

NCI Technologies Ltd presents:

Microsoft® Office Word 2003 Training



Create a document outline

Course contents

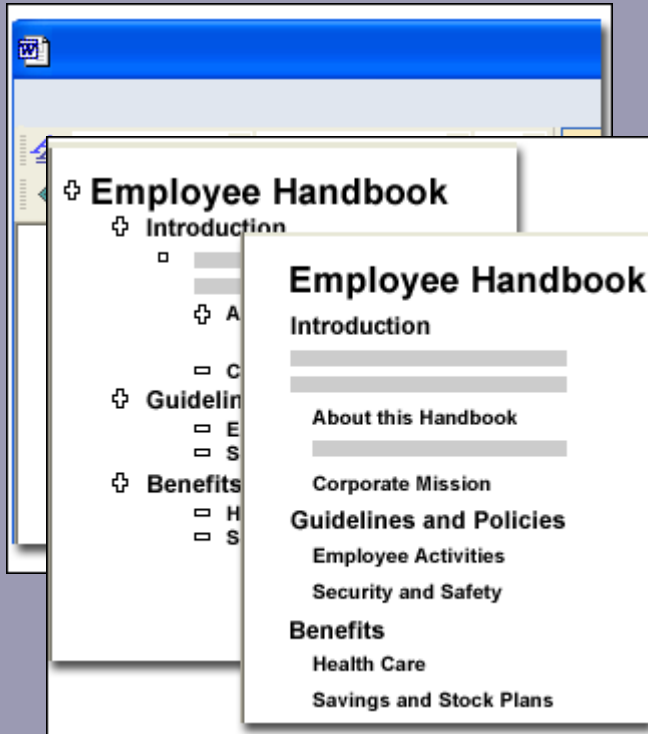
Overview: Conceptualize and organize

Lesson 1: Create an outline from scratch

Lesson 2: Restructure your outline

Each lesson includes a list of suggested tasks and a set of test questions.

Overview: Conceptualize and organize



How do you like to organize your ideas? Outlining is a tried-and-true organizational aid that can help you conceptualize and plan your document's content.

Word has tools that streamline the outlining process—you'll be amazed at how much time and trouble an outline can save you.

Create a document outline

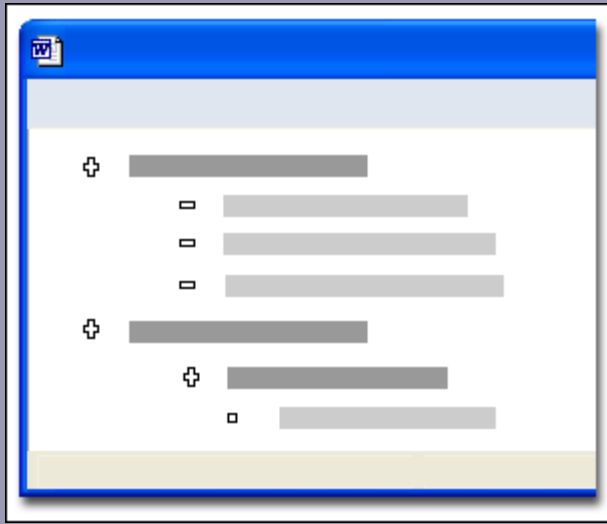
Course goals

- Create a document outline from scratch.
- Reorganize or restructure an existing outline.
- Promote or demote outline entries so that they hold a greater or lesser level of prominence in your overall outline (for example, turn a top-level heading into a subheading).
- Expand and collapse portions of the outline.

Lesson 1

Create an outline from scratch

Create an outline from scratch



A document in outline view

You create an outline in **outline view**, a working environment that structures content in outline format, with headings and body text indented to represent their level in the document structure.

Outline view is the perfect starting point for laying out your main ideas into headings and then adjusting the document structure from there.

Outline view vs. outline numbering



Outline list numbering is different from outline view.

You might be familiar with the outline numbering feature in Word, which applies outline numbering to different lines of text (I, IIa, IIb, and so on).

It's important to make clear that this type of outline numbering is different from outline view; the two serve different purposes and are not designed to work together.

Outline view vs. outline numbering

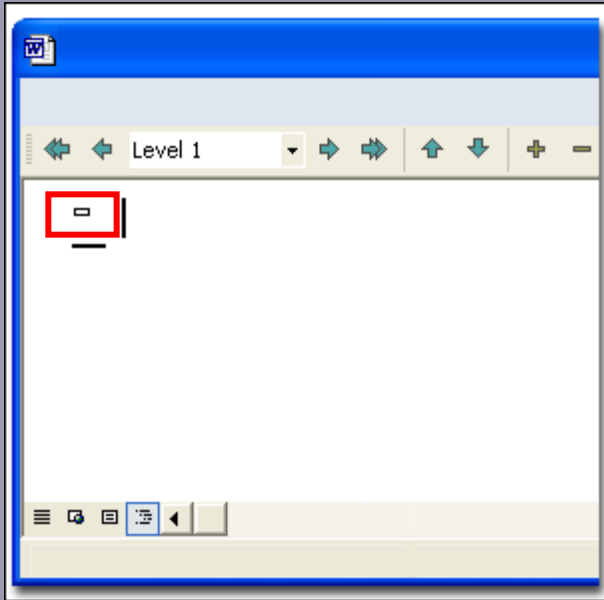


Outline list numbering is different from outline view.

Outline numbering is a hierarchical list numbering format that you apply to lines of text to help your readers follow the information. It's really a display aid.

Outline view is a working mode that uses formatting to convey hierarchy and help you lay out and organize your own ideas in a clear, clutter-free way. This course focuses on outline view.

Begin an outline from scratch



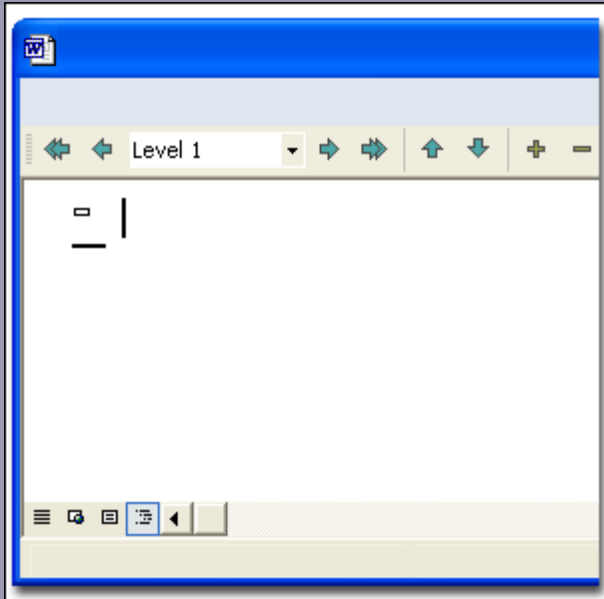
A blank document in outline view, awaiting its first entry

To organize your ideas from scratch, start with a blank document. Then switch to outline view by clicking **Outline** on the **View** menu.

