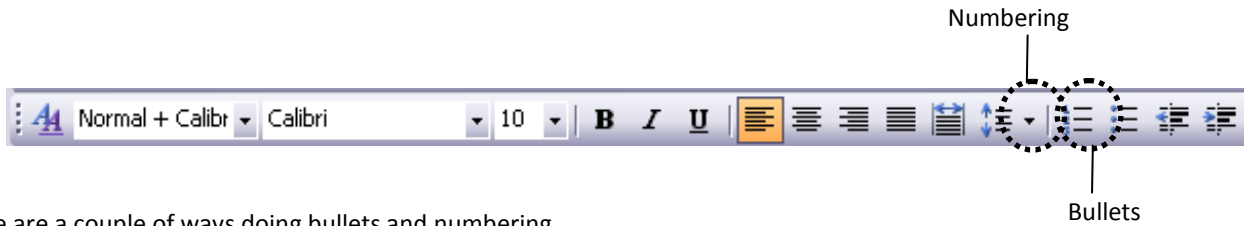


Bullets and numbering

Microsoft Word 2003

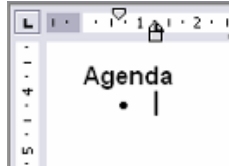


There are a couple of ways doing bullets and numbering.

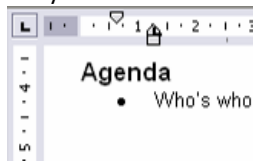
Applying bullets / numbering as you type

e.g. Bullets (You can perform the same for numbering.)

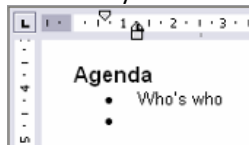
1. Click the **bullets** button 



2. Type an entry



3. Press the **ENTER** key at the end of the entry (next bullet appears automatically)



4. Repeat steps 2 and 3 until you finish your bullet list
5. When you have finished, press the **ENTER** key **twice** or click the **bullets** button once again to switch off

Tip: Switch bullets/numbering ON and OFF

These buttons are toggle buttons. So click it once, it turns it on. Click it once more, it turns off.

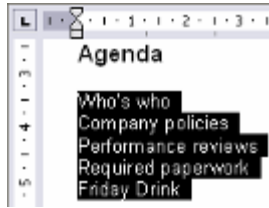
Type then apply bullets / numbering

e.g. Bullets (You can perform the same for numbering.)

1. Type out your list



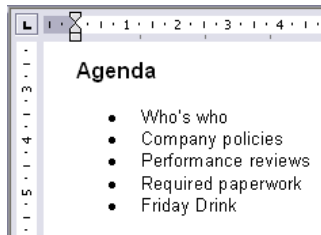
2. Highlight the list



3. Click the **Bullets** button



4. Done!



Creating outlined bullets and numbers as you type

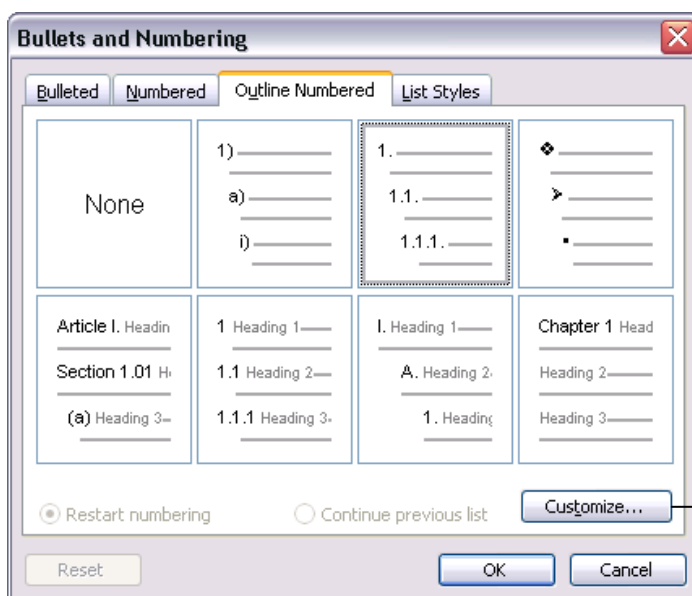
(e.g., Outlined numbers)

Your bullets/numbering lists can have multi levels, i.e., having sub-headings and sub-lists. You need to work with the **Increase** and **Decrease Indent** buttons. For example, a bullet list is below.

