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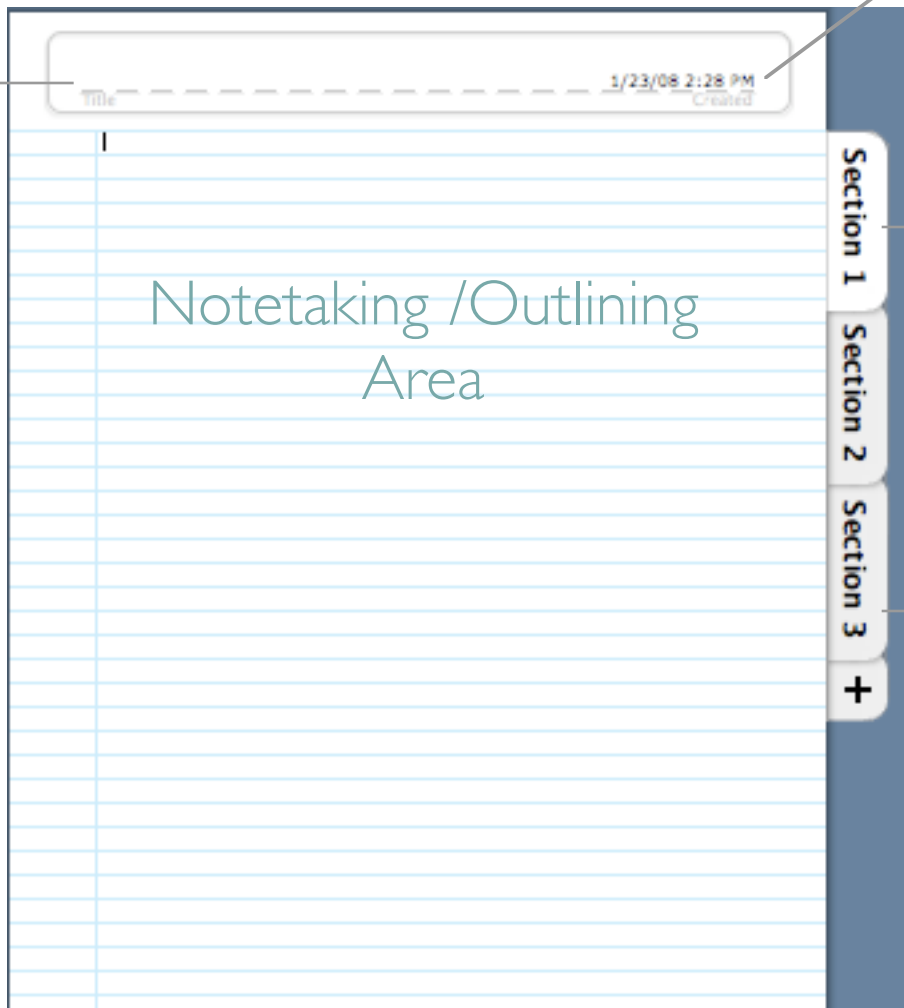
Start Microsoft Word. The **Project Gallery** will appear. Under the **New** , **Blank Documents** section, click on **Word Notebook**, then click on **Open**.

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

File    Edit    View
Project Gallery...
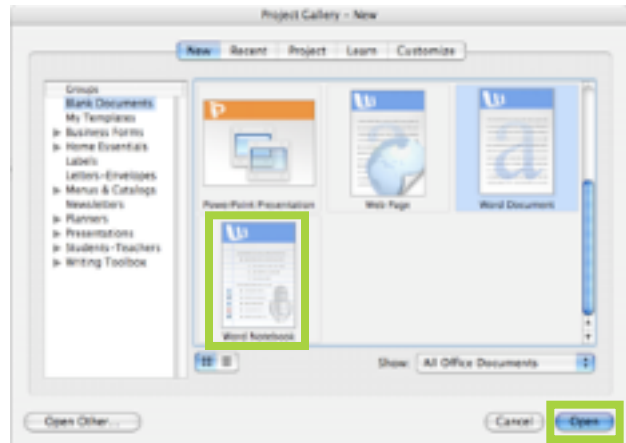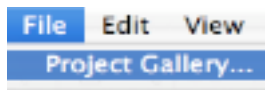
The Notebook document template will appear.