A block-like minus sign appears in the upper-left corner of the document, along with a blinking cursor. This is where you'll enter your first top-level outline heading.

Create a document outline

Begin an outline from scratch

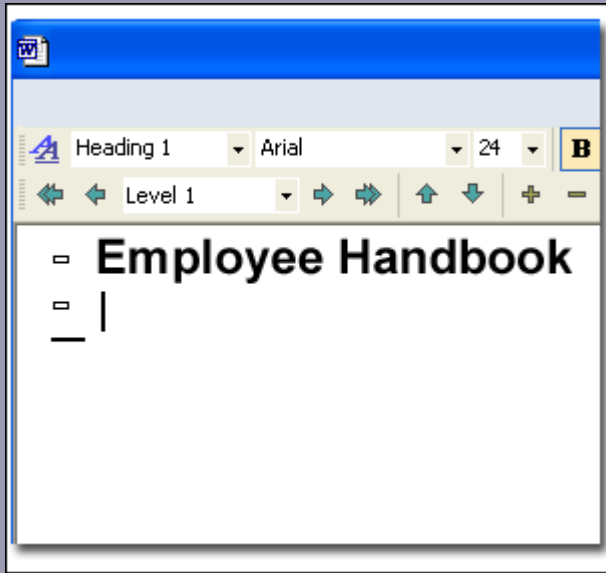


When you switch your document to outline view, you'll also notice that the **Outlining** toolbar appears, which you can use to manipulate the outline as you work.

A blank document in outline view, awaiting its first entry

Create a document outline

Create top-level outline entries

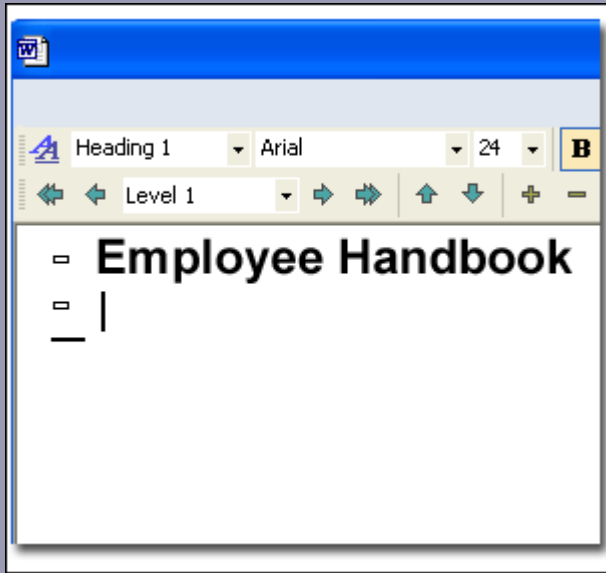


To add your first entry, just type it at the cursor.

You'll notice that the text is large and bold; it's a "heading." Word automatically formats it with a built-in style (Heading 1).

Level 1 outline entry on the first line; the second line awaits another entry.

Create top-level outline entries

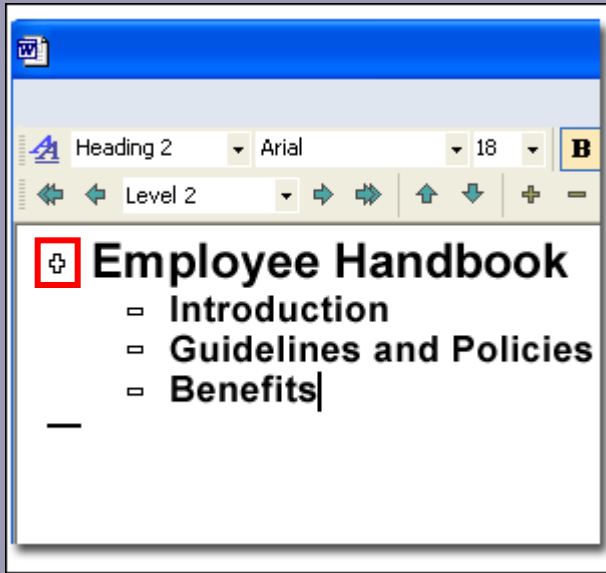


Level 1 outline entry on the first line; the second line awaits another entry.


When one entry is complete, press ENTER to move to the next line. Word starts a new paragraph at the same level of indentation—or level of importance—in the overall document structure.

You can continue this way until all of your top-level ideas are in place.

Add subordinate entries as you go

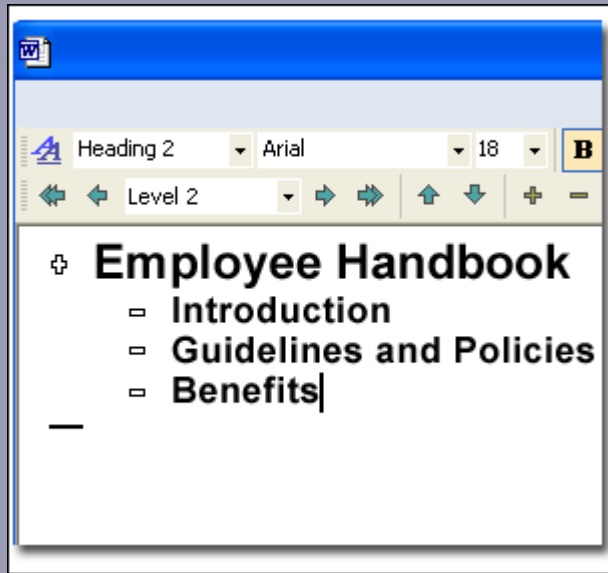


Subordinate (Level 2) entries beneath the Level 1 entry

To create subordinate—or lower-level—entries as you go, press the TAB key on a new line before you begin typing. Or use the **Demote** button  on the **Outlining** toolbar.

This indents the text to visually indicate the entry's subordinate level. A plus sign appears next to the Level 1 entry to indicate that it has subentries.

Add subordinate entries as you go

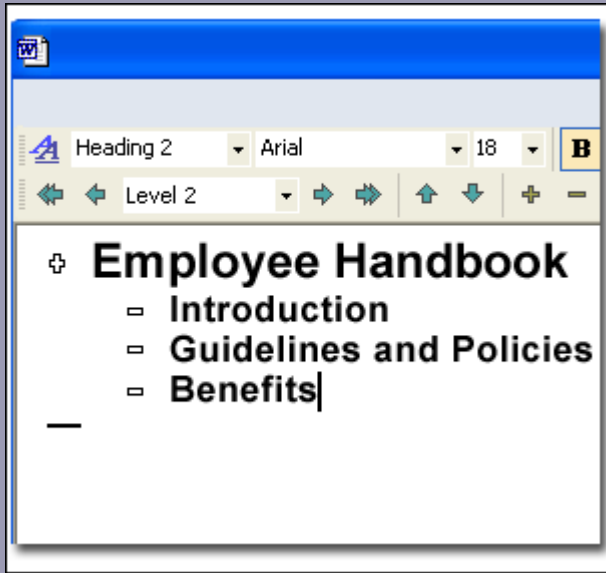


When you press ENTER to start a new line, the cursor keeps the same indentation level as the current line.

