

# Word List 2016

## Introduction

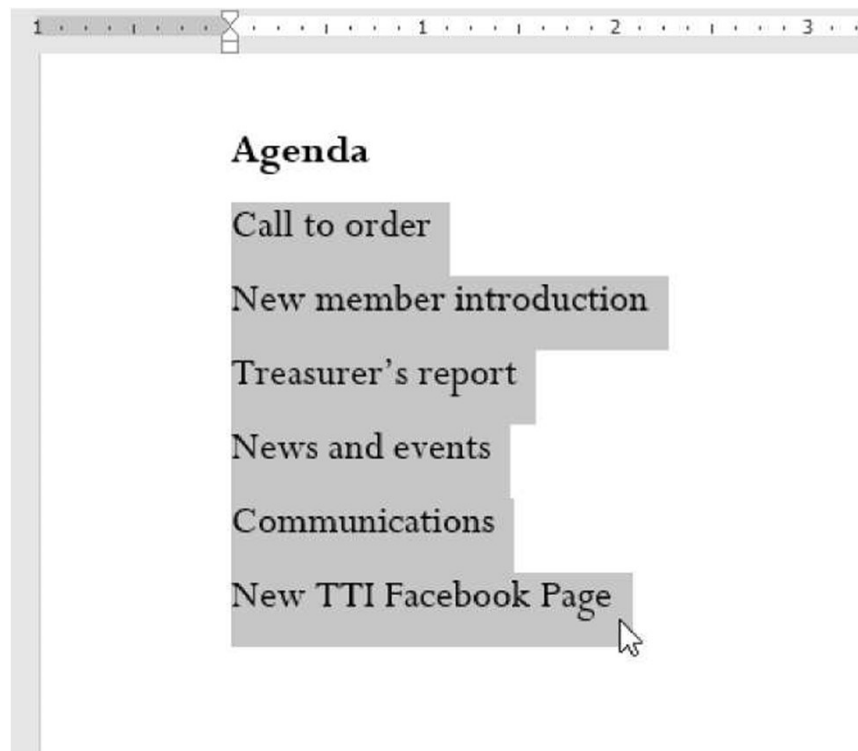
Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

Optional: Download our [practice document](#).

Watch the video below to learn more about lists in Word.

### To create a bulleted list:

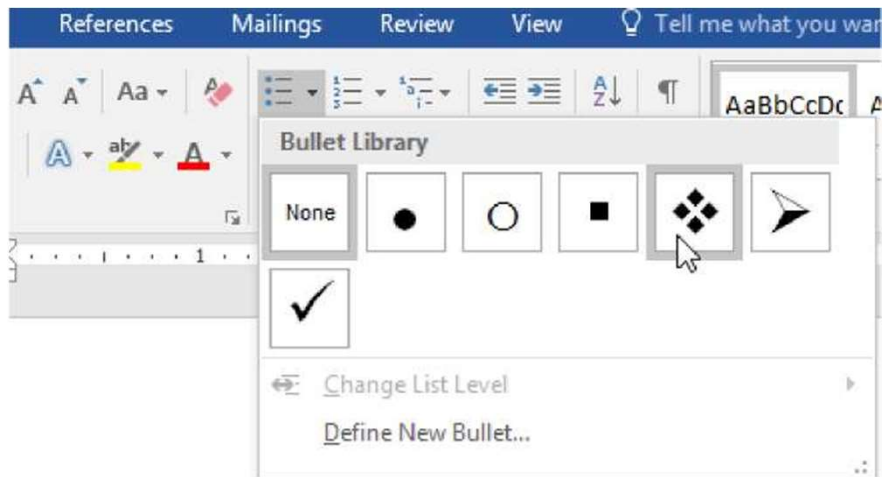
1. Select the text you want to format as a list.



2. On the **Home** tab, click the **dropdown arrow** next to the **Bullets** command. A menu of bullet styles will appear.



3. Move the mouse over the various bullet styles. A live preview of the bullet style will appear in the document. Select the bullet style you want to use.



