Numbers and Bullets

Numbers and bullets identify lists.

Lists can be in single category format or multiple category format (called "Outline").

Lists can be BULLETED in three ways:

SINGLE	OUTLINE	...or they can be ...	NUMBERED

SINGLE
- This
- Is
- A
- Single
- List

OUTLINE
- This
  - Is
    - A
    - Multiple
    - List

...or they can be ...

NUMBERED
1) This
   a) Is a
   b) Numbered
   c) Outline
      i) List

... or they can be a combination of all of these:

CUSTOM FORMATTED OUTLINE LIST

1. This
   a. Is
      i. a
         O Custom
         O Formatted
         O Outline
      ii. List
2. Modified
   a. To meet the user's
      i. Requirements.
      ii. It
   b. Is
      i. Readily
         O Modifiable
         O You just need to know
         O How.

Typing Bullets
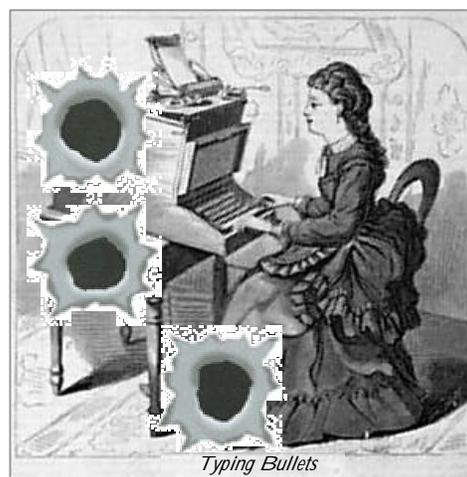
Sometimes people like to be fancy and use pictorial bullets or symbol bullets. As long as the bullet is relevant to its purpose, it is fine to use these in fancy documents.

(You wouldn't bother for ordinary documents.)

PICTURES
- Here is a
- Pretty bullet
- From Microsoft's library.

FONT SYMBOLS
- ✂ *Please cut out*
- ✂ *The tag which*
- ✂ *Fits the product best...*

The following notes detail some basic numbering and bulleting procedures in Microsoft Word.

Numbers & Bullets via Menus and Toolbars

A number or bullet format applies to a WHOLE paragraph.

You cannot bullet treat parts of a paragraph entity separately. However, you can treat sub-paragraphs by giving them a second tier number format or an alternative bullet shape, as seen on the previous page.

You can apply number and bullet formats as you type, or you can apply them afterwards. These notes apply to the former. (For the latter, just select the text and then apply the procedures below later.)

To Apply a Number Paragraph Format

1.   Menu:

    a. **F̲ormat → Bullets and Numbering**

    b. Select the tab card of options you want (either B̲ulleted or N̲umbered).

    c. Click on the option you want.

    d. Click OK.
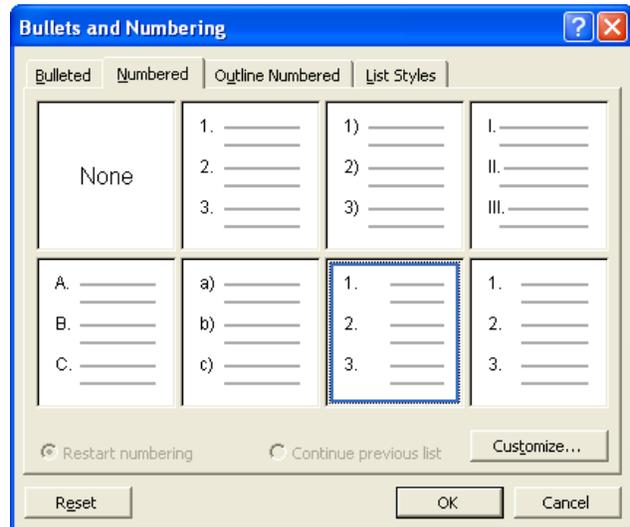
2.   Toolbar: use the numbering button or bullet button. These tools reside on the Formatting toolbar, and offers one option only.

    a. If you have used the menu option previous to using these tools, they will most likely adopt the list style you last selected in the menus.

    b. If the style you want is not forthcoming, you will have to revert to the menu options.