You can continue adding entries at the current level by typing them and pressing ENTER.


Subordinate (Level 2) entries beneath the Level 1 entry

Add subordinate entries as you go

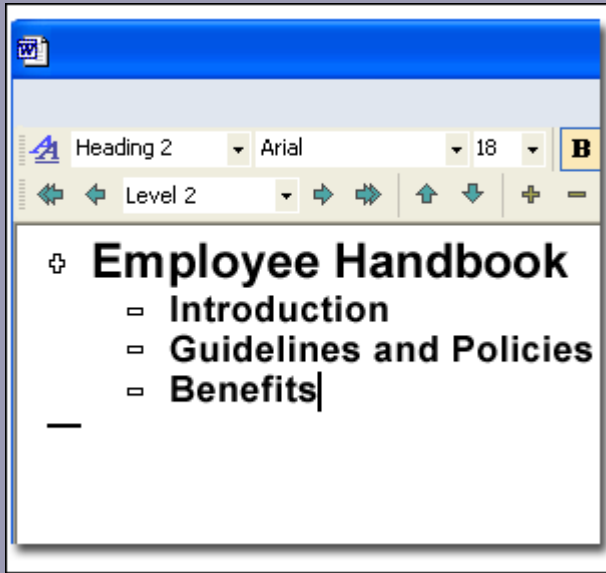


Subordinate (Level 2)
entries beneath the Level
1 entry

To add entries that are subordinate to that, you can demote as you go, as described earlier.

Or, to go back to the previous, more prominent level, press ENTER and then use the **Promote** button  on the **Outlining** toolbar before you start typing.

Add subordinate entries as you go

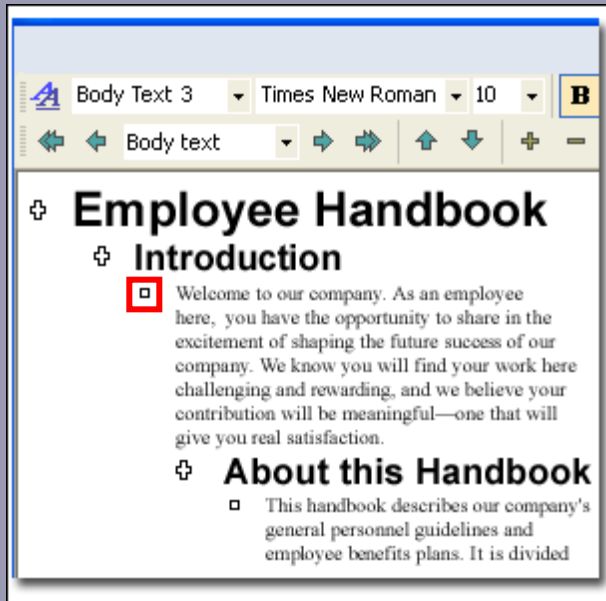


Subordinate (Level 2) entries beneath the Level 1 entry

As you create headings and subheadings, Word places plus signs next to the higher-level headings to indicate that there are subheadings beneath them.

You can add up to nine levels of headings, as well as regular paragraph text (or body text). The picture shows how the outline looks as you add subheadings.

The role of body text in your outline

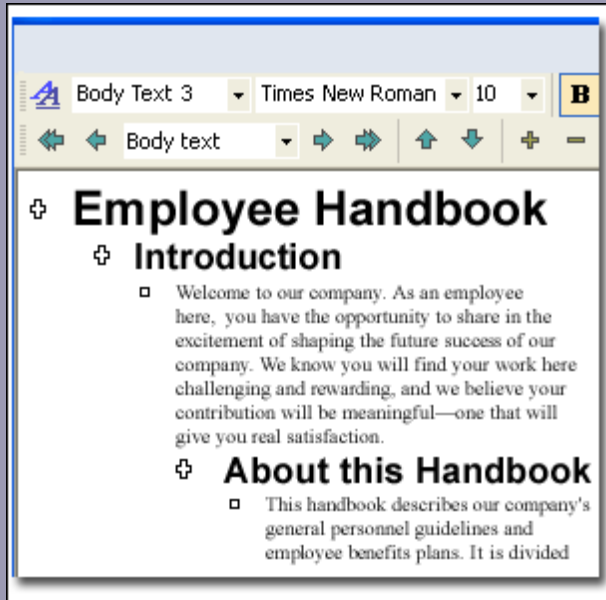


Body text in an outline

You can type paragraphs in your outline as well as headings. In outline view, this text takes the very lowest indentation level in the outline level scheme and is known as **body text**.

Visually, body text is distinguishable from headings by the small square at its left and its smaller, regularly styled text.

The role of body text in your outline

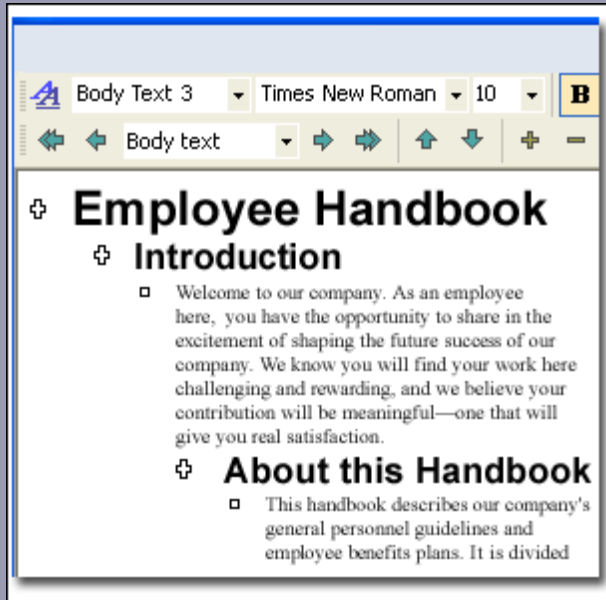



Body text in an outline


Being able to type paragraph text in outline view adds to outline view's strength as a writing environment; you can use this outline level for simple notes, or you can actually get into detailed writing.

And because body text is automatically subordinate to the heading it falls under, it's easy to reorganize.

