Bullets and numbered lists in Microsoft Word 2003

Many documents — minutes, reading lists, theses and so on, require numbered or bulleted lists. This Guide describes how you can create, modify and renumber numbered and bulleted lists in Word 2003.

Previous familiarity with Word is assumed.

Durham University

Document code: **Guide 29**
Title: **Bullets and numbered lists in Microsoft Word 2003**
Version: **1.0**
Date: **June 2006**
Produced by: **University of Durham Information Technology Service**

Copyright © 2006 University of Durham Information Technology Service

Conventions:

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

Contents

1   Introduction

Many documents — minutes, reading lists, theses and so on, require numbered or bulleted lists. For example, an agenda for a meeting usually has a numbered list of items such as the following:

1. Apologies for absence

2. Minutes of the last meeting

3. Matters arising

4. Reports from other meetings

5. Any other business

6. Date of next meeting

This document describes how you can

- Add numbers or bullets to an existing list.
- Select the style of bullets or numbering you want (such as **123**, or **abc**, for example).
- Change numbers into bullets and vice versa.
- Renumber a numbered list after adding or removing items.
- Remove numbers or bullets from a list.

(This is a bulleted list.)

In Microsoft Word 2003 you can perform all of these operations by selecting the command **Bullets and Numbering...** from the **Format** menu.

A quicker way is to point at the appropriate paragraph(s) and click the right mouse button (right-click). This opens a shortcut menu from which you can select **Bullets and Numbering...**

In addition, for some operations, you can use the appropriate buttons on the toolbar. You can use the
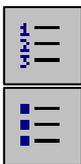
Numbering button to add or remove numbers and the

Bullets button to add or remove bullets.

2   Creating a numbered or bulleted list

2.1   Automatic lists

When you type a number such as **1.** or an asterisk (*****) followed by a space or a tab, Word converts the paragraph into an automatic numbered or bulleted list. The paragraph is converted to a list as soon as you press the **Enter** key to end the paragraph.

1 Select **Tools | AutoCorrect Options**.

2   Click on the **AutoFormat As You Type** tab.

3   Uncheck the **Automatic bulleted lists** and **Automatic numbered lists** boxes.

4   Click **OK**.

When you are using these automatic features you may find that an **AutoCorrect Options** button appears. You can turn this option off if you want to:

1   Select **Tools | AutoCorrect Options**.

2   Click on the **AutoCorrect** tab.

3   Uncheck the **Show AutoCorrect Options** box.

4   Click **OK**.

2.2   Using the Numbering and Bullets toolbar buttons

2.2.1   Creating a list as you type

You can quickly create a list in the Word default style as you type using the toolbar buttons.

1   Click the **Numbering** button on the toolbar.

A number preceding the insertion point will appear.

Note: The default style in Word indents the list 0.63cm from the left margin. You can change this if you wish. See Section 4.

2   Type:

Apologies for absence.

3   Press the **Enter** key.

The new paragraph is preceded by the next number.

1.   **Apologies for absence**

2.

It doesn't matter if the style of numbering shown here differs from yours. You will learn how to control the style of numbering later.

4   Type three more paragraphs as shown below.

Press the **Enter** key at the end of each one.

Your list should look like this:

1.   **Apologies for absence**

2.   **Minutes of the last meeting**

3.   **Matters arising**

4. Date of next meeting

5.

5   Click the **Numbering** button again to turn the list off and remove the last number.

You are now ready to begin typing in normal text again.

A bulleted list could be created in exactly the same way, clicking the **Bullets** button on and off instead.

2.2.2   Clearing bullets and numbers

To clear a list from more than one paragraph, highlight the paragraphs first.

1   Highlight the four paragraphs you have typed.

2   Click the **Numbering** button on the toolbar to remove the list.

Note: You can stop adding bullets or numbers to a list at any time by:

- Placing the insertion point in the paragraph with the unwanted bullet or number and clicking the toolbar button off

or

- Pressing **Enter** twice at the end of a listed paragraph

or

- Pressing **Enter** once then **Backspace** at the end of a listed paragraph.

