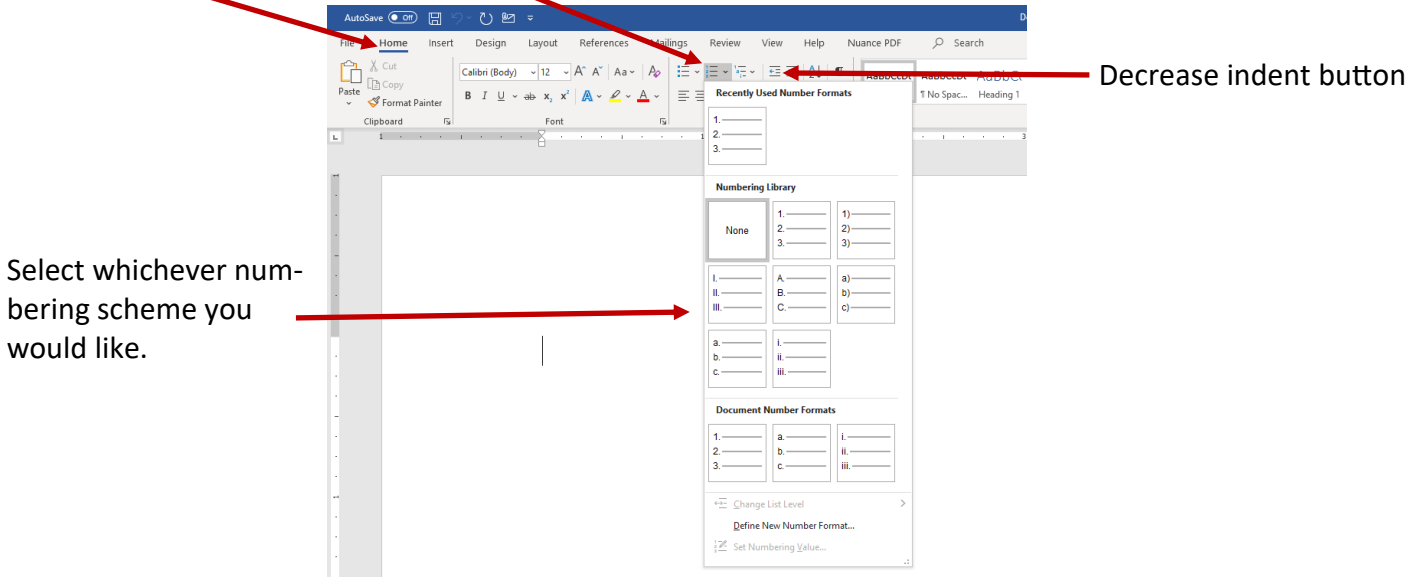


Numbering and/or Bullets in Word

It can get confusing adding numbers and/or bullets in Word. Below are some basic steps to make it easier to add numbers or bullets to your paper.

To add a basic numbered list:

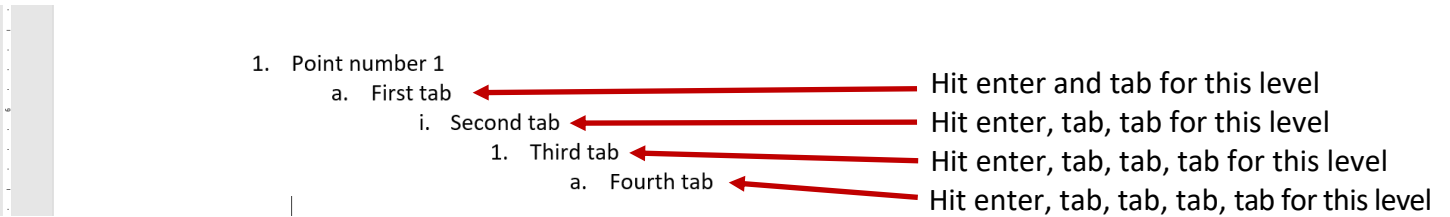
From the Home tab, click on the numbers button in the Paragraph group.



