) by clicking to the left of the paragraph and pressing the Tab key.

Paragraphs can also be changed from Sub-headings to Headings by clicking to the left of the paragraph and pressing the Delete key.

A blue triangle sits next to a Heading with Sub-headings. Click on the triangle to expand or collapse content within the Heading.
The Formatting Palette has outline formatting options. To use the Formatting Palette options to format your outline, **click to the left of the paragraph to format**, then select the formatting option from the Palette.

Example: Clicked to the left of the paragraph, then selected a Number Type

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**NOTE LEVELS**

Click on the **Down Arrow** next to Level to define the Level of a selected paragraph, OR
Click on **Promote** or **Demote** to change the Level of a paragraph.

Click on **Move Up** or **Move Down** to change the order of a paragraph.

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**BULLETS & NUMBERING**

Click on the **Numbering** button to number a paragraph, OR
Click on the **Bullets** button to bullet a paragraph, OR
Click on the **Number Type** Drop-down menu arrow n to select a numbering format.
Editing Options

Insert a Line within an Outline

Click at the end of the line above the line you wish to create and press Return. A new line will be created at the same level as the previous line. Use the Tab or Delete keys to demote or promote the line.

Delete a Line within an Outline

Move your mouse pointer to the left margin of the line you wish to delete and click to select it, then press Delete. The outline will be renumbered accordingly.

Move a Heading with Subtopics

Move your mouse pointer on top of the blue triangle.

Click , drag and drop the Heading and Subtopics to the new location. The outline will be renumbered accordingly.