2.2.3   Creating a list from existing text

Starting with the four paragraphs you have typed, you will now create a bulleted list:

1   Select the four paragraphs.

2   Click the **Bullets** button on the toolbar.

Your list will look something like this:

- **Apologies for absence**
- **Minutes of the last meeting**
- **Matters arising**
- **Date of next meeting**

It doesn't matter if your bullet character is different.

2.3   Creating a list using the Bullets and Numbering dialog box

First, clear the bulleted list that you have just created:
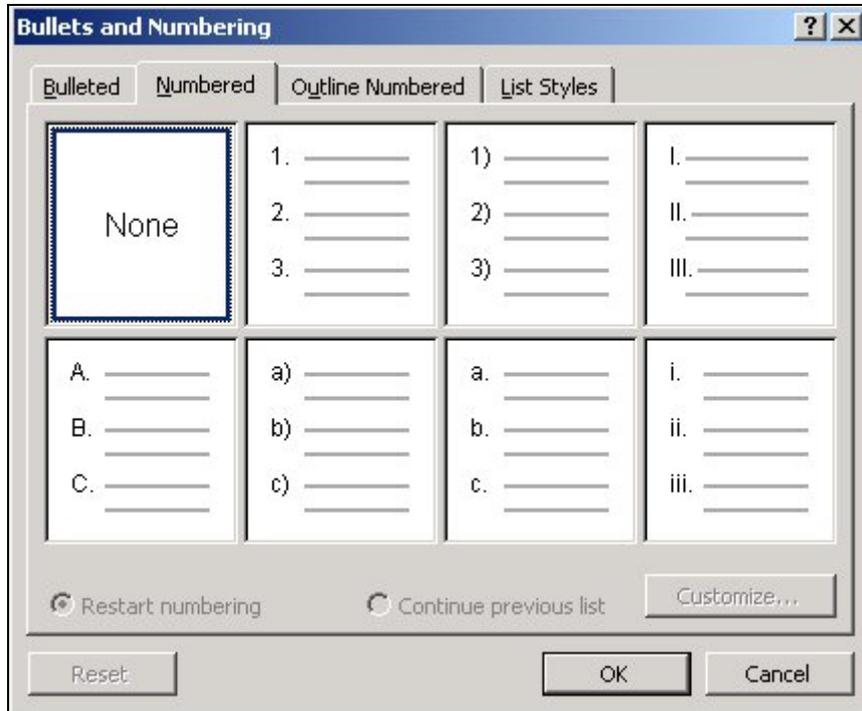
1   Select the four paragraphs you have just typed.

2   Click the **Bullets** button on the toolbar to remove the bullets.

3 Point at the selected paragraphs and right-click.

4 Choose **Bullets and Numbering** from the shortcut menu.

The **Bullets and Numbering** dialog box will open.

1 Check that the **Numbered** tab is selected.

There are seven default numbering formats (and seven default bullet formats) displayed in the dialog box. You can modify any of these to create your own formats.

The bullet or numbering format that you last used becomes the default format and is shown as one of the options in the dialog box. Next time you create a bulleted or numbered list Word will use this format, until you change it again. It does this even after Word has been shut down. You may therefore find that the Bullets and Numbering dialog box that you are looking at looks different to the one above.

If this is the case, you can reset the numbering (or bulleted) formats to reinstate Word's default settings:

1 Click on a number format option.

If the **Reset** button is available it means that this default option has been changed.

2 Click on **Reset**.

A dialog box will open.

Microsoft Word

? Do you want to reset this gallery position to the default setting?

[Yes] [No]

3   Click on **Yes** to reset the option.

Note that you have to reset the options one at a time.

Now you are ready to create a numbered list using the paragraphs you have just typed.

