

Making Numbered and Bulleted Lists

Bulleted and Numbered Lists

- Click the **Bulleted List** button or **Numbered List** button on the formatting toolbar.
- Type the first entry and press ENTER. This will create a new bullet or number on the next line. If you want to start a new line without adding another bullet or number, hold down the **SHIFT** key while pressing **ENTER**.
- Continue typing entries and press **ENTER** twice when you are finished typing to end the list.
- Use the **Increase Indent** and **Decrease Indent** buttons on the formatting toolbar to create lists of multiple levels.

NOTE: You can also type the text first, highlight the section, and press the Bulleted List or Numbered List buttons to add the bullets or numbers.

Nested Lists

To create a nested list, such as a numbered list inside of a bulleted list, follow these steps:

Type the list and increase the indentation of the items that will make up the nested list by clicking the **Increase Indent** button for each item.

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| <ul style="list-style-type: none">• Lists<ul style="list-style-type: none">• Bulleted and Numbered Lists• Nested Lists• Formatting Lists• Tables<ul style="list-style-type: none">• Create a Table | <ul style="list-style-type: none">• Lists<ol style="list-style-type: none">1. Bulleted and Numbered Lists2. Nested Lists3. Formatting Lists• Tables<ol style="list-style-type: none">1. Create a Table |
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Highlight the items and click the Numbered List button on the formatting toolbar.

Formatting Lists

The bullet image and numbering format can be changed by using the Bullets and Numbering dialog box.

- Highlight the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet.
- Access the dialog box by selecting **Format|Bullets and Numbering** from the menu bar or by right-clicking within the list and selecting Bullets and Numbering from the shortcut menu.
- Select the list style from one of the seven choices given, or click the Picture button to choose a different icon. Click the **Numbered** tab to choose a numbered list style.
- Click OK when finished.