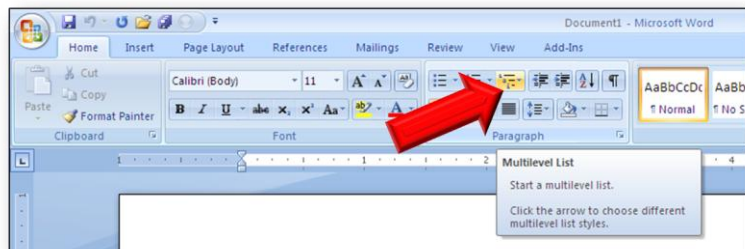


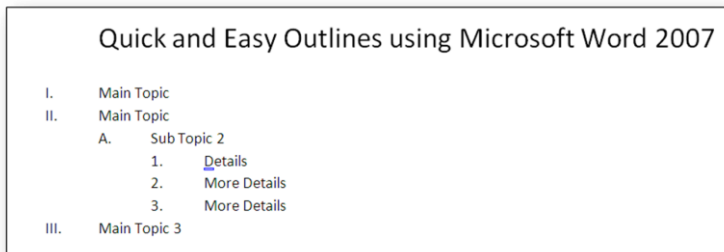
# Quick and Easy Outlines Using Microsoft Word 2007

You can use **Microsoft Word's** built in **Multilevel List** feature to easily create and edit various styles of outlines. Follow these directions to create your own customized outline.

1. On the **Home** Tab, left-click on the **multi-level list** icon in the **Paragraph** group.



2. Select the list style you want to use from the **List Library**.
3. Once you select your list, your outline will start being built. Type your first main idea. Hit **Enter** to advance to the next line. To move to a sub level, hit the **Tab** key. To move back to a parent level, press **Shift-Tab**.



4. You can change your outline at any time by clicking on the multilevel list icon again. If you do not want to use any of the preset outlines, you have the full capability to customize your list by selecting **Change List Level**, **Define New Multi-level list**, or **Define New List Styles**.

