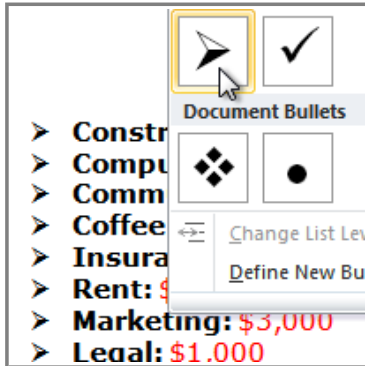




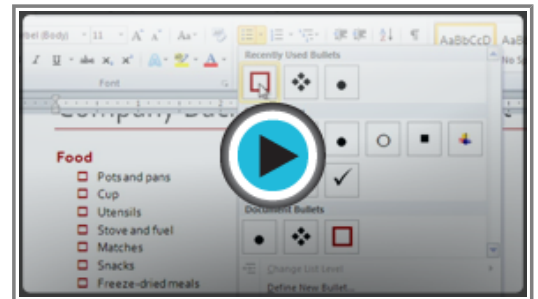
Introduction



Bulleted and numbered lists can be used in your documents to **format, arrange and emphasize text**. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

Bulleted and Numbered Lists

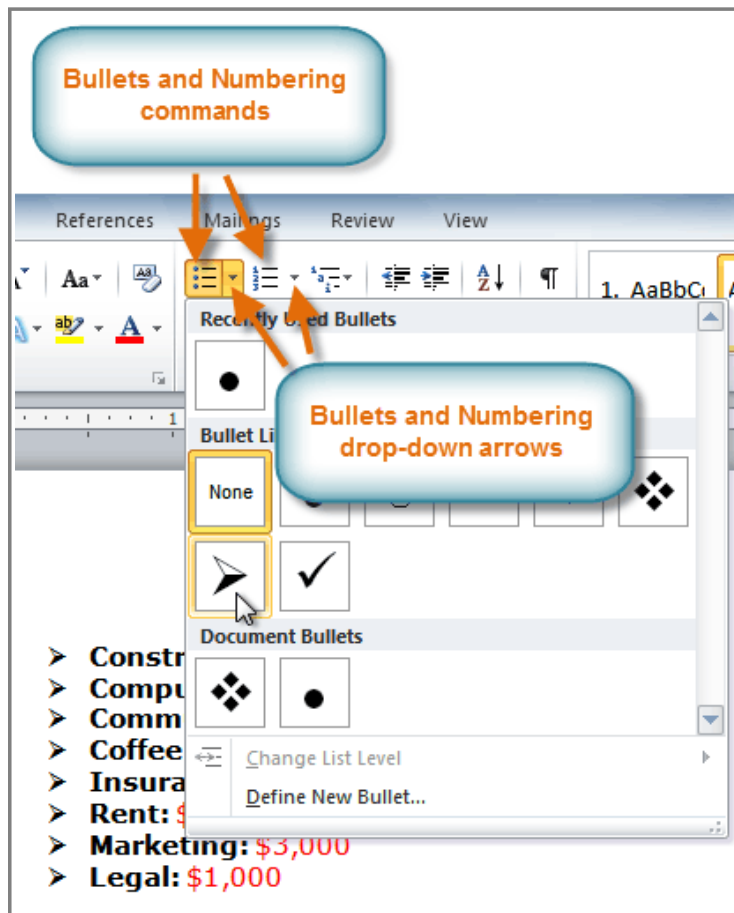
▶▶▶ Watch the video to learn about creating and formatting lists in Word.



