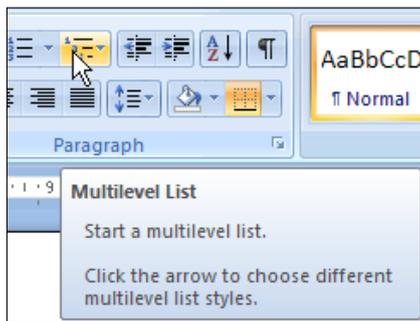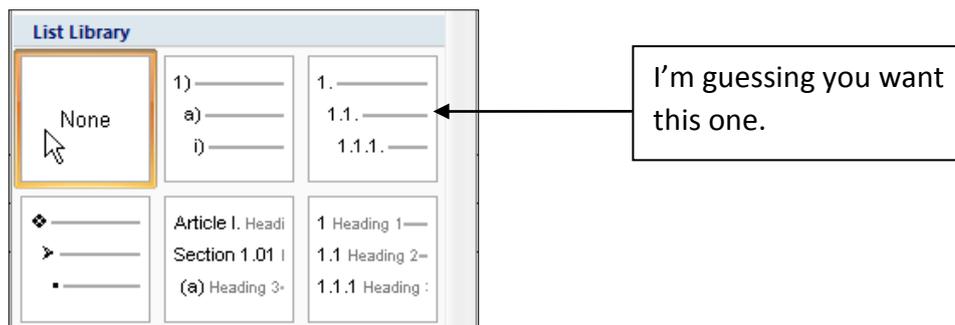# Outline Level Numbering in a Table

1. Start the table, using only one row, but the number of columns you need, and get your headings entered.

2. When you get to the row/cell which is to contain the first number, click on the Multilevel List button in the Paragraph section of the Home ribbon.
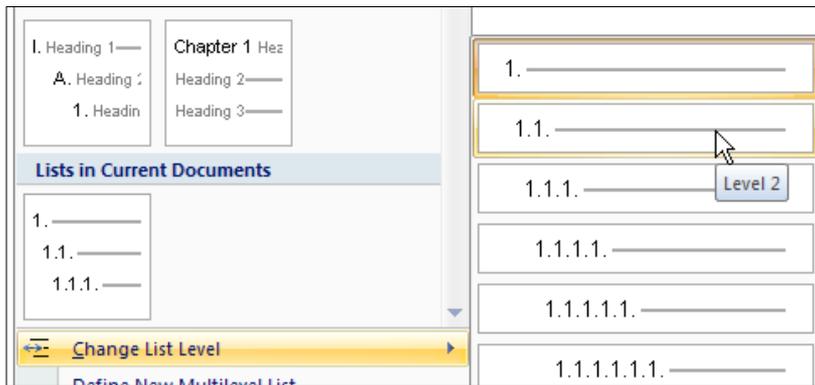

3. When you do this you get a drop list of numbering styles, so select the style of numbering you wish to use.

    I'm guessing you want this one.

4. This will automatically set a hanging indent, so text will wrap under the indent, not the number. If you don't want this, use Ctrl + Shift + T to remove the indent.

5. Tab to the next cell and do the same steps for 3 and 4 above. This will automatically display 2 for the next number, but don't panic. You can fix this.

6. Click on the list arrow attached to the Multilevel list button.

7.	Point at Change List Level and select the second level for numbering

8.	Again, you can remove the hanging indent by using the steps in point 4, but if you wish to remove the left indent, use Ctrl + Shift + M to remove it. DO NOT use the Decrease Indent button on the Home tab's ribbon as this returns the numbering to Level 1.

9.	If you wish to apply a third level, repeat steps 6, 7 and 8.

10.	Once you have completed the row and you Tab to start the next row, all your numbering will be automatically inserted in each cell in that row based on the previous row.

Heading 1	Heading 2	Heading 3	Heading 4
Explanatory text	1. This is the first number in the second cell of the tab.e	1.1. This is the second level of numering	1.1.1.This is the third level of numbering
	2.	2.1.	2.1.1.

Note 1:	For this to work as shown above, the numbering **must** be set up in the "last" row of the table so that the numbering can be continued into the next row when you press Tab to create the "new" row.

Note 2:	If your table goes over two pages, and you wish to have headings appear on all pages, make sure your headings are the first row. Click into that row and then select Repeat Header Rows from the Table Tools Layout tab.