If you are numbering headings (e.g. 1.0) and subheadings (e.g. 1.1, 1.2), you can use the multilevel lists feature in Word to help with the numbering. You will likely want a customized list.

1. With your cursor on the first line of the list, click the multilevel list icon on the Home ribbon:

2. Choose the list style starting with 1 Heading 1, etc. on the drop-down menu:

3. Choose the Define New Multilevel List option at the bottom of the drop-down menu:

4. At the dialog box, click More:

5. Click the top level, to make changes to this level.
6. In the box called *Enter formatting for number*, add a 0 (zero) after the period. Do not change anything else in the box:

![Enter formatting for number](image)

Now the number will follow the organization of your heading style levels (heading 1, heading 2, etc.).

**Troubleshooting**

**Changing the Numbering**

If working with multiple lists, you may need to use the *Set Numbering Value* option. This keeps the lists separate, or joins them if that is your preference. It also allows you to start a list on the number of your choice:

![Set Numbering Value](image)

**Altering the List Level**

You may wish to have major points with sub-points under them. To make something a sub-point in your list, first highlight it. You can try to decrease the indent with the icon on the *Home* ribbon (or use the *Tab* key):

![Decrease indent](image)

If this does not work, try the *Change List Level* option in the numbered/multilevel list drop-down menus: