Lesson 10

Organizing a Document by Using Outlining

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

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).

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

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