- Undergraduate
 - College of Business
 - Marketing
 - Economics
 - Management
 - College of Science

1. **Format > Bullets and Numbering**

2. Choose the type of outline numbering you want to have in the **Outline Numbered** tab > Click **OK**

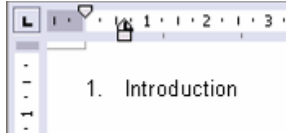


— You can customise your outline numbered.

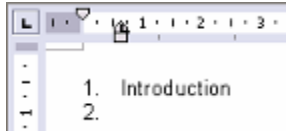
3. (The first outlined number appears automatically)



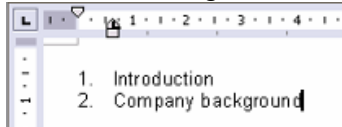
4. Type a main heading



5. Press **ENTER** key (next outline number automatically appears)



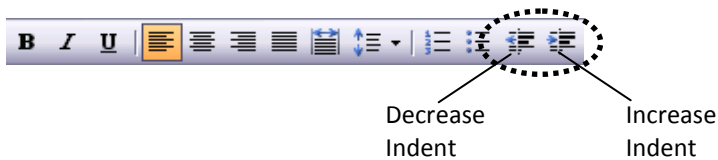
6. Type next main heading



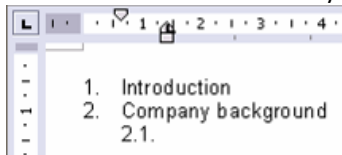
7. Press **ENTER** key (next outline number automatically appears)



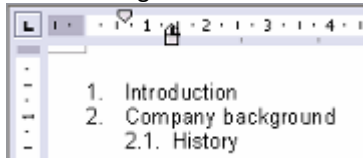
8. To change to a Sub Heading click **Increase Indent**



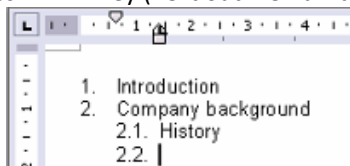
9. (Sub-outline number automatically appears)



10. Type sub-heading

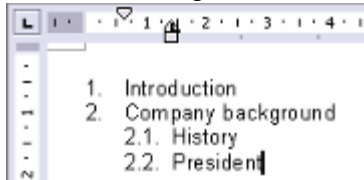


11. Press **ENTER** key (next outline number automatically appears)

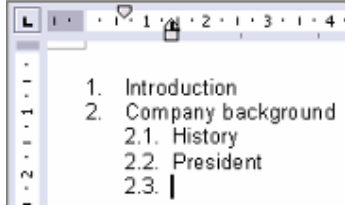




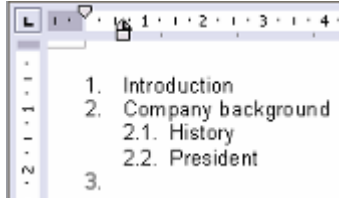
12. Type next sub-heading



13. Press **ENTER** key (next outline number automatically appears)



14. To change back to a main heading, i.e., 3, click **Decrease Indent**



15. When you wish to finish your outline numbering, press **ENTER** key twice or click **Numbering** to switch off.



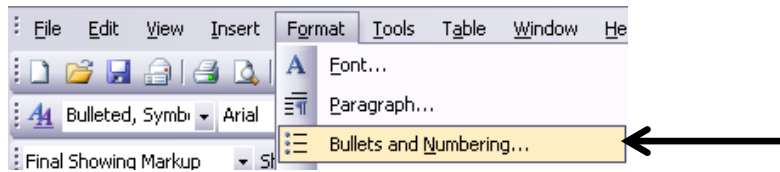
Type then applying outlined bullets / numbers

