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Exercise: Renumbering 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!

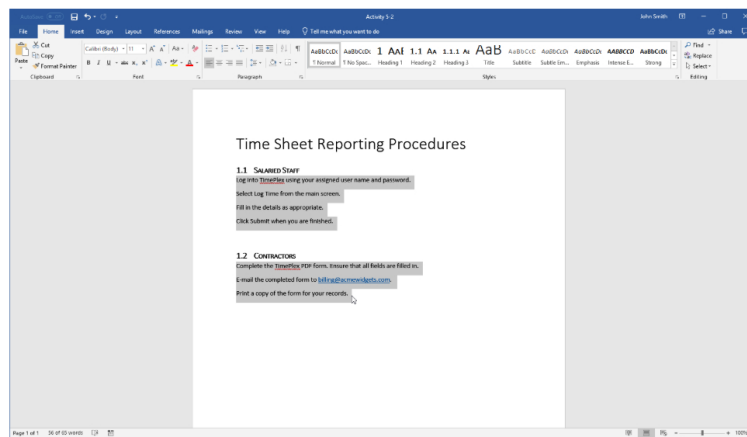
Let's get started!

In this exercise, you will add numbers to two existing lists.

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

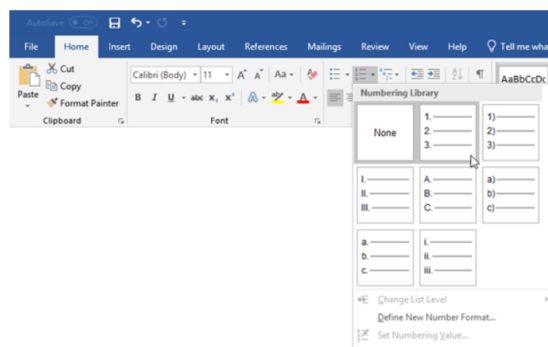
[Exercise: Renumbering a list](#)

2. Select the four lines below "Salaried Staff" and the three lines below "Contractors:"



(Remember, to select non-adjacent blocks of text, hold the Ctrl key while clicking and dragging.)

3. Click Home → Numbering drop-down arrow and choose the style shown below:



4. The numbering will be applied. Click anywhere in the document to de-select the lists:

Time Sheet Reporting Procedures

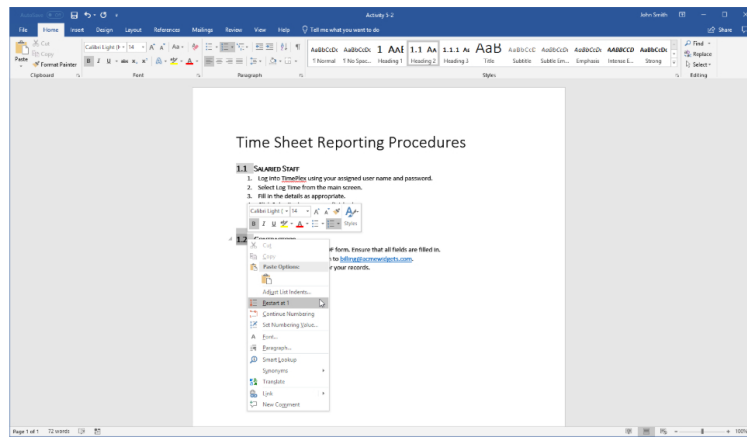
1.1 SALARIED STAFF

1. Log into TimePlex using your assigned user name and password.
2. Select Log Time from the main screen.
3. Fill in the details as appropriate.
4. Click Submit when you are finished.

1.2 CONTRACTORS

5. Complete the TimePlex PDF form. Ensure that all fields are filled in.
6. E-mail the completed form to billing@acmewidgets.com.
7. Print a copy of the form for your records.

5. Right-click the first line in the Contractors section. Click “Restart at 1:”



6. Both lists will now have separate numbering:

Time Sheet Reporting Procedures

1.1 SALARIED STAFF

1. Log into [TimePlex](#) using your assigned user name and password.
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4. Click Submit when you are finished.

1.2 CONTRACTORS

1. Complete the [TimePlex](#) PDF form. Ensure that all fields are filled in.
2. E-mail the completed form to billing@acmewidgets.com.
3. Print a copy of the form for your records.

7. Save your document as **Activity 5-2 Complete** and close Microsoft Word 365.

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

[Completed exercise: Renumbering a list](#) [↗](#)

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