4. The text will be formatted as a bulleted list.



## Agenda

- \*+\* Call to order
- \*+\* New member introduction
- \*+\* **Treasurer's report**
- \*+\* News and events
- \*+\* **Communications!**
- \*+\* New TTI Facebook Page

## Options for working with lists

- To remove numbers or bullets from a list, select the list and click the **Bulleted** or **Numbered list** command.
- When you're editing a list you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.
- By dragging the indent markers on the Ruler, you can customize the indenting of your list and the distance between the text and the bullet or number.

### Agenda

- ❖ Call to order
- ❖ New member introduction
- ❖ Treasurer s report News
- ❖ and events C ommimi
- ❖ cations New TTI Facebook
- ❖ Page

## To create a numbered list:

When you need to organize text into a **numbered** list, Word offers several **numbering** options. You can format your list with **numbers**, **letters**, or **Roman numerals**.

1. Select the text you want to format as a list.

..... 1. .... 2'.

## **Farewell dinner preparation**

Book venue (San Francisco Radix Gardens)

Contact vendors

Book San Diego Quintessential Quartet

Book Moment of Melody Children's Choir

Send invitations

Approve location set up

Arrange seating placards

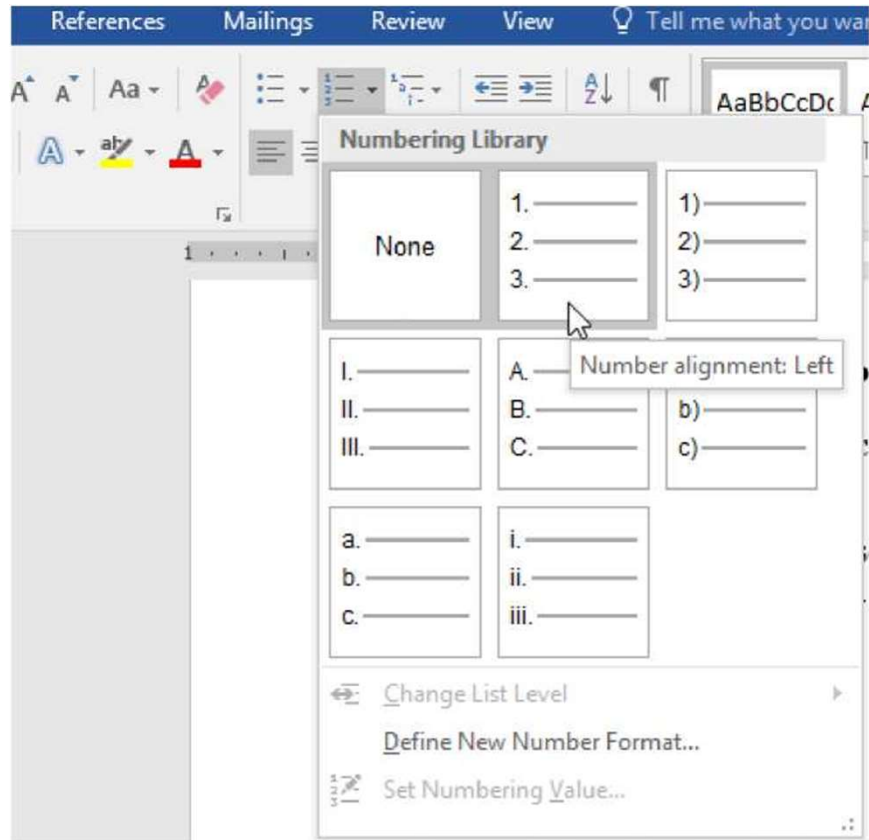
Setup podium

b

2. On the **Home** tab, click the **dropdown arrow** next to the **Numbering** command. A menu of numbering styles will appear.



3. Move the mouse over the various numbering styles. A live preview of the numbering style will appear in the document. Select the numbering style you want to use.



4. The text will format as a numbered list.

### **Farewell dinner preparation**

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations
6. Approve location set up
7. Arrange seating placards
8. Setup podium

To restart a numbered list:

If you want to restart the numbering of a list, Word has a **Restart at 1** option. It can be applied to **numeric** and **alphabetical** lists.

1. Right-click the **list item** you want to restart the numbering for, then select **Restart at 1** from the menu that appears.

