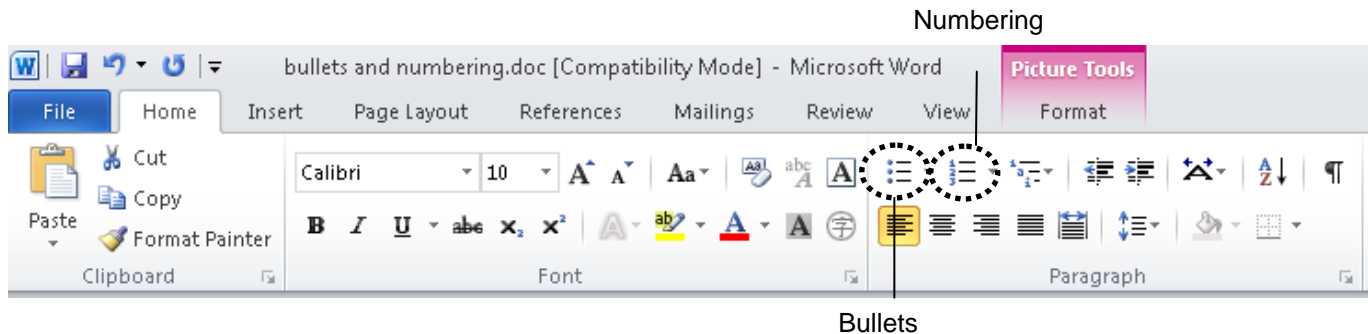


Bullets and numbering – plus adjusting tips

Microsoft Word

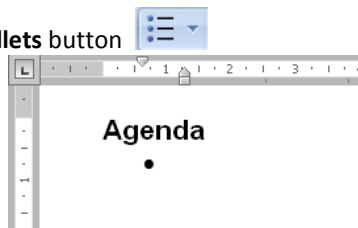


There are a couple of ways of doing bullets and numbering.

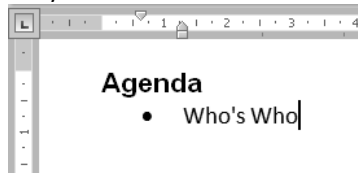
Applying bullets / numbering as you type

e.g. Bullets (is same for numbering.)

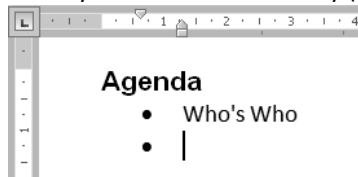
1. Click **bullets** button



2. Type an entry



3. Press **ENTER** key at the end of the entry (the next bullet appears automatically)



4. Repeat steps 2 and 3 until you finish your bulleted list
5. As you have finished, press **ENTER** key **twice** or click **bullets** button to switch off

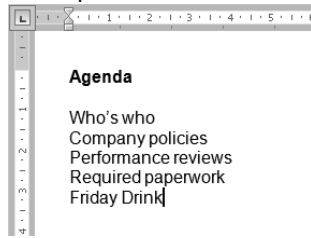
Tip: Switch bullets/numbering ON and OFF

These buttons are toggle buttons. So click, it turns it on. Click again, it turns off.

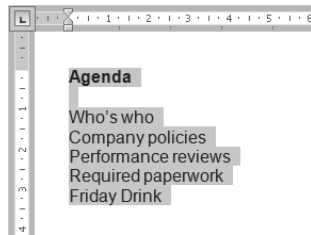
Type then apply bullets / numbering

e.g. Bullets (the same for numbering.)