Click here to add a title.

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

1/23/08 2:28 PM

Title        Created

Notetaking /Outlining Area

Section 1
Section 2
Section 3
+

Click on a tab to access a section.

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

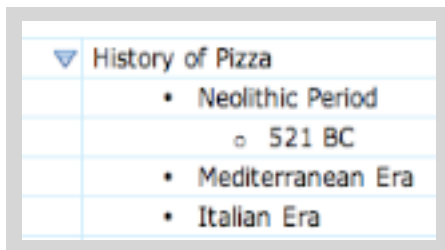Click & Drag on Section tabs to reorder them.

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.

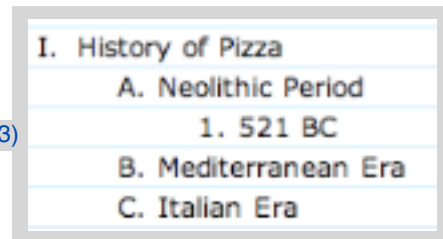| ⊙ | Thin Crust |
|---|------------|
|   | Thick Crust |

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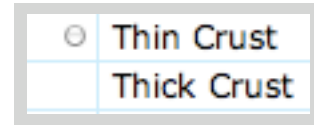
Paragraphs can be changed from Headings to Sub-headings and Sub-sub Headings (Levels 2, 3, 4...) by clicking to the left of the paragraph and pressing the **Tab** key.

Paragraphs can also be changed from Sub-headings to Headings by clicking to the left of the paragraph and pressing the **Delete** key.
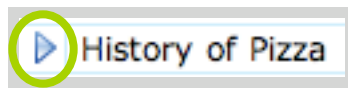
▽ History of Pizza
• Neolithic Period
  ○ 521 BC
• Mediterranean Era
• Italian Era

Heading (Level 1)
Subheading (Level 2)
Sub-subheading (Level 3)

I. History of Pizza
    A. Neolithic Period
        1. 521 BC
    B. Mediterranean Era
    C. Italian Era

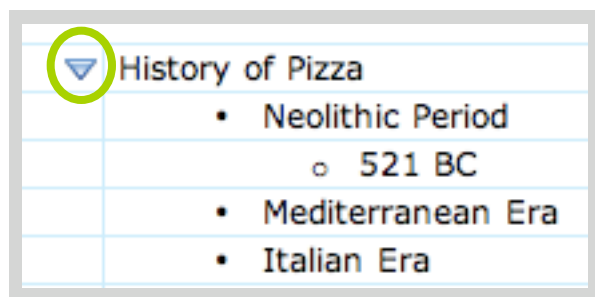*Bulleted Example*                     *Numbered Example*

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A blue triangle sits next to a Heading with Sub-headings. Click on the triangle to expand or collapse content within the Heading.
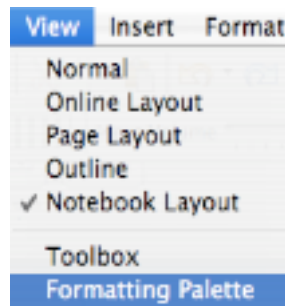
▷ History of Pizza

