

Adding Bullets and Numbering



Formatting a list with bullets or numbering can help to organize the ideas in a document. A **bullet** is a character, often a small circle, that appears before the items in a list to add emphasis. Formatting a list as a numbered list helps illustrate sequences and priorities. You can quickly format a list with bullets or numbering by using the Bullets and Numbering buttons in the Paragraph group on the Home tab. You format the lists in the information sheet with numbers and bullets.

STEPS

QUICK TIP





To change the style, font, number format, and alignment of the numbers in a list, right-click the list, point to Numbering, then click Define New Number Format.

QUICK TIP



To remove a bullet or number, select the paragraph(s), then click  or .

QUICK TIP

To use a symbol or a picture for a bullet character, click Define New Bullet in the Bullet list, and then select from the options in the Define New Bullet dialog box.

1. Scroll until the top of page 2 is at the top of your screen
2. Select the four-line list above the Prevention heading, click the Home tab, then click the **Numbering list arrow**  in the Paragraph group
The Numbering Library opens, as shown in Figure C-18. You use this list to choose or change the numbering style applied to a list. You can drag the pointer over the numbering styles to preview how the selected text will look if the numbering style is applied.
3. Click the numbering style shown in Figure C-18
The paragraphs are formatted as a numbered list.
4. Place the insertion point after **vaccine** at the end of the third line, press [Enter], then type **An active neurological disorder**
Pressing [Enter] in the middle of the numbered list creates a new numbered paragraph and automatically rennumbers the remainder of the list. Similarly, if you delete a paragraph from a numbered list, Word automatically rennumbers the remaining paragraphs.
5. Click 1 in the list
Clicking a number in a list selects all the numbers, as shown in Figure C-19.
6. Click the **Bold** button  in the Font group
The numbers are all formatted in bold. Notice that the formatting of the items in the list does not change when you change the formatting of the numbers. You can also use this technique to change the formatting of bullets in a bulleted list.
7. Select the list of rules under the Prevention heading, then click the **Bullets** button  in the Paragraph group
The five paragraphs are formatted as a bulleted list using the most recently used bullet style.
8. Click a bullet in the list to select all the bullets, click the **Bullets list arrow**  in the Paragraph group, click the check mark bullet style, click the document to deselect the text, then save your changes
The bullet character changes to a check mark, as shown in Figure C-20.

Creating multilevel lists

You can create lists with hierarchical structures by applying a multilevel list style to a list. To create a **multilevel list**, also called an outline, begin by applying a multilevel list style using the Multilevel List list arrow  in the Paragraph group on the Home tab, then type your outline, pressing [Enter] after each item. To demote items to a lower level of importance in the outline, place the insertion point in the item, then click the Increase Indent button  in the Paragraph





group on the Home tab. Each time you indent a paragraph, the item is demoted to a lower level in the outline. Similarly, you can use the Decrease Indent button  to promote an item to a higher level in the outline. You can also create a hierarchical structure in any bulleted or numbered list by using  and  to demote and promote items in the list. To change the multilevel list style applied to a list, select the list, click , and then select a new style.

FIGURE C-18: Numbering list

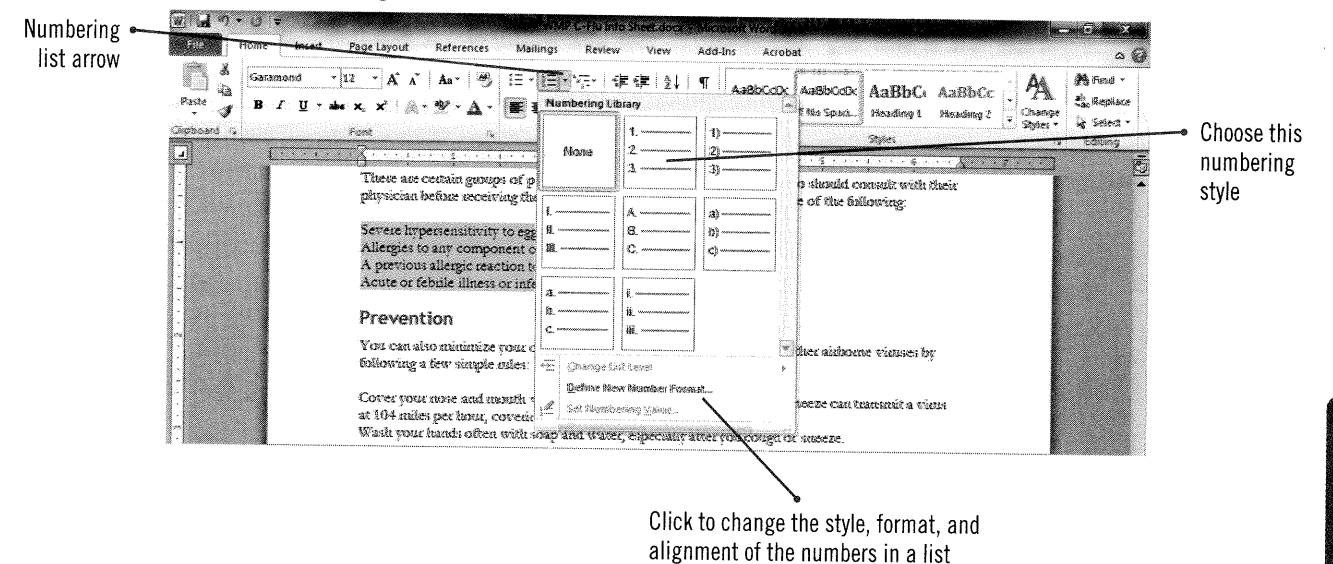


FIGURE C-19: Numbered list

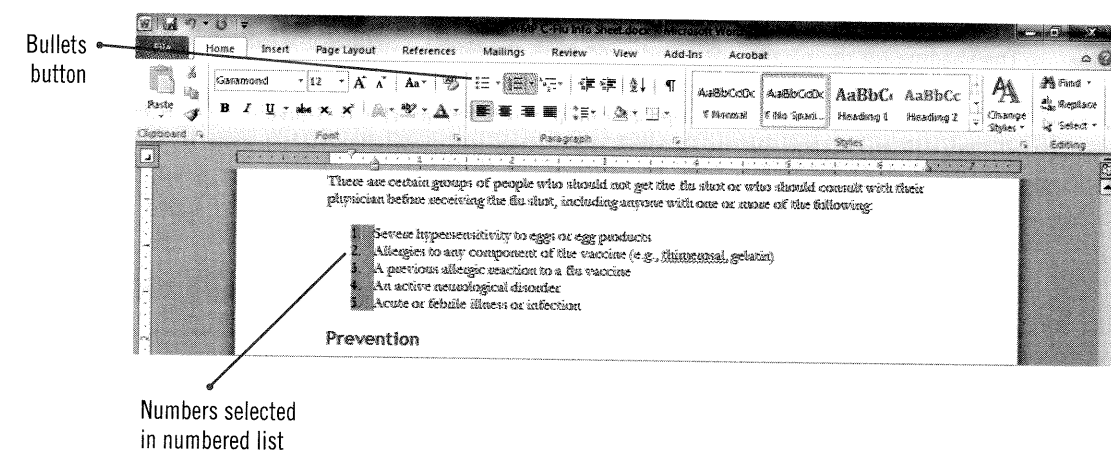


FIGURE C-20: Check mark bullets applied to the list

