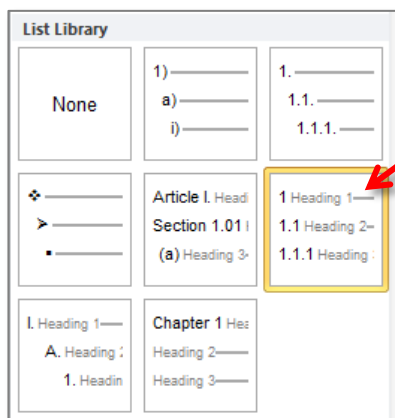


## Task 3.6 Creating numbered headings


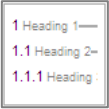
Once you have modified your Heading styles with the formatting you require – font types, sizes, etc. – you can apply a numbering layout from the **Multilevel List Library**.



Word includes layouts that have already been set up to link to the built-in Heading styles – you will see the style name in the thumbnail, as in the layout selected here.

You can customise these if the numbering format is not exactly what you want.

### Try this...

1. Navigate to page **6** and click in the heading ***Spatial ability introduction and literature review***.
2. On the **Home** tab, in the **Paragraph** group, click on the down arrow at the **Multilevel List** button .
3. In the **List Library**, select the numbering option **1, 1.1, 1.1.1** linked to the **Heading** styles (second row) .
4. Scroll down the page noting how the numbering has been applied to your headings.
5. Scroll to page **7**, and apply the **Heading 3** style to the paragraph ***Which species show sex differences in spatial ability?***
6. Apply the **Heading 2** style to the paragraphs ***Mechanistic explanations*** and ***Alternative explanations***.

*To number a heading, all you need to do is apply the Heading style – the numbering is applied automatically.*