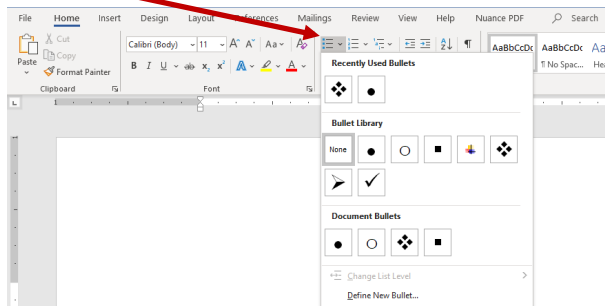
When you select the desired numbering scheme, the first number/letter will be entered for you. You can start typing and each time you hit enter, the next number/letter will appear. You will notice that when you choose your numbering scheme, Word indents the location of the first number. If you want your numbers to be flush left, simply place your cursor by the first number and click the Decrease Indent button to the right of the number button you just clicked.

NUMBERING SCHEME FOR OUTLINES:

When you use numbers, here are the different levels:



The **bullet** button is just to the left of the numbers button in the paragraph group:



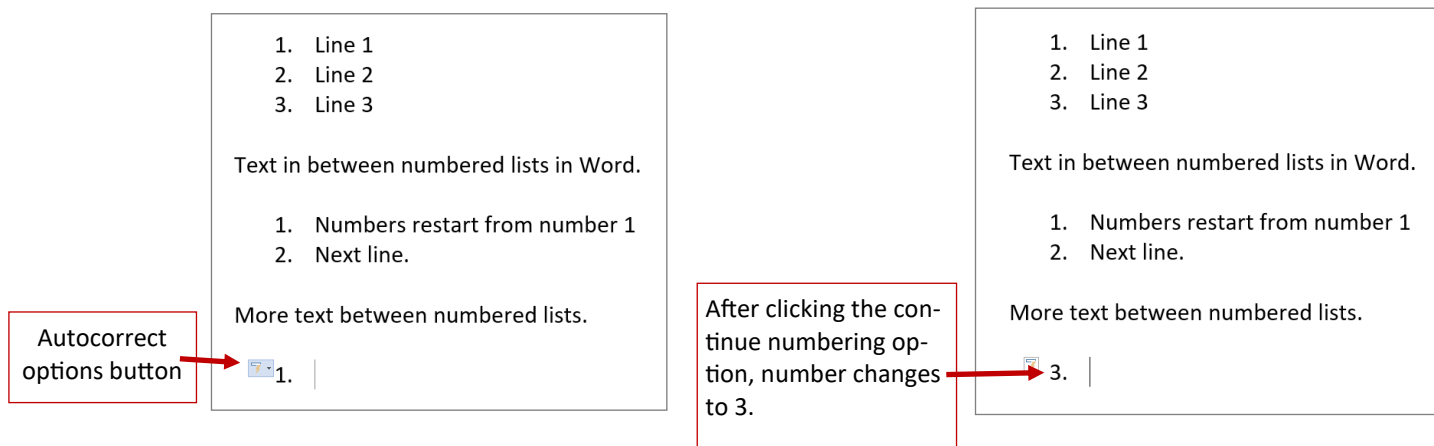
Bulleted lists have the same levels as numbered lists but they use different symbols for each level instead of numbers and letters.

There are many ways to use numbering in Word. You may need to have a numbered list and then a paragraph of text. Or you may even have a numbered list, short paragraph of text, and then another numbered list. If you're typing a numbered list and then want to add a paragraph, just hit enter twice and it will take you back to your original margin.

To go back to another numbered list after your paragraph, simply type your paragraph, place your cursor where you want the new numbered list to start and then click on the number button like you did for the first set of number.

What if you want to continue your number scheme where you left off before the paragraph? Word defaults to starting back at number one, but if you want to continue your number scheme, follow these simple steps.

After you press the number button for the second set of numbers, the number 1 will appear, along with the autocorrect options button to the left. Put your cursor over the autocorrect options button to show the arrow on the right. When you click the arrow, you'll see the option to continue numbering. Click on that option and it will change the numbering to continue from where you left off before your paragraph.



Changing Auto formatting in Word

Sometimes Word thinks it knows what you want so it auto formats certain actions. For example, when you type in the number "1." at the beginning of a line, Word assumes you're making a numbered list and it indents your number when you hit the space bar after typing the number. If you just want a simple number at the start of line, you can either click on the Decrease Indent button that was described on the first page or you can click on the Undo button on the Quick Access Tool Bar. This will remove the indent but keep the number 1.

