

# Lesson 10

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## Lesson 10

### Organizing a Document by Using Outlining

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### Learn how to:

- ◆ Switch to Outline view
- ◆ Use the Outlining toolbar to promote and demote headings
- ◆ View only selected heading levels and body text
- ◆ Rearrange blocks of text by moving headings
- ◆ Combine subdocuments

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## Working in Outline View

- ◆ Use the View | Outline View command or Outline View button above the status bar
- ◆ You will get the outlining toolbar which has buttons to
  - ✓ see how the document is organized
  - ✓ see how to view only specific levels of the document
  - ✓ reorganize the document by quickly moving headings and promoting and demoting heading levels

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## Understanding the Outline Toolbar

- ◆ The numbered buttons (1 - 7) and the ALL button determine how many levels of the outline you see
  - ✓ e.g., clicking on button 2 shows the first 2 levels
  - ✓ clicking the ALL button shows all headings and body text in the document
- ◆ Expand (+) button reveals all subheadings and associated text
- ◆ Collapse (-) button hides all subheadings and associated text

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## Understanding Outline View

- ◆ The plus sign (+) next to the text indicates that this text is formatted in a heading style and contains subheadings
- ◆ The minus sign (-) next to the text indicates that this text is formatted in a heading style, but has no subheadings
- ◆ The small square next to the text indicates Body text (not formatted in a heading style)

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## Promoting / Demoting Headings

- ◆ Headings can be promoted (for example from a Heading 3 to Heading 2) by the using left arrow
- ◆ To demote a heading use the right arrow

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## Moving Blocks of Text

- ◆ You can rearrange large blocks of text without selecting all the text (also avoid the need for extensive scrolling)
- ◆ The up arrow (Move Up button) moves selected heading (and subheadings) upwards
- ◆ Use the down arrow (Move Down button) to text down

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## Combining Documents

- ◆ Working on large documents can be made effective by dividing into smaller sub-documents
- ◆ You can work on each Sub-document separately, and insert them into a master document
  - ✓ Use Master Document | Insert Subdocument

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