Bullet and Number Lists

- ❖ **Organizes information by topic**
  - ◆ *Bullet List* **emphasizes and separates items**
    - ◆ **Can use different styles of bullets**
    - ◆ **Can be used to create leveled Hierarchy**
  - ◆ *Number List* **sequences or prioritizes items**
    - ◆ **Updated automatically with insert or delete**
    - ◆ **Outlines use Number List Leveled Hierarchy**
    - ◆ **Examples**

1	2	3	4	5	6
i	ii	iii	iv	v	vi
A	B	C	D	E	F
a	b	c	d	e	f

Outlines

- ❖ **Helps to organize thoughts**
  - ◆ **Leveled Hierarchy**
  - ◆ **Topic Independence**
  - ◆ **Sub-Topic Dependence**
- ❖ **First step when writing a college paper**
- ❖ **Good for organizing shopping lists**

Shopping for a Computer
```
I.   Hardware
     A.  CPU
     B.  RAM
     C.  Hard Drive
II.  Software
     A.  OS
     B.  Applications
         1.  Office
             a.  Word Processing
             b.  Spreadsheets
         2.  Finances
III. Warranty and Service
```
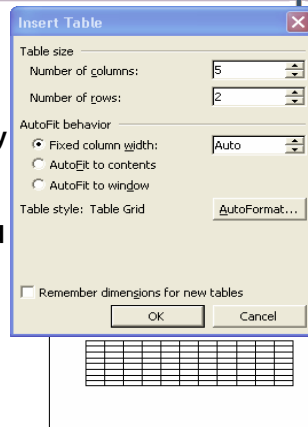
Tables

- ❖ **Organizes Information**
  - ◆ **2 dimensional grid**
  - ◆ **Rows, Columns, Cells**
- ❖ **Provides 2-D Layout Capability**
  - ◆ **Can put anything in a cell**
  - ◆ **Text, Numbers, Photos, Clip Art**
- ❖ **Table | Insert | Table command**
  - ◆ **Insert Rows, Columns, Cells**
  - ◆ **Delete Rows, Columns, Cells**
  - ◆ **Merge Cells, Split Cells**
  - ◆ **AutoFormat**
  - ◆ **Auto Fit**
  - ◆ **Gridlines**

Insert Table

Table size
Number of columns: 5
Number of rows: 2

AutoFit behavior
- ● Fixed column width: Auto
- ○ AutoFit to contents
- ○ AutoFit to window

Table style: Table Grid   AutoFormat...

☐ Remember dimensions for new tables

OK   Cancel

Styles

- ❖ **Uniform and consistent appearance for document elements**
  - ◆ **Normal**
  - ◆ **Paragraph**
  - ◆ **Headings:** Heading 1, Heading 2, Heading 3…
  - ◆ **User Defined Styles**
- ❖ **Used to change appearance for all occurrences of an element in document**
  - ◆ **Paragraph Level**
  - ◆ **Character Level**
- ❖ **Automates document formatting**

Modify Styles

Working in Long Documents

❖ **Page Numbers**
❖ **Headers & Footers**
❖ **Break Types**
   ◆ **Page break**
   ◆ **Column break**
   ◆ **Text wrapping break**
❖ **Section Types**
   ◆ **Next Page**
   ◆ **Continuous**
   ◆ **Even page**
   ◆ **Odd page**
❖ **Table of Contents**

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