Outline

Create an outline for an exercise plan **in a new document.**

1. In Outline view, type **Why Exercise?**. Press **enter** to create a Level 1item.
2. Click **Demote** to create Level 2, type **Feel better**. Press enter and Tab. The next item indents more to become a Level 3 item.
3. Type **Enhance self-esteem**, and press **enter.** Type **increase energy** and press **enter**.
4. Click Promote and type **Live longer**. Add two level 3 items which are **Lower high blood pressure** and **Lower cholesterol**.
5. Enter level 2 of **Look better** with level 3 of **Lose weight** and **Tone muscles**

Once you have typed an outline, you can easily modify it. You can drag a heading to a different position in the outline by dragging the circle with the plus or minus sign in it. You can also click the Move Up or Move Down button in the Outline Tools Group. When you move a heading, all the subordinates text underneath it moves too. To make it easier to reorganize the outline, you can click the Expand or Collapse buttons in the Outline Tools group or you can click the arrow next to Show level in the Outline Tools group to view only the headings you want. If you want to add text to your document below the headings you create in Outline view, it's easier to work in Print Layout view. To close Outline view, you click the Close Outline view.

Create an outline for a famous person

Include personal information and achievements