I " " " ■ V ■ A ■ ■ ■ 1 ■ ■ ■ I  
 ■ ■ ■ 2 ■ ■ ■ I

### Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children’s Choir
5. Send invitations

### Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium

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B / u -		*- V	Styles

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Options:

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J,— Restartatl  
 ' \_2l Continue Numbering Set

Numbering Value

Font,,	
A	
Paragraph,,	
Smart Lookup	
Synonyms	▶
Translate	

Hyperlink...

£1 New Comment

2. The list numbering will restart.

<.....1.....

### **Farewell dinner preparation**

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

### **Day of the dinner**

1. Approve location set up
2. Arrange seating placards
3. Setup podium

You can also set a list to continue numbering from the previous list. To do this, right-click and select **Continue Numbering**.

## Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir

j. Send invitations

## Day of the dinner

1. Approve location
2. Arrange seating
3. Setup podium

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			Styles

l=@] Copy ]Qj Paste

Options:

it a "A

Continue Numbering  
Adjust List Indents...

Set Numbering Value,

A Font...

=^f Paragraph...

JD SmartLookup

Synonyms Sjg

Translate ^

Hyperlink...

P New Comment

# Customizing bullets

Customizing the look of the bullets in your list can help you emphasize certain list items and personalize the design of your list. Word allows you to format bullets in a variety of ways. You can use **symbols** and different **colors**, or even upload a **picture** as a bullet.