You can perform similar to above. Highlight your text > Click bullets/numbering > Click increase / decrease indents

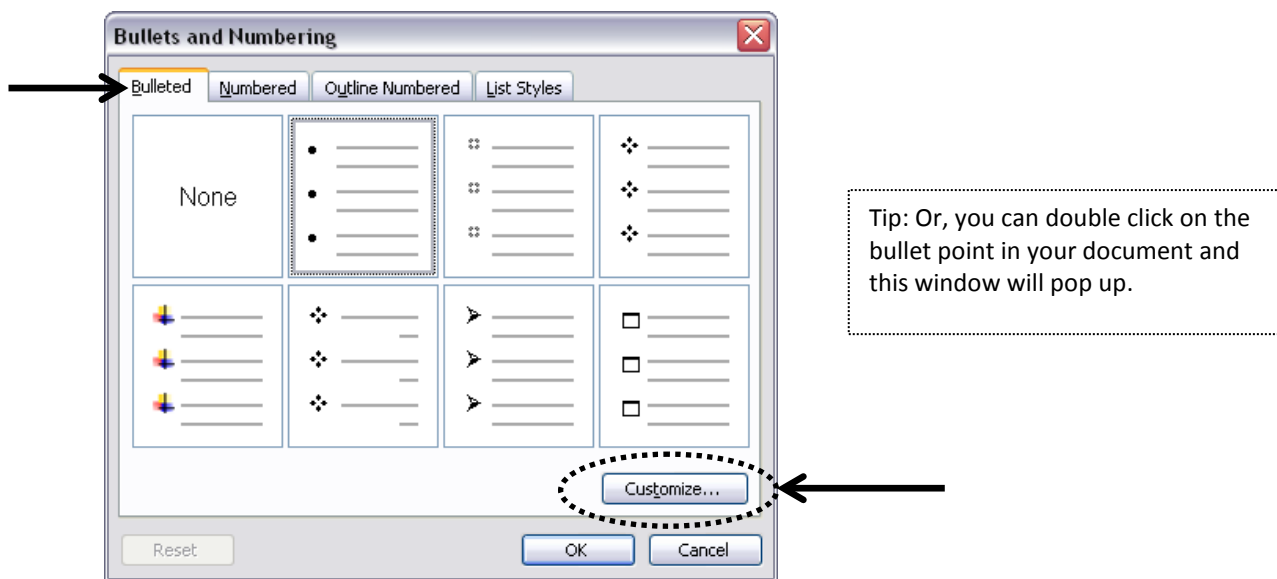
Modifying text of bullets / numbering positions

If you want to change the indents for bullets, for example, the indent from the bullet point to the point where the paragraph starts, you can use this tip. This may solve one of your mysteries about bullets, and can be also applied to numbering.