1   Click on the second number format option on the top line of the dialog box.

2   Click on **OK**.

This will add numbers to your list. The list should look like this:

1. **Apologies for absence**
2. **Minutes of the last meeting**
3. **Matters arising**
4. **Date of next meeting**

A bulleted list can be created in exactly the same way. To do this, with the paragraphs selected and the **Bullets and Numbering** dialog box open, click on the **Bulleted** tab and select one of the bullet options.

3   Changing a numbered list into a bulleted list (and vice versa)

This can be done using the **Bullets and Numbering...** command or the buttons on the toolbar. The following exercise uses both methods. You will change a numbered list into a bulleted list using the **Bullets and Numbering...** command and then change the bulleted list back to a numbered list using the toolbar.

Using the **Bullets and Numbering...** command:

1   Select the paragraphs of the numbered list.

2   Point at the selected paragraphs and right-click.

3   Click on **Bullets and Numbering...** from the shortcut menu.

4   In the **Bullets and Numbering** dialog box, click the **Bulleted** tab.
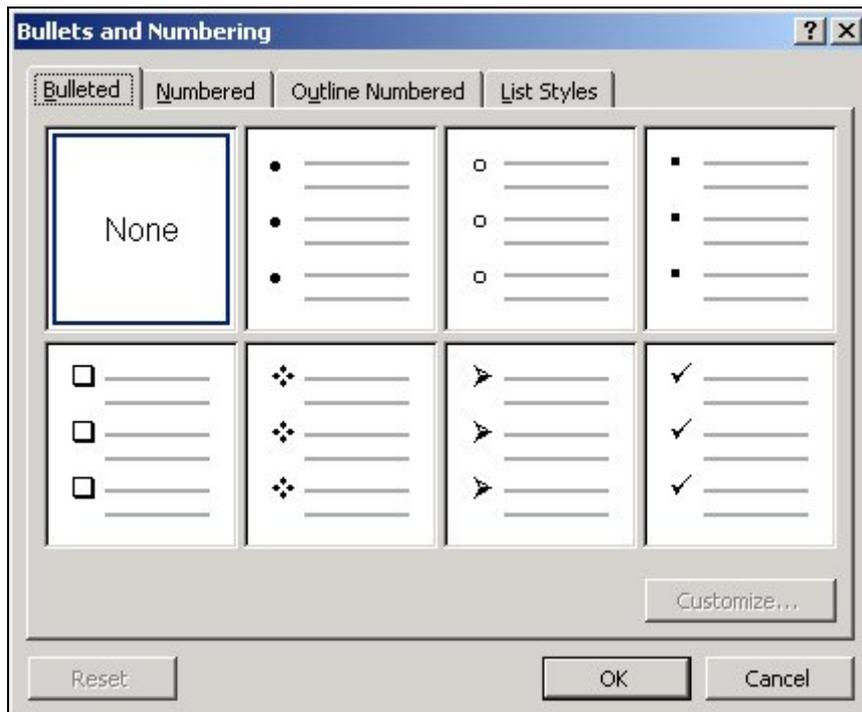
Note: The seven default bullet format options are shown above. If the dialog box you are looking at is different, you can reset the options to the Word defaults by following the instructions in Section 2.3 above.

5   Click on the second option on the top line of the dialog box.

6   Click on **OK**.

Your list should now look like this:

- **Apologies for absence**
- **Minutes of the last meeting**
- **Matters arising**
- **Date of next meeting**

Note: The default style in Word indents the list 0.63cm from the left margin. You can change this if you wish. See Section 4.

Now convert the bulleted list back to a numbered list.

Using the toolbar :

1   Select the four paragraphs.

2   Click on the **Numbering** button.

4 Customising lists

4.1 Selecting the style of numbers for a numbered list

You can create many different combinations of numbering styles and separators such as:

1.	a)	A.	I
2.	b)	B.	II
3.	c)	C.	III

In addition to this, you can change the font and the position of the number and text.

