

# **MICROSOFT WORD 2010**

**Creating Outline-Numbered Heading Paragraph Styles**



# WHY YOU'D DO THIS

- Outline-numbered heading styles are commonly used in technical documents because they make it easier to make references to specific sections within the documents. Outline-numbered headings are those that are preceded by a number or a letter, with related numbers and letters being assigned to subordinate heading styles. For example, one outline-numbering scheme might be as follows;
- 1. Introduction
  - 1.1. Overview
  - 1.2. Scope
    - 1.2.1. Intended Audience
    - 1.2.2. Products Covered
- 2. Procedures
  - 2.1. Logging In
  - 2.2. Logging Off
  - 2.3. Running Reports
    - 2.3.1. Setting Up Your Report
    - 2.3.2. Determining What Will Be Included



# A CAVEAT ABOUT OUTLINE-NUMBERED HEADING STYLES

While Word's heading styles make it easier to format outline numbered headings in your documents, they can be difficult to handle. This is because the outline-numbered heading styles are linked to other heading styles plus other elements.

Despite their sometimes temperamental behavior, however, heading styles are worth the effort you put into learning how to manage them. They allow you to apply outline numbering throughout your document, update these numbers automatically as needed, and enable you to create your tables of contents more easily.



# HOW OUTLINE-NUMBERED HEADING STYLES WORK

Like all of the other paragraph styles, Word sees heading styles as objects that have certain properties associated with them. Heading styles are different from other styles because their properties link to other styles and features. For example, you can define Heading 1 as an outline-numbered style. Then, whenever you apply the Heading 1 style, Word will automatically insert the outline number for you. In addition, when you apply a Heading 2 paragraph style to text under that Heading 1 style, the Heading 2 text will be numbered correctly. You don't have to add the numbers—Word does it for you. Moreover, if you decide to change the heading level of a specific heading, or you make other changes, Word updates the numbers for you.



# STEPS TO CREATE OUTLINE-NUMBERED HEADING STYLES

Word 2010 has made the process of creating outline-numbered headings easier in many respects. To format heading styles that are outline numbered, do the following:

1. Open a new blank document, and type the following, pressing **ENTER** after each word:

Introduction

Overview

Scope

Background

Procedures

Procedure1

Procedure2

Procedure2a

Procedure2c

Troubleshooting

Common problems

Commands

Turn on

Turn off

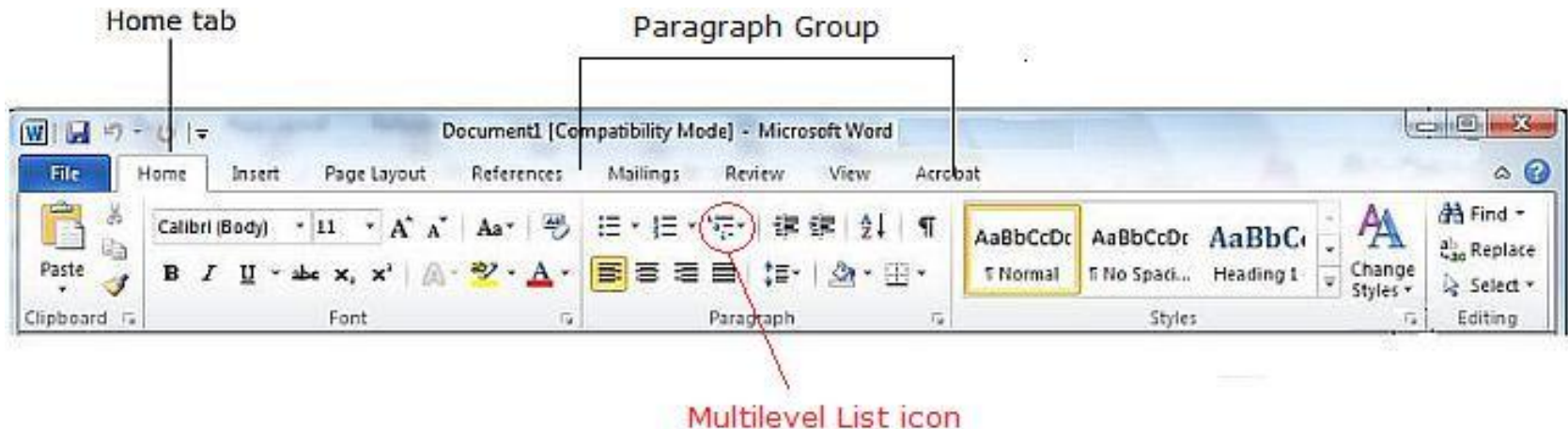
Work-arounds

Work-arounda

Work-aroundb



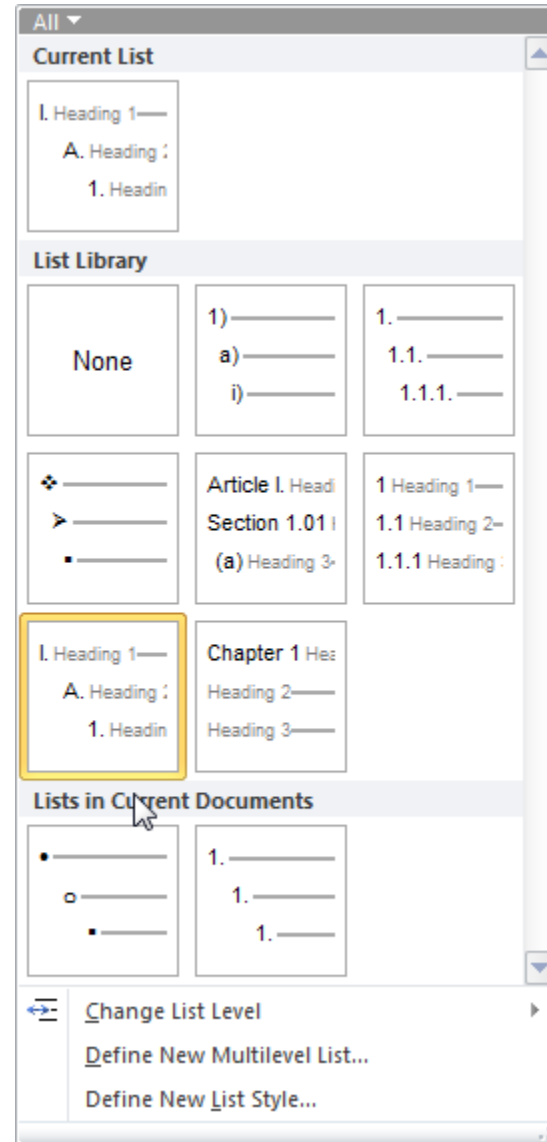
2. Place your cursor in the line that says "Introduction," and then click the **Heading 1** paragraph style button in the Home ribbon. You've just applied the Heading 1 paragraph style to the word "Introduction," but we still need to set up the outline numbered qualities.
3. Still on the Home ribbon, look for the **Paragraph** group. It's immediately to the left of the Styles group.



4. Pass your cursor slowly over the icons in the top row of the Paragraph group, starting at the left (within the group). The third icon from the left is the **Multilevel List** icon. Click the arrow next to this icon to choose different multilevel list styles.



5. When the dialog box opens with the current Multilevel List styles, click the thumbnail that's at the bottom of the first column. It's the one that uses a Roman numeral in front of the first-level heading, a capital letter in front of the second-level heading, and an Arabic number in front of the third-level heading.



6. When you applied this style to your text, the current Multilevel List styles dialog box closed. Note that the text to which you applied the Heading 1 paragraph style now has a Roman numeral in front of it.
7. Place your cursor on the word "Overview," and then click Heading 2 in the Styles group. A capital letter "A" is added in front of "Overview."
8. Place your cursor on the word "Scope," and then click Heading 2 in the Styles group. A capital letter "B" is added in front of "Scope."
9. Place your cursor on the word "Background," and then click Heading 2 in the Styles group. A capital letter "C" is added in front of "Background."
10. Place your cursor on the word "Procedures," and then click Heading 1 in the Styles group on the Ribbon. A Roman number "II" in front of it.
11. Highlight the words "Procedure1" and "Procedure2," and then click Heading 2 in the Styles group on the Ribbon. Both should now have capital letters in front of them ("A" and "B").



12. Highlight the words "Procedure2a" and "Procedure2b", and then apply Heading 3 in the Styles group on the Ribbon. Both should now have numbers in front of them ("1" and "2").
13. Repeat this process with the Troubleshooting section, applying the Heading 1 style to the word "Troubleshooting"; the Heading 2 style to the words "Common Problems," "Commands," and "Work-Arounds"; and the Heading 3 style to all of the rest of the words.
14. Save your document by clicking **File > Save** on the menu, placing the document in the folder of your choice and naming it. Don't close it yet.

*Now let's see how Word handles the numbering for you if you move elements.*



# CHECKING YOUR WORK

1. Place your cursor in front of the word "Troubleshooting," hold down the left-mouse button, and highlight all of the words below it to the end.

**NOTE:** Because the Roman numeral in front of the word is generated by the application, you can't place your cursor in front of the number. Place your cursor immediately in front of the word instead.

2. After you've highlighted that section, release the left-mouse button, and then press **CTRL + X** on the keyboard to cut the words from your text.
3. Place your cursor in front of the word "Procedures" that has the Heading 1 paragraph style applied to it, and then press **CTRL + V** on your keyboard to paste the words that you cut earlier. Notice how the Heading 1 Roman numerals for sections 2 and 3 are automatically adjusted so that they're sequential.



**CON  
GRAT  
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IONS!**

**You just created your outline-numbered  
heading styles!**