3.   Shortcut Key: *See also next page for quick bullet formats.*
    Ctrl + L invokes the "List" style with standard black bullet in a single outline level. Because it accesses a *style* (i.e. it has a predetermined format, including font size and type, etc), Ctrl + L could cause change to selected text. Use it only when wanting quick access to a list format. To get back to Normal Style, use **Ctrl + Shift + N**.

## How To Hold A Second Paragraph in the Same Bullet/Paragraph Number

Generally, pressing ENTER at the end of a numbered or bulleted paragraph will cause the next number or bullet to appear. What if you want to commence a new line/new paragraph but want to keep that text under the current bullet.

Here's a nice keyboard shortcut: **SHIFT + ENTER**

This forces a 'manual line break' but does NOT create a new paragraph. No new number or bullet either!
And when you need that next number, just press ENTER in the ordinary way.

Automatic Bullets and Numbers
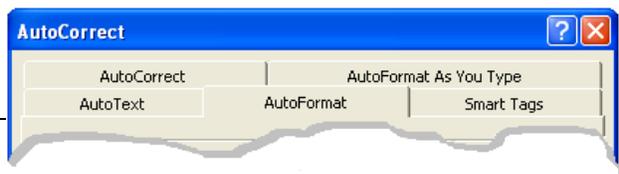
Word has some features which behave automatically, sometimes to the delight, sometimes to the annoyance of users. Bullets and number are amongst these features. Understanding how these are activated, and how you can control whether they happen or not, is an important part of being in control of Word.

Allowing/Disabling the AutoFormat List Behaviours:

1. Tools → **AutoCorrect Options...** → **AutoFormat**
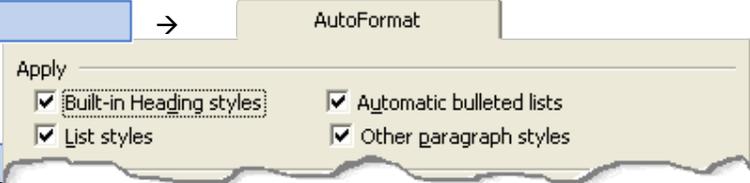
   ..and..

   Tools → **AutoCorrect Options...**
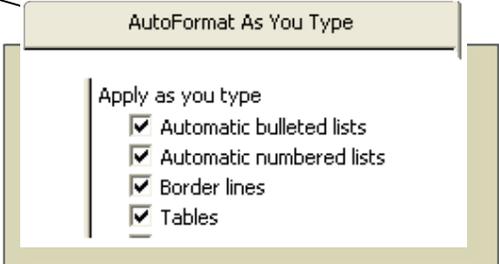
2. When the ticks are on, the AutoFormats will operate.

3. When the ticks are off, you have to manually activate lists via the toolbars or the Format menu.

What Triggers the AutoFormat Action?

Assuming the "Automatic Bulleted Lists" is ticked (see illustration above)...

1. To trigger numbering (letters or numbers):

   a. Type either of **A**, **a**, **1** or **i** and then a fullstop or closing bracket, following by a space. (spacebar or Tab)[1]

   b. Type the content of that line. Press the ENTER key.

   c. The next number will appear automatically.

2. To trigger bullets:

   a. Type either an *asterisk*, a *hyphen* or a *greater-than* symbol followed by a space.

   b. Type the content of that line. Press the ENTER key.

   c. The next bullet will appear automatically. These three options produce bullets that look like this:

3. To go back to non-listed text:

   a. Press ENTER twice   *...or...*

   b. Press ENTER then press BACKSPACE to remove the symbol   *...or...*

   c. Use Ctrl + Shift + N (short cut key to return text to the <u>NORMAL</u> style)

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[1] If you try an option that doesn't produce an automatic response, sometimes Word gets fed up and doesn't allow the normally reliable options to work either. Delete the lines in which you tried the errant options, or try CTRL + Z (Undo), or you could select the text and go to the Format → Bullets and Numbering menu. This will *usually* fix the issue.

