

# Using Bulleted Lists, Numbered Lists

You can easily apply bullets to your lists from the Home command tab.

Applying Bullets as You Type

When you are ready to add bulleted text to your document, use the following steps:

1. Place the insertion point where you want the bullets to begin

2. In the Home command tab, in the Paragraph group, click BULLETS

NOTE: Word inserts the first bullet and moves the insertion point a quarter inch

To the right, where you can begin typing text.

3. Type the desired text

If the text wraps, Word maintains the quarter-inch indent.

4. Press [Enter] Another bullet appears.

5. Repeat steps 3 and 4 as necessary

6. When finished typing the last line of bulleted text, press [Enter]

The insertion point should appear on a blank bulleted line.

7. To end the bulleted list, in the Home command tab, in the Paragraph group, click

BULLETS OR to end the bulleted list, press [Enter]

Applying Bullets to Existing Text

1. Select the text to be bulleted 2

2. In the Home command tab, in the Paragraph group, click BULLETS

To remove bullets:

1. Select the bulleted text

2. In the Home command tab, in the Paragraph group, click BULLETS

Using Auto Formatting

Bulleted lists can be created automatically as you type if you have those options selected

In the AutoCorrect dialog box. Click the FILE button and select options. The WORD

OPTIONS dialogue box appears. Select PROOFING and then AutoCorrect Options.

The AutoCorrect Options dialogue box appears. Select the desired options.

NOTE: If you have created a specific bullet style, you may want to turn this option off.