

Formatting: Lists

All classes

1

Agenda

- Bullet List
- Numbered List
- Nested List / List levels

2

Motivation

- format / arrange / group text
- structure / highlight / separate
- different type of lists
 - bullet / dash / numbers / icons
- multiple levels / nested lists

3

Lists

- type a dash (“-”) followed by a space
- select text
 - Home -> Paragraph -> drop down -> bullets
 - Home -> Paragraph -> drop down -> numbering
- press enter to add a new element in the list
- finished with the list?
 - press enter twice

4

List: Bullet

- custom bullet
 - Bullets drop-down -> “define new bullet”
 - Symbol -> Font -> “Wdings and Symbols”
- bullet color
 - Bullets drop-down -> “define new bullet” -> Define new bullet -> Font -> color

5

Multi Level / Nested Lists

- Lists inside of lists
- multiple levels
- select list
 - Font -> Paragraph -> Multi level list
 - Font -> Paragraph -> Bullet -> Change List Level
- Change level of a line
 - Place cursor at the beginning of a line
 - press “tab” on keyboard
 - press “shift” and “tab” on keyboard

6

Exercises

- Make a list of foods / sports
- Indian
 - Thali (..., ...)
 - Masalai Dosa
- European
 - Pizza...

7