1 Select the four paragraphs.

2 Point at the paragraphs and right-click.

3 Choose **Bullets and Numbering...** from the shortcut menu.

4 In the **Bullets and Numbering** dialog box click on the **Numbered** tab if it is not already selected.

5 Click on the **Customize...** command button.

The **Customise Numbered List** dialog box will open.
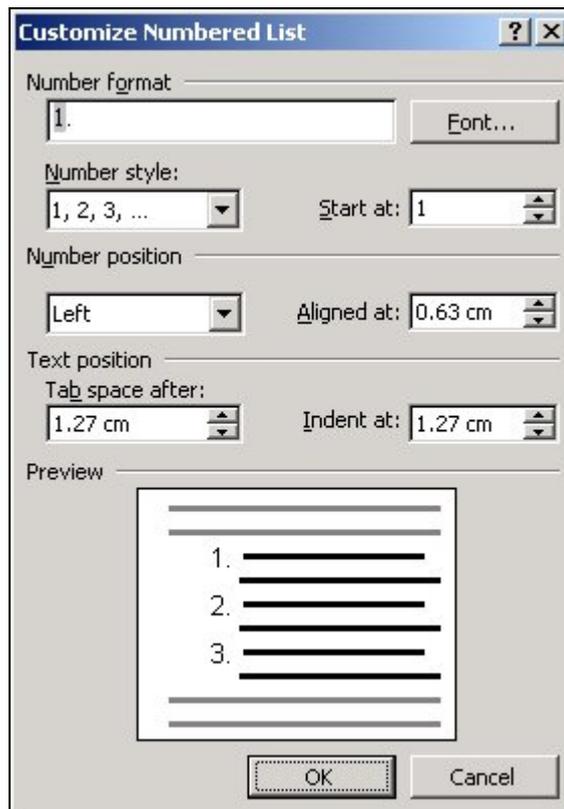
6 Choose an alternative style of numbering (e.g. **A,B,C**) from the **Number style:** drop down list.

The **Number format** box shows how the letters will appear. Notice that the separator is the same as was used for the numbers i.e. a full stop. To choose a different separator:

7   Click in the **Number format** box.

8   Delete the full stop and insert a bracket in its place.
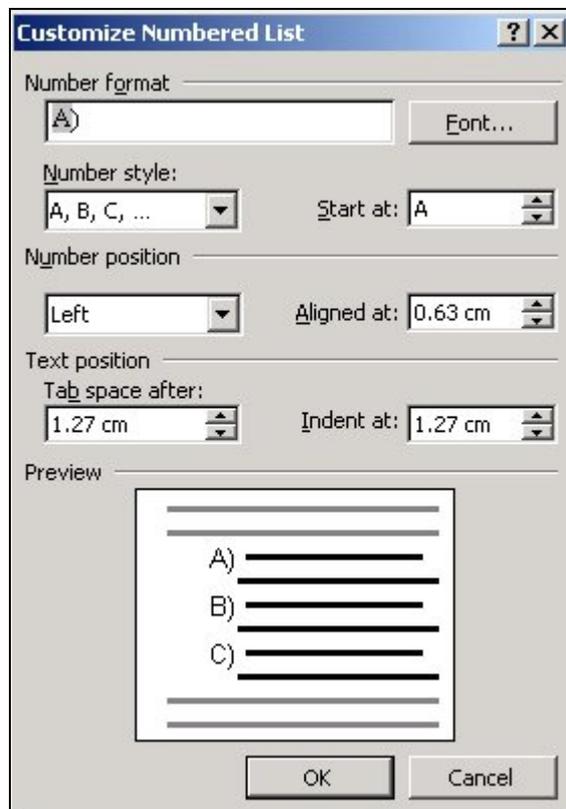
Notice that by default, Word indents the number (or equivalent) 0.63cm from the left margin and indents the text a further 0.64cm from the number. You can change these settings if you wish.

