

## Hide menu

## Formatting text

## Formatting text and paragraphs

## Adding tables

## Working with tables and cell layout

## Managing lists

✓ **Video:** Sort a list  
2 min

✓ **Reading:** Exercise: Sort a list  
10 min

✓ **Video:** Renumeral a list  
1 min

✓ **Reading:** Exercise: Renumeraling a list  
10 min

✓ **Video:** Customize a list  
4 min

✓ **Reading:** Exercise: Customizing a list  
10 min

✓ **Practice Assignment:** Knowledge check: Managing lists  
15 min

Work Smarter with Microsoft Word &gt; Module 3 &gt; Exercise: Customizing a list

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## Exercise: Customizing a list

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

### How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

### Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

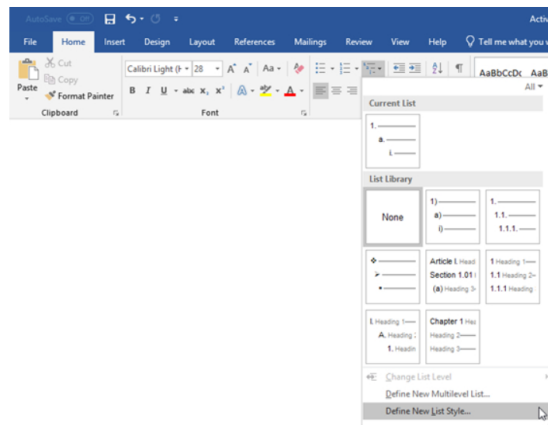
### Let's get started!

Your Time Sheet Reporting Procedures document has gone through a revision by management. You need to create a custom multilevel list style to display the steps correctly.

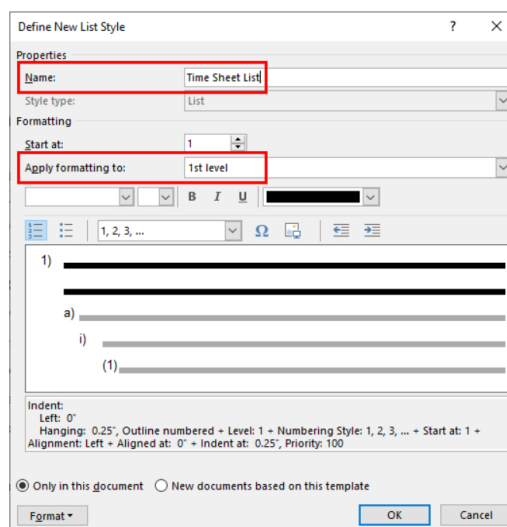
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Customizing a list](#)

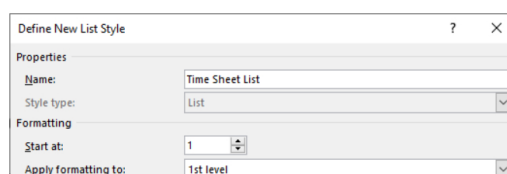
2. Click Home → Multilevel List → Define New List Style:

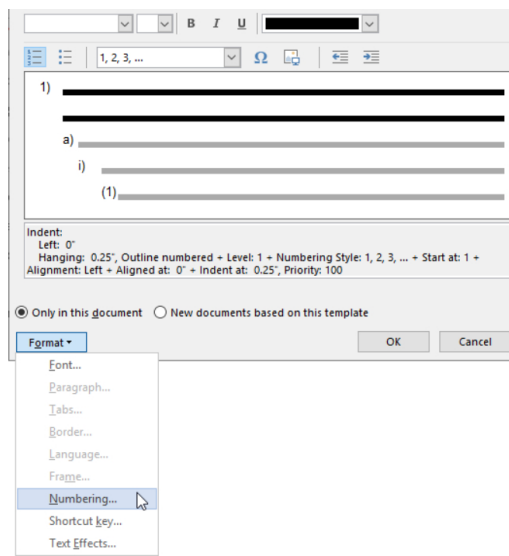


3. The Define New List Style dialog box will open. For the name, enter "Time Sheet List." Ensure that the "Apply formatting to" menu says "1st level:"

