Microsoft Word 2007
Bullets and Numbering

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Microsoft Word 2007 – Bullets and Numbering
1 hour

This workshop assumes some experience with Word. Topics include creating and customizing bulleted and numbered lists, creating an outline-style numbered list and inserting symbols.

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Indentation

The left side of the paragraph can be indented by using the **Decrease Indent** and **Increase Indent** buttons: ![Decrease Indent](image) ![Increase Indent](image) found on the Home tab, in the Paragraph group. You can also move the left indent with the keyboard by selecting the paragraph and pressing **Tab** to increase and **Shift-Tab** to decrease the indentation.

Indentations can also be changed through the **Paragraph** window ( ).

The Paragraph window allows you to adjust the left and right indent as well as create special indentations. Click the **Mirror indents** box to have equal left and right indentations.

<table>
<thead>
<tr>
<th>Left Indent</th>
<th>Right Indent</th>
<th>Special First Line Indent</th>
<th>Special Hanging Indent</th>
</tr>
</thead>
</table>

We can indent using the ruler by utilizing the special markers – ![Left Indent](image) and ![Right Indent](image). These are called the **Left Indent** and **Right Indent** respectively. If you click and drag indent markers the paragraph will follow on their respective sides.

The **Left Indent** has three parts.

- The top upside down triangle is the **First Line Indent**, this controls where the first line begins.
- The bottom triangle is the **Hanging Indent**, this controls where the rest of the paragraph begins.
- The bottom rectangle controls the **Left Indent**, which indents the whole paragraph, and moves both the top and bottom triangle.

**Tab Stops**

There are four basic tab stops **Left ( )**, **Center ( )**, **Right ( ) and Decimal ( )**.

The tab button on the keyboard creates a tab character ( ). This character pushes text to the tab stop. Default tabs are usually set at every half inch. You should be able to see where the default tabs; they appear as dark gray lines, at regular intervals along the bottom of your horizontal ruler. (Default tabs are always left tab stops.)

To set a tab using the ruler, choose the marker you want from the left of the horizontal ruler, then click on the bottom half of the ruler. The set tab stops will override all of the default tabs under and to the left of the newly set tab stop.

To remove a tab, place your mouse on the tab and drag it off the ruler.
Creating Your Own List
Tabs are used in bulleted and numbered lists to show where the text appears after the bullet. Once a paragraph is set up in the hanging indent format, we can use a tab to have the first line even with the hanging (rest of the) paragraph.

Automatic Lists
We can use the hanging indent and tab stops to create our own bulleted or numbered list. However, Word will try to format our list by automatically changing the custom list into a Word format.

If Word starts a list and you don’t want it to, you can immediately undo to remove the list format.

It is possible to turn off the automatic bullets and numbering. Open the Office Button ( ), and choose Word Options ( ) from the bottom of the menu. From the Proofing section, click the Auto Correct Options… button.

This will open the AutoCorrect Options. On the AutoFormat as you Type tab in the Apply as you type section, uncheck the Automatic bulleted lists and Automatic numbered lists.

Bulleted and numbered lists can still be created by turning on the bullets or numbering option.

Formatted Lists
To start a numbered or bulleted list you can use the list buttons on the Home Tab: , they are Bullets, Numbering and Multilevel Lists, respectively. If you have already written the list you can select the list, and then click the bullet or numbering button and choose your list option.
**Customizing Bullets**

The **Bullet Library** shows a standard set of bullets.

**Document Bullets** show a list of bullets currently being used in all the open Word documents.

If you would like to create a different bullet, choose the **Define New Bullet…**

- **Define New Bullet**
- **Symbol…** - Symbols that can be used as a bullet.
- **Picture…** - Images that can be used as a bullet.
  - Word has an extensive list picture buttons, or as with this bulleted list, you can import your own buttons.
  - The imported buttons can be any graphic file, Word will shrink the image to make fit with your text.

- **Font…** - Text formats for the bullet. Bullets usually pick up the format of the text that follows, but it is possible to change the formatting of the bullet separate from its text.

- **Alignment** – Align the bullet Left, Center, or Right
**Customizing Numbers**

The **Numbering Library** shows a standard set of numbered lists.

**Document Number Formats** show a list of numbered lists currently being used in all the open Word documents.

If you would like to create a different numbered list, choose the **Define New Number Format**...

**Define New Number Format**

- **Number style:** Set the style of the numbered list (such as Alpha, numeric, roman numeral...)

- **Font...** Numbers usually pick up the format of the text that follows, but it’s possible to change the formatting of the number separate from its text.

- **Number format:** You can change the Number format to include any characters you desire, but be careful not to remove the gray number. If you do, your number style will become “(none)”. To bring back the number choose a Number style.

- **Alignment** Left, Center Right

**Set Numbering Value**

You can **Start new list** or **Continue from previous list**. Either way you can set the start value of the list.

The benefit of continuing from a previous list is the formatting changes and number additions/deletions from previous lists carry through to the current list.

New to Office 2007 is the ability to **Advance Value (skip numbers)**. This option allows you to maintain your link to a previous list but skip to a new numeric value.
Customizing Multilevel

The **All** option allows you to filter out the lists to show All the possibilities or only the Current List, List Library, or Lists in Current Documents.

The **Current List** shows the current default list.

The **List Library** shows standard multilevel lists.

**Lists in Current Documents** show a list of multilevel lists currently being used in all the open Word documents.

If you would like to create a different numbered list, choose the **Define New Multilevel List**…

**Define New Multilevel List**

You can choose the level you want to modify from the nine levels listed on the left, or from the formatted level on the right.

Once the level is chosen you can determine the number or bullet that will appear for that list level.

Bullets can be found under the **Number style for this level** option.

The Define new Multilevel list window allows you to set a number position, that is where the bullet/number is aligned, as well as the text that flows after the bullet/number.
**Define New List Style**

Defining the Multilevel list gives you a chance to modify the current list. If you want to create a list from scratch, choose the Define New List Style option instead.

From here you can give the new list a name, a starting point and format for each level.

You can create up to nine (9) levels, each with their own formatting. The Format button at the bottom of the window will give you all the font and numbering options, as well as set a Shortcut Key for this new List Style.

This new list can be added to just this document or be saved for future documents by choosing the New documents based on this template option.

**Working with Lists**

When working with a multilevel list the indent buttons ( ) found in the Paragraph group on the Home tab will move the levels higher or lower. If you are at the beginning of the line, you can also use the keyboard to adjust the levels. Tab will move to a lower level and Shift-Tab will move to an upper level.

**Ending Lists**

To end an automatic list, whether it's bulleted, numbered or multileveled:

- While at the end of the last line, press enter twice,

- or press enter once:
  - and click the bullet/number button to turn the list off