

BULLETS & NUMBERING/OUTLINES USING MICROSOFT WORD

BULLETS & NUMBERING

You can add bullets and numbering easily in Word. You can also choose the type of bullets you want as well as the numbering style for outlining. To add bullets follow these steps:

1. Click on the bullets button on the Standard toolbar. Your bullets will appear.
2. Each time you hit enter a new bullet will appear.
3. When you are done using your bullets click on the bullet button again to turn it off or you can hit two enters and then backspace and start typing and you will no longer have bullets.

CHANGING BULLETS DESIGN

To change your type of bullet follow these steps:

1. Select your list to be bulleted. Go to Format on the menu bar and select Bullets and Numbering.
2. Choose the type of bullets from the list or click on Customize and then click on Bullet. If you click on picture, then you can choose some graphic images that can be used as well.
3. Choose a font in the Wingdings area or Monotype sort and pick the image that you want to use by clicking on it.
4. Click OK and OK again. Your new bullet will be inserted in your document.

NUMBERING

To add numbering follow these steps:

1. You can either use the automated feature and type 1, then a space and a word and hit enter. It will automatically begin numbering. OR you can click on the numbering button on the Standard toolbar.
2. When you are done using the numbering scheme, you can either click on the numbering button to turn it off or hit enter twice and then backspace. (toggle button)

CHANGING THE NUMBERING FOR OUTLINING

1. Select the numbering list you want to change.
2. Go to Format on the menu bar and choose Bullets and Numbering. You can choose from the Numbered tab or click on Outline Numbered.
3. Click on the format you want to use. Click on OK.
4. When typing and you want to indent to the next level click on the increase indent button from the Standard toolbar.
5. When you want to come back out a level click on the decrease indent button from the Standard toolbar. Or you can use tab and shift + tab.