1. Format > Bullets and Numbering

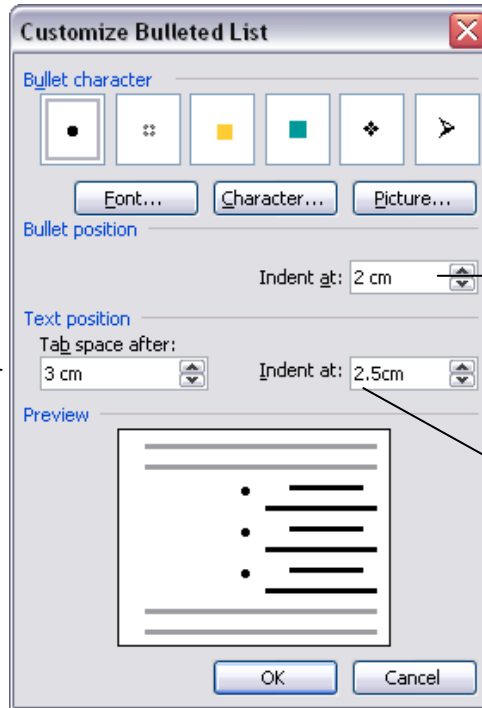


2. Select the bullet point style that you wish to modify > Click **Customize**



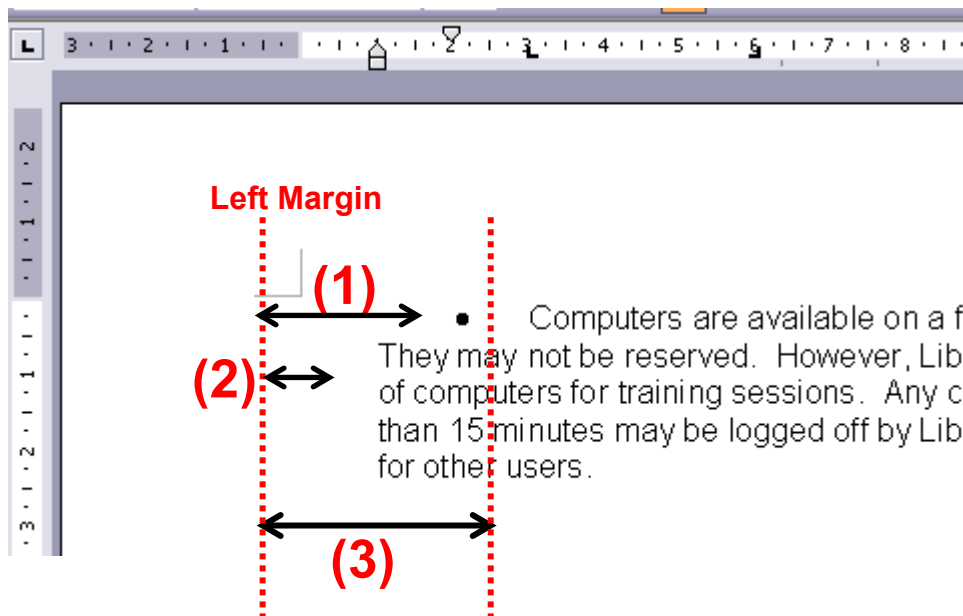
3. Set the Text, Indent and Bullet position (see more details in the following) > Click **OK** to return to your document.

(3) Text Position:
Tab space after
How far the text on the first
line is indented.



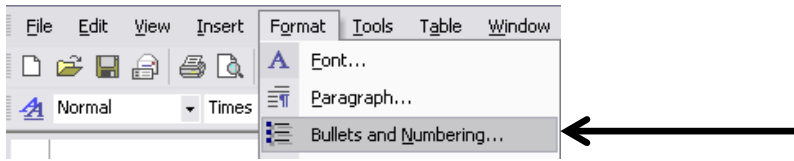
(1) Bullet Position:
Indent at
How far from the left margin.

(2) Text Position:
Indent at
How far the second and sub
sequent lines are indented.

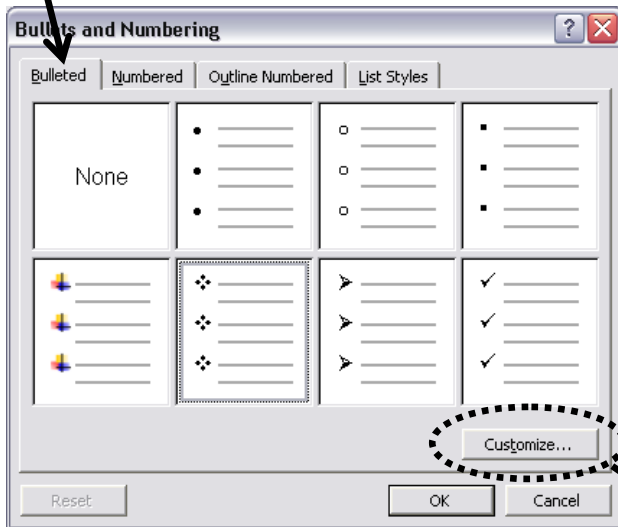


Changing bullets / numbering style

1. Format > Bullets and Numbering



2. Choose style in the **Bulleted / Numbered** tab > Click **OK**. e.g. Bulleted tab



Types of bullets

More advanced features.
Select one of the bullet styles > Click **Customize**.

You can change the style of bullets.

Please see page 22, for more details on modifying bullets / numbering positions.