Configuring Bullets to Symbols or Pictures

Your use of bullets can be made more effective if you align the bullet symbol to the purpose of the bulleted text. For example, you could try something like these:

- ✂ Cut here and return the form below
- ➔ Travel Itinerary Item 1:
- ♰ The reading for today is from …
- ❋ Charlize won the best-dressed section!
- ☎ John to call Aztec Couriers
- ▤ 13/4/06: J.T. to HBRC: Drainage Report

They're fast and easy to do…
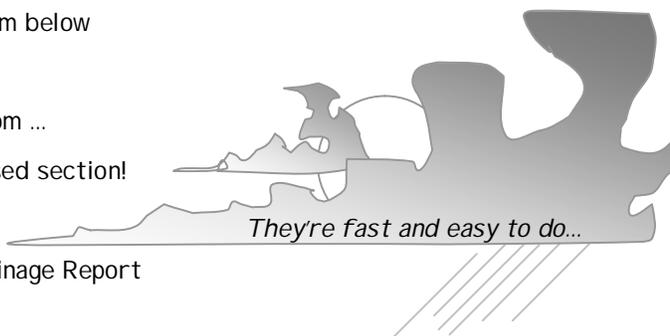
To Add a Character Bullet:

1. **Format→ Bullets and Numbering** ➔ Select an existing bullet style ➔ Customize…

2. Click **Character** ➔ Select a likely font and character.

   a. **FONT:** Webdings or any of the Wingdings fonts will offer several symbols.

   b. Click on the character you want to use.

   c. **OK** (on the Symbol window)

   d. OK (on the Customize Bulleted List window).
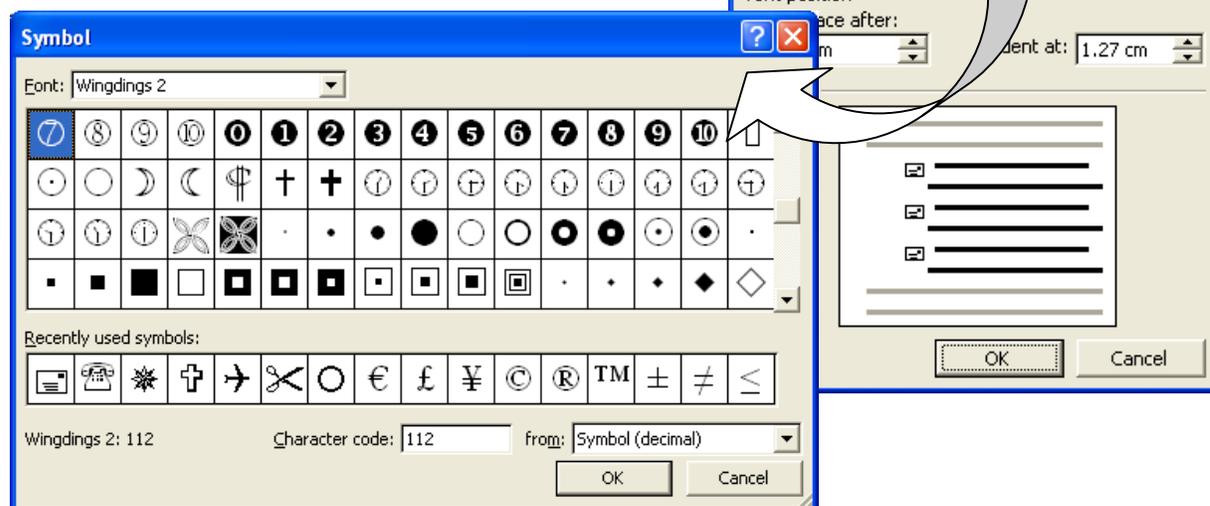
To Add a Picture Bullet:

As above, but …

- Click on **Picture**
- Microsoft's Picture Bullet window will open to display a considerable library of pretty little bullets which work well on a colour printer.
- You can also import your own pictures. Be aware that they come out pretty small though.
- OK ➔ OK

Outline Numbering & Bulleting

"Outline" is the name Microsoft gives to the ability to multi-tier your text.

Outline is initially only accessible via the Menu Bar, but once you have activated it, it becomes accessible via the AutoFormat processes or via the toolbar buttons.