## To use a symbol as a bullet:

1. Select an existing list you want to format.

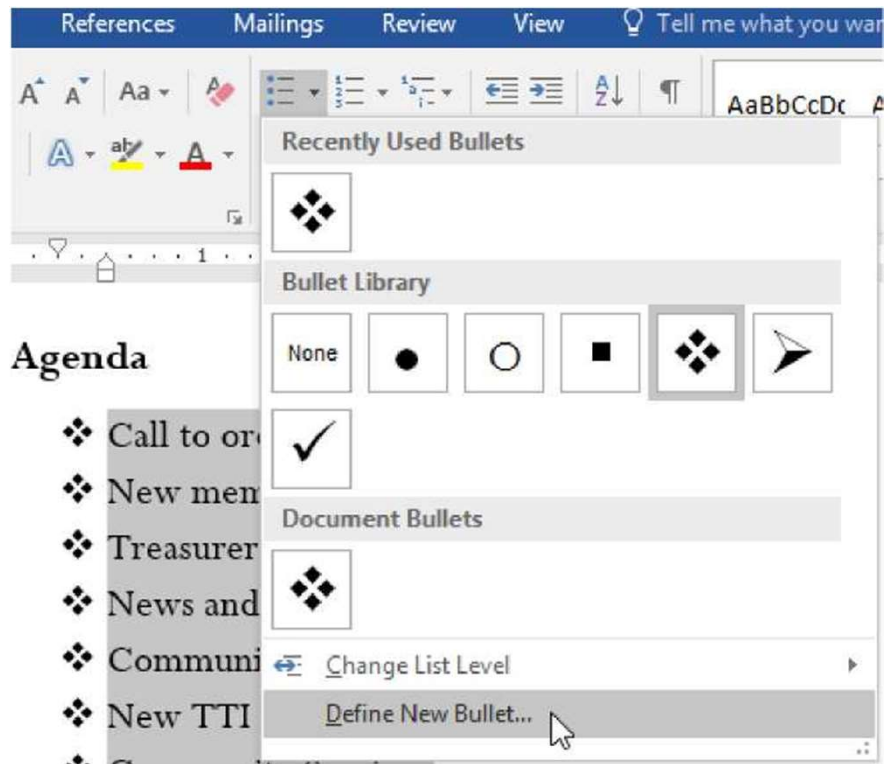


### **Agenda**

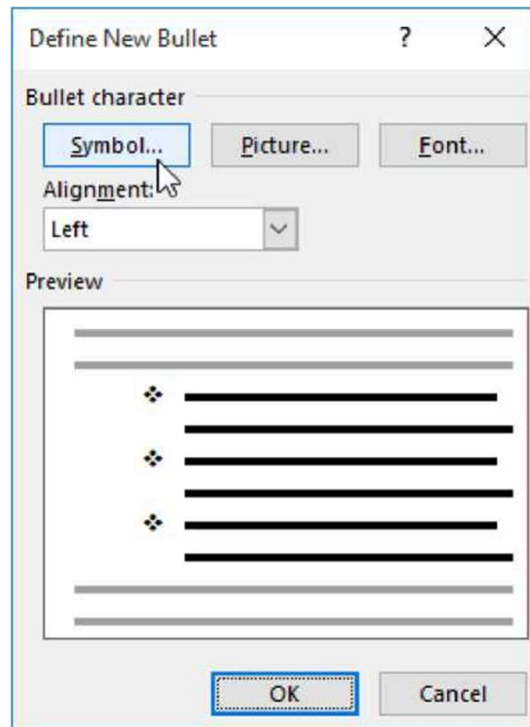
- \*+\* Call to order
- \*+\* New member introduction
- \*+\* Treasurer's report
- \*+\* News and events
- \*+\* Communications
- \*+\* New TTI Fac ebook Page
- \*+\* Community Service
- \*+\* Fundraising
- \*+\* Chair's Report
- \*+\* Adjournment

Additional Notes: ^

2. On the **Home** tab, click the **dropdown arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



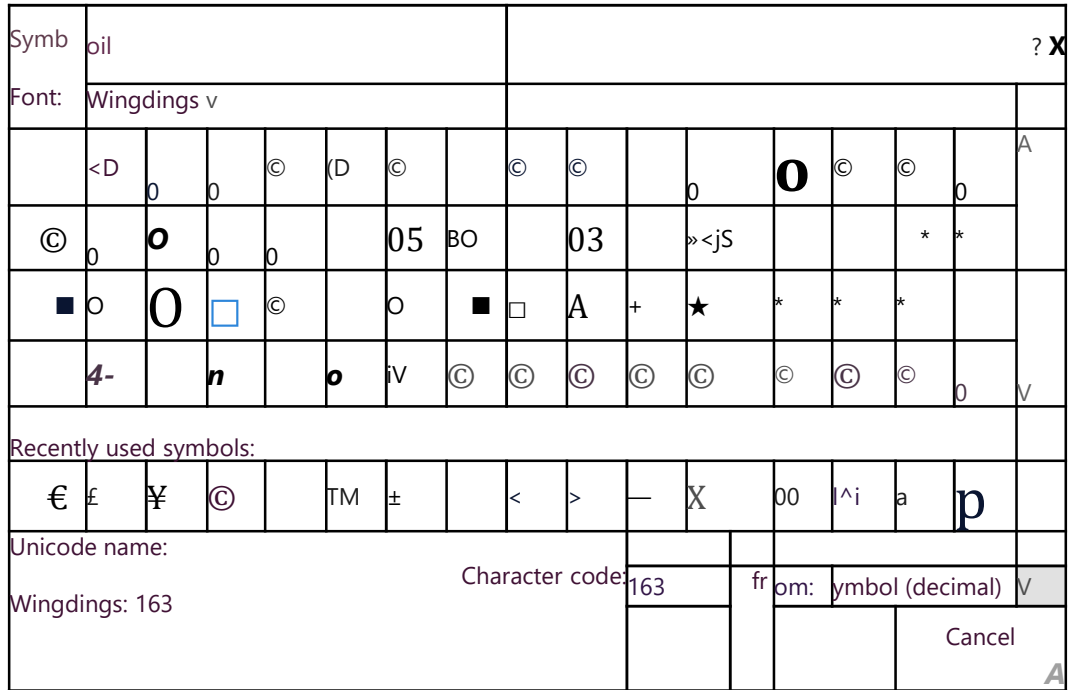
3. The **Define New Bullet** dialog box will appear. Click the **Symbol** button.



