

## Using MS 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 turn on the outline feature, start Microsoft Word and create a new document, or open an existing document, and:

- Click the **View** menu or press **Alt + V**.
- Click **Outline** on the menu, or press **O**.

You should now be in outline view. Type in your headings or ideas in no particular order. (See fig. 1)

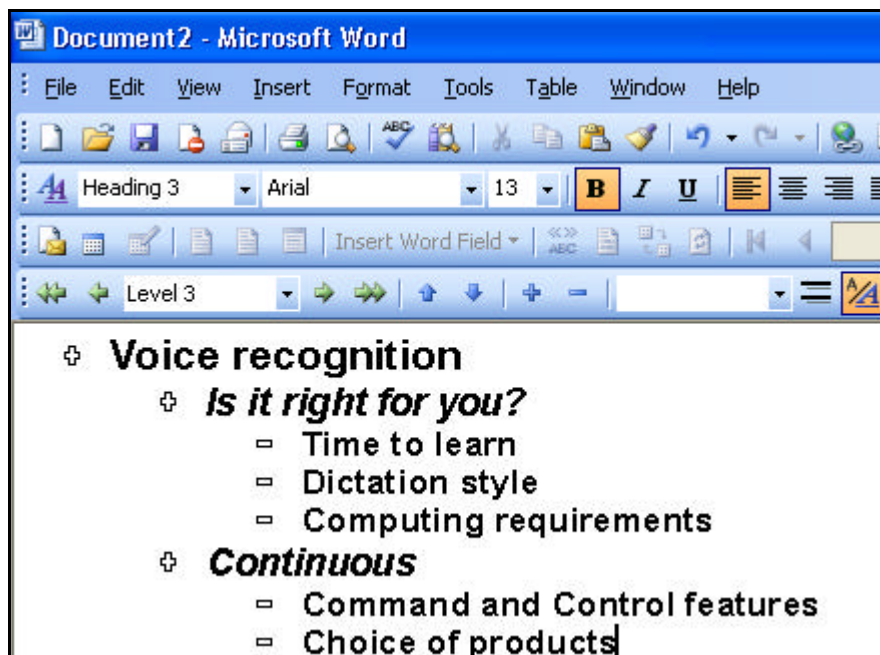


fig. 1

Once ideas are typed in, you can move them up and down by click and dragging the + or – signs next to each entry. You can also expand \ collapse each section by double clicking the + or – signs. Alternatively, you can use the arrow keys on the keyboard to position the caret in the text you wish to move and press:

**Alt + shift + left arrow** to promote the text.

**Alt + shift + right arrow** to demote text.

**Alt + shift+ up arrow** to move text up.

**Alt + shift + down arrow** to move text down.

After completing your outline, return to normal view by clicking the **View** menu and clicking **Normal**, or press **Alt + V** to display the view menu and press **N** for normal mode. Once in normal mode, you can either keep the headings or just use them as “placeholders” as you fill in the detail of your document.