The role of body text in your outline



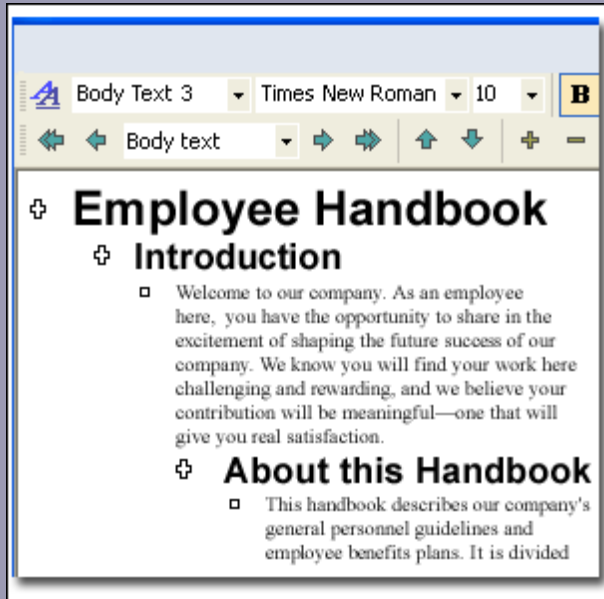
You designate text as body text by using the **Demote to Body Text** button  on the **Outlining** toolbar.

Or, click the text and then click **Body text** in the **Outline Level** list .

Body text in an outline


Create a document outline

The role of body text in your outline

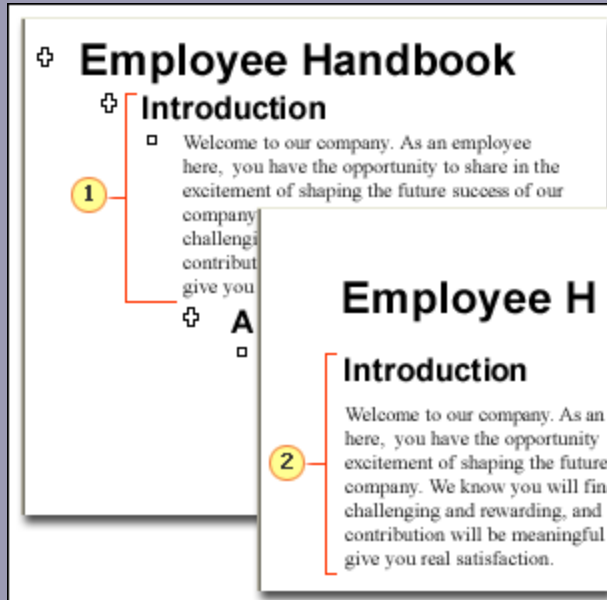


Body text in an outline

Tips:

- You can change body text back to a heading by using the **Promote** button or by selecting the level you want in the **Outline Level** list.
- If you don't want to view the entirety of your body text, click **Show First Line Only**  on the **Outlining** toolbar.

How outline levels relate to built-in styles

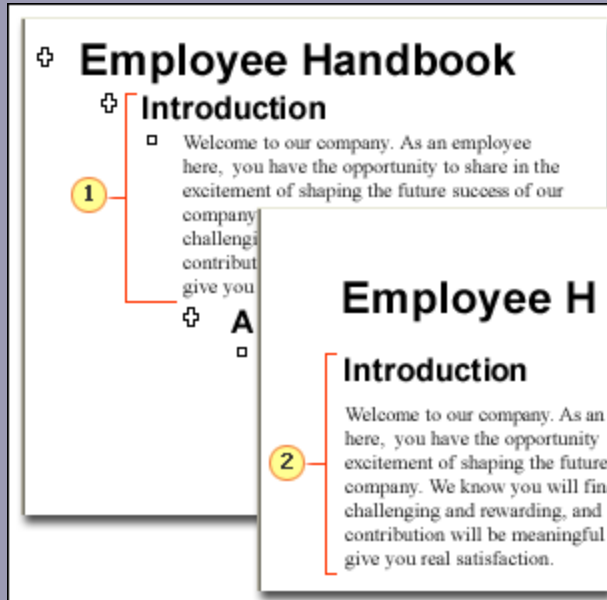


Document in outline view and print layout view

Built-in styles are combinations of formatting characteristics that you can apply to text to quickly change its appearance.

For example, applying the Heading 1 style typically makes text bold, Arial, and 16 point, and applying the Heading 2 style makes text bold, italic, Arial, and 14 point.

How outline levels relate to built-in styles

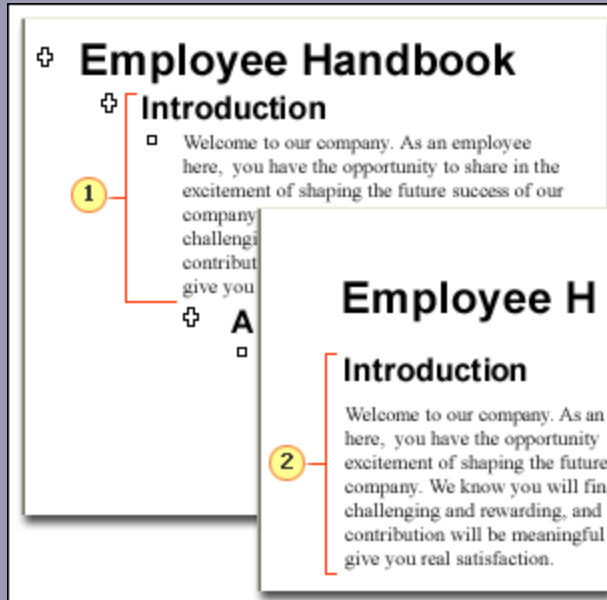


Document in outline view
and print layout view

When you enter your first top-level outline entry, Word automatically formats it with a built-in style, Heading 1. With each subsequent heading and body text entry, Word applies the appropriate built-in style.

In this way, your outline levels (Level 1, Level 2, Body text, and so on) are directly tied to built-in heading and text styles (Heading 1, Heading 2, Normal, and so on).

How outline levels relate to built-in styles

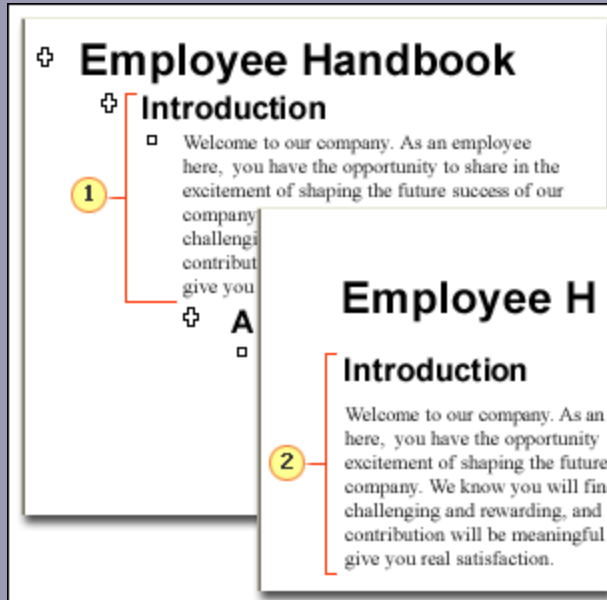


Document in outline view and print layout view

You can see this when you look at the same document in two different views:

1. Outline view shows a Level 2 heading and subordinate body text.
2. In print layout view, the same heading and body text show up as Heading 1 and Normal style.

