Create Multilevel (Outline) List

Lists with hierarchical numbers can be created by applying a Multilevel List style to a list. This feature can be used to create an Outline of the material in a report.

Create Multilevel List

Do one of the following:
- Create a new document in Word.
- Select the text in a document to which the Multilevel List is to be applied.
- Click the Home Tab.
- In the Paragraph Group, click the Multilevel List button (see illustration below left).
- A gallery of different list formats will appear (see illustration below right).

To move the outline in one level, do one of the following:
- Press the Tab key on the computer keyboard.
- Click the Increase Indent button in the Paragraph Group (see illustration above left).
- Each time an item is indented, it is demoted to a lower level in the list.

To move the list item back one level, do one of the following:
- Hold down the Shift key and then press the Tab key.
- Click the Decrease Indent button in the Paragraph Group (see illustration above left).
- Each time the indent is reversed, the item is promoted to a higher level in the list.

Change the Multilevel List Style:
- After the whole list has been input, select the entire list.
- Click the List Arrow next to the Multilevel List button.
Click the Define New Multilevel List link.
The Define New Multilevel List dialog box will display (see illustration below).
Under **Click level to modify**, click one of the numbers.
Click the appropriate items in the dialog box to make changes to the list level.
Click **OK** when all the changes have been made.

Define New Multilevel List

- To define a new Multilevel List, click the Define New List Style link.
- The Define New List Style dialog box will display (see illustration above).
- Input a name for the new list into the **Name** textbox.
- Select the level that is being defined from the **Apply formatting to** list arrow.
- Make any formatting changes by selecting the appropriate options such as bold, italics, underline, font style, or font color.
- The formatting for each level of bullet or number will appear below the preview box.
- If the Multilevel List is only to be used in the current document, click the **Only in this document** option button.
- If this Multilevel List format is to be available in other documents that are created, click the **New documents based on this template** option button.
- To apply additional formatting to the list, click the **Format** button.
- Click **OK** when all the changes have been made to apply this formatting to the selected list.