

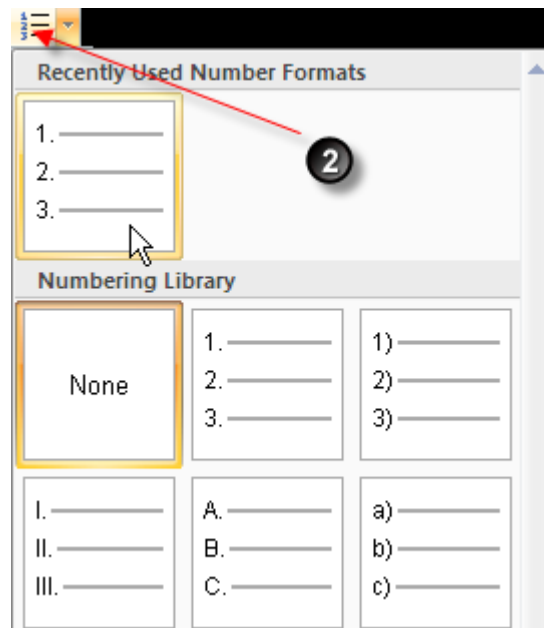
Microsoft Word - Creating Bulleted Lists



Creating Bulleted Lists.

One of the best way to draw attention to a list is to use a bulleted list, the bullets may be displayed as a numbered list, letters of the alphabet or graphical symbols.

1. **Click** where you wish to create a bulleted list.
2. **Select** the **Home** tab → **Numbering** button arrow, select the desired numbering Style.



3. **Type** the first item in your list, and press the **Enter** on the keyboard.

When Does Stress Become A Problem?

1. When your stresses are so big, occur so often, or last so long that you are unable to handle them well.

If you wish to leave an extra line between the list items, select **Shift+Enter** then **Enter** to resume the numbering structure.

To **complete** the list either click on the **Bullets** icon or press enter again.

Preview:

When Does Stress Become A Problem?

1. When your stresses are so big, occur so often, or last so long that you are unable to handle them well.
2. When you have been over stressed for some time and can notice effects like nervousness, headaches and insomnia.
3. When the energy-draining effect of over stress is noticed in extreme fatigue, poor judgment and low output.
4. When a lowering of the natural resistance of disease in increased illness.
5. When friends and relatives see signs of strain and become concerned.

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Changing Bullet or Number Styles.

1. **Select** your bulleted list → select the Home tab.
2. **Click** the **Bullets** or **Numbering** button.
3. **Select** one of the predefined formats.

The formats will be previewed on you list as you hover over the different format options.

Preview:

When Does Stress

- ✚ When your
- ✚ When you
- ✚ When the
- ✚ When a
- ✚ When friends

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