How outline levels relate to built-in styles

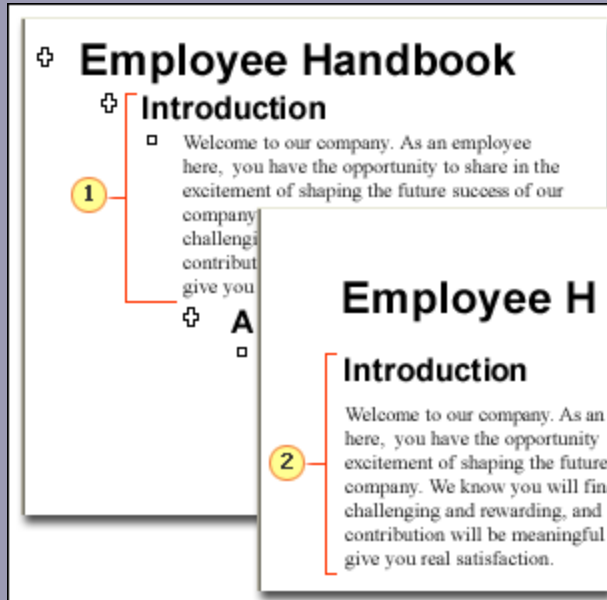


Document in outline view and print layout view

You can manually change the formatting of text in your outline, but if you veer away from the built-in styles some outline entries may not be displayed correctly.

So if you want to change formatting across your document, consider doing so in another view, such as print layout view, after your outline is complete.

How outline levels relate to built-in styles



On the opposite end of the spectrum, if you find extra formatting distracting, you can display your entire outline as plain text.

Just click the **Show Formatting** button  on the **Outlining** toolbar.

Document in outline view
and print layout view

Create a document outline

Suggestions for practice

1. Create top-level entries.
2. Add subordinate entries.
3. Add body text.

[Online practice](#) (requires Word 2003)

Test 1, question 1

What's the first thing you do to start a new outline from scratch? (Pick one answer.)

1. Type text in print layout view, manually indenting text and adding numeric structure as you go.
2. Type lines of text and then apply list numbering format.
3. Switch to outline view.

Create a document outline

Test 1, question 1: Answer

Switch to outline view.

Outline view is the view that enables you to type, display, and arrange your content in a structured way, according to outline levels.

Test 1, question 2

When you enter text in outline view, what special formatting attribute or attributes does Word apply to your text? (Pick one answer.)

1. Simple bold character formatting.
2. Built-in styles, such as the Heading 1 style for top-level headings, and the Normal style for body text.
3. A numbering scheme, such as roman numeral I, roman numeral II, and so on.

Test 1, question 2: Answer

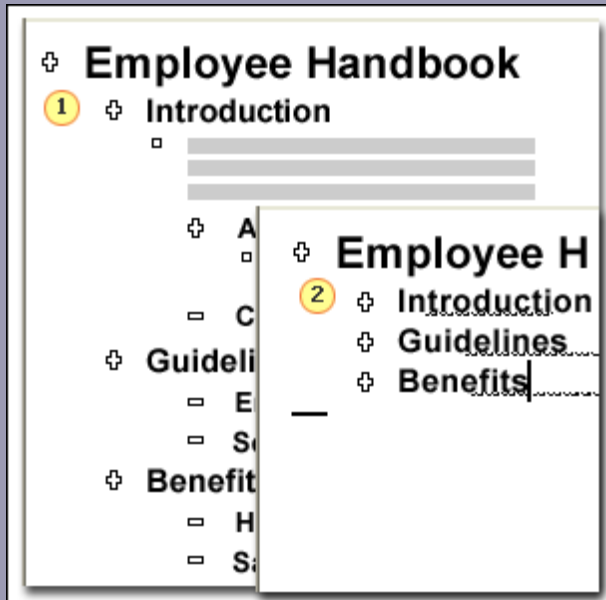
Built-in styles, such as the Heading 1 style for top-level headings, and the Normal style for body text.

Applying built-in styles enables Word to keep track of which information is part of your outline and which isn't. This distinction makes for a clear display of your outline.

Lesson 2

Restructure your outline

Restructure your outline

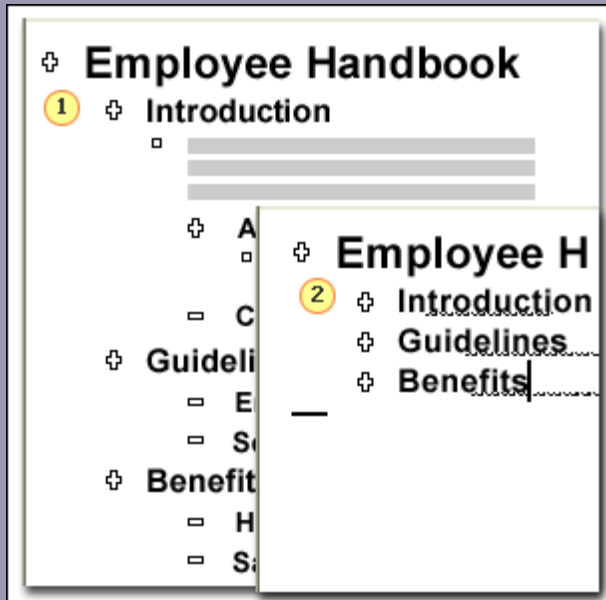


Expanding and collapsing offers one way to help restructure your outline.

Once your main ideas are in place, it's almost certain that you'll want to shift entries around until your outline's structure is refined.

You can easily move entries in outline view, as well as expand or collapse sections for easier viewing and moving, and promote or demote information to lesser or greater prominence.

Expand or collapse your outline

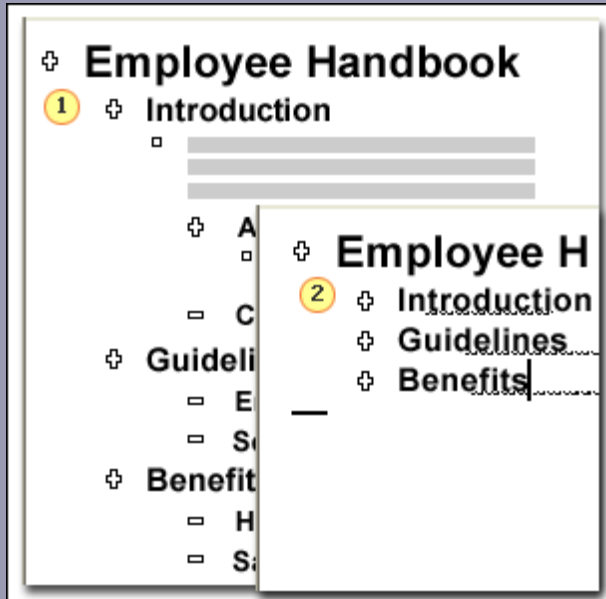


Expanded and collapsed views of an outline

As you formulate ideas or complete outline sections, it can help your thought process to minimize visual clutter.

