

# Create an outline from scratch

## Before you begin

- You will need to open a blank document, and have these instructions side by side with your blank document.

Your company is brand new and growing, and as the human resources manager it's your job to draft the first employee handbook. To help generate and organize this wealth of information, you decide to start with an outline. In this practice exercise, you'll get the hang of outline creation by entering the first few headings and some body text.

## Step 1: Create top-level entries

1. In the blank document, switch from the current view to outline view. Click the **View** tab on the Ribbon and then, in the **Document Views** group, click **Outline**.
2. You've got three main areas to cover in the manual: an introduction, information on company guidelines and policies, and benefits. So you'll type the following as Level 1 headings: Introduction, Guidelines and Policies, and Benefits.

**Here's how** Start with your insertion point next to the minus sign on the blank page. Type **Introduction**, press ENTER, and then repeat for the next two headings.

That's it. The top-level structure for your handbook is in place.

## Step 2: Add subordinate entries

1. Because you've just entered the final Level 1 heading, let's start by adding subordinate entries under it. If you haven't already, press ENTER to move to the blank line under "Benefits."
2. Type the following sub-entries under "Benefits": **Health Care** and **Savings and Stock Plans**.

**Hint** Be sure to press TAB before typing the first sub-entry, "Health Care". If you typed the entries before pressing TAB, that's fine; just click in front of each one and then press TAB, or use the **Demote** button  on the **Outlining** toolbar.

Now go back and add sub-entries beneath the first two heading levels. Start by placing the insertion point after each entry, and pressing ENTER. Then proceed the same way you did in the previous step.

3. Under "Introduction," type the following on separate lines: About this Handbook and Corporate Mission.

4. Under "Guidelines and Policies," type the following on separate lines:

Employee Activities and Services

Security, Safety, and Health.

### Step 3: Add body text

1. Directly under the first top-level heading, "Introduction," type the "Welcome to our company..." paragraph (shown below) as body text.

**Hint** At the end of the "Introduction" line, press ENTER to start a new line. Then click the **Demote to Body Text** button  on the **Outline Tools** box on the Ribbon.

**Text to type:** Welcome to H&R Block. As an employee here, you have the opportunity to share in the excitement of shaping the future success of our company. We know you will find your work here challenging and rewarding, and we believe your contribution will be meaningful – one that will give you real satisfaction.

2. Now type another paragraph of body text under "About this Handbook":

**Text to type:** This handbook describes H&R Block's personnel guidelines and employee benefits. It is divided into three major sections to make it easy for you to find the information you need.

## Practice 2: Change the outline

The initial structure for your employee handbook is in place; now it's time to make some changes.

### Step 1: Expand or collapse entries

1. Start by collapsing all of the Level 1 entries.

**Here's how** The Level 1 entries are "Introduction," "Guidelines and Policies," and "Benefits." To collapse each one, double-click the plus sign  next to it.

The gray line under a heading indicates that there is collapsed subordinate text.

2. Now re-expand them, by double-clicking the plus signs again.

### Step 2: Promote or demote entries

You decide that you want to add a title to your document, "Employee Handbook," and that you want to make that title the only Level 1 entry. So in this exercise, you'll add that first entry, and demote the subsequent entries to Level 2.

1. At the top of the document, add the Level 1 entry "Employee Handbook".

Click to the left of the first entry, "Introduction." Then press ENTER. This creates a new, blank Level 1 heading on the first line, where you can type **Employee Handbook**.

2. Now, you want to demote each of the subsequent Level 1 entries ("Introduction," Guidelines and Policies", and "Benefits") to Level 2.

Start by collapsing each of the Level 1 entries. You want to keep the entry and sub-entries together which is why you start by collapsing them. If you can't remember how, refer to step 1 in this practice session.

3. Next, select each of those entries one at a time by clicking the plus sign  next to it. Then use the **Demote** button  on the **Outline Tools** box on the Ribbon. Now those entries are Level 2; they are subordinate to your new Level 1 entry, "Employee Handbook."
4. Expand the "Introduction" entry. You'll see that its sub-entries have also shifted to the right a level; where they were previously Level 2, now they're Level 3.

### Step 3: Reorganize entries

Now you want to move a couple of entries to different places in the outline.

1. Move the "Corporate Mission" entry so that it is before "About this Handbook."

Select the "Corporate Mission" heading, by selecting the text or by clicking the minus sign  next to it, and then click the **Move Up** button  twice on the **Outline Tools** tab.

2. Next, move the entire "Guidelines and Policies" section (Level 2 heading and its subordinate Level 3 headings) so that it follows the "Benefits" section.

You want to keep the entry and sub-entries together, so be sure to click the plus sign  next to "Guidelines and Policies." Then click the **Move Down** button  until the section is positioned where you want. You can also move an entry by simply dragging it to the location you want it to appear.

3. If it isn't already expanded, expand the "About this Handbook" section so that its accompanying body text is showing.

4. Drag the heading and body text so that the entire section comes before the "Corporate Mission" section.

**Hint** Before you drag, click the plus sign next to "About this Handbook. This way, you'll be sure that the body text is selected along with the heading and that the two move together.

**Step 4: View your entire document.**

1. Your outline is complete, and you're ready to move beyond this organizational phase and into detailed writing. To view your entire document in full and continue writing, click **Close Outline View**.
2. That's it. You've now practiced the basic ways of manipulating your outline
3. Save your As "Outline\_YourFirstInitialLast" and then submit the file into Blackboard.
4. Have a great day!