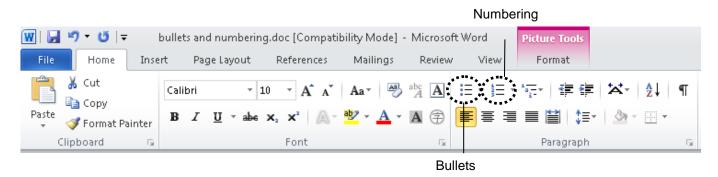


Bullets and numbering – plus adjusting tips

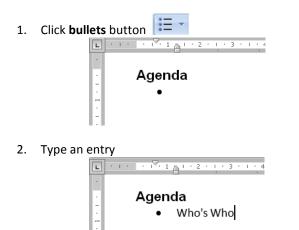
Microsoft Word



There are a couple of ways of doing bullets and numbering.

Applying bullets / numbering as you type

e.g. Bullets (is same for numbering.)



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



- 4. Repeat steps 2 and 3 until you finish your bulleted list
- 5. As you have finished, press ENTER key twice or click bullets button to switch off

Tip: Switch bullets/numbering ON and OFF These buttons are toggle buttons. So click, it turns it on. Click again, it turns off.



Type then apply bullets / numbering

e.g. Bullets (the same for numbering.)

1. Type your list up 1 - 1 - 2 - 1 - 3 - 1 - 4 - 1 - 5 -Agenda Who's who Company policies Performance reviews Required paperwork Friday Drink Highlight the list 2. L · · · Z · · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 Agenda Who's who Company policies Performance reviews Required paperwork Friday Drink 3. Press **Bullets** button 4. Done! Agenda

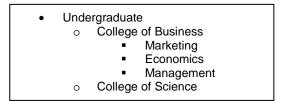
- 1	
	 Who's who
- 1	
11	 Company policies
N	
1.1	 Performance reviews
- 1	
1 × 1	 Required paperwork
m	
1 × 1	 Friday Drink
- 1	 Fludy Dlillk
1 × 1	
4	

Creating outlined bullets and numbers as you type

(e.g., outlined numbers)

Your bullets/numbering lists can have multiple 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.

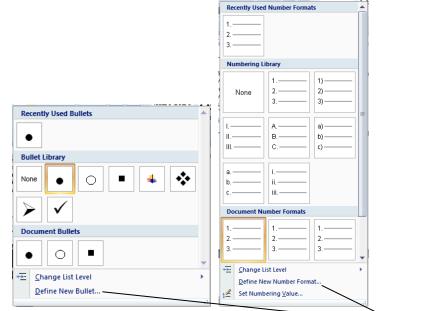


1. Home > Bullets or Numbering

- Decrease indent Increase indent
- 2. Choose the type of outline you wish to use by clicking the arrow next to Bullets or

Numbering





You can customise your Bullet or numbered list.

3. (The first outlined number appears automatically)



4. Type a main heading

L

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

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6. Type next main heading

- Introduction
 - 2. Company background
- 7. Press ENTER key (next outline number automatically appears)

Introduction
Company background
3.

8. When you wish to enter sub-heading, click Increase Indent



Decréase Indent Increase



9. (Sub-outline number automatically appears)

- 1. Introduction
- 2. Company background
 - 2.1.

10. Type sub-heading

- 1. Introduction
 - 2. Company background
 - 2.1. History

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

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-		2	.2																

12. Type next sub-heading

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				2	. 2		C:	SIC	10	III												

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

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				2		С	0	mp	an	ıy	ba	ас	kĮ	gr	o	un	١d							
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-						2	.2	. Pr	e	sic	le	nt												
•						2	.3																	

14. When you wish to create the next main heading, i.e., 3, click Decrease Indent

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-			2	.2	. F	٩r	esio	le	nt												
•		3.																			

15. And so on.

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





Modify 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. Create a new list with the bullet / number formatting you wish to use
- 2. Home > Multilevel List > Define New Multilevel List...

		≭∗≜↓	¶ AaBbCa	Da
	Current List			
· · · · · ·	1 a i			
() M	List Library			
Modify	None	1) a) i)	1 1.1 1.1.1	
lfyou wan starts,you 1. Create	·	Article I. Headi Section 1.01 I (a) Heading 3-	1 Heading 1	
2. Home	I. Heading 1 A. Heading 1 1. Headin	Chapter 1 Hez Heading 2 Heading 3		•
	← <u>C</u> hange Li:	stLevel		•
	Define Nev	w Multilevel List.		
	Define Nev	w <u>L</u> ist Style		

3. Click on more

Define new Multilev	el list		? 🗙
Click level to modify:	1		
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Enter formatting for 1)	number:	E	nt
<u>N</u> umber style for thi	s level: Inc	lude level number from:	
1, 2, 3,	•		-
Position			
Number alignment:	Left 💌	Aligned at: 0 cm	-
Text indent at:	0.63 cm 🚖	Set for All Levels]
More >>		OK	Cancel

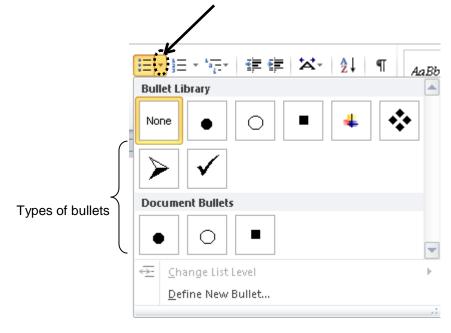


- Define new Multilevel list ? **X** Click level to modify: Apply changes to: -Current paragraph 1) 2 3 4 5 6 7 Link level to style: a) (no style) • ñ (1) Level to show in gallery: (a) 8 (ii) • Level 1 9 (1) Bullet Position: ListNum field list name: а Indent at How far from the left margin. Number format Enter formatting for number: Start at: 1 * 1) Eont... Restart list $\underline{N} umber style for this level:$ Include level number from: Ŧ 1, 2, 3, .. al style numbering (3) Text Position: Position Tab space after Number alignment: Aligned at: 0 cm Follow number with: Left Ŧ ÷ How far the text on the Tab character ٠ Text indent a (2) Text Position: 0.63 cm -Set for All Levels... first line is indented. 📃 Add ta<u>b</u> stop at: Indent at 0.63 cm How far the second and sub ОK Cancel sequent lines are indented. << Less 2 4 1 1 5 1 1 * 6 * 1 * 7 * 1 * 8 * 1 * 9 * 1 * 10 * З . ы. 1 _ -----7 cents is deducted from network accounts for ϵ _ at the point of adding credit to the network account e.g. a \$10 N You must have a network account credit balance in order to p _ asked to accept the charges before the document is printed. m (3) .eft Margin
- 4. Set the position (see more details in the following) > Click Set for All Levels, Then Click OK to return to your document.



Changing bullets / numbering style

1. Home > Bullets or Numbering



- 2. Click which style you wish to use
- 3. For advanced bullet options click on Home > Bullets > Define New Bullet
- 4. For advanced numbering options click on Home > Numbering > Define New Number Format

Ⅲ、Ⅲ、蒜、蒜、蒜、蒜、	E → E → E E E AL T AaBbCcDc
Recently Used Bullets	
* •	2 3
Bullet Library	Numbering Library
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	1) I. A 2) II. B. 3) III. C.
Document Bullets	a) a i i.
• • •	b) b ii ii iii
↔ Change list level	Document Number Formats
<u>Change List Level</u> <u>Define New Bullet</u>	1. 1. 2. 2. 3. 3.
	← <u>→</u> Change List Level
	<u>D</u> efine New Number Format
	ź≝ Set Numbering Value