

Chapter 4

Bulleted and Numbered List & Tabs

Bulleted and Numbered List
Outlined Lists
Tabs





Bullets Button



Numbering Button

Bulleted and Numbered List

Bulleted and Numbered lists make your document more readable and enable you to point out important parts of a document. This feature is very useful when you are working with legal documents and documents with long lists.

Bullets	Special characters, symbols, and pictures
Numbers	Numerals, roman numerals and letters

- ❖ Use **Numbers** when the ordering of the paragraphs and items is important (i.e. legal documents, instructions, manuals).
- ❖ Use **Bullets** when the ordering doesn't matter (i.e. a list of products)

Group C

- Brazil
- Albania
- Costa Rica
- China

Bulleted list

The Numbered documents are easy to manipulate. This feature is intelligent. When you add or remove paragraphs or items the **Numbered list** changes automatically. For instance, a new paragraph at the end of the list gets the next consecutive number.

Practice

Creating bulleted and numbered lists

In this exercise, you will create a list from scratch.

- ① Locate the [insertion point](#) where you want to create the list.
- ② Click on the [Numbering](#) or [Bullets](#) button on the [Formatting](#) toolbar.
- ③ Type the first item and press [Enter](#).

To end a Bulleted and Numbered List

- ❖ Click on the Numbering or Bullets button on the Formatting toolbar.

Or Press Enter twice at the end of the list.

Group C

1. Brazil
2. Albania
3. Costa Rica
4. China

Numbered list

Practice

Creating space between list items.

In this exercise, you will create space between list items without pressing the Enter key twice and turning off the numbering:

- 1 Select the list.
- 2 From the **Menu** bar, choose **Format**, **Paragraph**.
- 3 Click the **Indents and Spacing** tab.
- 4 In the **Spacing** area, set the **After** value to 12 pt..
- 5 Click OK.



Bullets and Numbering menu

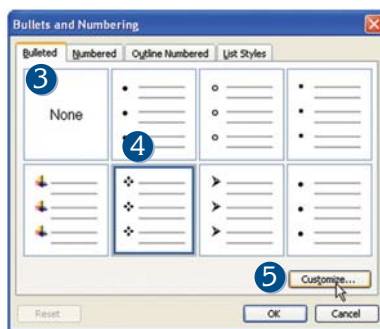
Practice

Customizing Bulleted and Numbered List

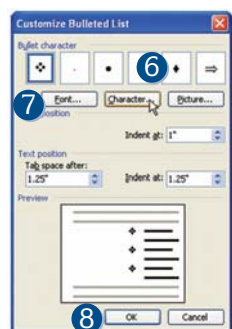
In a bulleted list, instead of using regular bullets you can select a different character, a picture bullet, or change indents.

In this exercise, you will customize a bulleted and numbered list.

- 1 Select the list or list items.
- 2 From the **Menu** bar, choose **Format**, **Bullets and Numbering**.
- 3 Click the **Bulleted** tab.
- 4 Choose a new bullet style. In the **Bullets** tab there are seven bullet styles but Word offers you more;
- 5 Click the **Customize** button in the **Bulleted** tab. The *Customize bulleted list* dialog box appears.
- 6 Use the **Character** or **Picture** button to select a bullet style. The new character replaces the previous one and has the same size and color.
- 7 With the **Font** button, change the color, size, and effects of the bullet.
- 8 Click OK.



Customizing a bulleted list

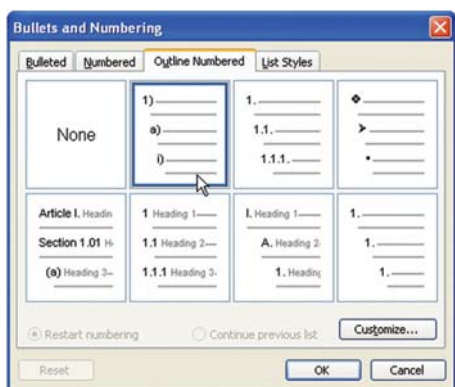


Customizing bulleted list dialog box

Like the bulleted list, you can customize Numbered lists and choose different number styles and fonts.

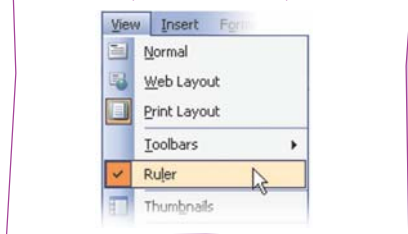


Customized bulleted list



Outline numbered tab

To display the Ruler from the Menu bar, choose View, Ruler.



