

How to Create an Outline Note Sheet on Microsoft Word

1

Step 1:

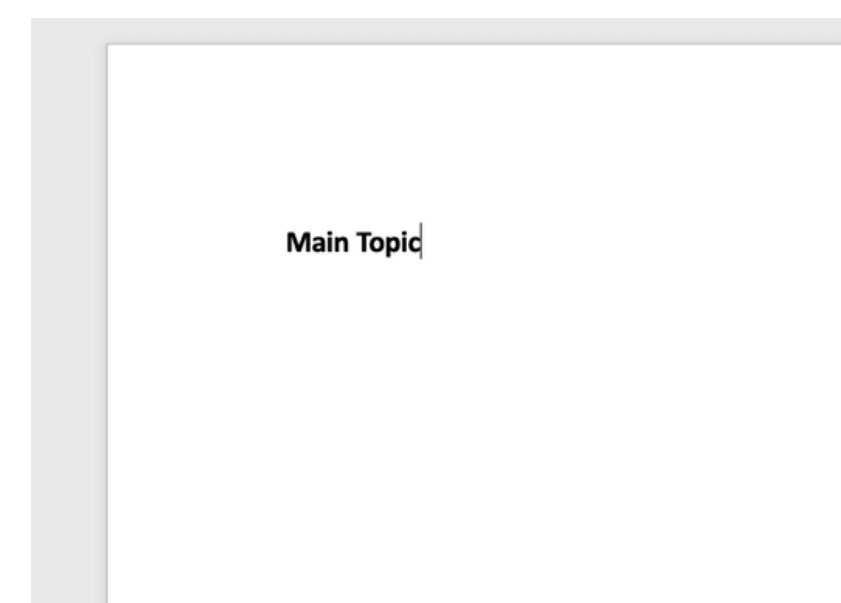
Open Word and create a new blank document.



2

Step 2:

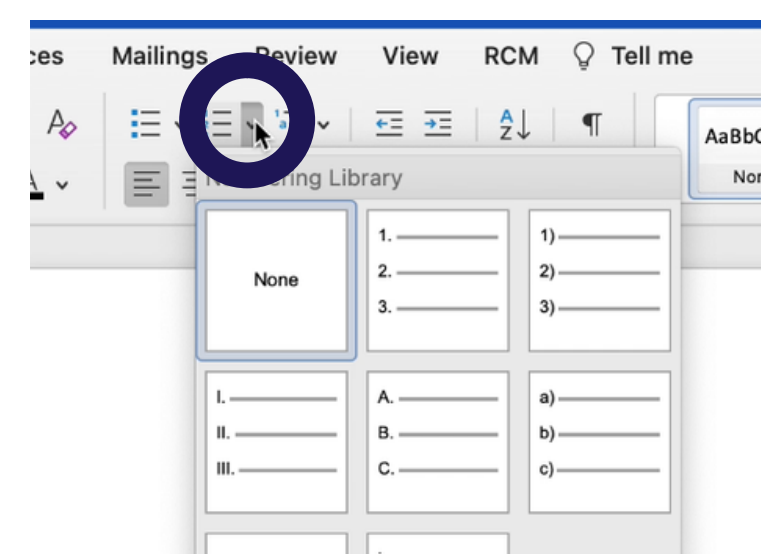
Type the main topic of your notes in the upper left hand corner; make the main topic bold.



3

Step 3:

Press the "Enter" key two times. On the toolbar, select the number list option. Click on the number list style that you prefer.



4

Step 4:

Once you pick the number list style you prefer, type in the first subtopic that you will discuss. Underline the first subtopic.

Main Topic

1. Subtopic #1

5

Step 5:

Press the "Enter" key and then indent by clicking "Tab" once. On these lines, take note of facts and thoughts that support your first subtopic.

Main Topic

1. Subtopic #1
 - a. Supporting facts
 - b. Supporting thoughts



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Step 6:

Complete this process until you are done taking notes.

Main Topic

1. Subtopic #1
 - a. Supporting facts
 - b. Supporting thoughts
 - i. Further details
2. Subtopic #2
 - a. Supporting facts
 - b. Supporting thoughts
 - i. Further details
3. Subtopic #3
 - a. Supporting facts
 - b. Supporting thoughts
 - i. Further details

**

Other Apps

If you prefer to type your notes, this method can also be used on Google Docs. If you prefer to hand write your notes, this method can be used on applications such as OneNote, Notability, and on physical binder paper.

YAY!

