

8. Working with outline-numbered text

8. Move an outline-numbered item to the appropriate numbering level

8.1. On the Formatting toolbar

8.1.a) To demote the item to a lower numbering level

8.1.a.1) **Alt+Shift+Number**

8.1.a.2) **Alt+Increase Indent**

8.1.b) To promote the item to a higher numbering level

8.1.b.1) **Alt+Shift+Number**

8.1.b.2) **Alt+Decrease Indent**

9. Other ways of working with outlines

9. Create a Microsoft PowerPoint presentation from a Word outline

9.1. About creating a PowerPoint presentation from a Word outline

9.1.a) PowerPoint uses the heading styles in your Word document

9.1.a.1) Heading styles are applied when you use numbered outlines.

9.1.a.2) Heading styles are already turned on for you in this template.

9.1.a.3) For example, each paragraph formatted with the Heading 1 style becomes the title of a new slide, each Heading 2 becomes the first level of text, and so on.