Watch the video (4:12). [Need help?](#)

To Create a List:

1. Select the text that you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the Home tab.



The Bullets and Numbering commands and drop-down arrows

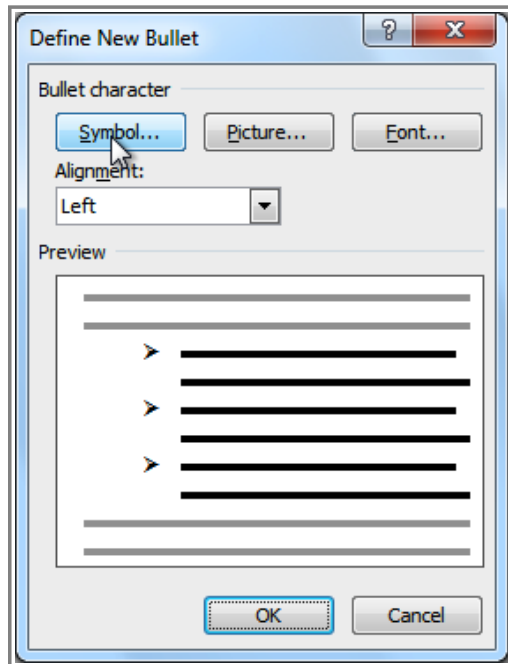
3. Select the bullet or numbering style you would like to use, and it will appear in the document.
4. To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands.

When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to "normal" formatting.

Bullet Options

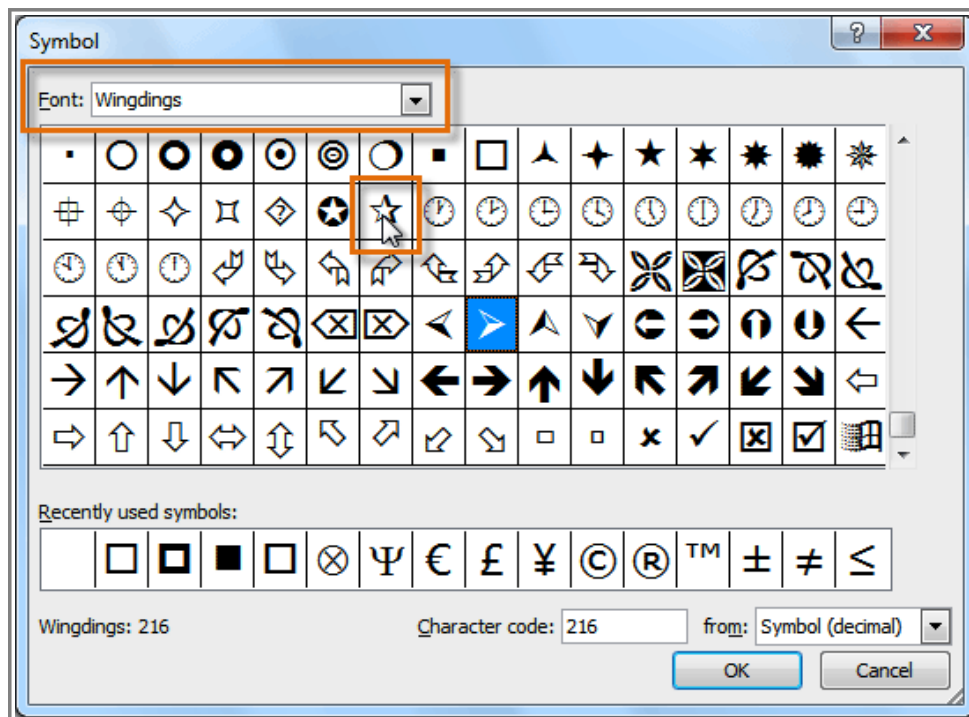
To Use a Symbol as a Bullet:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the drop-down menu. The Define New Bullet dialog box appears.