To do this, you can selectively collapse subheadings so that they're no longer visible under their higher-level heading.

Expand or collapse your outline

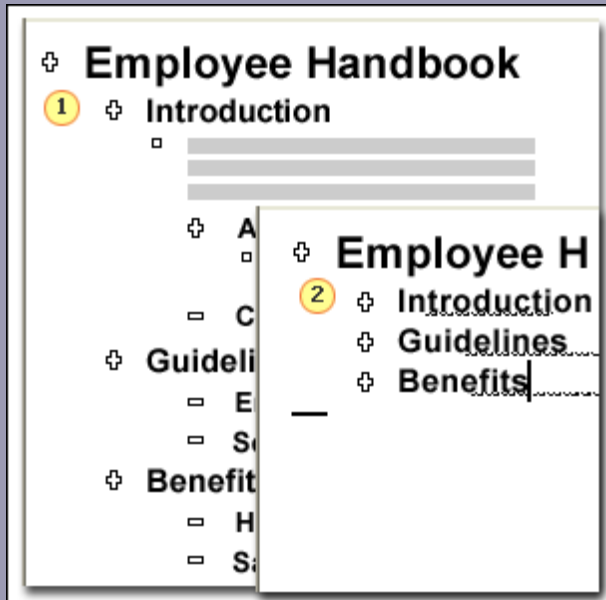


The picture illustrates this:

1. The Introduction, Guidelines, and Benefits entries are expanded so that their subentries and body text show.
2. The Introduction, Guidelines, and Benefits entries are collapsed so that all subordinate information is hidden.

Expanded and collapsed views of an outline

Expand or collapse your outline

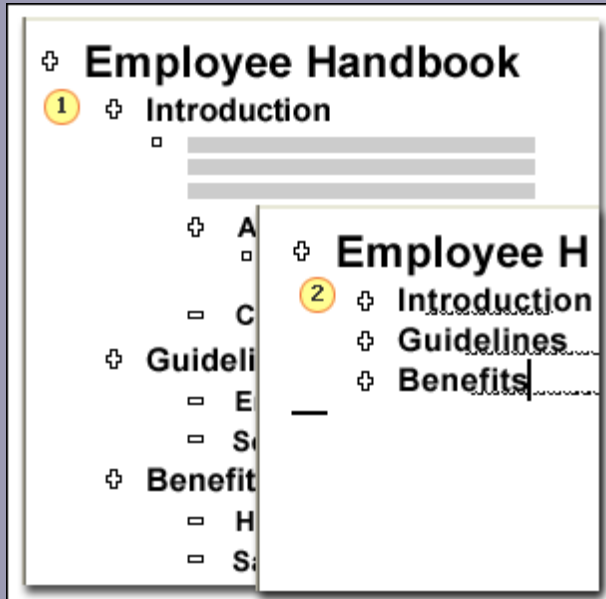


Expanded and collapsed views of an outline



To collapse expanded information, locate and double-click the plus sign to the left of the heading.

When the subheadings are collapsed, a squiggly line appears beneath the higher-level heading. This provides a visual cue that there's subordinate information collapsed within it.

Expand or collapse your outline

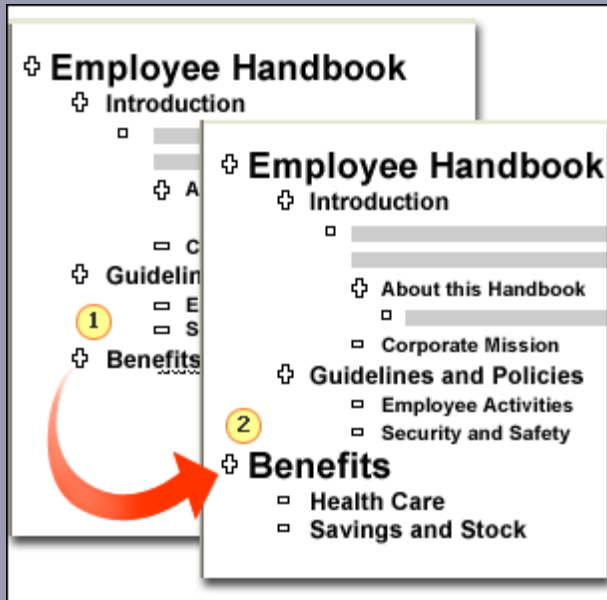


To re-expand the information, double-click the plus sign again.

You can also use the **Collapse**  and **Expand**  buttons on the **Outlining** toolbar.

Expanded and collapsed views of an outline

Promote or demote entries

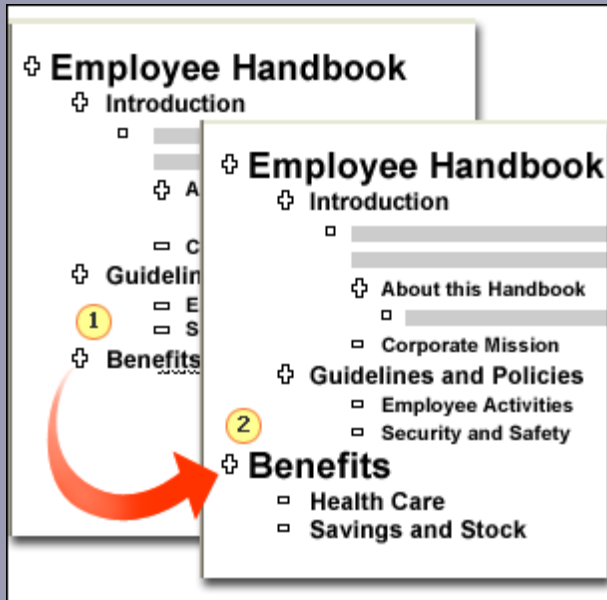


Promoting outline entries
and subentries

Sometimes as you formulate ideas and build your outline, you realize that a subheading is gaining prominence in your mind, or its own set of subentries is growing.



You might also realize the opposite, that certain high-level ideas aren't going anywhere and don't merit their current outline level.