1. Type your list up



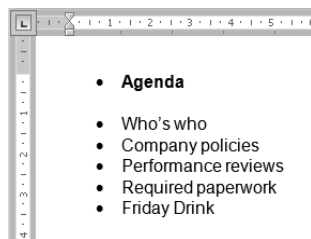
2. Highlight the list



3. Press **Bullets** button



4. Done!

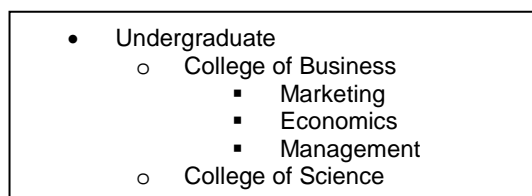


Creating outlined bullets and numbers as you type

(e.g., outlined numbers)

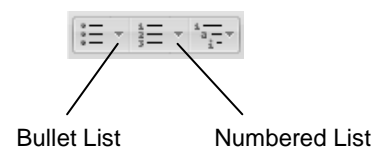
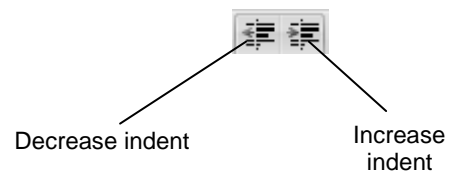
Your bullets/numbering lists can have multiple levels, i.e., having sub-headings and sub-lists. You need to work with the **Increase** and **Decrease Indent** buttons.

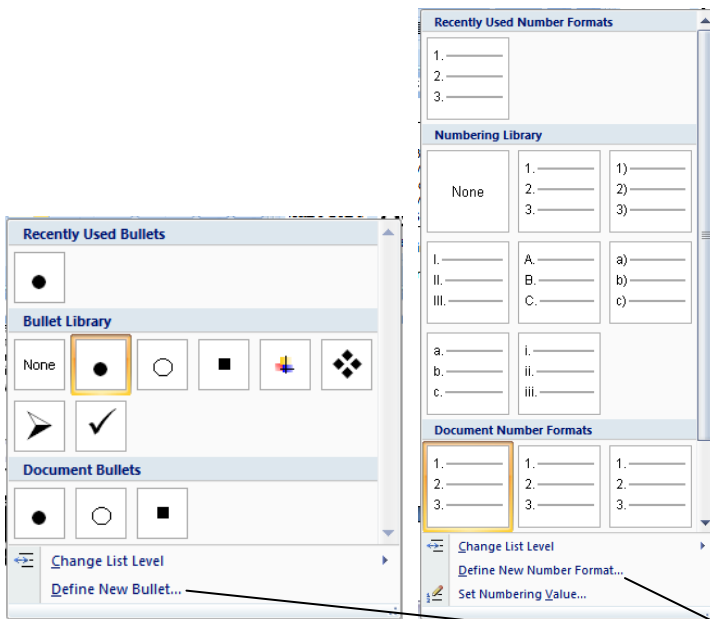
For example, a bullet list is below.



1. **Home > Bullets or Numbering**

2. Choose the type of outline you wish to use by **clicking** the arrow next to **Bullets** or **Numbering**



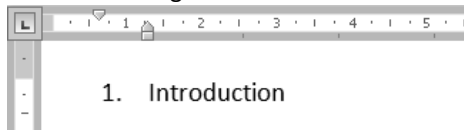


You can customise your Bullet or numbered list.

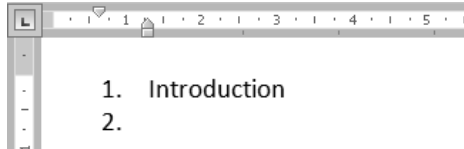
3. (The first outlined number appears automatically)



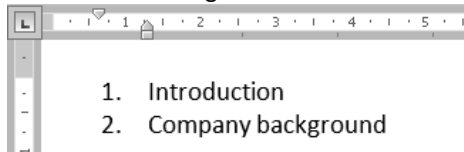
4. Type a main heading



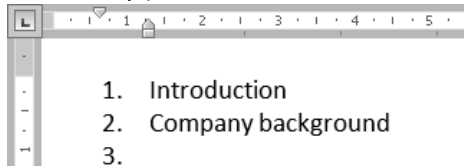
5. Press **ENTER** key (next outline number automatically appears)



