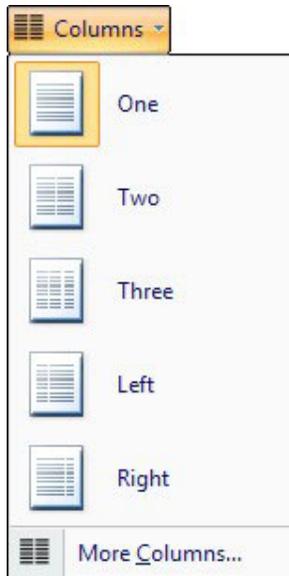


To Create Multiple Columns in a Word Document

To convert your standard single- (or no-) column Word document into one with multiple columns, simply choose the column format you want from the Columns menu. Instantly, your document is transformed into a multicolumn wonder!

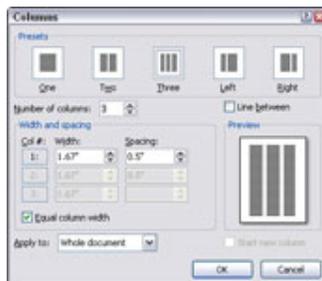
1. Click the Columns button.

This displays a menu of handy column-formatting options.



2. Choose the More Columns command.

This displays the enticing Columns dialog box. By using that dialog box, you can create and design your own set of multiple columns.



3. Set the number of columns you want.

You can click the One, Two, or Three button in the Presets section of the dialog box for three columns or less. For more than three columns, you can specify an amount in the Number of Columns [field](#). Use the Preview window to help determine how your page is formatted.

4. Click OK.

Word applies the column format to your document.

Apply Automatic Numbers

1. Create a new blank document.
2. Type the number 1 on the first line, followed by a period, and then press the SPACEBAR or the TAB key.
3. Type some text and press ENTER. Word converts the manually typed number into an auto number and adds the next sequential number to the beginning of your new paragraph.
4. Press BACKSPACE to remove the automatic number.

If you start to type in what appears to be a numbered list, Word formats your manually typed "numbers" to an automatic numbered list. The main benefit of this option is that you do not need to click any button to start numbering and you can choose your numbering style as well. For example, if you type "(a) some text" and press Enter, it starts numbering using the "(a)" format.

Use the Numbering Toolbar Button

1. Click the Numbering button on the Formatting toolbar. An automatic number appears.
2. Type some text and press ENTER.
3. Type several additional items pressing ENTER after each item. You now have a numbered list in your document.
4. Press ENTER twice to turn off numbering.
5. Click the Numbering button to continue with the next sequential number in the list.
6. Select the list that you just typed.
7. Click the Numbering button to turn off numbering.
8. Click the Numbering button again to turn numbering back on. The Numbering toolbar button acts as a toggle.
9. Turn off Numbering and leave the document open for the next exercise.

If you need more numbering options, you can use a menu command to choose different number formats such as A, B, C.

The numbered tab contains seven default gallery positions for numbers, each of which can be customized.

Outlining: Bullet & Numbering Options

When outlining your document, the outline's hierarchy is separated by levels. You can customize these levels by adding bullets or numbers. Bullets and numbers help the reader find the different sections of the document because the different headings will be signified by a letter, number, or bullet.

Through the *Bullets and Numbering* dialog box, you can customize the levels of your outline numbered (or bulleted) lists. You can then add bullets or numbers to text that is already typed or text to be typed.

- [Customizing the Settings and Levels](#)
- [Applying Outline Numbering to Existing Text](#)
- [Applying Outline Numbering as You Type](#)
- [Adding or Deleting Levels](#)

Customizing the Settings and Levels

If you do not want to use the pre-defined outline settings that are provided in Word, you can create your own. You can customize the levels of both bulleted and numbered outline lists by using the *Outline Numbered* tab of the *Bullets and Numbering* dialog box. This dialog box allows you to change the font of your bullets or numbers, move their positions, and adjust numbering styles.

Customizing Outline Numbered Lists

1. Place your insertion point within the desired list
2. From the *Format* menu, select ***Bullets and Numbering...***
The *Bullets and Numbering* dialog box appears.
3. Select the ***Outline Numbered*** tab
4. Select the desired outline option
5. Click **CUSTOMIZE...**

The *Customize Outline Numbered List* dialog box appears.

