BULLETED LISTS

Create a one-level bulleted list

Option #1: Type the text first:

• Type the list of items you wish to apply bullets to.
• Select the list of items
• On the home tab, paragraph grouping
• Click the arrow beside the Bullets button in the paragraph grouping.
• Click define new bullet
• In the new window: change the bullet shape, colour and size

To adjust list indents

• Select text.
• Point cursor on the selection and right mouse click
• Choose adjust list indents
• Set bullet position to 0 cm
• Set text indent to 1 cm
• Follow number with tab character
• Click check box to add tab stop. Adjust to 1 cm (same as where the text indent was set)
Option # 2: Turn on bullets first.

Using the system above, set up the bullet layout before beginning to type. Type the text. Press enter every time you wish to get a new bullet to appear at the left margin.

Option # 3: Auto formatted list

Word can automatically create a bulleted list as you type:

- Type * (asterisk) to start a bulleted list
- Press spacebar or the tab key.
- Type text, pressing enter when a new bullet is to appear. (adjust spacing by using the method above)

SPECIAL NOTES

- Press enter twice to finish a bulleted list
- Choose a separate a list - Select text, Right click and if you choose to separate lists

TROUBLE SHOOTING

If bullets and numbering do not begin automatically:

- Click the Microsoft Office Button
- Click Word Options
- Click Proofing.
- Click AutoCorrect Options
- Click the AutoFormat As You Type tab.
- Under Apply as you type, select the Automatic bulleted lists check box and the Automatic numbered lists check box. Tick these on.