Creating an Outline in Word 2010

The instructions provided in this document allow for the proper formatting of an MLA style outline. Only 4 levels will be defined in this process but more can be defined as necessary. The last 2 pages of the document provide an example of a properly formatting MLA style outline.

1. Open a new document.
2. Apply the No Spacing Style to the document
3. As with all MLA style documents, ensure that the following formatting is selected:
   a. Times New Roman
   b. 12 point font size
   c. Double-spaced
   d. 1” margins on all sides
4. Insert a header that will print at the top right of the page and will match the font and font size of the report (e.g. Lname 1).
5. Ensuring that the header has been closed, create the following heading at the left margin. (Previous formatting styles should continue throughout.)

   Your Name
   Your Teacher’s Name
   Course Name
   Current Date
6. Center the title of the Report. After pressing enter, return to the left margin.
7. Type the Thesis statement.
8. Follow the steps below to create the proper numbing style to type the MLA-style outline:

   **Step 1**
   - Using the Home ribbon, select the multilevel list drop-down menu.
   - Select “Define New Multilevel list”
Step 2

- On the left of the Define New Multilevel list dialog box, select “Click level to modify.” 1 should be highlighted.
- Under “Number Style for this Level,” open the drop-down list and select “I, II, III…” (If your initial entry was made correctly you should be done with this level however check the “Enter Formatting for Number” list and if there is a “)”, replace it with a period (.) to follow MLA Format.)

Step 3

- Highlight level 2 under “Click level to modify”
- Repeat steps 2, but select “A, B, C…” (Don’t forget to change the “)’ to a period if necessary.)
- Repeat for level 3, selecting “1, 2, 3 …”
- Repeat for level 4, selecting “a, b, c …”

Step 4

- Select the “Set for all Levels…” button
- Change options, if necessary, to the following:
  - Bullet/Number position: 0”
  - Text position for first level: 0.5”
  - Additional indent for each level: 0.5”
- Click “OK”

Step 5

- You are now ready to begin typing your outline entries. Press the Enter key upon completion of each entry. A II should appear. If a II is needed, continue typing entries as needed. If a level 2 is needed, “A”, then select the “Increase Indent” tool. Increase Indent will move your outline up a level; Decrease Indent will move your insertion point back a level.
- Continue typing the outline, using Increase Indent or Decrease Indent to adjust the level as needed.
The Benefits of Walking

Thesis: Walking is an activity that all can do. Its benefits can be life changing for those who are healthy and for those who struggle with healthy lifestyle choices. The results of walking will be seen not only in a person’s physical changes but in one’s mental wellbeing also.

I. Introduction

A. Walking is becoming an extremely popular sport for all ages.

B. Walking is a great form of exercise because it helps people control their weight, develops muscles and improves mental and physical performance.

II. Benefits of walking

A. Weight control

1. Aids self-control
2. Burns calories
3. Encourages a healthy diet
4. Suppresses appetite

B. Muscular development

1. Improves tone
2. Increases strength
3. Improves endurance
4. Psychological well-being

5. Aids sleep

6. Inhibits depression

C. Cardiovascular fitness

1. Strengthens heart

2. Lowers blood pressure

3. Improves circulation

III. The results

A. Benefits of walking make it an excellent exercise.

B. People who want to improve health should consider walking.