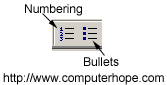
How to create a bulleted and number list in Microsoft Word

This page should answer any of the questions you may have about creating different bulleted and numbered lists in Microsoft Word including any advanced lists. This document applies to Microsoft Word 2000, however, other versions of Microsoft Word should have similar steps.



Above is an illustration of the numbering and bullets button located on the formatting toolbar, which is often located on the top left of the screen.

How to create a bullet list in Microsoft Word

To create a bulleted list in Microsoft Word, follow the steps below.

**Tip:** The Microsoft word [keyboard shortcut](https://www.computerhope.com/jargon/k/keybshor.htm) key to create a bullet is **Ctrl+Shift+L**.

1. Position the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) where you want to insert the bullet list.
2. Either click on the bullet button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. If successful, you should have a [bullet](https://www.computerhope.com/jargon/b/bullet.htm). Type any text and press enter to start the next bullet. To end the bullet list, press enter twice.

Below is an example of a bullet list.

* One bullet
* Two bullet

How to create a numbered list in Microsoft Word

To create a numbered list in Microsoft Word, follow the steps below.

1. Position the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) where you want to insert the number list.
2. Either click on the number button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. If successful, you should have a number one. Type any text and press enter to start the next number in the [numbered list](https://www.computerhope.com/jargon/n/numberin.htm). To end the numbered list, press enter twice.

Above is an example of a numbered list.

How to create a numbered list with letters

To create a numbered list that also contains a letter list in Microsoft Word, follow the steps below.

1. Position the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) where you want to insert the number list.
2. Either click on the number button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. When you want to enter a letter list, press the indent button or press [tab](https://www.computerhope.com/jargon/t/tab.htm) on the keyboard.
4. If you with to change the lettering format or if it is improperly working, click Format and then "Bullets and Numbering..." again to change the formatting.

Below is an example of a numbered list with letters in it.

1. One numbered
2. Two numbered  
        a. Two numbered again  
        b. Two numbered again
3. Final numbered

How to create multiple paragraphs without creating a new bullet or number

In some situation you may need to have multiple paragraphs in a numbered or bullet list. To do this, follow the steps below.

1. Position the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) where you want to insert the number list.
2. Either [click](https://www.computerhope.com/jargon/c/click.htm) on the number button or bullet button (as shown at the beginning of the document) or click Format and then **Bullets and Numbering**.
3. When you're ready to insert a new line without creating a new bullet or number, press **Shift+Enter**.

Below is an example.

1. One numbered
2. Two numbered  
     
   More text without a number
3. Final numbered.

How to create a bullet list with a numbered list

To create a numbered list that also contains a letter list in Microsoft Word, follow the steps below.

1. Position the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) where you want to insert the number list.
2. Either [click](https://www.computerhope.com/jargon/c/click.htm) on the bullets button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. When ready to insert a numbered list within the bullets, press the bullets button or click Format and then "Bullets and Numbering..."
4. When you need to switch back to bullets, click the numbering button again or click Format and then "Bullets and Numbering..."

How to create a numbered list with a bulleted list

To create a numbered list that also contains a letter list in Microsoft Word, follow the steps below.

1. Position the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) where you want to insert the number list.
2. Either click on the number button (as shown at the beginning of the document) or click Format and then "Bullets and Numbering..."
3. When ready to insert a bullet list within the numbered list, press the numbering button or click Format and then "Bullets and Numbering..."
4. When you need to switch back to the numbered list, click the bullets button again or click Format and then "Bullets and Numbering..."

How to change the bullets used or change the appearance of the numbers

After creating the numbering list or the bullets list, if you need to change the appearance, click Format and then the "Bullets and Numbering..." option. You can adjust the format through the new Bullets and Numbering window. Below, is an example of what this window may look like in Microsoft Word.