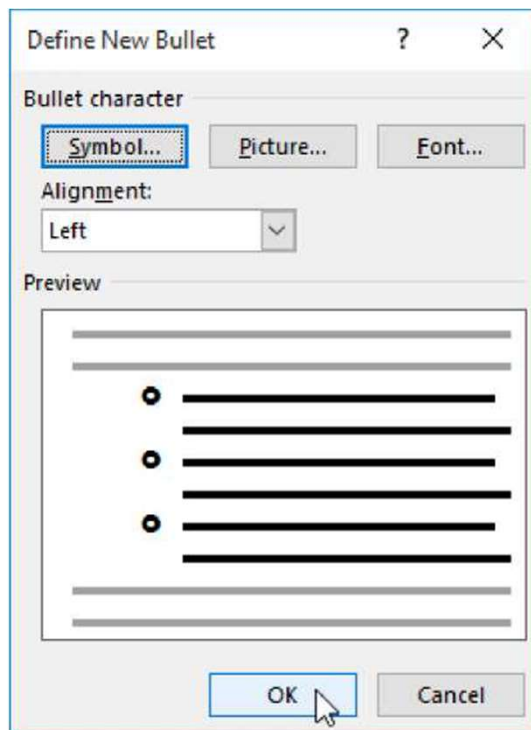
4. The **Symbol** dialog box will appear.
5. Click the **Font** drop-down box and select a font.

The **Wingdings** and **Symbol** fonts are good choices because they have many useful symbols.

6. Select the desired symbol, then click **OK**.



7. The symbol will appear in the Preview section of the Define New Bullet dialog box. Click **OK**.



8. The symbol will appear in the list.



## Agenda

- Call to order ○ New member introduction ○
- Treasurer's report ○ News and events ○ Communications ○
- New TTI Facebook Page ○
- Community Service ○
- Fundraising ○ Chair's Report
- Adjournment

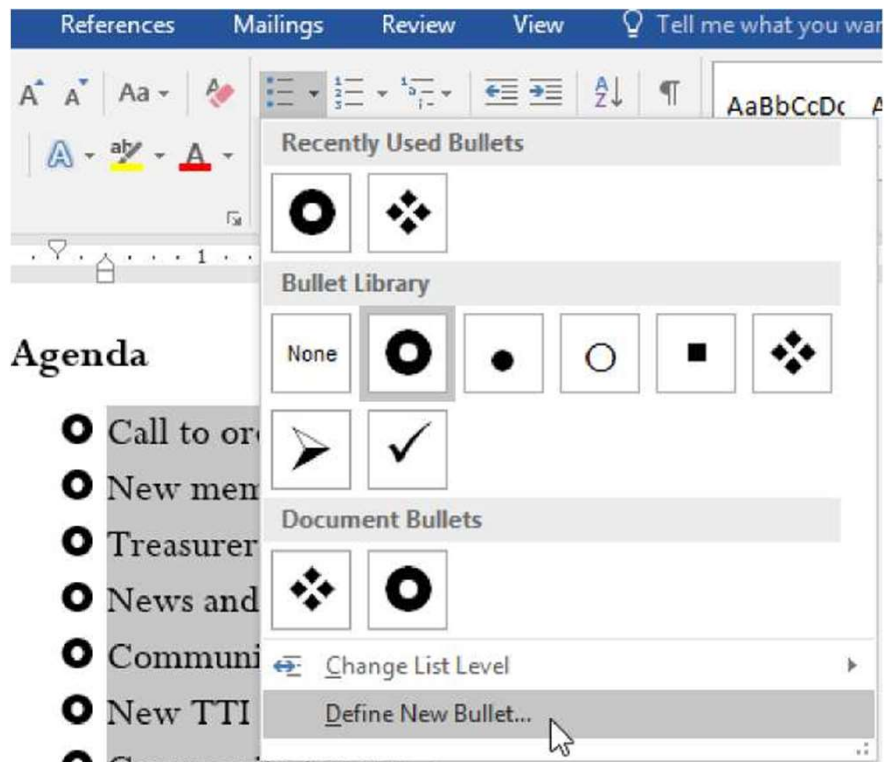
Additional Notes:

## To change the bullet color:

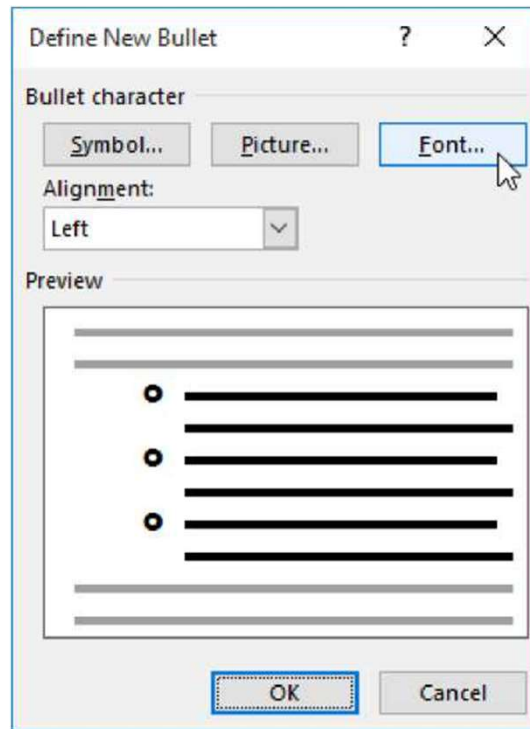
1. Select an existing list you want to format.

Agenda	
○	Call to order
○	New member introduction
○ ○ ○	Treasurer's report News and events Communications
○ ○	New TTI Facebook Page Community Service
○ ○ ○	Fundraising Chair's Report Additional Notes

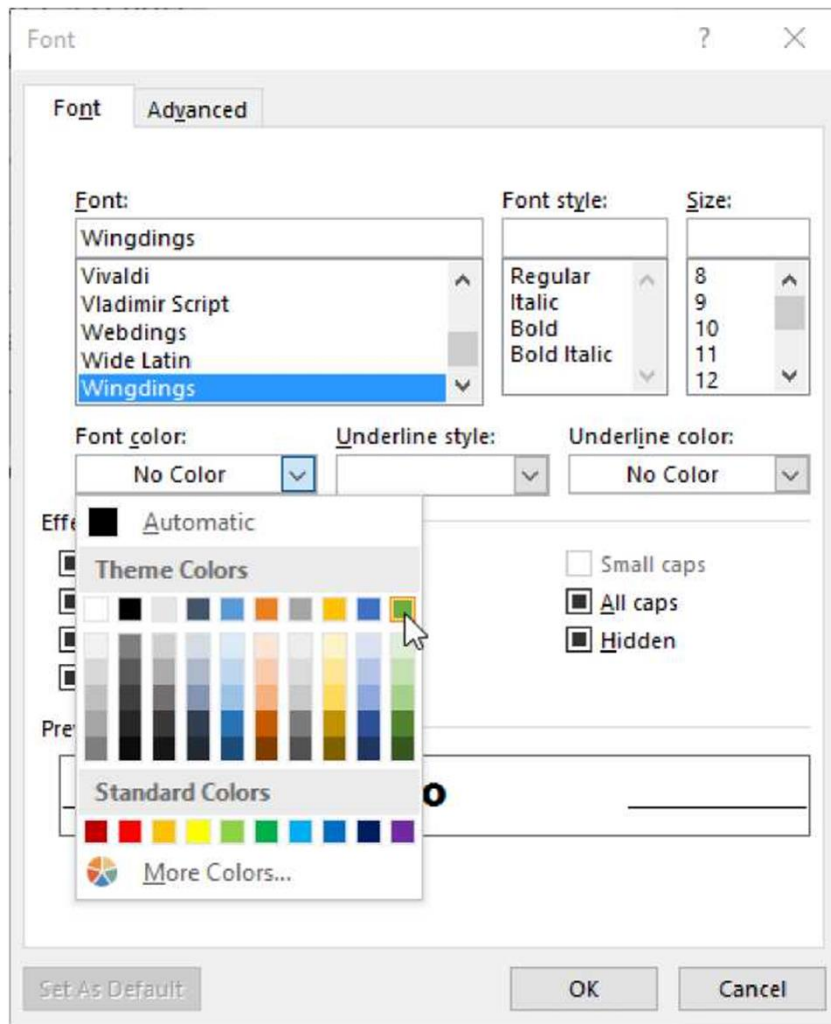
2. On the **Home** tab, click the **dropdown arrow** next to the **Bullets** command. Select **Define New Bullet** from the drop-down menu.



