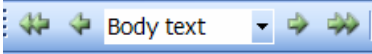


To Create an Outline in *Microsoft Word*

Use outlines anytime you are working on a large document. Any document that has sections and sub-sections can easily be used to create a table of contents.

1. Change to Outline View. This will give you a new toolbar with lots of arrows.

2. Type your Major Headings
3. Type your Minor Headings.
4. Use the arrows in the toolbar move heading up, down, left and right. The topics on the far left are the major headings. Indenting headings DEMOTES them.
5. When the outline is created switch back to Print Layout view to write the bulk of your document.

Now that you have created an outline, you can automatically create a **Table of Contents**.

To Create a Table of Contents in *Microsoft Word*

1. Click your mouse where you want your Table of Contents
2. Click INSERT - REFERENCE - INDEXES and TABLES
3. Click on the TABLE of CONTENTS tab.
4. Click OK.

You can return anytime to Outline View to re-arrange your document.

You can update your Table of Contents anytime by right clicking it and clicking UPDATE FIELDS.

You can create an automatic PowerPoint Presentation that matches your document by clicking FILE - SEND TO - POWERPOINT. Each Major Topic becomes a new slide, each minor topic becomes a bullet point.