You probably know how to use simple bullets and numbering using the icons in the toolbar. This task shows you how to use:

- ❖ The default symbols for your bullets
- 📖 The symbols available in the Wingdings and Webdings fonts
- ⊕ Pictures from the clipart gallery
1) Numbered lists, including:
    a) letters
    b) multilevel lists
        i) like the one used here
        ii) …

Task 1 – Selecting Bullets

a. Open a new page in Microsoft Word and type your titles. Start a new paragraph.

b. Click on 'Home' tab and select the drop-down menu next to the 'Bullets' icon.

c. Select one of the bullets from those available.

d. Type this list of points

> **Type**
> **these**

> ➢ There are many types of bullets
> ➢ These are one of the default bullets

e. Leave a space using the 'Enter' key and open the 'Bullets' dialogue box again.

f. Click on the 'Define New Bullet' button. Click on 'Symbol' in the 'Define New Bullet' dialogue box and make sure the 'Symbol' font is selected. Click on the heart then click 'OK'. Click 'OK' again to close the 'Define New Bullet' dialogue box. Type the word 'Hearts'.

g. Press the 'Enter' key **twice** to finish this list.

h. Repeat the above procedure and select the spade shape. Continue until you have all 4 suits as shown below:

- ♥ Hearts
- ♠ Spades
- ♦ Diamonds
- ♣ Clubs

i. Look in the other fonts to find the bullets below and type the list as shown.

- ♜ This man is found in the Webdings font.
- ☺ The smiley face is a Wingding.
- ✳ Look in Wingdings 2 for this star
- ➔ Find this arrow in Wingdings 3

j. Start a new paragraph and open the 'Bullets' dialogue box again. Click on 'Define New Bullet'.

k. Click on the 'Picture' button, then select a picture and click 'OK'. Copy the list below:

- We have used the standard bullets.
- We have used Symbols, Wingdings and Webdings.
- We have used pictures from the gallery.

l. Save your page as '**WS - Bullets**'.
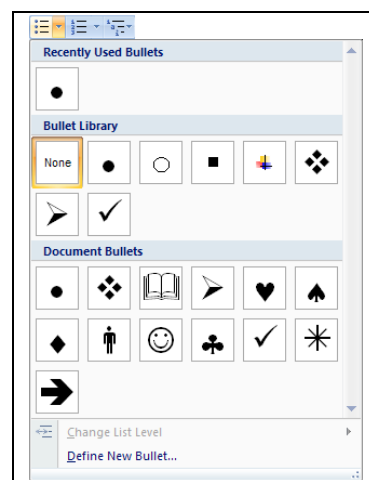
Task 2 – Numbering

a. Start a new paragraph and select the drop-down menu next to the 'Numbering' icon in the 'Paragraph' group.

b. Select the box with numbers followed by brackets [i.e. 1) 2) 3)]. Type the following:

    1) Question one
    2) Question two
    3) Question three

**c.** Press the 'Enter' key twice to finish this list and start a new paragraph.

d. Open the numbering menu again and select the box with lower case letters followed by points [i.e. a. b. c.]. Type the following:

a.   Point one
b.   Point two
c.   Point three

e. Click on one of the letters a, b or c to select all the numbering as shown. Select Arial size 8 bold font. Save your work.
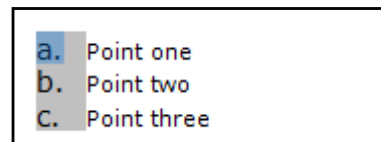
Task 3 – Continue Numbering and Set Numbering Value

Sometimes a numbered list has to be continued further down the page after other text, pictures or diagrams. It is possible to continue a list further down the page.

a. Open a new practice document and select the default numbering style. Type the text "First list item". Press 'Enter' and type "Second list item".

b. Press 'Enter' twice to complete the list and type "Some other text."

c. Press 'Enter' again to start a new paragraph, select the default numbering again and type "Third list item". The numbering should start again from 1. Press 'Enter' and type "Fourth list item".

d. Right-click anywhere in the third list item and select "Continue Numbering". The list number should change to a '3'. Clicking on the 3 should verify that the lists have been joined together and any formatting changes will affect all four items.

e. At other times, you may want to set a particular number for a list item. Right-click anywhere in the last list item again and select "Set Numbering Value". Type 6 into the 'Set value to' box and click 'OK'. Click on the 6 to verify that the list has been split into two again.   You don't need to save this document.
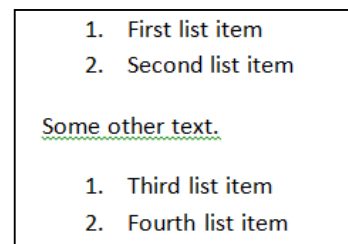
Task 4 – The Format Painter

The Format Painter can be used to copy any formatting from one piece of text to another. This may include the numbering in a list. This trick can be useful if the numbering has become confused somehow.

a. Open another new practice document and select the default numbering style. Type the text as shown on the right.

b. We will now copy and paste the formatting from the first to the third paragraph. Place the cursor anywhere in the first line. Click on the 'Format Painter' icon in the 'Clipboard' group of the 'Home' ribbon. The button should turn orange.

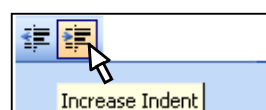**c.** Click anywhere in the third paragraph. The number formatting should be copied to the third item as shown.
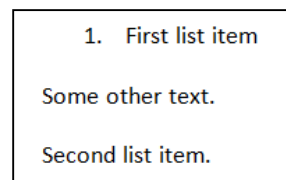
The process can be speeded up even more by using the shortcuts for 'Copy formatting' (Ctrl + Shift + C) and 'Paste formatting' (Ctrl + Shift + V).

Task 5 – Multilevel Lists

a. Start a new paragraph in your 'Bullets' document.

b. Open the 'Multilevel List' dialogue box by clicking the arrow next to the 'Multilevel List' icon.

c. Select the box with a number, letter and Roman numeral followed by brackets [i.e. 1) a) i)].

d. Use the indent icons in the Formatting Toolbar to make this list:

1) First topic
  a) First topic, first point
  b) First topic, second point
2) Second topic
  a) Second topic, first point
    i) Second topic, first point, first sub-point
    ii) Second topic, first point, second sub-point
    iii) Second topic, first point, third sub-point
  b) Second topic, second point
  c) Second topic, third point
3) Third topic

e. Save and close your document.

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