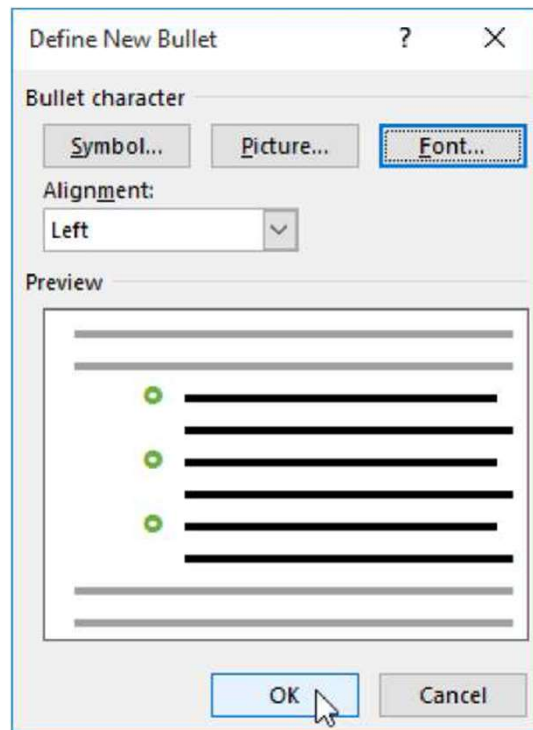
3. The **Define New Bullet** dialog box will appear. Click the **Font** button.



4. The **Font** dialog box will appear. Click the **Font Color** drop-down box. A menu of font colors will appear.
5. Select the desired color, then click **OK**.



6. The bullet color will appear in the Preview section of the Define New Bullet dialog box. Click OK.



7. The bullet color will change in the list.

### **Agenda**

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:



# Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. Any bulleted or numbered list can be turned into a multilevel list by using the **Tab** key.



## Agenda

- Call to order ○ New member introduction ○
- Treasurer's report ○ News and events
- o Announcement of Chair 's retirement ■ Farewell
- dinner o Oak Park Dedication O International
- Arborists Association ○ Communications ○ New
- TTI Fac ebook Page ○ Community Service
- o J Pelham Urban Garden o Volunteer service day
- Grove Memorial
- o Montrose Arboretum education project

## To create a multilevel list:

1. Place the **insertion point** at the beginning of the line you want to move.



## Agenda

- Call to order
- New member introduction Treasurer's
- report News and events
- Announcement of Chair 's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- C omnm ications
- New TTI Facebook Page
- Community Service
- 

2. Press the **Tab** key to increase the indent level of the line. The line will move to the right.



## Agenda

- Call to order
- New member introduction Treasurer's report
- News and events
- o Announcement of Chair's retirement
- Farewell dinner Oak Park Dedication
- International Arborists Association
- Communications New TTI Facebook Page
- Community Service
- 
- 
-

# To increase or decrease an indent level:

You can make adjustments to the organization of a multilevel list by increasing or decreasing the indent levels. There are several ways to change the indent level.

- To **increase** the indent by **more than one** level, place the insertion point at the beginning of the line, then press the **Tab** key until the desired level is reached.

i.....!■ ■ .3..I...3- ■■i■.-4-

## Agenda

- Call to order ○ New member introduction ○
- Treasurer's report ○ News and events
- o Announcement of Chair's retirement ■
- [Farewell dinner o Oak Park Dedication O
- International Arborists Association ○
- Communications ○ New TTI Facebook Page ○
- Community Service

- To **decrease** the indent level, place the insertion point at the beginning of the line, then hold the **Shift** key and press the **Tab** key.

## Agenda

- Call to order ○ New member introduction ○ Treasurer's report ○ News and events
  - o Announcement of Chair's retirement o [Farewell dinner o Oak Park Dedication o International Arborists Association ○ Communications ○ New TTI Facebook Page ○ Community Service

- You can also increase or decrease the levels of text by placing the insertion point anywhere in the line and clicking the **Increase Indent** or **Decrease Indent** commands.



When formatting a multilevel list, Word will use the default bullet style. To change the style of a multilevel list, select the list, then click the **Multilevel list** command on the **Home** tab.

