Creating an Outline Using Outline View

- In this tutorial, you will learn how to create an outline using outline view within your Microsoft Word 2010 document.

- The OUTLINE button may be used to create an outline.

Locating the Outline Button

To locate the OUTLINE button, click the VIEW tab. The OUTLINE button can be found on the DOCUMENT VIEWS group.

Example of Outline created using outline view:

- **Introduction**

  One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach international students beyond the United States (U.S.). The opportunity to earn a degree from a U.S.-based institution via distance is an appealing alternative for international students; the cost-benefit of not having to travel to an on-ground campus abroad is a good motivator for choosing online programs.

  The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors that can positively or negatively affect a student’s experience including: language barriers and proficiency (Zhang & Kenny, 2010), course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010), and cultural differences (Liu et al., 2010; Tu, 2001). Along these lines, one important area of study focuses on the student experience in online learning and how it relates to communication that occurs in the classroom, both collaboratively among students and individually between a student and the instructor (Anderson, 2008; Tu, 2001; Yatrasu & Suthers, 2007). For students from other cultures, in particular, communication plays a critical role in the overall learning experience.
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Step 1: Open your Microsoft Word document and locate the VIEW tab.

Step 2: Click the VIEW tab to display the groups and buttons on the tab. Then locate the DOCUMENT VIEWS group.

Step 3: Click the OUTLINE button in the DOCUMENT VIEWS group to open the document in OUTLINE view.

Shortcut tip: The OUTLINE button on the bottom right corner of the status bar may be used to open the OUTLINING Tab.
Introduction

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Online course instructors must adapt course facilitation methods in light of cultural differences. Liu et al. (2010), for example, suggest that instructors "incorporate features that accommodate different cultural pedagogy" and "appreciate cultural differences" (p. 182). While this particular suggestion is certainly noteworthy and valid, more specific direction is warranted with respect to what types of changes should be