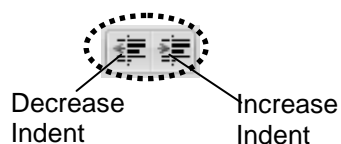
6. Type next main heading



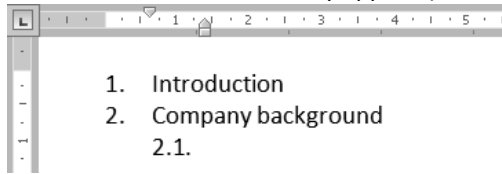
7. Press **ENTER** key (next outline number automatically appears)



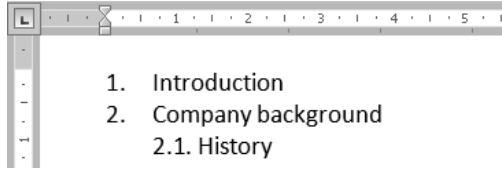
8. When you wish to enter sub-heading, click **Increase Indent**



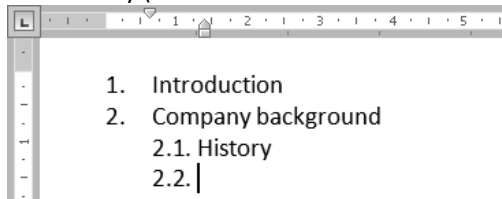
9. (Sub-outline number automatically appears)



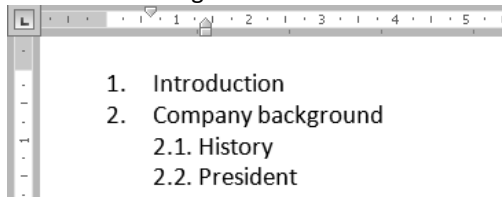
10. Type sub-heading



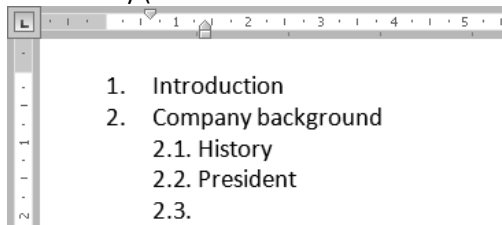
11. Press **ENTER** key (next outline number automatically appears)



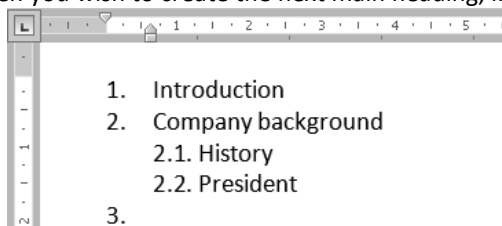
12. Type next sub-heading



13. Press **ENTER** key (next outline number automatically appears)



14. When you wish to create the next main heading, i.e., 3, click **Decrease Indent**



15. And so on.

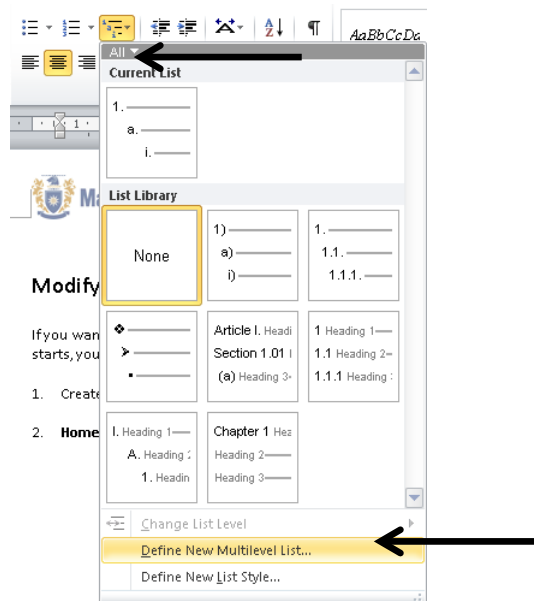
16. When you wish to finish your outline numbering, press **ENTER** key twice or click **Numbering** to switch off.



