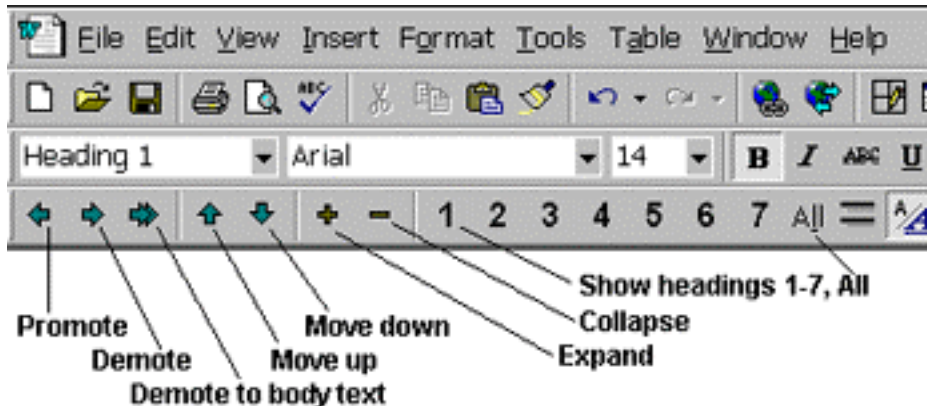


## "StepSheet: Formatting an Outline in Microsoft Word"

1. Open a new document.
2. On the **File** menu, click **Save**, and type the **File Name** in the text box, then click **Save**.
3. On the **View** menu, click **Outline**.
4. Now the Outline Toolbar is visible.



Also, note of the Heading pull down menu.

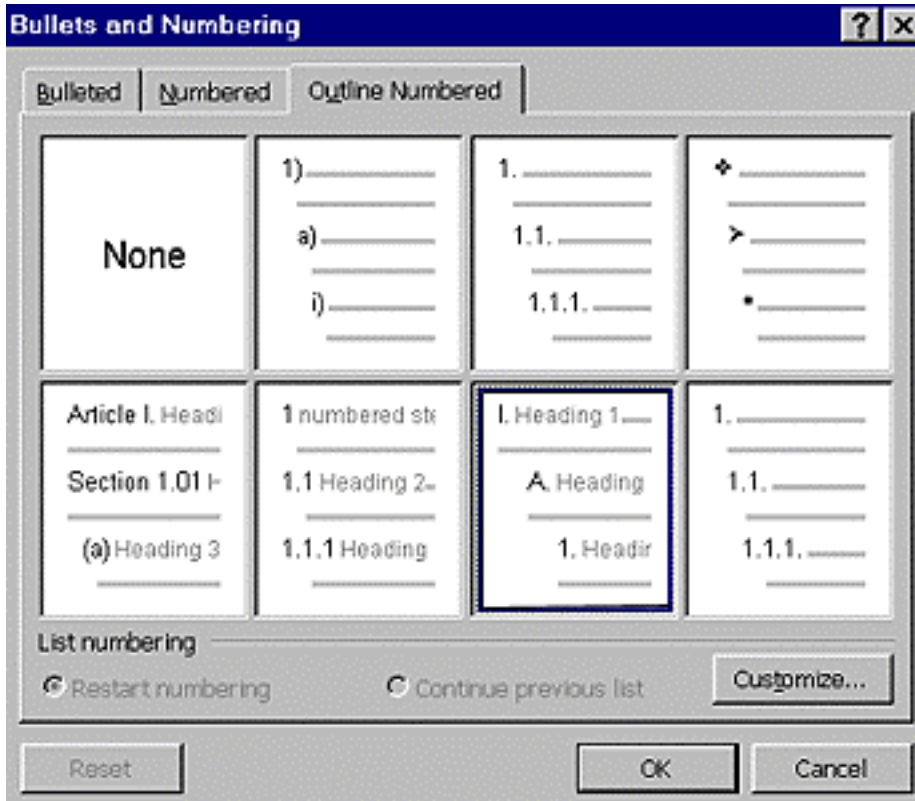
5. In your document, type the following list:

- I. Introduction (you can use this word as it is)
  - A. Background information connecting the reader to the subject
  - B. Thesis statement
- II. First Sub Topic
  - A. First point
    - 1. Supporting evidence; detail or quote
    - 2. Another piece of supporting evidence
  - B. Second point
    - 1. Supporting evidence
    - 2. Supporting evidence
- III. Second Sub Topic
  - A. First point
    - 1. Supporting evidence; detail or quote
    - 2. Another piece of supporting evidence
  - B. Second point
    - 1. Supporting evidence
    - 2. Supporting evidence
- IV. Conclusion

6. On the **Edit** Menu, select **Select All**.

7. On the **Tools** Menu, select **Bullets and Numbering**.

8. Click **Outline Numbered**, and then click the view that contains Roman number - I and the letter - A.



9. Finally, use the tools in the Outline Toolbar to format the list you typed so that it matches the one on the following page. Reminder: The Heading pull down menu will be particularly useful.

## **Sample Outline Format**

### I. Introduction

- A. "Hook" connecting the reader to the subject
- B. Thesis statement

### II. First Sub Topic

- A. First point
  - 1. Supporting evidence; detail or quote
  - 2. Another piece of supporting evidence
- B. Second point
  - 1. Another piece of supporting evidence
  - 2. Supporting evidence; detail or quote

### III. Second Sub Topic

- A. First point
  - 1. Supporting evidence; detail or quote
  - 2. Another piece of supporting evidence
- B. Second point
  - 1. Supporting evidence; detail or quote
  - 2. Another piece of supporting evidence

### IV. Conclusion