*Collapsed Heading*

▽ History of Pizza
• Neolithic Period
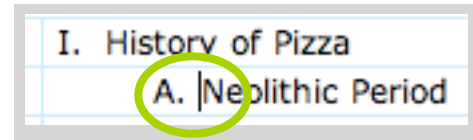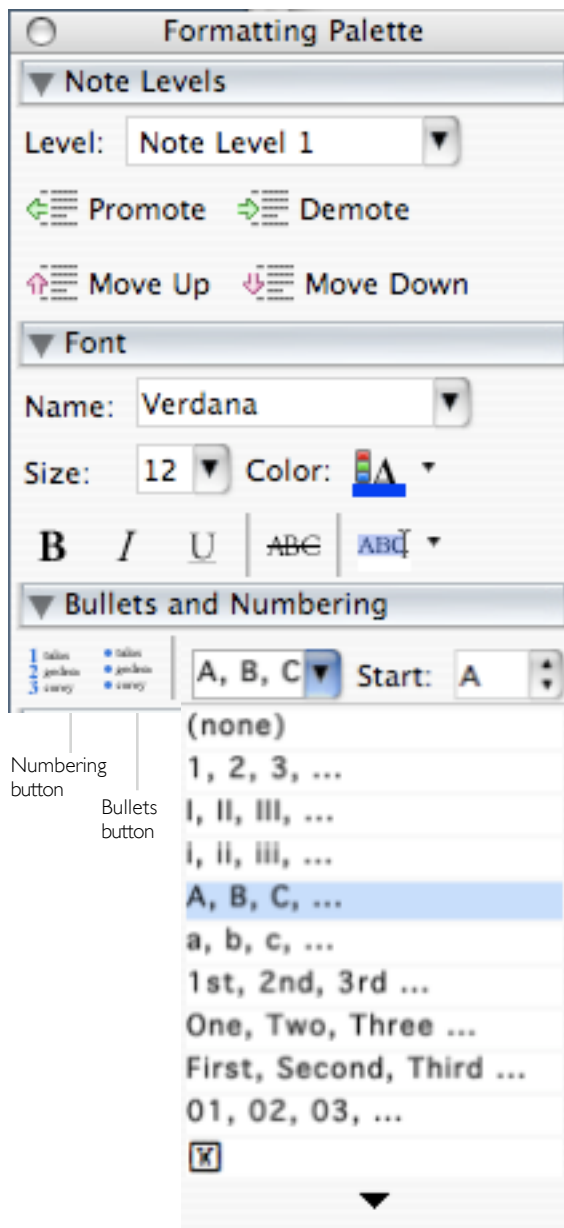  ○ 521 BC
• Mediterranean Era
• Italian Era

*Expanded Heading*

The Formatting Palette has outline formatting options. To open the Formatting Palette, from the menu bar, select **View > Formatting Palette**.

**View  Insert  Format**

Normal
Online Layout
Page Layout
Outline
✓ Notebook Layout

Toolbox
**Formatting Palette**

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.

I. History of Pizza
    A. Neolithic Period

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

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**Formatting Palette**

▼ Note Levels

Level: Note Level 1 ▼

⬅ Promote    ➡ Demote

⬆ Move Up    ⬇ Move Down

▼ Font

Name: Verdana ▼

Size: 12 ▼  Color: ▦A ▼

**B** *I* U | A̶B̶C̶ | ABC ▼

▼ Bullets and Numbering

A, B, C ▼  Start: A ▼

Numbering button

Bullets button

(none)
1, 2, 3, ...
I, II, III, ...
i, ii, iii, ...
A, B, C, ...
a, b, c, ...
1st, 2nd, 3rd ...
One, Two, Three ...
First, Second, Third ...
01, 02, 03, ...
▾

Number Type menu

## 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.
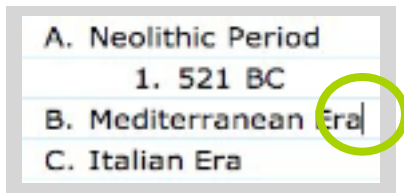
## BULLETS & NUMBERING

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.
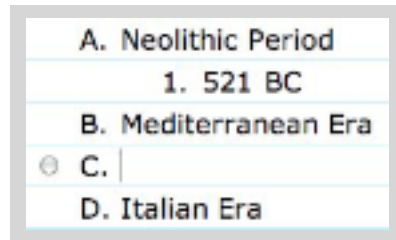
# Editing Options

## 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.

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## 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.



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## 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.