

## Creating Lists:

Using lists in a Word document helps organize the information in a user-friendly format. List can be formatted with numbers or bullets.

### *Bulleted and Numbered Lists from Existing Text:*

1. Click and drag to select the text you would like to make into a list.
2. From the Paragraph Group on the Ribbon of the Home tab click either the **Bullets** or **Numbering** button. (Figure 1)

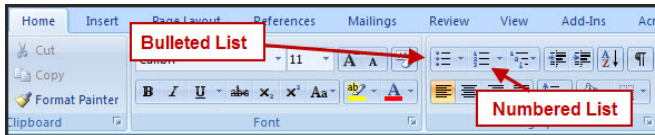


FIGURE 1: BULLETED LIST AND NUMBERED LIST BUTTONS

3. A bulleted list would look like this in your document:
  - Hat
  - Scarf
  - Gloves
4. A numbered list would look like this in your document:
  1. Hat
  2. Scarf
  3. Gloves

### *Creating a New List:*

1. Click the mouse in the document where you want to create the list.
2. Click either the **Bullets** or **Numbering** button.
3. Begin typing the items in your list. Press Enter between each item to move to the next line.

### *Customizing Bullets and Numbers:*

It is possible to select bullets or numbers other than the defaults when you create a list. To customize the bullets or numbers, click the drop down arrow to the left of the appropriate button and select the alternate button or number. (Figure 2)

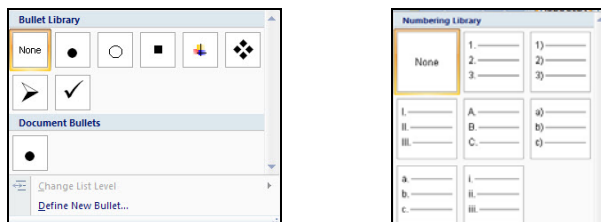


FIGURE 2: ALTERNATE BUTTONS AND NUMBERS

1. Highlight the list to be changed.
2. Click the drop down arrow beside either the **Numbering** or **Bullets** button.
3. Select the button or number style you prefer. Hovering over the choices offers a preview in your document before you make a choice.