Outlined Lists

In order to create an outlined list, increase the indentation of the paragraphs and items with the **Increase Indent** button on the **Formatting** toolbar or **Tab** key.

If you want to use more than one indented level as seen below, use the **Outline level** on the **Bullets and Numbering** dialog box to select styles.

- 1) Word
 - i) Formatting
 - (a) Text formatting
 - (b) Paragraph formatting
 - ii) Tables
 - (a) Creating a table
 - (b) Editing a table
- 2) Excel
 - i) Working with Spreadsheets
 - ii) Entering data

Tabs

One of the most common mistakes Word users make is to try to align with the space key. Documents aligned with the space key are displayed improperly when the document is reformatted or transferred to other computers. Word has a great feature which makes aligning very easy. With the **Tab** key and **Tab stops** you can create your documents more accurately and faster.

Tab Styles

In Word, there are several Tab types: **left**, **right**, **center**, **decimal**. Left align tabs are the most used Tab style. By default, Word set left aligned tabs every 1.25 cm.



The following example shows how to use tab stops. The dashed line indicates the location of the Tab stop.

			<u>Item</u>	<u>Price</u>	
	Left	Aligns text on the left at the tab position	CPU	255\$	Left Aligned
	Right	Aligns text on the right at the tab position	Mainboard	125\$	Right Aligned
	Center	Centers text at the tab position	HDD	100\$	Center Aligned
	Decimal	Aligns a column of numbers with the decimal at the tab position	RAM	35.4\$	Decimal Aligned

Setting Tab Stops

There are two ways to create tab stops, you can set tabs using the **Tabs** menu or using the ruler. For more accurate and precise settings use the **Tabs option** in the **Format** menu.

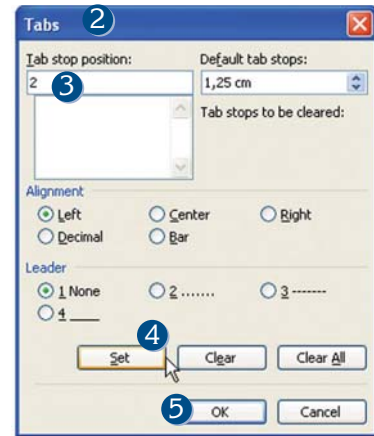
Practice

In this exercise you will set tab stops using the **Tabs** menu.

- 1 Locate the **insertion point** where you begin typing.
- 2 Select the **Format, Tabs** menu.
- 3 In the **Tab Stop Position** text box, type the tab position as 2 cm. Make sure the left alignment checkbox is selected.
- 4 Click **Set**.

Repeat the steps 3 and 4 for 6 cm, and 10 cm.

- 5 Click **OK**.
- 6 Press tab key , type “**CPU**”, press tab key, type “**Speed**”, press tab key, type “**Year**”.
- 7 Enter the following data in separate lines. Use the tab key between each item in the list.



The Tabs dialog box

<u>CPU</u>	<u>Speed</u>	<u>Year</u>
8086	30 MHz	1984
80486	75 MHz	1995
Pentium I	90 MHz	1999
Pentium IV	3 GHz	2003

Setting Tabs

To set Tabs using the Ruler;

When you set a tab stop, you can see it on the Ruler and change its location by dragging it.

- 1 Locate the **insertion point** where you start typing.
- 2 Set the tab stops by clicking on the **Ruler**.



The Ruler above has tab stops with different styles.

- 3 To change the tab style click on the Tab style button which is located on the far left of the Ruler.

Removing Tabs

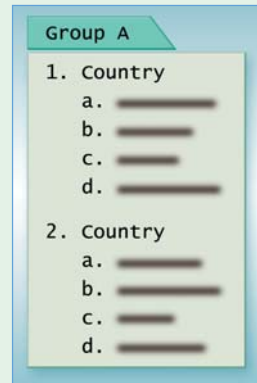
To remove tabs, simply drag the tab stops from the ruler to the document area or on the tabs dialog box select the tab you want to remove and click the Clear button.

Word sets default tab stops every 1,25 cm. To change the default tab stops, type the amount of spacing you want between tab stops in the Default tab stops box.



