

# Microsoft Word - Bullets and Numbering



## Bullets and Numbering

A Bulleted or numbered list might at times be required in your documents.

A bullet list will display a graphic at the beginning, whereas the numbered list will number each point.

## Bullets

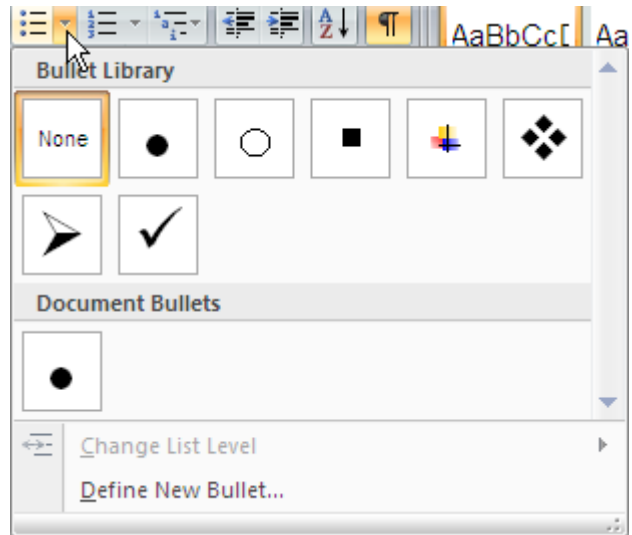
1. Position the cursor or select text



If the text is selected at each new paragraph a new bullet point will appear. Otherwise as you type, whenever you do a paragraph return a new bullet will appear

2. Click on the Bullets button on the Paragraph group on the home ribbon.

If the default bullet is not the one required then the bullet can be changed by clicking on the drop down arrow next to the button and selecting the button required.



If multi-level bulleted lists are required they can be created by using the multilevel list button and selecting the bullets required at each level.

## Numbered Lists

1. Position the cursor or select text

If the text is selected at each new paragraph a new consecutive number will appear. Otherwise as you type, whenever you do a paragraph return a new number will appear

2. Click on the numbering button on the Paragraph group on the home ribbon.

## Removing individual numbers

If any paragraph does not require a number (as the second paragraph above), then the number can be removed by

1. Position the cursor after the tab on the paragraph where the number is to be removed

2. Back space to delete the number

This automatically renumbers the list below the removed number.

## **Stopping the bullets and numbers**

Bullets and numbers can be stopped by backspacing to whatever level is required.

1. Removes the number or bullet but leaves the text at the same indent level and the bulleted or numbered list.
2. Takes the indent level to the number or bullet position.
3. Takes it back to the normal margins.