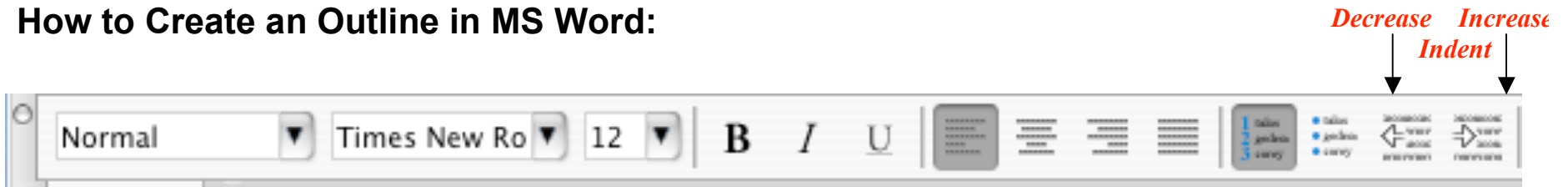


How to Create an Outline in MS Word:



Make sure the Formatting Toolbar is showing.

**To view Toolbars, go to View > Toolbars > Formatting*

1. Go to Format > Bullets and Numbering > Numbered Outline
2. Choose the correct form
3. Use the Tab key and the "Decrease Indent" and "Increase Indent" icons on the ribbon
4. Return key will move you down an equal level from where you were.