Creating Customized Lists

- Step-1** Open a blank word document.
- Step-2** Type the document title as "**World Cup 2006 Countries and Players**".
- Step-3** Create an imaginary group list of World Cup 2006 football games. There should be 4 different countries.
- Step-4** For each country type four player names just below their country names.
- Step-5** Select all the country names and player names together.
- Step-6** Click the Numbering button on the Formatting toolbar.
- Step-7** A numbered list appears from number 1 to number 20.
- Step-8** Select players of the first country in the numbered list.
- Step-9** Press the Tab key on the keyboard or click the Increase Indent button on the Formatting toolbar.
- Step-10** An outlined list is created and the players get letters instead of numbers in the list.
- Step-11** Save the document as "**Sports.doc**".



Repeat the steps for the remaining countries in the list.

Setting Tab Stops

- Step-1** From View Ruler, activate the Ruler at the top of your document.
- Step-2** On the Ruler, create tab stops at 2 cm, 7 cm, 12 cm, and 17 cm.
- Step-3** Connect to the Internet. Gather info about Hurricanes in history.
- Step-4** Create a list using these data. Use the titles shown below. Place these titles at the exact position of each tab stop.
- Name, Year, Location, Speed**
- Step-5** Save the document as "**Hurricane.doc**".

Name	Year	Location	Speed

Fill in the blank

1. To display the Tabs dialog box, click _____ on the Menu bar and then click Tabs.
2. A dot or other symbol positioned before text is called a _____.
3. You can set tabs using Format, Tabs or using the _____.

True or False

1. When text is formatted into a bulleted or numbered list, one bullet or number is assigned to each line.
☐ True ☐ False
2. The Tab key is used to align text in a document.
☐ True ☐ False
3. You can use images, symbols or special characters to create bulleted list.
☐ True ☐ False

Project

- Create an outlined, bulleted document about computer parts, both hardware and software. Give examples about the software and hardware in the list. (Ask your teacher about softwares and hardwares.)
- Create a list about four famous writers from your country. Write down their names and their books. Use tab stops in the list.

Multiple choice questions

1. To use an Outline Numbered list in a document, you should use _____ on paragraphs.
 - a. Formatting
 - b. Indents
 - c. Lines
 - d. Numbers
2. What are the advantages of using tab stops? (Choose two answers)
 - a. The documents aligned with tab stops display improperly when transferred to other computers.
 - b. Tab stops make text alignment very easy.
 - c. Documents are created more accurately.
 - d. Tab stops with the space key make typing faster.
3. The most efficient way of creating a list is to use _____.
 - a. Space Bar
 - b. Newspaper Columns
 - c. List styles
 - d. Format - Tabs menu
4. How can you end numbering in a list?
 - a. Press enter twice at the end of the list.
 - b. Restart the computer.
 - c. Click the Numbering and Bullets button on the Formatting toolbar.
 - d. Press the Space key at the end of the list.
5. When a new paragraph is inserted in a numbered list _____
 - a. A new numbering sequence starts from the insertion point.
 - b. Word asks you to enter a number for the new paragraph.
 - c. The paragraph automatically takes a number in the list.
 - d. Word starts a new paragraph without a number.
6. A (n) _____ is a list that contains several levels of items, with each level displaying a different numeric, alphabetic, or bullet symbol.
 - a. Bullet level list
 - b. Outline Numbered list
 - c. Table list
 - d. Organization list
7. Which one of the following statements is false?
 - a. Numbers are useful for items in a particular order.
 - b. You can change the color of the bullets in your list.
 - c. You can separate items in a list by beginning each item with a bullet or number.
 - d. Bullets are useful for items in a specific order, such as a recipe.
8. Which of the following are true? (Choose three answers)
 - a. A Tab stop is a position you set for placing and aligning text on a page.
 - b. A Tab stop is a place at which one page ends and another page begins.
 - c. You can easily move a tab to a different position on the ruler.
 - d. When you no longer need a tab, you can remove it from the ruler.
9. How can you remove a tab stop from the ruler?
 - a. Double-click on the tab stop.
 - b. Drag and drop the tab stop on the Standard toolbar.
 - c. Drag and drop the tab stop on the document area.
 - d. Right click on the tab stop and choose clear.
10. Which of the following text alignments are done with tab stops? (Choose two answers.)
 - a. Left Tab style aligns text on the left at the tab position.
 - b. Right Tab style aligns text to the right side of a document page.
 - c. Center Tab style aligns text at the tab position.
 - d. Justify Tab style aligns text on both sides of tab stops.