Promote or demote entries

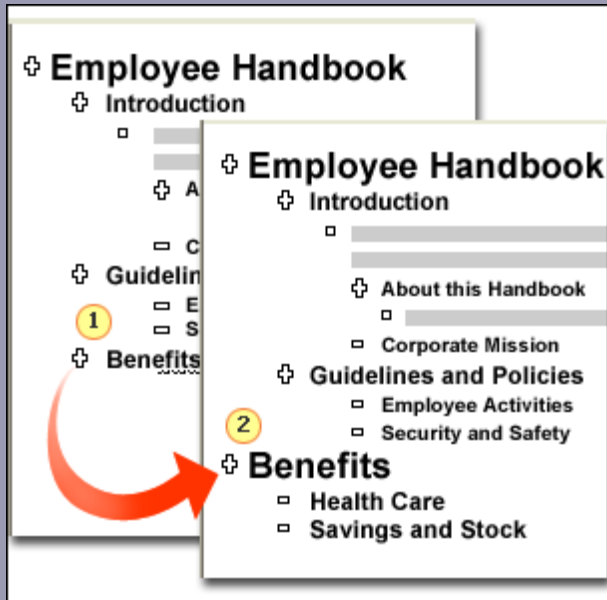


Promoting outline entries and subentries

When this occurs, you can quickly give those outline entries greater or lesser prominence, also known as promoting and demoting them.

You can promote or demote entries and their accompanying subentries. First click the plus sign next to the entry, and then use the **Promote**  or **Demote**  button on the **Outlining** toolbar.

Promote or demote entries

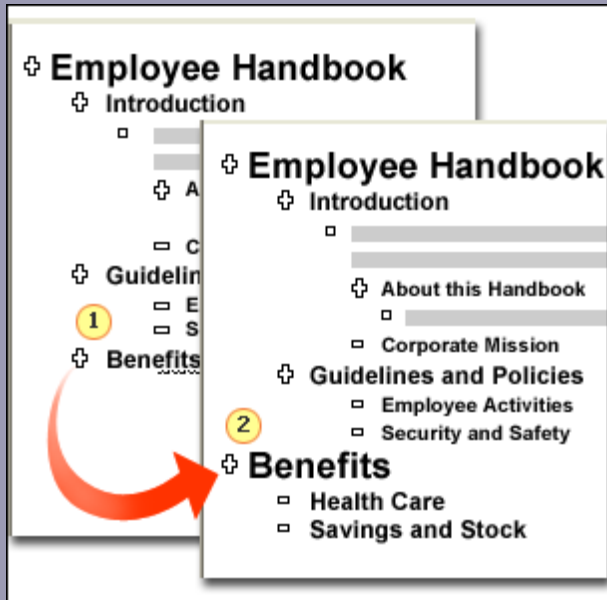


Promoting outline entries and subentries


The picture illustrates what happens when you promote an entry:



1. Here's the Benefits entry at Level 2.
2. When the Benefits entry is promoted to Level 1, its subentries are correspondingly promoted to Level 2.

Promote or demote entries

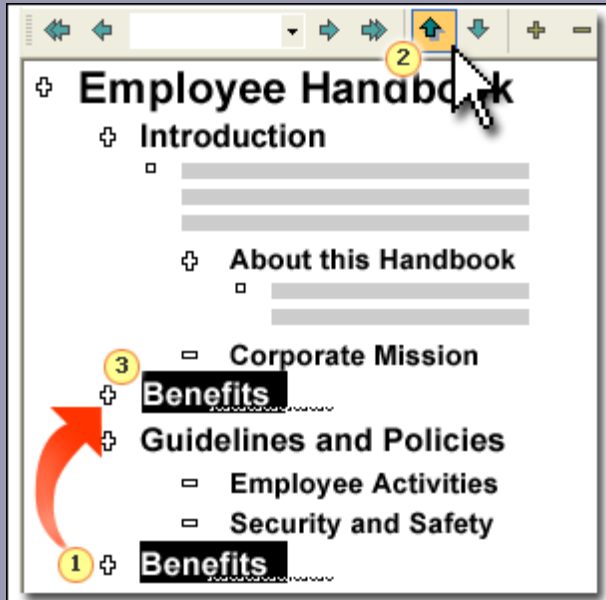


Promoting outline entries and subentries

If you know exactly what level you want to move the heading to, you can also select that specific level in the **Outline Level** list .



To promote an entry all the way up to Heading 1 or demote it all the way down to body text, use the **Promote to Heading 1**  or **Demote to body text**  button on the **Outlining** toolbar.

Reorganize entries

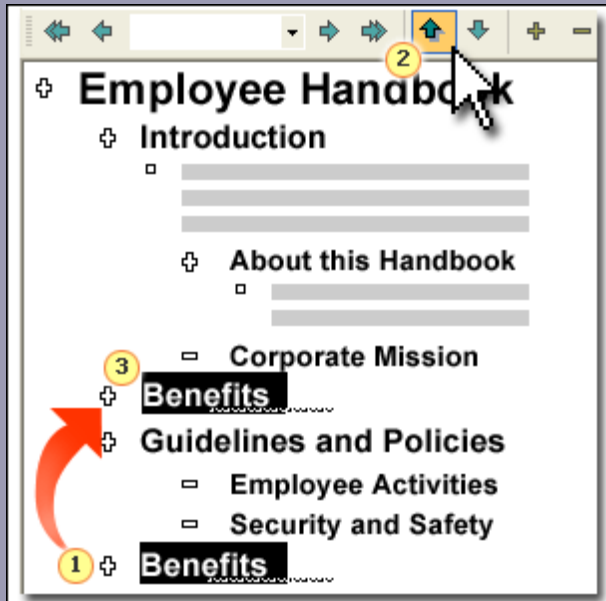


Moving an outline entry

To move an entry to a different spot in the outline:

1. Select the entry.
2. Click the **Move Up**  or **Move Down**  button on the **Outlining** toolbar.
3. Here's the entry in its final position.

Reorganize entries

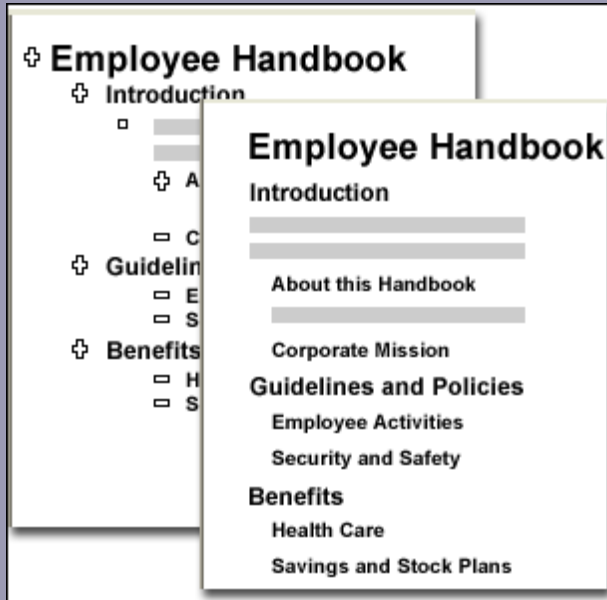


Moving an outline entry

If the entry you're moving contains subentries and you want to ensure that the subentries move with it, be sure to first click the plus sign next to the entry before using the toolbar buttons.

This selects the entry and all subentries so that they move as a unit. Doing this works whether the top-level entry is expanded or collapsed.