9   Set the measurement in the **Aligned at:** box to 0 cm.

Clicking the **Font...** button opens the Font dialog box where you could apply character formatting to the list numbers. The **Preview** box will show you the effect of any changes that you have made.

10   Click on **OK.**

Your paragraphs should now look like this (aligned at the left margin):

A)   Apologies for absence

B)   Minutes of the last meeting

C)   Matters arising

D)   Date of next meeting

The changes you made to the numbering style will remain until you change them again or reset them to the default.

11   Select **Format | Bullets and Numbering...**.

12 Notice the changes in the second option on the top line.

13 Click on **Cancel**.

4.2   Selecting the style of bullets for a bulleted list

Many different styles of bullets are available in Word. You can also specify the characteristics of the font such as the font size. Here are some examples:

• ➢ ◆ ●

1 Select your 4 paragraphs, point at them and right-click.

2 Choose **Bullets and Numbering...** from the shortcut menu.

3 In the **Bullets and Numbering** dialog box click on the **Bulleted** tab.

4 To access more options than the default ones, click on the **Customize...** command button.
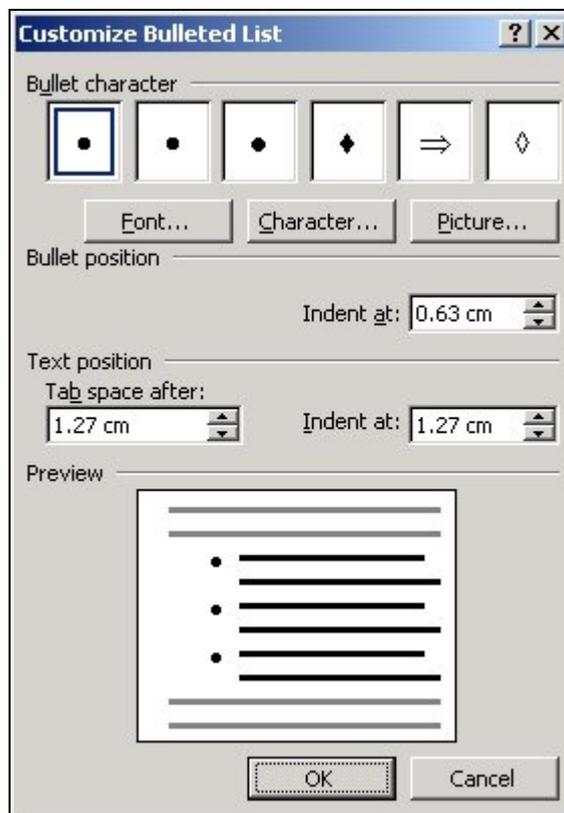
Remember that the bullets shown in your **Bullet character** box may be different from those above.

5 Choose an alternative style of bullet from the **Bullet character** box or click on **Bullet...** to choose a new character from one of the symbol sets. (To do this, select the symbol font from the **Font...** drop down menu, select the character you require then click on **OK**.)

6   If you want to change any font characteristics, such as size, click on
    the **Font...** button, make the changes and click on **OK**.

7   Click on **OK**.

Your paragraphs might now look like this:

* **Apologies for absence**
* **Minutes of the last meeting**
* **Matters arising**
* **Date of next meeting**

4.3   Using Pictures

In addition to using symbols as bullets, Word allows you to use pictures.
This facility is of more use when creating web pages or presentations, but
is available for word documents.

