Paper #1

Directions:
The minimum requirements for the paper are 1-3 pages. Please fill the outline with information from each chapter as you would do while taking notes. Point value: 25 points

Upload the document to the specific location within MyHills.

“The example form to follow using Roman numerals, letters, and numbers is shown below.”

Outline title
I. Create an outline numbered list
   A. Definition: An outline numbered list is a list created to apply a hierarchical structure to any list or document.
      1. A document can have up to nine levels.
      2. Microsoft word does not apply built in leading styles to the list.
   B. Procedure
      1. On the format menu
         a. Click bullets and numbering
         b. Click the outline numbered tab
      2. Click a list format that does not contain the text “Heading.”
      3. Click OK.
         a. The first number of the list is displayed in the document.
      4. Type the list text, pressing ENTER after each item.
         a. Subsequent numbers are automatically inserted at the beginning of each line at the same numbering level.
II. Ready for the second chapter.

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