First, open Microsoft Word 2010. Before you begin typing, go to top of the page and locate the FONT section. Once you locate the section, look for the arrow at the bottom right of the section and click on it.

This arrow will open the Font menu. You will want to select Times New Roman, regular font style, and size 12. Once you have selected these options, look to the bottom-left of the menu. You will see the option SET AS DEFAULT—select this option.

Once you select SET AS DEFAULT, you will see the message to the right. Since APA guidelines require Times New Roman size 12, go ahead and select ALL DOCUMENTS. This will make it easier for you to format your paper.

You are almost ready to start typing your outline. Make sure your cursor is at the top of your page. You need to make sure your cursor is centered. Go back to the top of the page under paragraph and select the CENTER TEXT option.
Now you are ready to start typing your outline. You want to start by typing Outline at the top of your page. This is **not** in all CAPS. It should end up looking similar to this:

```
Outline
```

Next, hit ENTER on your keyboard ONCE. Now you need to left-align your cursor. Go back up to the top of the page to the PARAGRAPH section and select ALIGN TEXT LEFT.

Next, type your thesis statement. Your thesis statement is the topic of your paper or the question that your research and main ideas will answer. It will look something like this:

```
Outline

Thesis statement: The success of a college student depends on time spent studying, attending classes regularly, and spending time with friends.
```

You are now ready to type the rest of your outline. Hit enter to go to a new line. Begin by typing an uppercase I (this is also the Roman numeral for one). Hit the space bar. Word should automatically recognize you are trying to create an outline, and your cursor will automatically shift to the right. You will also see a lightening bolt when this happens. You can now type your first main idea. It should look like this:

```
Outline

Thesis statement: The success of a college student depends on time spent studying, attending classes regularly, and spending time with friends.

I. Main idea #1
```
Next, go to the top of the page and look for the PARAGRAPH section. Select MULTILEVEL LIST and choose DEFINE NEW MULTILEVEL LIST. This will allow you to create the appropriate headings and subheadings required by APA formatting. APA formatting requires Roman numerals, uppercase letters, numbers, and lowercase letters. Roman numerals are used for main topics, uppercase letters are used for supporting ideas or research, numbers are used for examples or supporting facts, and lowercase letters are used for details about the examples and/or supporting facts.

In order to make sure your outline is formatted correctly, you must manually change the levels. Select 1 from the menu on the left-hand side. Select the Roman numerals (I, II, III ...) from the NUMBER STYLE FOR THIS LEVEL menu. Next, select 2 from the menu on the left-hand side. Select the uppercase letters (A, B, C, ...) from the NUMBER STYLE FOR THIS LEVEL menu. Next, select 3 from the menu on the left-hand side. Select the numbers (1,2,3, ...) from the NUMBER STYLE FOR THIS LEVEL menu. Finally, select 4 from the menu on the left-hand side. Select the lowercase letters (a, b, c, ...) from the NUMBER STYLE FOR THIS LEVEL menu. Select OK at the bottom of the menu. You should now have a correct multilevel list. You can continue typing your outline.

Hit ENTER on your keyboard. It will bring up a Roman numeral II. In order to get to the uppercase A, you will hit TAB once on your keyboard. It will shift to the correct position with the correct letter. Hit enter to go the next level. It will automatically insert uppercase B. It will look something like this:

Outline

Thesis statement: The success of a college student depends on time spent studying, attending classes regularly, and spending time with friends.

1. Main idea #1
   A. Supporting detail
   B. Supporting detail
IMPORTANT THINGS TO REMEMBER

- There are two types of outlines: topic and sentence. A topic outline uses words or short phrases. A sentence outline uses complete sentences instead of only words and phrases.

- If you have I, you must have II. If you have an A, you must have a B. If you have a 1, you must have a 2. If you have an a, you must have a b.

- You can navigate the different levels (I, A, 1, a, etc.) by using the TAB key. If you want to advance levels (go from I to A, A to 1, 1 to a, etc.), you hit the TAB key until you reach the desired level. If you need to go from a lower level to a higher level (from C to II, a to 1, etc.), hold down the SHIFT key and hit TAB until you reach your desired level.

EXAMPLE TOPIC OUTLINE

Outline

Thesis statement: The success of a college student depends on time spent studying, attending classes regularly, and spending time with friends.

I. Main idea #1
   A. Supporting detail
   B. Supporting detail
      1. Examples, supporting facts, etc
      2. Examples, supporting facts, etc
         a. Details to describe examples, supporting facts, etc
         b. Details to describe examples, supporting facts, etc

II. Main idea #2
   A. Supporting detail
   B. Supporting detail
   C. Supporting detail

III. Main idea #3
   A. Supporting detail
      1. Examples, supporting facts, etc
      2. Examples, supporting facts, etc
   B. Supporting detail

Conclusion: It is clear that a college student’s success is based on time spent on studying, how often classes are attended, and how much time is spent in social settings.