View your full document

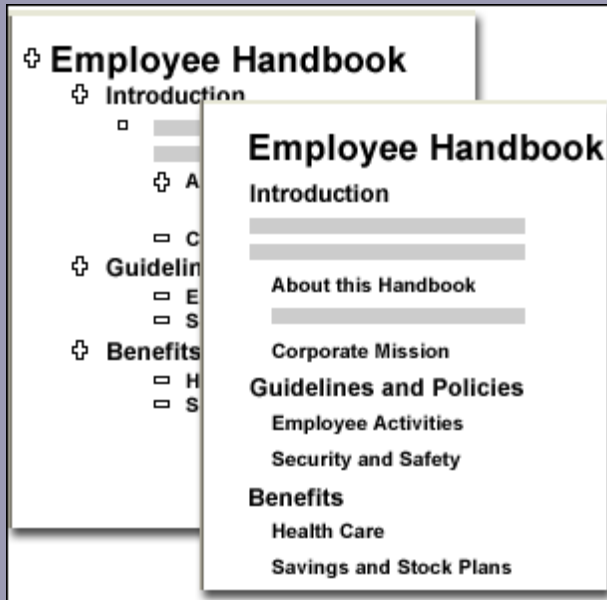


A page in outline view
and print layout view

Your outline is complete, your headings and initial ideas are in place, and you're ready to write more of the details.

Now's the time to switch out of outline view and into a view that better supports larger expanses of text.

View your full document

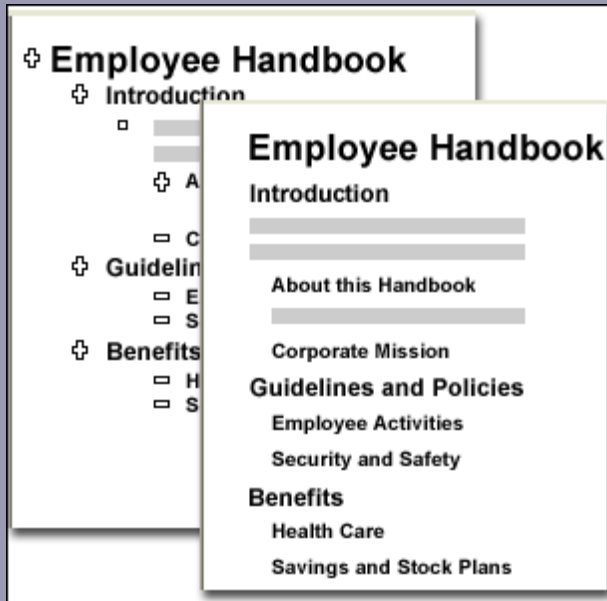


A page in outline view and print layout view

To leave outline view, click the **View** menu, and select the view that you want to work in:

- **Print layout view** shows you how text, graphics, and other elements will be positioned on the page.
- **Normal view** shows text formatting in a simple layout.

View your full document

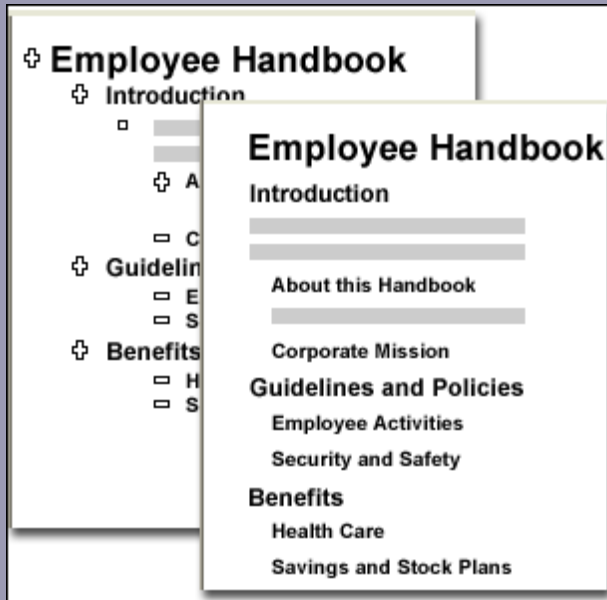


A page in outline view
and print layout view

To leave outline view, click the **View** menu, and select the view that you want to work in:

- **Web layout view** is useful when you're creating a Web page and want to get a close representation of how your document will look as a Web page.

View your full document

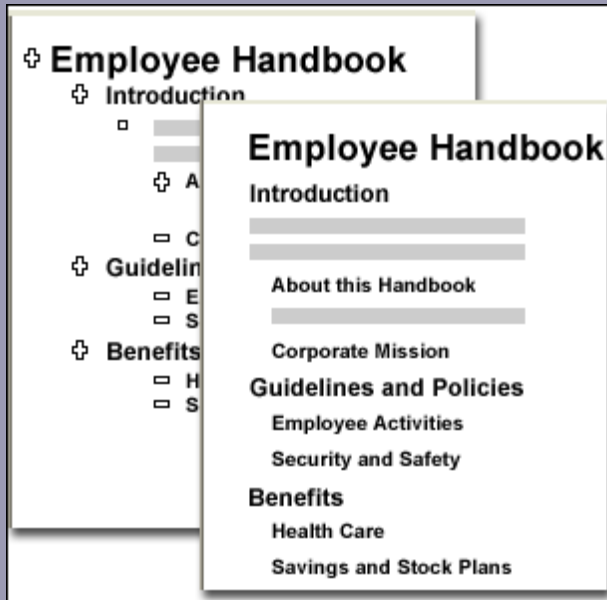


A page in outline view and print layout view

When you switch out of outline view, you'll see that the formatting particular to the outline—for example, the indents that help show the overall structure—are no longer visible.

Instead, the visual cues are provided to you (and your readers) through varied heading styles.

View your full document



If you find you want to quickly reorganize any of your document, or view its overall structure, just switch back to outline view.

You can also print your outline; just make sure your document is in outline view when you print.

A page in outline view
and print layout view

Suggestions for practice

1. Expand and collapse outline entries.
2. Promote and demote entries.
3. Reorganize entries.
4. View your entire document in full.

[Online practice](#) (requires Word 2003)

Test 2, question 1

To move an outline heading, you do which of the following? (Pick one answer.)

1. Cut and paste the entry and subentries using commands on the **Edit** menu.
2. Use the **Move Up** and **Move Down** buttons on the **Outlining** toolbar.
3. Delete the entry and retype it in its new position.

Test 2, question 1: Answer

Use the **Move Up** and **Move Down** buttons on the **Outlining** toolbar.

Alternatively, you can drag the entry to its new position.

Test 2, question 2

**How do you expand a collapsed outline entry?
(Pick one answer.)**

1. Double-click the plus sign to the left of the entry.
2. Select the line beneath the heading and press ENTER.
3. Right-click the entry, and then click **Expand**.

Test 2, question 2: Answer

Double-click the plus sign to the left of the entry.

Doing so reveals the subentries beneath the entry. Double-clicking the plus sign again re-collapses the entry.