


## 12. Bullet and Number Lists

### 12.1 Creating and Modifying Bullet Lists

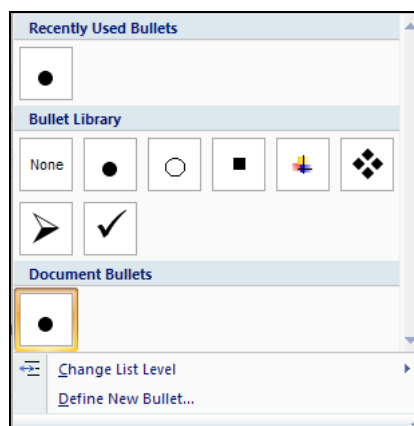
Bullets and numbers improve readability and add a professional touch to any list. They are easy to create and modify.

To create a bulleted list...

- Click in the paragraph to be changed or highlight a number of paragraphs, (if there are more than one)
- Click  in the *Paragraph* formatting section of the *Home* Ribbon to apply the default bullet symbol

Or to apply a style other than the default...

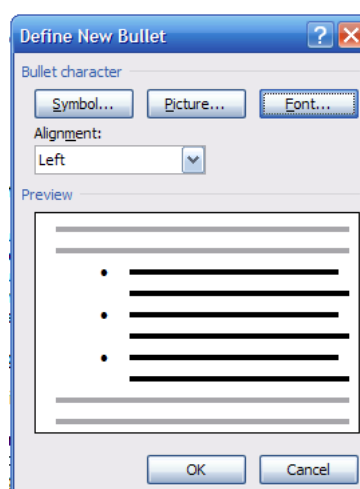
- Click the narrow strip on the right of the button

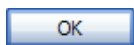


- Select the bullet you want on the *Recently Used Bullets* panel

Or...

- Click **Define New Bullet...**



- Click **Symbol...** or **Picture...** to select from a wide range of symbols
- Click 

You can modify any aspect of bullet lists, including the type of character used, its size and colour and also its alignment.



**The Ribbon button applies the most recently used bullet and number list format.**


### ***Removing Bullets From a Bullet List***

- Select the relevant line(s)
- Click  in the *Paragraph* formatting section of the *Home* Ribbon

## ***12.2 Creating and Modifying Numbered Lists***

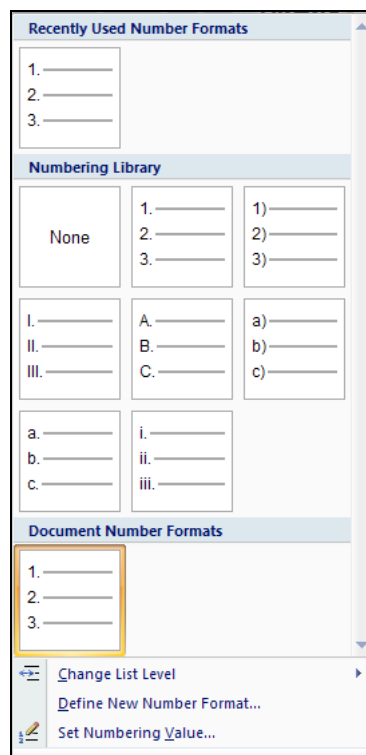
Numbered Lists are very similar to Bullet Lists.

To create a numbered list...

- Click in the paragraph to be changed or highlight a number of paragraphs, (if there are more than one)
- Click  in the *Paragraph* formatting section of the *Home* Ribbon to apply the default numbering format

Or to apply a style other than the default...

- Click the narrow strip on the right of the button




- Select the numbering format you want

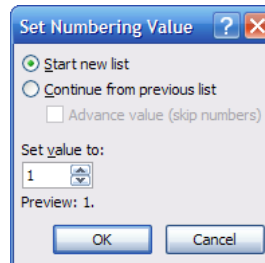
Or...

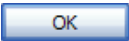
- Click ***Define New Number Format...***

## Setting the Numbering Value

You may sometimes need to define the value at which numbering starts. For example, if you interrupt a list you may want to continue the previous numbering in sequence rather than start at 1 again.

- Click the narrow strip on the right of the  button
- Select **Set Numbering Value...**



- Select the required options on the resulting panel
- Click 

## Removing Numbers From a Numbered List


- Select the relevant line(s)
- Click  in the *Paragraph* formatting section of the *Home* Ribbon

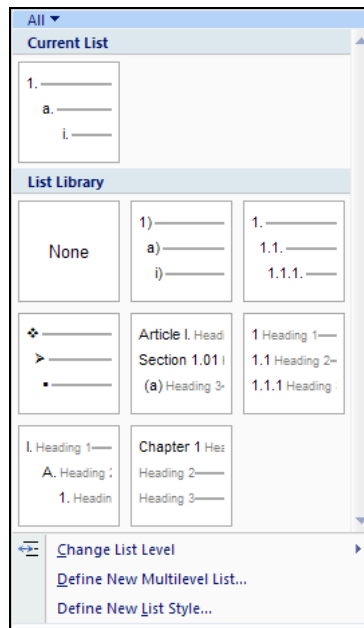
## 12.3 Creating and Modifying a Multilevel List

A Multilevel List uses a hierarchical numbering system and can be up to nine levels deep. Technical documents often use this type of layout which makes it easy to refer to an exact location such as section 1.2.4.

Like bullet and numbered lists you can either apply this feature as you type the text or you can apply it to text which you have already typed.