1   Select your 4 paragraphs, point at them and right-click.

2   Choose **Bullets and Numbering...** from the shortcut menu.

3   In the **Bullets and Numbering** dialog box click on the **Bulleted** tab.

4   Click on the **Customise** button.

5   Click on the **Picture...** button.

The **Picture Bullet** dialog box will open.
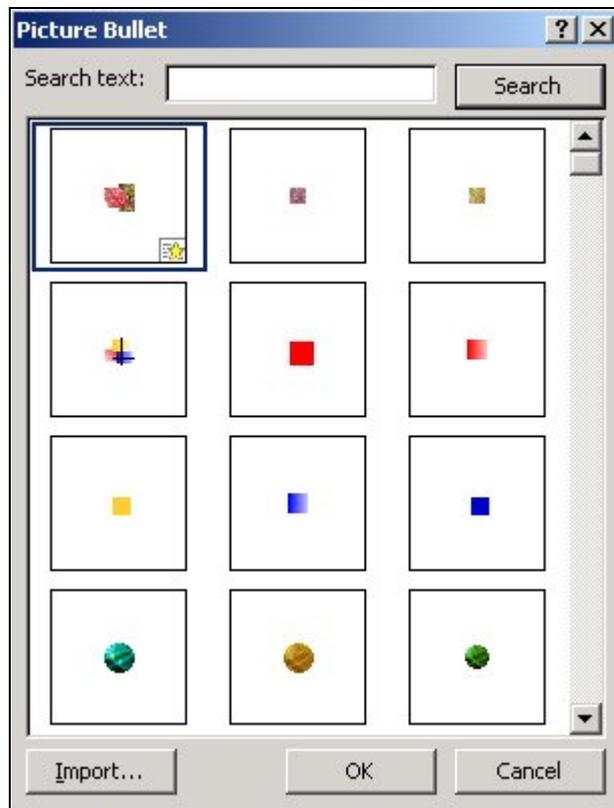
6   Scroll down to view the rest of the pictures.

7   When you have found a picture that you like, select it and click on **OK**.

8   Click **OK** again to insert the bullets.

5   Renumbering an edited list

One of the most useful features of the numbered list facility is that Word can renumber a list after you have added or removed items.

Start with a numbered list:

1   Select the four paragraphs.

2   Click on the **Numbering** button.

Your list should look like this:

A) Apologies for absence

B) Minutes of the last meeting

C) Matters arising

D) Date of next meeting

It doesn't matter if your list has a different style of numbering.

3   Now insert some extra items, perhaps

Welcome to new members of staff

before the present first item, and

Reports from other meetings

after the third item.

Your list will automatically be renumbered.

A) Welcome to new members of staff

B) Apologies for absence

C) Minutes of the last meeting

D) Matters arising

E) Reports from other meetings

F) Date of next meeting

If items are deleted, the list will automatically renumber in the same way.

4   In turn, highlight each of the items you have just added and press the **Delete** key for each one.

The numbering is automatically adjusted.

6   Specifying the starting number for a numbered list

Note that it is not necessary to have the numbering starting at 1. This section explains how you can specify the starting number for a list.

This can be done using the **Bullets and Numbering...** command from the **Format** menu.

As an example, you will renumber your list to start from 5.

1   Select all the paragraphs in the list.

2   Point at the paragraphs and right-click.

3   Select **Bullets and Numbering...** from the shortcut menu.

4   In the **Bullets and Numbering** dialog box click on the **Numbered** tab if it is not already selected.

5   Click on the **Customize...** button.

6   Select **1,2,3...** from the **Number style:** drop down list.

7   Change the entry in the **Start at:** list to **5**.

8   Click on **OK**.

The list should now start at **5)**.

5)   **Apologies for absence**

6)   **Minutes of the last meeting**

7)   **Matters arising**

8)   **Date of next meeting**

7   Leaving paragraphs in a list un-numbered

Sometimes you may have paragraphs within a numbered or bulleted list that are not to be numbered or bulleted.

1   Insert the following paragraph after item 6.

To confirm: the minutes of the meeting held on..

The numbering of the list is adjusted to include the new item.

5)   **Apologies for absence**

6)   **Minutes of the last meeting**

7)   **To confirm: the minutes of the meeting held on..**

8)   **Matters arising**

9)   **Date of next meeting**

However, the number by the new item is not required.

