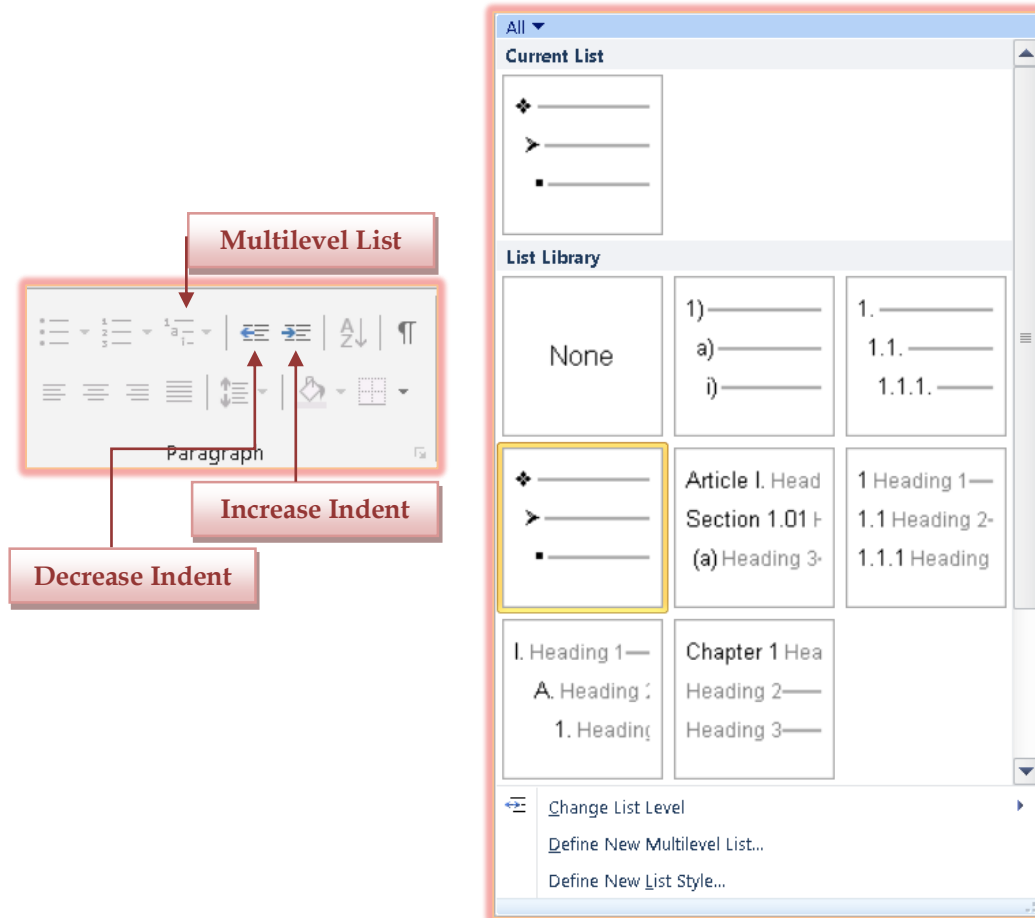


Create Multilevel (Outline) List

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).

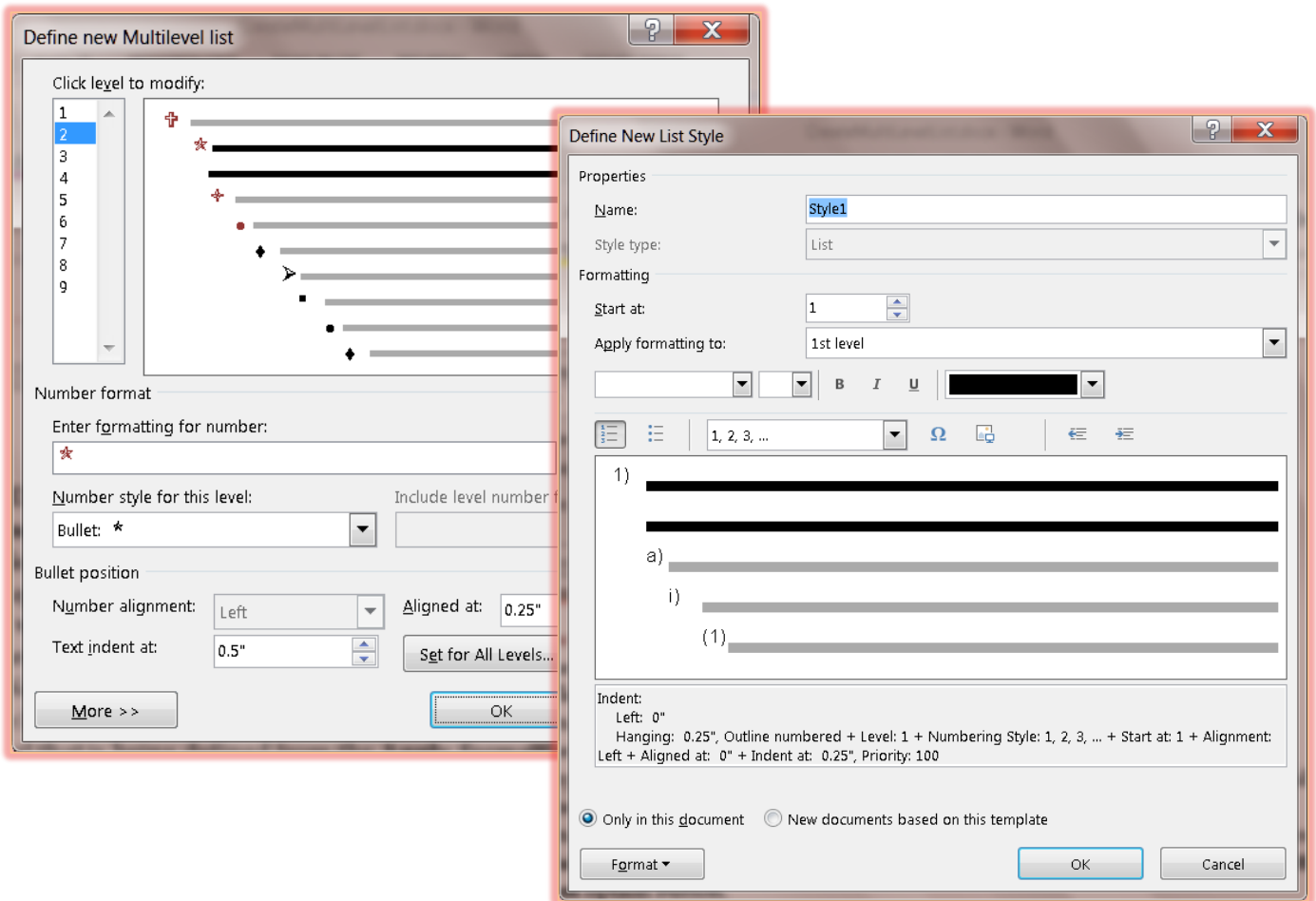


- ✦ To move the outline in one level, do one of the following:
 - ★ Press the **Tab** key on the computer keyboard.
 - ★ Click the **Increase Indent** button in the **Paragraph Group** (see illustration above left).
 - ★ Each time an item is indented, it is demoted to a lower level in the list.
- ✦ To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