

ITC 401/461 – MS Word Assignment: Creating an Outline

Create an Outline which contains at least 3 levels of main topics, with 2 or 3 subtopics for each and 2 or 3 subtopics within those.

Remember to include a title, your name, and the date.

Suggestions for an outline topic:

The chapters and sub-headings from a History or Geography book.

Steps in getting ready for a hockey game, going on a date, changing the oil in a car.

Steps you go through in getting to school each morning.

Getting started:

Select the Numbering or Bullets drop-down in the Paragraph group on the Home tab.

Follow the directions in the manual, pages 93-95.

The result should look something like the outline on page 94 or 95.

Save the file in your L: drive / WP folder as ***Outline***
