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Formatting text

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Exercise: Displaying text as list items

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!

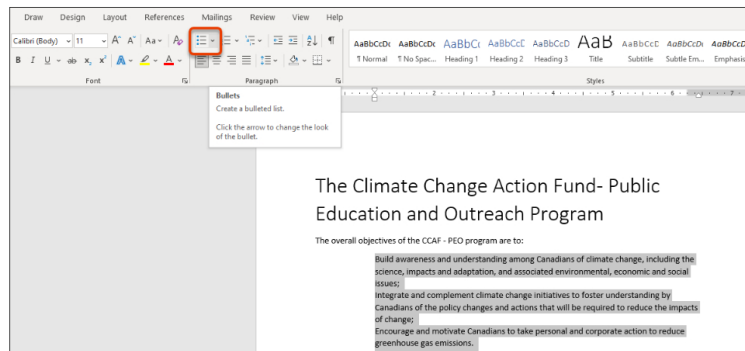
Let's get started!

In this exercise, you will add lists to your sample document.

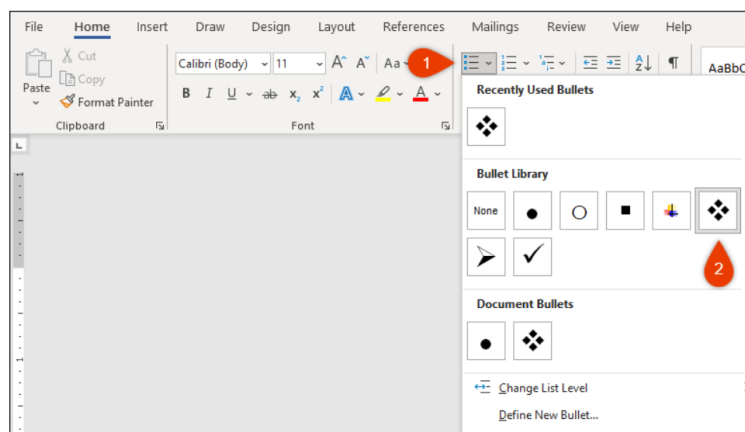
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Displaying text as list items](#)

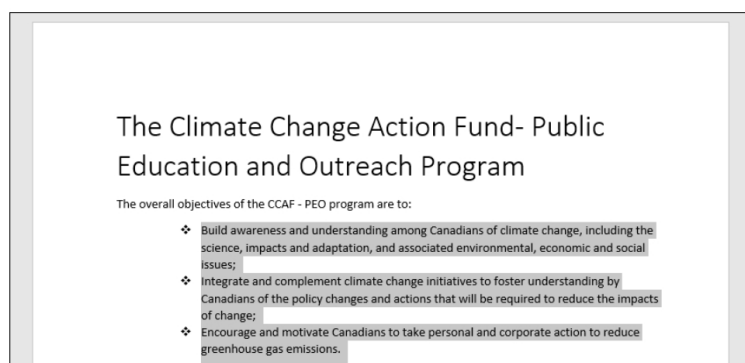
2. First, let's apply some bullets. Select the three indented lines of text at the top of the document. Click the Bullets drop-down command on the Home tab:



3. Click any bullet you like to apply it:



4. The bullets will be applied. Review the changes:



5. Select the bullets in the next part of the document:

The Call

This call for proposals is looking for:

- Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.
- Projects promoting renewable and/or green energy
- Projects promoting communication/strategies to adapt to present and future effects of climate change
- Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.

6. Right-click the selection. Click the Numbering command on the mini toolbar:

The Call

This call for proposals is looking for:

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- Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.

What groups are eligible?

Funds can be provided to any of the following kinds of:

- Not-for-profit, non-governmental organization organizations
- Community groups (voluntary groups, communities, etc.)
- Aboriginal communities, organizations and associations
- Educational and academic institutions
- Other governmental agencies (provincial, territorial, regional, municipal); and businesses, industries, and their professional associations.

Numbering

1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.

2. Projects promoting renewable and/or green energy

3. Projects promoting communication/strategies to adapt to present and future effects of climate change

4. Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.

7. Review the changes:

The Call

This call for proposals is looking for:

1. Projects promoting behavioural changes to reduce greenhouse gas emissions through energy efficiency, energy efficient use of appliances and equipment, waste management, water conservation, transportation, etc.
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4. Projects should be community focused, but can be national (bilingual initiatives aimed at communities, or a selected number of communities, right across the country), provincial territorial/regional (aimed at communities in a particular province, territory, or part of the country) or local. Projects should be designed to be long-term and ongoing. Proponents may also take advantage of existing materials when implementing their programs.

8. Save your document as **Activity 3-3 Complete**. Close Microsoft Word 365.

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

[Completed Exercise: Displaying text as list items](#)

Mark as completed

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