

TITLE			
I.	ALL CAPS		
	A.	Initial Caps	
		1.	First letter of line is capitalized
		a.	First letter of line is capitalized
		b.	First letter of line is capitalized
		2.	First letter of line is capitalized
	B.	Initial Caps	
		1.	First letter of line is capitalized
		2.	First letter of line is capitalized
II.	ALL CAPS		
	A.	Initial Caps	
	B.	Initial Caps	
		1.	First letter of line is capitalized
		2.	First letter of line is capitalized

1. Create a Header
2. Save document as "Outline Format"  
Change font to COURIER NEW
3. Be sure you are viewing the ruler.
4. Insert a Table 4 X 19 drag lines by the 1/2"
5. Create the document above
6. Print & Hand-in
7. Save, Save, Save

\*Notice the double spacing before & after Roman Numerals

\*\*Right click to

- merge cells
- split cells
- insert rows.