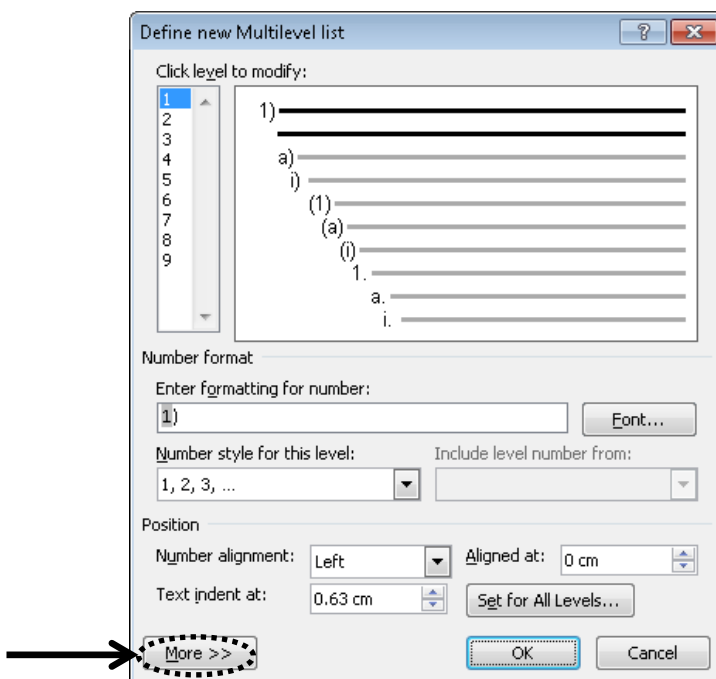
Modify bullets / numbering positions

If you want to change the indents for bullets, for example, the indent from the bullet point to the point where the paragraph starts, you can use this tip. This may solve one of your mysteries about bullets, and can be also applied to numbering.

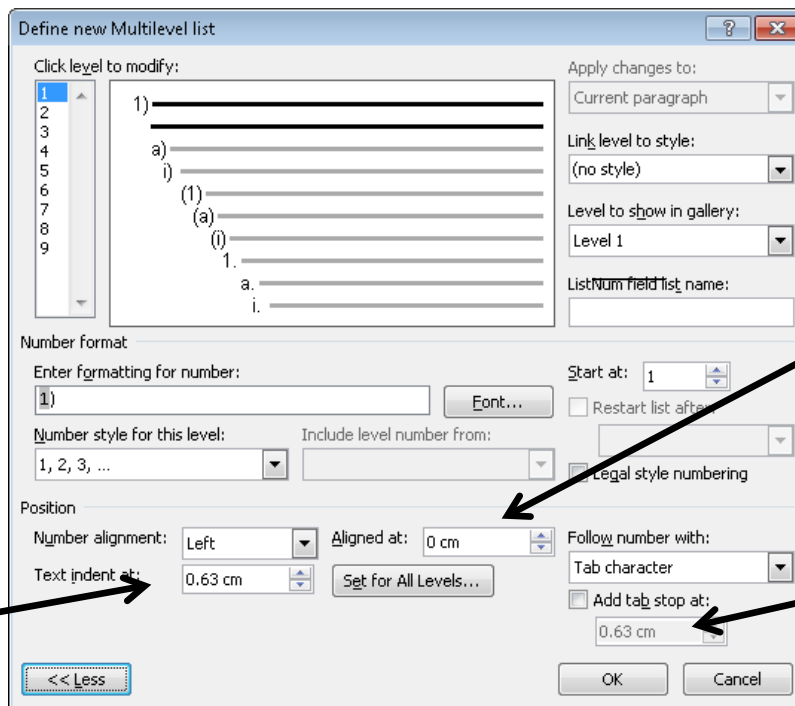
1. Create a new list with the bullet / number formatting you wish to use
2. **Home > Multilevel List > Define New Multilevel List...**



