

Creating a Bulleted or Numbered List

The best way to call attention to a list of items is to add bullets or numbers to the list. A bullet should be used when the items don't have to be in any particular order. Numbers should be used when a list needs to be ordered. Multilevel lists may also be created.

Creating a Bulleted List

- ❖ Click in the area where the numbered list is to be created.
- ❖ Click the **Bullets** button on the **Formatting** toolbar (see illustration at right).
- ❖ Type an item for the list.
- ❖ Press **Enter** to move to the next line and insert a new bullet.
- ❖ Type another item into the list and press **Enter**.
- ❖ Continue this process until all the items are in the list.
- ❖ When all the items have been entered, do one of the following:
 - Press **Enter** and then click the **Bullets** button on the **Formatting** toolbar.
 - Press **Enter** twice to end the list.



Creating a Numbered List

- ❖ Click in the area where the numbered list is to be created.
- ❖ Click the **Number** button on the **Formatting** toolbar (see illustration at right).
- ❖ Type an item for the list.
- ❖ Press **Enter** to move to the next line and insert a new number.
- ❖ Type the next item in the list and press **Enter**.
- ❖ Continue this process until all the items in the list are numbered.
- ❖ When all the items have been entered, do one of the following:
 - Click the **Number** button on the **Formatting** toolbar.
 - Press **Enter** twice to end the list.



Applying Bullets or Numbers to a Pre-Existing List

It is possible to apply bullets or numbers to a list that has already been keyed into a document. To do this:

- ❖ Select the text that the bullet or number is to be applied to.
- ❖ Click the **Bullets** button on the **Formatting** toolbar (see illustration at right).



Switching Between Numbered and Bulleted Lists

- ❖ Select the list that is to be changed.
- ❖ Click either the **Number** or **Bullet** button on the **Formatting** toolbar.
- ❖ The list will automatically be changed.