1   Click anywhere in the paragraph numbered **7)**.

2   Click the **Numbering** button on the toolbar to turn the numbering off.

Your list should now look like this:

5) Apologies for absence

6) Minutes of the last meeting

To confirm: the minutes of the meeting held on..

7) Matters arising

Do not worry if in your list the text is aligned further to the left. You can easily line up the text with the text of the list.
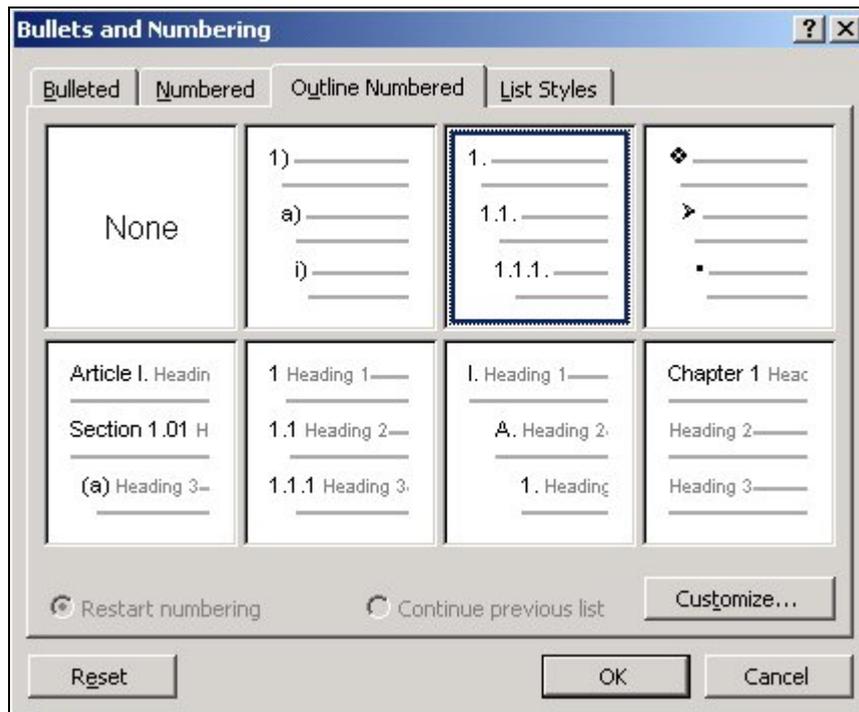
3 Press the **Increase Indent** button on the toolbar until the text is in line with the rest of the list.

There may be times when as you are typing a document, you list some items, follow the list with some ordinary text and then later on decide to list some further items. You can opt for the second list (and any subsequent ones) to continue numbering from the previous one by clicking on the **Continue previous list** radio button in the **Bullets and Numbering** dialog box.

8 Multi-level numbering

It is often helpful to be able to include multi-level numbering in a list – 1.1 1.1.1 and so on.

1 Remove all the numbering from the list and align all the paragraphs at the left margin

2 Highlight the five paragraphs.

3 Point at the paragraphs and right-click.

4 Select **Bullets and Numbering...** from the shortcut menu to open the **Bullets and Numbering** dialog box.

5 Click on the **Outline Numbered** tab.

6 Select the third option from the left on the top line.

7   If the **Reset** button becomes available, click on it and choose **Yes** to
    revert to the default setting.

8   Click on **OK**.

9   Click in the paragraph numbered **3**.

10 Press the **Increase Indent** button on the toolbar once.

Your list should now look like this:

1.   Apologies for absence

2.   Minutes of the last meeting

    2.1.   To confirm: the minutes of the meeting held on.

3.   Matters arising

4.   Date of next meeting

Each time you click the **Increase Indent** button the numbering changes to
the next level down. Clicking the **Decrease Indent** button moves the
numbering up a level.

If your list shows 1.1, 1.2 etc instead of 1, 2 etc it means that the whole list
is indented from the left margin. Select the list and click the **Decrease
Indent** button.

There are nine levels of numbering for you to experiment with, each of
which can be formatted separately.