Ins and Outs of Bullets and Numbering

Use the Bullets and Numbering functionality to insert lists of information in documents. If you have a list that is random in order, you can use bullets. If you have a sequential list or an outline, then use the numbering functionality.

Creating a Bulleted list:

- To create a **bulleted list**, click on the bullet icon in the **Paragraph** group of the **Home** tab.
- Every time you hit the **<ENTER>** key you will go to the next line and a new bullet will appear.
- To create sub-points within a bulleted list (a multilevel list), hit the **<ENTER>** key and then hit the **Increase Indent** icon in the **Paragraph** group of the **Home** tab. The new bullet point will appear to the right and with a slightly different appearance.
- To change your mind or get back to the original list level, use the **Decrease Indent** icon on the formatting toolbar.
- In Office 2007 you can start a bulleted list by typing an asterisk (*), followed by a space. Type your list item and hit **<ENTER>**. This will begin your bulleted list.
- To stop creating a list hit the **<ENTER>** key twice.

**EXERCISE**

Create the bulleted “To Do list” as follows:

- Rake leaves
- Prune branches
- Clean gutters
- Wash car
  - Vacuum floor mats
- Clean windows
- Install storm door

Creating a Numbered list:

1. To create a numbered list click on the **Number** icon in the **Paragraph** group of the **Home** tab.
2. Every time you hit the **<ENTER>** key you will go to the next line and the next number will appear.
3. To create sub-points within a numbered list, hit the **<ENTER>** key and then hit the **Increase Indent** icon [Figure 2] in the **Paragraph** group of the **Home** tab. The new list level will appear moved over to the right and may be an alphabetic character.
4. To change your mind or get back to the original list level, use the **Decrease Indent** [Figure 3] icon on the formatting toolbar.

**EXERCISE**

Create the numbered steps to follow in this recipe as follows:

1. Combine rice, water and butter in a saucepan.
2. Bring to a boil.
3. Reduce heat and simmer, covered for 20 minutes.
4. Remove from heat.
5. Let stand covered 5 minutes.
6. Fluff with fork and serve.

**Formatting Bullets and Numbers**

Most people simply click on the bullet or numbers icons as noted above for bullets and numbering. However, when you do this you only have access to Word’s defaults (1,2,3 and • for bullets). To
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change these defaults, click on the down arrow to the right of the bullet or number icon in the Paragraph group to get the Bullet or Numbering Libraries where you can pick ABCs instead of 123s and different symbols for your bullets.

Bullets and Numbering Libraries

- These allow you to choose the style of numbers or bullets that you would like.
- Choose between bullet choices from the images in the drop down box.
- If the exact style you want is not shown, click the Define New Bullet... to appearance of the symbol.
- You can choose from the Symbol library, a Picture on your computer or define a specific font.
- You can also Change the list level from this location. This will also change the bullet display.
- The text above, while specific for bullets, also is the same for changing the display of numbered lists.

Additional Bullets and Numbers Operations:

Interrupting a Bulleted or Numbered List

1. Select (highlight) the items you want to remove bullets or numbers from or just put your cursor in the item line.
2. Click Bullets or Numbering on the formatting toolbar.
3. Word automatically adjusts the numbering sequence of the numbered items following.

Modify a Bulleted or Numbered List

1. Select the paragraphs that have the bullet or number format you need to change.
2. In the Paragraph group of the Home tab, click the down arrow next to the Bullet or Numbering icon to access the Bullets and Numbering Libraries, and then choose the bullet or number style from the list or define a new style.

Remove Bullets or Numbering

1. Select the items from which you want bullets or numbers removed.
2. To remove bullets, click the Bullets icon.
3. To remove numbers, click the Numbering icon.
4. To remove a single bullet or number, click the bullet or number and the corresponding text, and then press BACKSPACE. To remove the indent, click the BACKSPACE again.

Bullets and Numbering Problems and Solutions

When applying Bullets and Numbering to a document, changing list levels can sometimes become problematic. This is because Word sees a pattern and attempts to keep applying it. One constantly seems to re-setting the indent, or re-applying the bullets, or the bullets change size. Listed below are some common bulleting and numbering problems and how to deal with them.

- Every time you press the <ENTER> key, you get a bullet or a number! If you press <ENTER> again, no
number at all! (To apply double spacing between bulleted or numbered points: )

- After typing the first number or bullet, press <ENTER> twice. Press the bullet or numbering icon AGAIN. The system will notice that you prefer to skip a line between entries and follow the new pattern. Now every time you press <ENTER>, you will get a bullet or number, but there will be a space between them.

- My 10 doesn’t line up with my 9!

Figure 8

- To duplicate this problem and see how to fix it, type a numbered list as per Figure 8 above. Choose Times New Roman as your font and select size 16. Start at 1. When you get to number 10 you will see the indentation as displayed in Figure 8. This is a common problem.

- The reason for this is that the numbering has a hanging indent at 0.5”, allowing only 0.25” between the left side of the first digit (which is at 0.25”) and the right side of the tab character following the number and period. This is adequate for numbered paragraphs in body text (using 12-point Times New Roman), but size 16 takes up much more space. So the numbers 1–9, with following period and tab character, fit comfortably within this 0.25” space, but when the numbers reach two digits, the combination becomes wider than 0.25” and so the tab goes to the next default tab stop, at 1”.

- The solution → Increase the size of the hanging indent. You can right-click in the list and choose Adjust List Indents from the shortcut menu, which opens the Adjust List Indents dialog.

- You may want to make your numbering flush left. If so, as shown in the dialog, you will need to set "Number position" to 0" and "Text indent" to something more than 0.25”; it may be that as little as 0.3” will be enough to solve the problem.

- My number or bullet is bold or underlined!

  - Formatting is dictated by the paragraph mark.
  
  - Turn on Paragraph marks in your document by clicking on the Paragraph icon in the Paragraph group of the Home tab [¶].

  - Highlight the paragraph mark for that bullet or number and then take the bold or the underline off of it. The number or bullet will be back to normal.

- How do I skip or stop my numbers?

  - Press the bullet or numbering icon in the toolbar. This will force the numbers to skip unless it is the last step in a series. If it is the last number in a series, it will stop the numbering.

- I stopped the numbering earlier in the document and when I restarted it the numbering just picked up where it left off! I want it to start back at 1.

  - Place your cursor on the number that needs to be changed. Then go to Format/Bullets and Numbering. Click Restart numbering at the bottom of the window.

- And what if I want the numbering to start at a number OTHER than 1?

  - Place your cursor on the number that needs to be changed. Then go to Format/Bullets and Numbering. Click Customize and change the starting number in the number format area.