6. From the *Level* list, select the level you wish to format
The selected level appears highlighted under *Number format* and *Preview*.
7. To customize your list, refer to the following table:

To customize...	Follow these instructions...
the style	1. From the <i>Number style</i> pull-down list, select the desired style
the sequence of the numbers	2. For a numbered list, in the <i>Start at</i> text box, use the nudge buttons to reach the appropriate number
the font style	3. Click FONT... The <i>Font</i> dialog box appears. 4. Under <i>Font</i> , <i>Font style</i> , <i>Size</i> , <i>Font color</i> , and <i>Effects</i> , make the appropriate changes 5. When satisfied with font changes, click OK
the number position	6. For a numbered list, from the <i>Number position</i> pull-down list, select the appropriate option 7. In the <i>Aligned at</i> text box, type the appropriate alignment measurement
the text position	8. In the <i>Text position</i> section, In the <i>Tab space after</i> text box, type the appropriate measurements

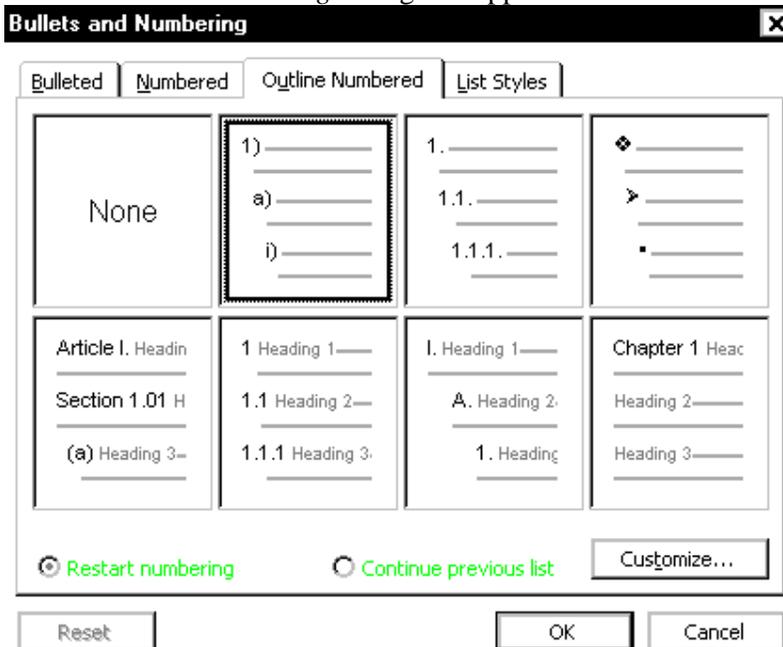
9. In the *Indent at* text box, type the appropriate measurement

8. Repeat steps 5-6 for each outline level
 9. When satisfied with your customized outline format, click **OK**

Applying Outline Numbering to Existing Text

Bulleted or numbered lists can be applied to selected text. To determine what is included in the bulleted or numbered list, select the appropriate text. You will add bullets and numbers using the *Bullets and Numbering* dialog box. For instruction on the basics of using bulleted or numbered lists, refer to [Using Bulleted Lists](#) or [Using Numbered Lists](#).

1. Select the desired text
2. From the *Format* menu, select ***Bullets and Numbering...***
The *Bullets and Numbering* dialog box appears.



3. Select the ***Outline Numbered*** tab
4. Select the desired outline option
5. OPTIONAL: To customize the outline option you just selected, refer to [Customizing Outline Numbered Lists](#)
6. When satisfied with your outline option, click **OK**
Bullets or numbers are applied to your selected text list.

Applying Outline Numbering as You Type

You can select and customize your outline numbered list prior to typing the list items. For instructions on the basics of using bulleted or numbered lists, refer to [Using Bulleted Lists](#) or [Using Numbered Lists](#).

1. In the *Outline* view, place the insertion point where you want the list to begin
2. From the *Format* menu, select ***Bullets and Numbering...***
The *Bullets and Numbering* dialog box appears.
3. Select the ***Outline Numbered*** tab

4. Select the desired outline option
5. OPTIONAL: To customize the outline option you just selected, refer to [Customizing Outline Numbered Lists](#)
6. When satisfied with your outline option, click **OK**
7. Type the first list item's text

NOTES:

Word will automatically number or bullet your headings accordingly.

To learn how to create headings, refer to [Applying a Heading Style](#) as part of *Outlining: Using the Outline View*.

8. To move to the next level, press [**Tab**]
To return to a previous level, press [**Shift**] + [**Tab**]

NOTE: Make sure your insertion point is next to or within text to be moved.

Adding or Deleting Levels

After you have customized and made all of your outline decisions, you may still need to add or delete levels. If you have a customized outline, added levels will automatically follow with the customized format. Your customized outline will automatically adjust with deleted levels as well.

Adding a Level

1. Place the insertion point in the level above the location where you want to insert a new level
2. Press [**Enter**]
The new level appears with an outline symbol to the left.

Deleting a Level

1. Select the level you want to delete
2. Press [**Delete**]