Outline configuration options are plentiful, but take a bit of getting your head around the first time.
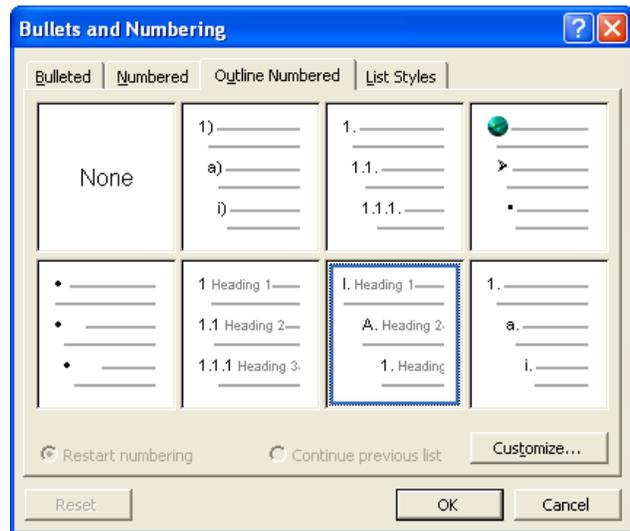
Outline Numbering: some of these have already been configured by the user so may look different to the options on your computer.

How to Activate Outline Bullets or Numbers

1. **Format → Bullets and Numbering → Outline Numbered** (tab card)
2. **Select**
3. **OK**

How to Move Paragraphs to the Different Levels

Option 1: TAB

➤ With the cursor at the very front of the paragraph, use **TAB** to go down a level

➤ Use **SHIFT + TAB** to go up a level.

➤ Pressing ENTER will hold the level.

Option 2: SHORTCUT KEYS

➤ ALT + SHIFT + ARROW (left or right)

➤ Left arrow promotes the level, right arrow demotes.

➤ Note: this ALT + SHIFT option can also be used with up/down arrows to move a paragraph forward or back through the document – very nifty!

➤ Again, pressing ENTER will hold the level.

What if Numbering Doesn't start from 1!

Sometimes numbering will find a previous sequence and carry on from there. This happens most often when you are applying formats AFTER text has been typed, or when you use the Format Painter to brush existing formats onto other paragraphs.

How can it be fixed?

➤ Mouse: right click on the paragraph → Select → **Restart Numbering**

➤ Menu: **Format → Bullets and Numbering → Outline Numbered → Restart Numbering.**

➤ *Similarly* you can choose to <u>continue</u> previous lists.

Right click menu for text
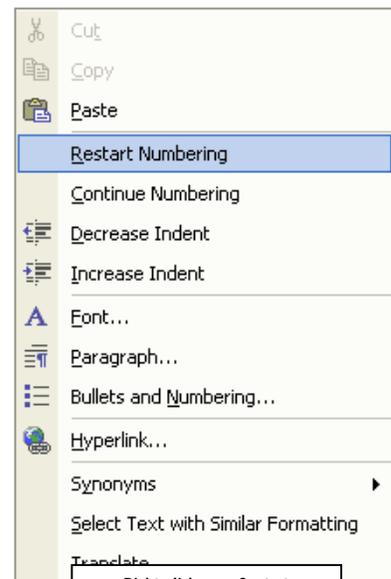
Bullets and Numbering Basics

To create bulleted paragraphs: ⟶ **Mouse** ▸

Keyboard ▸
- Type > then press TAB
- Add your text
- Press ENTER

To create numbered paragraphs: ⟶ **Mouse** ▸

Keyboard ▸
- Type 1 or 1.
- press TAB and type text
- Press ENTER

To move into multi-tiered "outline" formats: ⟶ **Mouse** ▸

Lower tier ▸

Upper tier ▸

Keyboard ▸

Lower tier ▸ | Tab

Upper tier ▸ | Shift + Tab

To remove bullet or number formats: ⟶ **Mouse** ▸ *or*

Keyboard ▸
- Select paragraph
- Ctrl + Q

To quickly access a single bulleted List STYLE ⟶ **Keyboard** ▸
- Ctrl + Shift + L

To exit a bulleted List STYLE and return to Normal Style ⟶ **Keyboard** ▸
- Ctrl + Shift + N

To access the many bullet/numbering options: ⟶ **Mouse** ▸
- Format → Bullets and Numbering

To access the automatic bullet/number options: ⟶ **Mouse** ▸
- Tools → AutoCorrect Options