Sample Outline:

Topic

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COM201

Dr. Horner

Today’s Date

Topic: Insert topic here.

# Introduction

## Capture your audience’s attention with a quote, anecdote, or personal experience

## Build up to the main reason for the speech

## Summarize the main idea and briefly state the main points

### First Main Point

### Second Main Point

### Third Main Point

# First Main Point: Working with outline numbered text in Microsoft Word

## Move an outline numbered item to the appropriate numbering level

### On the Formatting toolbar

#### To demote the item to a lower numbering level

##### Click a list number

##### Click Increase Indent.

#### To promote the item to a higher numbering level

##### Click a list number

##### Click Decrease Indent

## Help plan speech and “categorize the main points” (Benefits of Outline, 1)

# Second Main Point: Creating a Microsoft PowerPoint

## Creating a PowerPoint presentation from a Word outline

### PowerPoint uses the heading styles in the Word document

#### Heading styles are applied when you use numbered outlines

##### 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.

## Procedures

### Open the document and use it to create a PowerPoint presentation

### On the File menu, point to Send To, and then click Microsoft PowerPoint

## Create a PowerPoint presentation based on prepared notes

# Main Point 3: Building on previous work

## Use heading styles to create longer documents, view a document's organization in Outline view, and prepare PowerPoint that will enhance speech (Effective Use of Powerpoint, 2)

## To learn more about Outline view, review Microsoft Word Help

# Conclusion

## Restate your main points

### First Main Point

### Second Main Point

### Third Main Point

## Summarize the presented ideas

## Restate introduction or conclude with a compelling remark

Sources

1.Benefits of an Outline. (2015). Importance of an Outline. Retrieved from

<http://www.inspiration.com/visual-learning/outlining>.org

2. Effective Use of PowerPoint. (2018). Retrieved from

<https://www.effectiveuseofpowerpoint.edu>