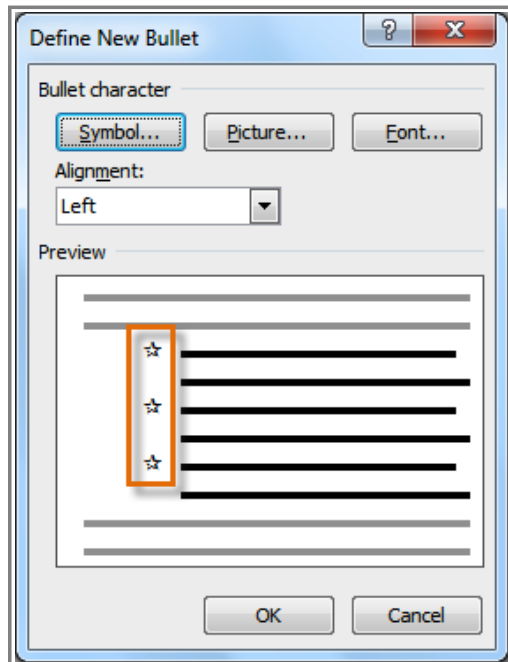
The Define New Bullet dialog box

4. Click the **Symbol** button. The Symbol dialog box appears.
5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices as they have a large number of useful symbols.



Choosing a symbol

6. Select the desired symbol.
7. Click **OK**. The symbol will now appear in the Preview section of the Define New Bullet dialog box.



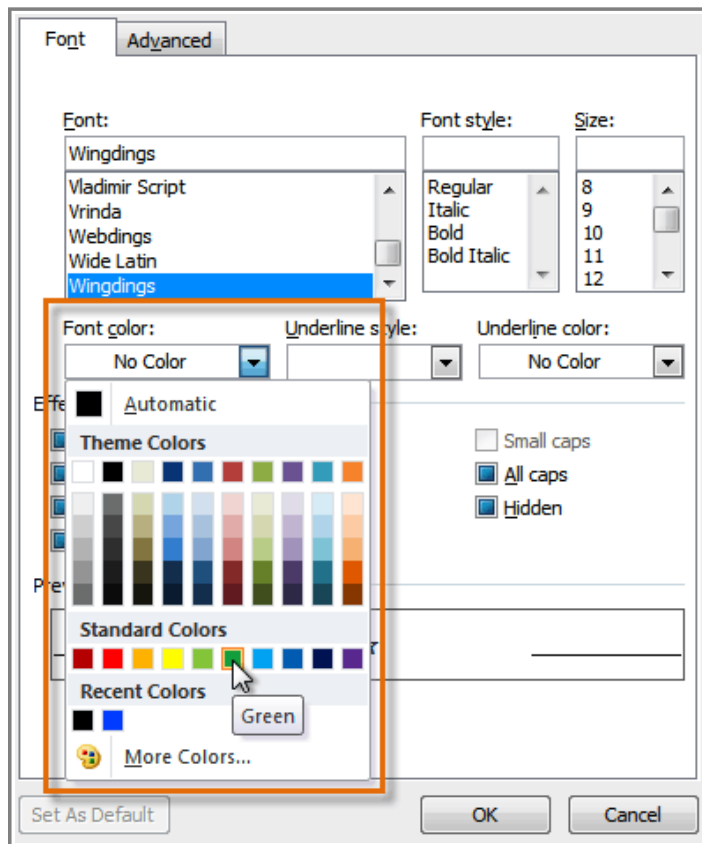
Preview of the new bullets

8. Click **OK** to apply the symbol to the list in the document.

You can use a picture as a bullet. Click the **Picture** button in the Define New Bullet dialog box, and then locate the image file on your computer.

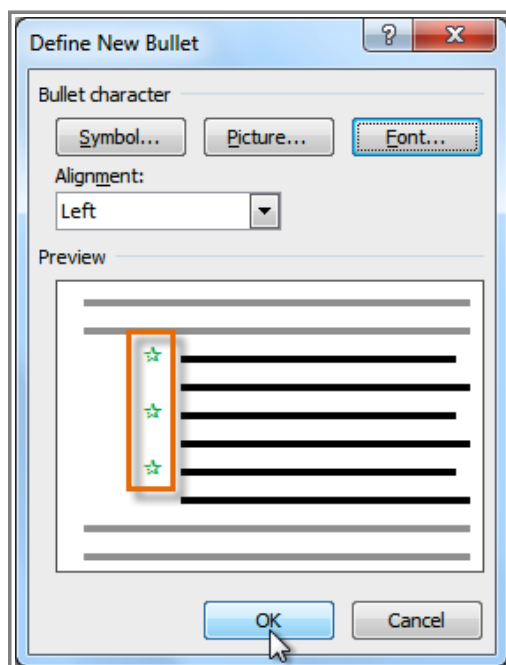
To Change the Bullet Color:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the list. The Define New Bullet dialog box appears.
4. Click the **Font** button. The Font dialog box appears.
5. Click the **Font Color** drop-down box.