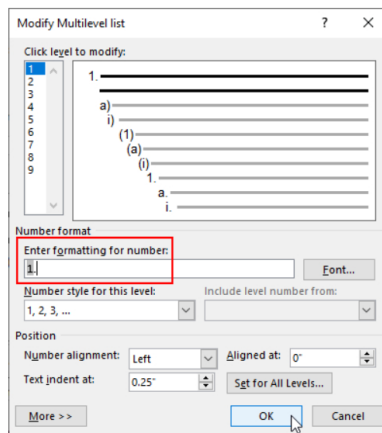


4. Click the Format button and click "Numbering:"

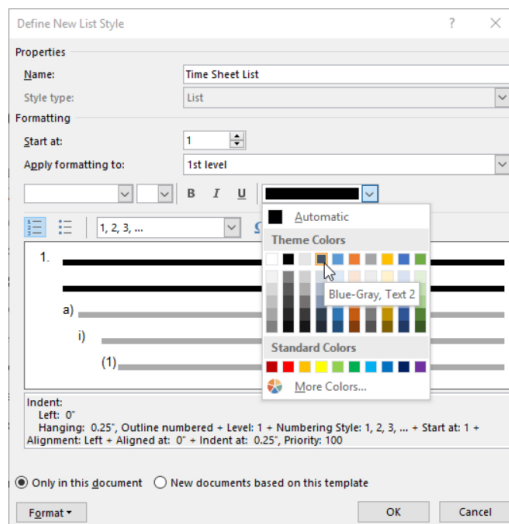




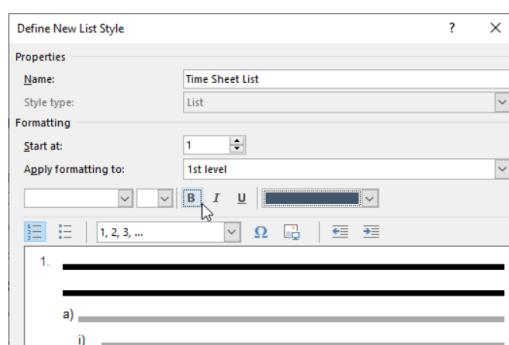
5. The Modify Multilevel List dialog box will open. In the "Enter formatting for number" field, type "1." Click "OK:"



6. Back in the Define New List Style dialog box, change the font color to "Blue-Gray, Text 2:"



7. Add a bold effect:



(1) \_\_\_\_\_

Font color: Text 2, Text Fill, Indent:  
 Left: 0"  
 Hanging: 0.25", Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 +  
 Alignment: Left + Aligned at: 0" + Indent at: 0.25", Priority: 100

☒ Only in this document ☐ New documents based on this template

Fgmat OK Cancel

8. Click the "Apply formatting to" menu and click "2nd level:"

Define New List Style ? X

Properties  
 Name: Time Sheet List  
 Style type: List

Formatting  
 Start at: 1  
 Apply formatting to: 1st level

1st level  
 2nd level  
 3rd level  
 4th level  
 5th level  
 6th level  
 7th level  
 8th level  
 9th level

1. \_\_\_\_\_  
 a) \_\_\_\_\_  
 i) \_\_\_\_\_  
 (1) \_\_\_\_\_

Font: Bold, Font color: Text 2, Text Fill, Indent:  
 Left: 0"  
 Hanging: 0.25", Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 +  
 Alignment: Left + Aligned at: 0" + Indent at: 0.25", Priority: 100

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Fgmat OK Cancel

9. Click the Bullets icon:

Define New List Style ? X

Properties  
 Name: Time Sheet List  
 Style type: List

Formatting  
 Start at: 1  
 Apply formatting to: 2nd level

B I U

a, b, c, ...

1. \_\_\_\_\_  
 a) \_\_\_\_\_  
 i) \_\_\_\_\_  
 (1) \_\_\_\_\_

Indent:  
 Left: 0.25"  
 Hanging: 0.25", Outline numbered + Level: 2 + Numbering Style: a, b, c, ... + Start at: 1 +  
 Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Priority: 100

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Fgmat OK Cancel

10. Click the drop-down menu next to the Bullets command. Choose the first diamond bullet:

Define New List Style ? X

Properties  
 Name: Time Sheet List  
 Style type: List

Formatting  
 Start at: 1  
 Apply formatting to: 2nd level

Symbol B I U

Bullet: •  
 Bullet: •  
 Bullet: •  
 Bullet: ◊  
 Bullet: ◊  
 New Picture...