To create or modify a Multilevel list...

- Select the relevant part of the document when applying the Multilevel List feature to existing text
- Click  in the *Paragraph* formatting section of the *Home* Ribbon
- Select the required numbering method from the resulting panel




- Type the text

Word 2007 numbers the section according to the multilevel numbering pattern you chose.

- Press **Enter** after each item to start a new section which Word numbers for you.

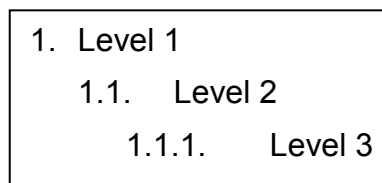
The numbering level can be varied as you type. After starting a new outline numbered paragraph...

- Press **Tab** or click  in the *Paragraph* formatting section of the *Home* Ribbon to *demote* the list item to a lower numbering level

Or...

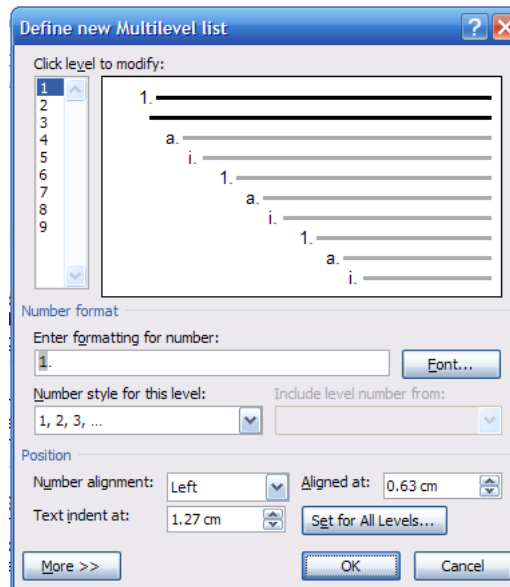
- Press **Shift + Tab** or **Backspace** or click  in the *Paragraph* formatting section of the *Home* Ribbon to *promote* the item to a higher numbering level

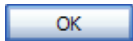
### ***Example of a three-level multilevel numbered list***



## ***12.4 Defining a New Multilevel List Pattern***

- Select the section(s) you want to modify if you want to modify existing text
- Select **Define New Multilevel List...** from the *Define new Multilevel list* dialogue box illustrated below



- Select the level to be modified from the left-hand list
- Choose a **Number format**, **Style** and **Start at** number
- Set the **Number alignment:** and **Text indent at:** fields
- Check the effect in the **Preview** area
- Click 




**Take care when modifying multilevel lists. It is quite possible to muddle the numbering system and it can be very time-consuming to put it right.**

## 12.5 Removing Multilevel Numbering

To remove Multilevel numbering...

- Select the text to be changed

Or to remove the multilevel numbering from the entire document...

- Press **Ctrl + A** on the keyboard
- Click  in the *Paragraph* formatting section of the *Home* Ribbon




**This is the Numbering button, not the Multilevel button.**

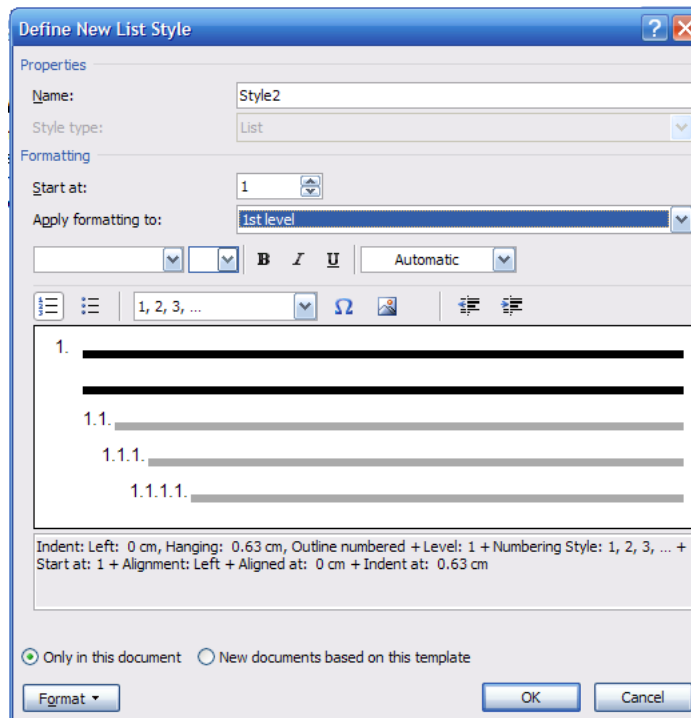
## 12.6 Creating List Styles

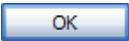
As described in Section 11 on tables, the advantage of creating a style is that you can use it again in future documents, providing you save the style to a template.

Because we are working with a list instead of a table, the method described below is slightly different from the method described in section 11.

To create a list style...

- Click the arrow on the right of  on the Home Ribbon
- On the resulting panel select **Define New List Style...**



- Type the name you want to give the new style, overtyping the default name which will be something like Style1
- For numbered lists, define the start number in the *Start at:* field
- Use the *Apply formatting to:* field to select the level with which you want to work
- Define the required formatting for each level, using the preview pane to check the effect
- Select **New documents based on this template** if you want to use the new style in other documents based on the same template
- Click 

Refer to Section 14 for details of how to apply a style.