Choosing a bullet color

6. Click on the desired color to select it.
7. Click **OK**. The bullet color will now appear in the Preview section of the Define New Bullet dialog box.



Preview of the new bullet color

8. Click **OK** to apply the bullet color to the list in the document.

- ☆ **Construction/Remodel: \$20,000**
- ☆ **Computers: \$25,000**
- ☆ **Communication: \$900**
- ☆ **Coffee Equipment: \$12,000**
- ☆ **Insurance: \$800**
- ☆ **Rent: \$10,000**
- ☆ **Marketing: \$3,000**
- ☆ **Legal: \$1,000**

The finished bullets

Multilevel Lists

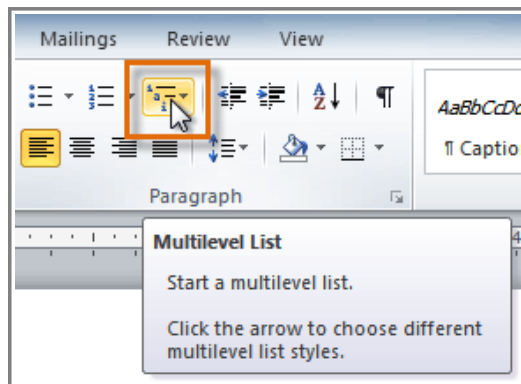
Multilevel lists allow you to create an **outline** with **multiple levels**. In fact, you can turn any bulleted or numbered list into a multilevel list by simply placing the insertion point at the beginning of a line and pressing the **Tab** key to change the level for that line. You can then use the **Multilevel List** command to choose the types of bullets or numbering that are used.

- ❖ Sporting Equipment
 - Baseball
 - Baseball glove
 - Baseballs
 - Bats
 - Basketball
 - Basketballs
 - Golf
 - Golf clubs
 - Golf balls
- ❖ Miscellaneous Equipment
 - Pool
 - Pool float (small)
 - Pool float (medium)
 - Water volleyball kit
 - Other
 - Hula hoops
 - Horseshoes
 - Sidewalk chalk

A multilevel list

To Create a Multilevel List:

1. Select the text that you want to format as a multilevel list.
2. Click the **Multilevel List** command on the Home tab.



The Multilevel List command

3. Click the bullet or numbering style you would like to use. It will appear in the document.
 4. Position your cursor at the end of a list item and press the **Enter** key to add an item to the list.
- To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands.

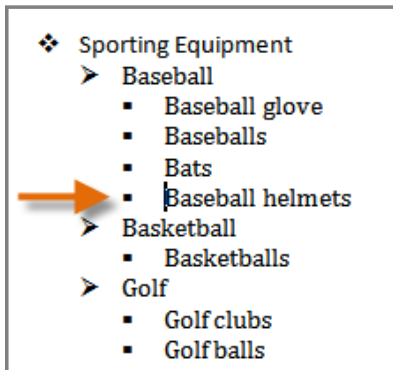
To Change the Level of a Line:

1. Place the **insertion point** at the beginning of the line.



Placing the insertion point at the beginning of a line

2. Press the **Tab** key to increase the level.



Pressing the Tab key to increase the level of a line

3. Hold **Shift** and press **Tab** to decrease the level.

Challenge!



1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Format some text as a **bulleted** or **numbered** list. If you are using the example, use the list of New Clients on page 2.
3. Insert a **new numbered list** into the document.
4. Modify the **color** of a bullet.
5. Use the **Tab** key to change the levels of some of the lines.