3. Click on more



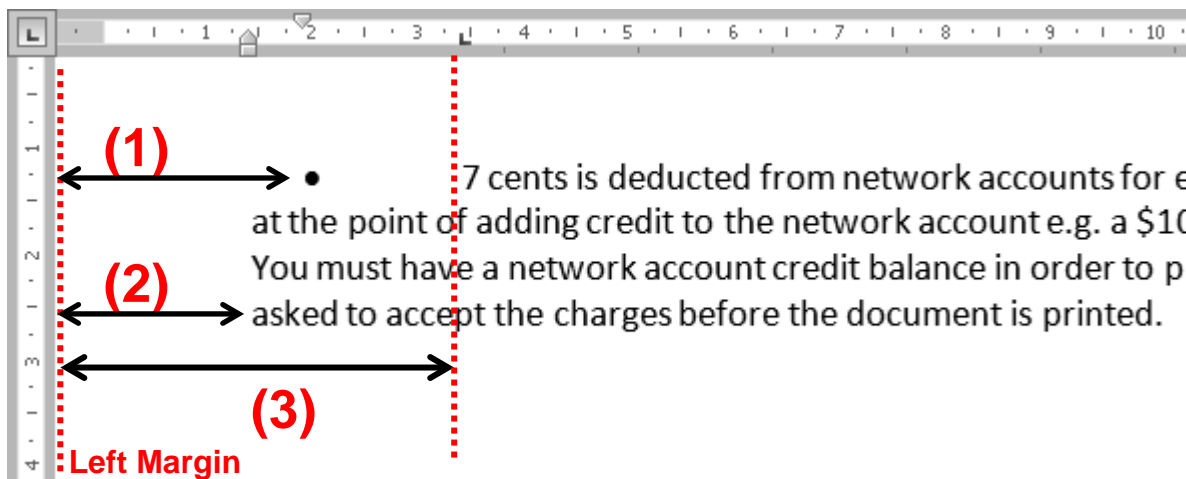
4. Set the position (see more details in the following) > Click **Set for All Levels**, Then Click **OK** to return to your document.



(2) Text Position:
Indent at
How far the second and sub
sequent lines are indented.

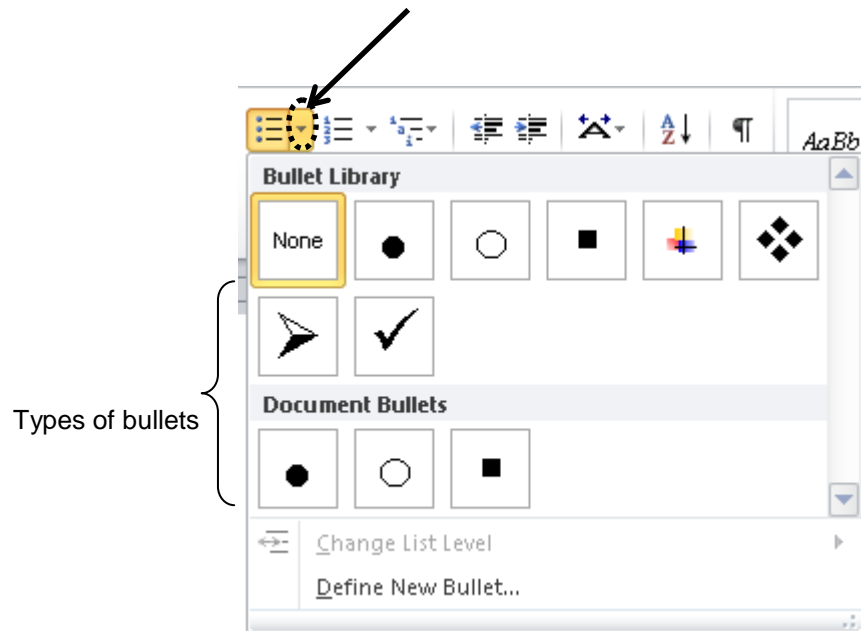
(1) Bullet Position:
Indent at
How far from the left margin.

(3) Text Position:
Tab space after
How far the text on the
first line is indented.



Changing bullets / numbering style

1. Home > Bullets or Numbering



2. Click which style you wish to use
3. For advanced bullet options click on **Home > Bullets > Define New Bullet**
4. For advanced numbering options click on **Home > Numbering > Define New Number Format**

