

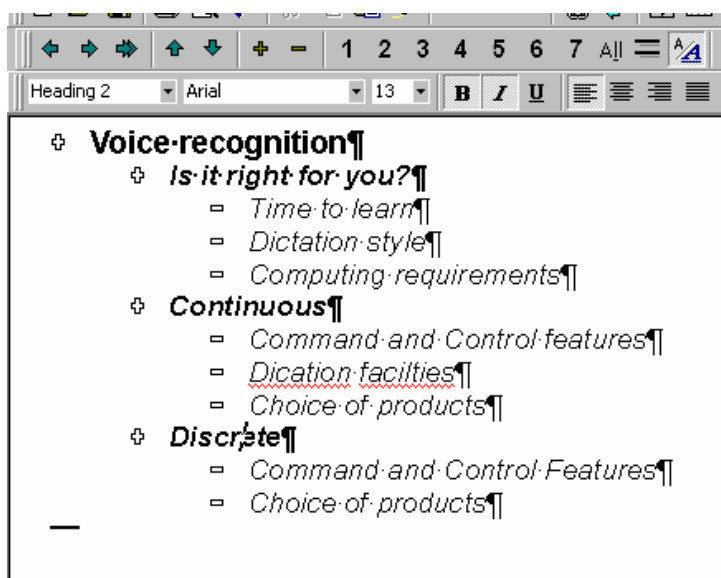
Using Microsoft Word's outline feature as a planning tool

Microsoft Word has an outlining tool which is designed to be used to organise and manage large documents. We have found that this can be an effective tool to plan pieces of work.

To use the outliner click on "View" and then "Outline"

This presents your document in outline view and you will notice a number of additional toolbars.

In outline view type in your headings or ideas in no particular order.



Once ideas are typed in **move them** around by dragging them up and down or by clicking on the up and down arrow keys.

You can **change the level** (importance) of the heading by pressing "tab" and "shift tab" or clicking on the "demote" (left arrow) and "promote" (right arrow) buttons on the toolbar

As you work you can restrict the amount of detail that you see. Double clicking on the "+" symbols will "collapse" and "expand" branches. Clicking on "1" just shows the top level headings. "2" shows first and second level headings etc.

After compiling your outline go back to Normal view. Then you can either keep the headings or just use them as "placeholders" as you fill in the detail of your document.