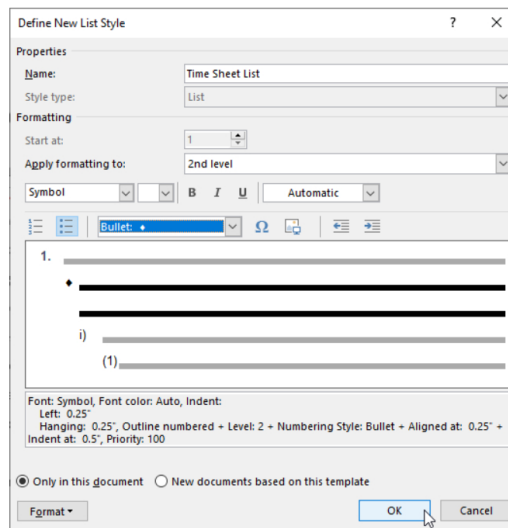
1. \_\_\_\_\_  
 i) \_\_\_\_\_  
 (1) \_\_\_\_\_

Font: Symbol, Indent:  
 Left: 0.25"  
 Hanging: 0.25", Outline numbered + Level: 2 + Numbering Style: Bullet + Aligned at: 0.25" +  
 Indent at: 0.5", Priority: 100

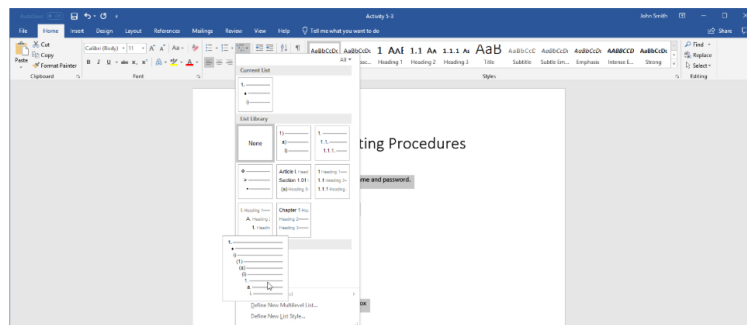
☒ Only in this document ☐ New documents based on this template

Fgmat OK Cancel

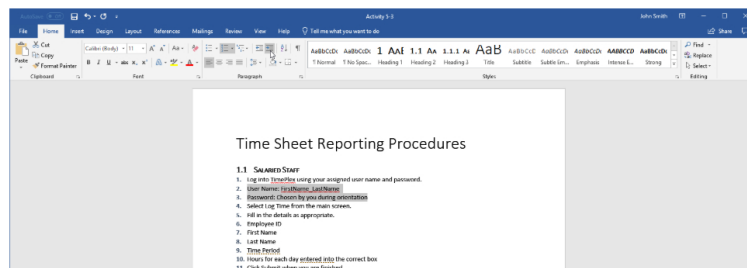
11. The two list levels are now complete. Click "OK" to create the new style:



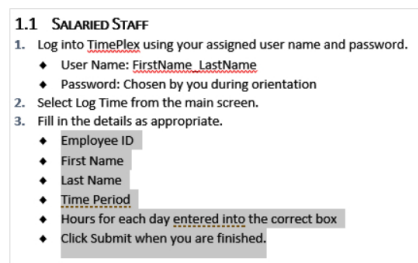
12. Select the text under the “Salaried Staff” section of the document. Click Home → Multilevel List and choose the style that you just created:



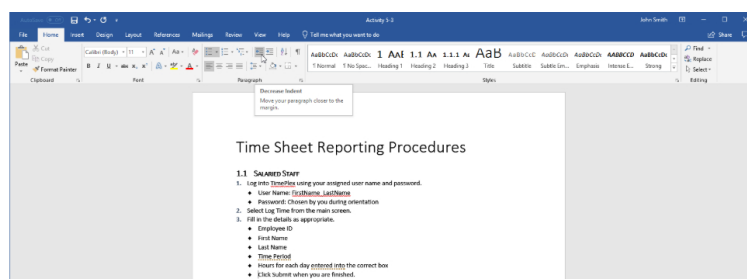
13. Select items 2 and 3 in the list. Click Home → Increase Indent:



14. The selected items will now be at level 2, using the diamond bullet. Select the items that are now 4 through 9. Press Tab to demote them:



15. We made a mistake: the last item should still be numbered. Click to place your cursor in that line and click Home → Decrease Indent:



16. Your list is now complete:

**1.1 SALARIED STAFF**

- Log into TimePlex using your assigned user name and password.
  - User Name: FirstName\_LastName
  - Password: Chosen by you during orientation
- Select Log Time from the main screen.
- Fill in the details as appropriate.
  - Employee ID
  - First Name
  - Last Name
  - Time Period
  - Hours for each day entered into the correct box
- Click Submit when you are finished.

17. Save your document as **Activity 5-3 Complete** and close Microsoft Word 365.

18. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Customizing a list](#) 

Mark as completed

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