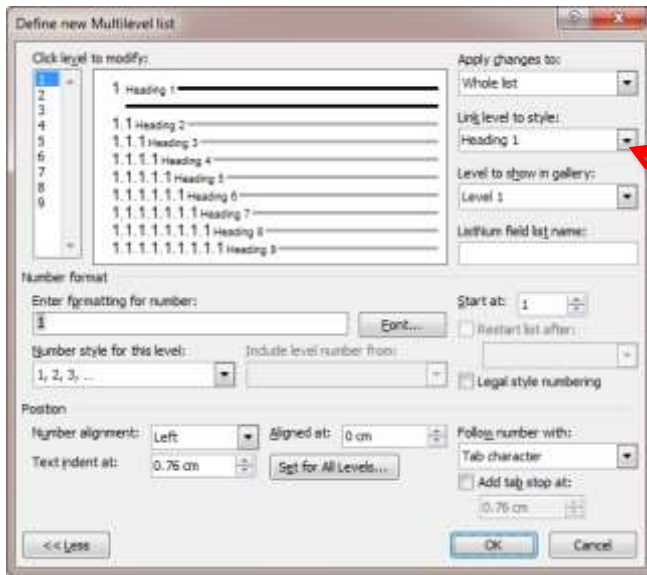


Task 3.7 Modifying numbered headings

To change the format of the numbering in a list, you use the **Define new Multilevel list** dialog box. For this exercise, you are going to include the text 'Chapter' in the number format for the top heading level, and remove the numbering from Heading 4.



From this dialog box, you can modify the number format, and set the indentation for both number and text.

The **Link level to style** option tells Word the style to use to format the text at each level. For a list that is already linked to the built-in heading styles, level 1 is linked to Heading 1, level 2 to Heading 2 etc.

Try this...

1. Scroll to page 6 and click in the heading **Spatial ability introduction and literature review**.
2. Click on the down arrow at the **Multilevel List** button and select **Define New Multilevel List** to display the **Define new Multilevel list** dialog box.

*Although you have selected **Define New Multilevel List**, Word is actually modifying the list you are currently in, rather than creating a completely new list. Confusing? Yes!*

3. Click on **[More>>]** to display all options.
4. In **Click level to modify**, ensure 1 is selected.

*Note that **Heading 1** is displayed in **Link level to style** on the right. Each of the nine levels of numbering is linked to its corresponding Heading style.*

5. Examine the settings for the **Number format** and **Position**.
6. In **Click level to modify**, click on 2.
7. Examine the settings for the **Number format** and **Position** again.

Now you are going to add the word 'Chapter' to the number format for level 1.

8. In **Click level to modify**, click on 1.
9. In the **Enter formatting for number** box, click in front of the number field (highlighted in grey), type **Chapter** and press the space bar.