

Changing Bullet or Number Styles Using the Styles and Formatting Task Pane

- ❖ Select the list to which the Bullet or Number style is to be applied.
- ❖ Display the **Styles and Formatting Task Pane**, if necessary. To do this, complete one of the following steps:
 - Select **Format, Style and Formatting** from the **Menu Bar**.
 - Click the **Styles and Formatting** button on the toolbar. (See the illustration at the right.)
 - Click **View** on the **Menu Bar** and then click **Task Pane**. Click the drop down arrow next to **New Document** and choose **Styles and Formatting**.
- ❖ The **Styles and Formatting Task Pane** will display on the right side of the screen.
- ❖ Apply the desired **List Style** to the selected text. To do this:
 - Click the drop down arrow for **Show** at the bottom of the **Styles and Formatting Task Pane**.
 - Choose **All styles** from the list of choices.
 - Scroll through the list of styles until you see the desired style.
- ❖ Click the drop down arrow next to the style name at the top of the **Task Pane**.
- ❖ Click the option for **Select all ___ instance(s)**.
- ❖ Click the drop down arrow again and then select **Modify**.
- ❖ The **Modify Style** dialog box will appear.
- ❖ Make any desired changes to the style.
- ❖ Choose **Numbering** from the shortcut menu.
- ❖ The **Bullets and Numbering** dialog box will appear (see illustration middle right).
- ❖ Choose a different style for the bullet from this box by clicking on the desired style.
- ❖ Click **Customize** to change the **Font**, **Character**, or **Picture** for the bullets.
- ❖ The **Customize** dialog box will appear (see illustration bottom right).
- ❖ Make any desired changes to the numbering or bullets.
- ❖ Other changes may be made to this style by clicking any of the options in the **Customize** dialog box.
- ❖ After making changes to the **Bulleted** items, click **OK** to exit the **Customize** dialog box.
- ❖ To change the bullets to a **Number** style or an **Outline** style, click those tabs and select the desired style.
- ❖ In the **Numbered** or **Outline Numbered** dialog boxes, it is possible to restart the numbering of any of the lists so that it isn't numbering continuously from the previous list by clicking the **Restart Numbering** radio button.
- ❖ To continue with the numbering of the items from a previous list, click the **Continue Numbering** radio button.
- ❖ Click **OK** to exit the **Bullets and Number** style box.

