

# Outlining in Word

Making an outline is one of those skills everyone learns in school. But how do you make an outline in Microsoft Word? Here is some advice to help you make the outline of your dreams.

In this example we'll be using the 2003 version of Microsoft Word. Other versions may behave differently.

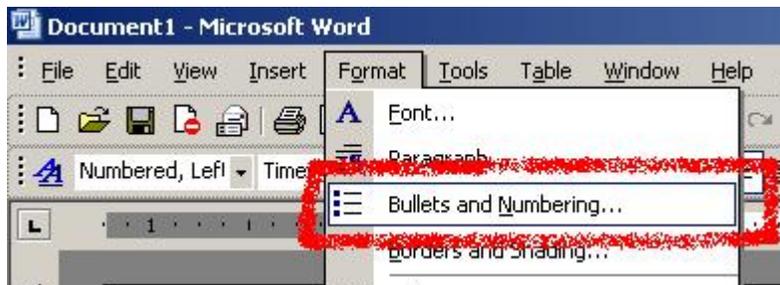
- 1) Open up Word and start by typing your main topic with a capital "I." in front of it. In this example we'll be using roman numerals for the main topic, capital letters for the subtopic, numbers for the details, and lower case letters for the sub-details.
- 2) When you press the Enter button at the end of your main topic Word will recognize that you are making an outline and automatically give you a roman number "II." at the start of the next line, like this:

I. Main Topic  
II.

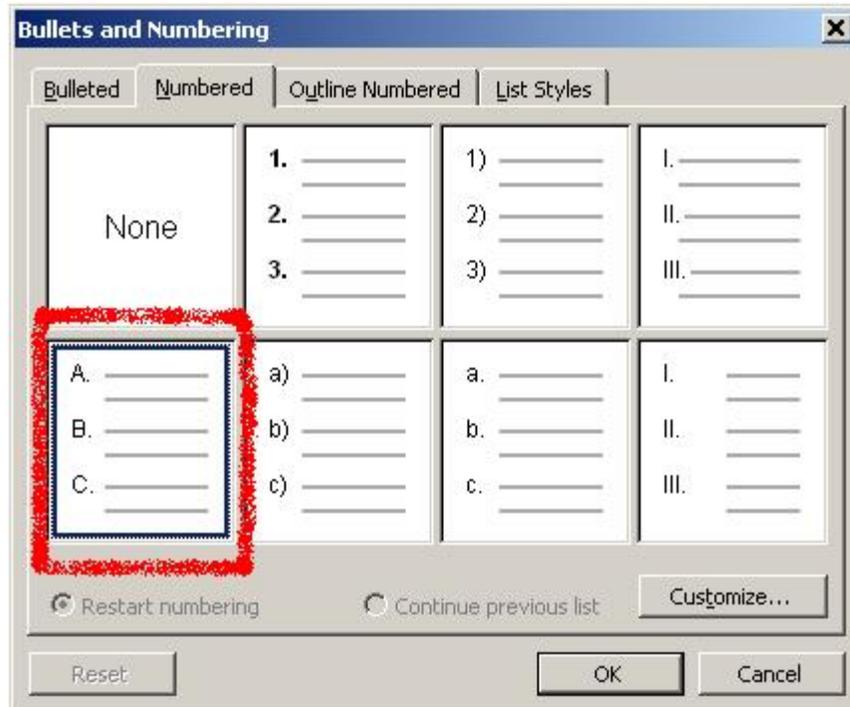
If you press the "Tab" key to indent the cursor and start the sub topic you'll probably be disappointed to find that you get a lower case "a." like this:

I. Main Topic  
    a.

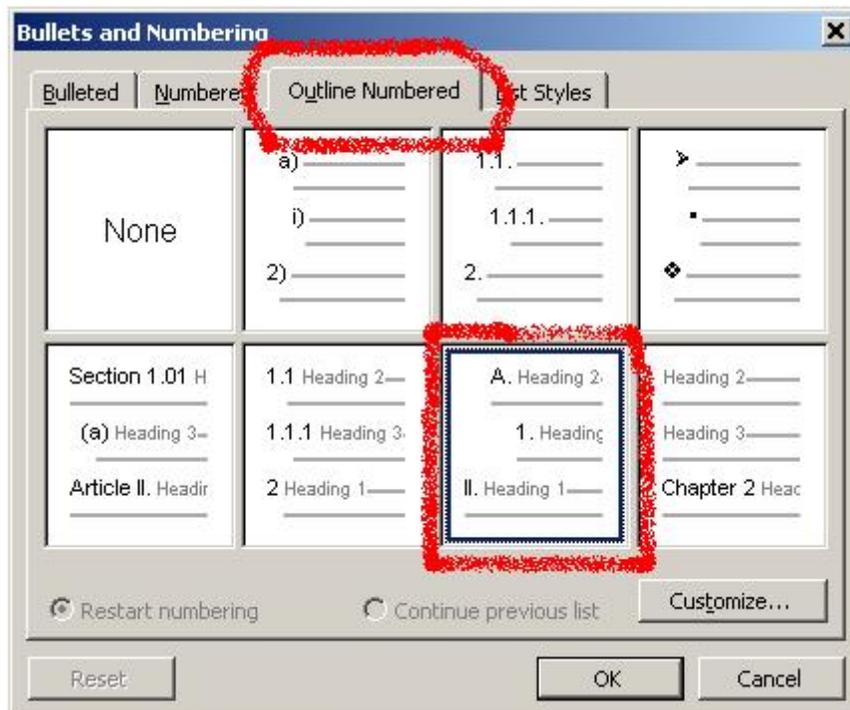
To turn the lower case "a." into an upper case "A." go to "Format" on the menu bar and look for "Bullets and Numbering"



Look in the window that appears for the capital letters you want for your subtopic and click on them. By using the tab key and this "Bullets and Numbering" window you should be able to get every line of your outline to look exactly the way you want it to.



You might want to consider checking out the other outline numbering formats that are available in Word. To do that click on the "Outline Numbering" tab and look for the format you want:



**PRACTICE ACTIVITY:** Try making an outline in Word that looks like this one:

- I. Main Topic 1
  - A. Subtopic 1
  - B. Subtopic 2
    - 1) Detail 1
    - 2) Detail 2
      - a. Sub Detail 1
- II. Main Topic 2

**TO KEEP ON LEARNING:** To learn more about making outlines in Word try searching the internet for:

Making an outline in Word  
Outline format  
Outline Numbering

Have a nice day!