ECDL ADVANCED

The Complete Coursebook
for Word Processing

Brendan Munnelly
Paul Holden

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1   FINISH FASTER BY BEGINNING DIFFERENTLY

Objectives

In this Chapter you will learn how to:

►   Use Outline view to enter headings for a new document

►   Display an existing document in Outline view

►   Promote and demote headings in Outline view

►   Move headings within a document in Outline view

►   Control the display of headings and text in Outline view.

"Yes – all I have to do now is write it down."

Iris Murdoch, novelist, when asked by her publisher if she had finished her latest novel.

Vocabulary

In this Chapter you will meet the following terms:

►   Heading level   ►   Outline view

►   Outline   ►   Outline numbering

Getting Past Page One

When writing a new document, which do you find more difficult?

►   Writing the first page or two, or

►   Getting beyond the first few pages

Typically, it's the second step. Why? Because you fall into the trap of trying to perfect your first pages before moving on to the remainder of your document

Here's the solution *start differently*.

►   Don't begin by focusing on your first sentence, paragraph at page.

►   Do begin by considering your entire document.

This method is called *outlining*. It means asking yourself – and perhaps your colleagues – such questions as 'How many sections will be needed?' and 'What subsections will be in each section?'

Only when you have completed your outline and agreed it with your colleagues do you start to write the content of your document.

Outlines: What Do They Look Like?

An outline is a list of a document's headings. Most documents are unlikely to need more than three heading types or *heading levels* main headings, subheadings, and sub-subheadings.

In Word, main headings are called level 1 headings, subheadings are level 2 headings, and so on.

In the following example, you can see four level 1 headings. Of these, only the second ('Codes of Conduct') and fifth ('Help Us to Help You') contain level 2 headings.

> Mission Statement
> Codes of Conduct
>   Standards of Individual Behaviour
>   Consultant-based Services
>   Nursing Services
> Standards of Service
> Teaching and Research
> Help Us to Help You
>   Keeping Us Informed
>   Submitting Feedback
>   Making a Complaint

Heading Level
The relative importance of a heading in a document. Typically, two or three heading levels are sufficient main headings (level 1 headings), subheadings level 2 headings) and Sub-Subheadings (level 3 headings).

In outlines, lower-level headings are indented ('moved in') progressively from the left margin. Indents in an Outline have one purpose only to show the relative importance of the various headings. The indents do *not* affect how the document appears when printed.

Outline
A list of the headings in a document, with indentation used to represent the level of each heading.

Promoting and Demoting

In an outline, the act of changing a heading's level from a lower to a higher level is called *promoting* the heading. Conversely, changing a heading's level from a higher to a lower level is called *demoting* the heading.

Outlining: The Benefits to You

With outlines, you can:

► **Agree structure before writing content**: Will other people be reviewing your document? If so, it makes sense to write the main content only after you have secured agreement on the overall structure.

Otherwise, the document you write, although excellent in many ways, may not be the one your colleagues and superiors actually want – an example of climbing to the top of a ladder only to discover that it is leaning against the wrong wall.

► **Begin with what's easy**: You can begin by writing those parts you feel more confident about - the middle of section three, for example, or the first four subsections of section two.

Sections that you find more difficult or awkward can be left until towards the end. You will feel more confident tackling these when your document is 80 to 90% complete.
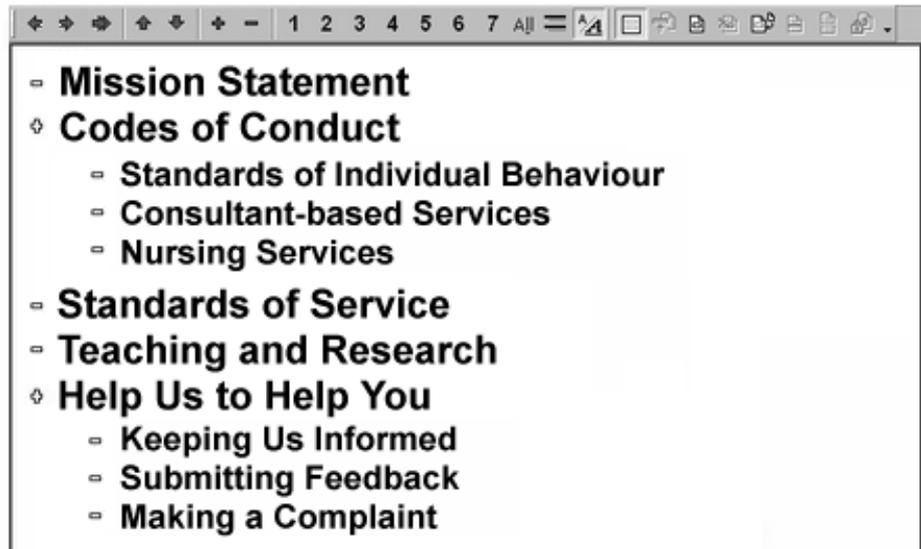
► **Identify problem areas quickly**: Some sections of your document may need information that you do not have to hand.

You are more likely to meet your deadline if you identify these sections at the start of the project than in the middle or towards the end.

► **Delegate content tasks**: If you are managing a document creation project, you can delegate different sections of the outline to other contributors.

Outlines in Word

In Word, an outline is one of four available *views* of a document. (The other views are Normal, Print Layout and Web Layout.) If you have a document currently open, you can see its outline by choosing **View | Outline**.

Outlines and Styles

Outline heading levels are tied to Word's built-in heading styles, as shown below. (You will learn more about built-in heading styles in Chapter 2.)

Outline Heading Level	Paragraph Style
Level 1 heading	Heading 1
Level 2 heading	Heading 2
Level 3 heading (and so on)	Heading 3 (and so on)
Body text	Normal

You can use styles other than heading styles in your outlines, but it is cumbersome and the methods are not covered in this book.

If a document contains only a single style such as Normal, it displays in Outline view without any organisation or structure.

Outline View
A view in Word that displays a document outline. Outline view provides options to change heading levels, reorder headings, and control which heading levels and other paragraphs are displayed.

Outlining Toolbar

By default, Word's Outline view contains an Outlining toolbar with buttons to promoting and demoting headings, moving headings (and associated text) with the document, and controlling how many heading levels are displayed.

You will learn the purpose of each Outlining toolbar button as you use it in the Exercises. A list of buttons and their functions is included at the end of this Chapter for easy reference.

Working with Outlines: The Four Tasks

Here are the four tasks that you need to be able to perform with outlines in Word:

► **Create a new document in Outline view**: When you begin a new document by first creating the document outline, you gain all the benefits associated with outlines and document creation. Exercise 1.1 provides an example,

► **Reorganise an already-written document in Outline view**: As Exercise 1.2 shows, you can quickly and easily restructure the content of an existing document by manipulating its outline,

► **Apply paragraph numbering in Outline view**: In Outline view you can apply sequential numbering to paragraphs with a single mouse click. You may find this feature useful when working with legal and other highly structured documents, See Exercise 1.3.

► **Exploit automatic paragraph renumbering**: If you rearrange numbered paragraphs in Outline view, Word automatically renumbers the paragraphs for you. Exercise 1.4 takes you through the steps,

Working with Outlines of New Documents

As you will see in Exercise 1.1, creating an outline can be the first step in writing a new document. After typing your headings and applying the correct heading levels to them, you can then switch from Outline to Normal or Print Layout view, and type the body text of your document.

Following this method provides you with two benefits:

► Your document is structured correctly from the start.

► Your headings are automatically formatted with the appropriate built-in heading styles.