

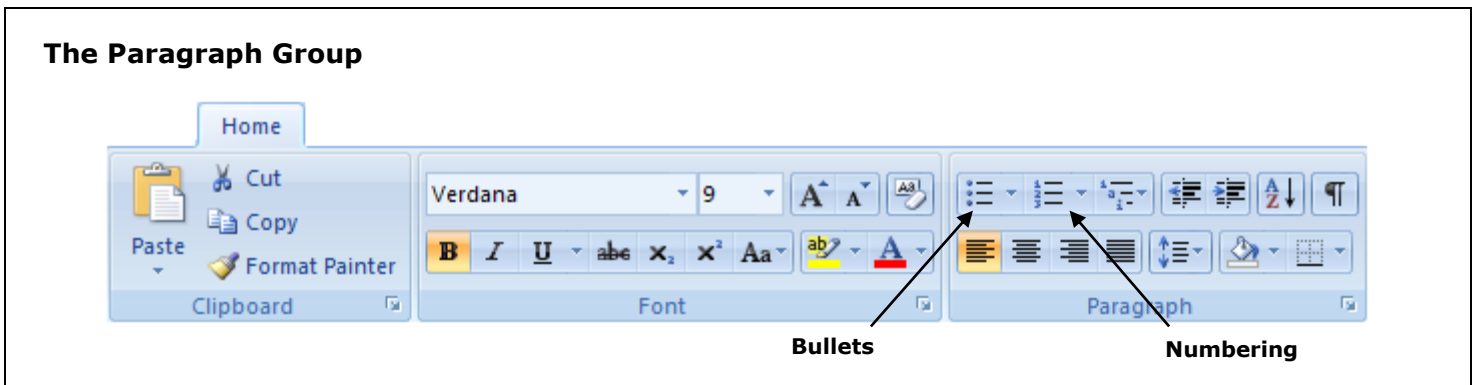
Bullets are useful because:

- they help you make a list like this;
- they make the items in your list stand out clearly.

Numbering can also be useful:

1. if you want to put the items from your list in a particular order;
2. if you want to write numbered instructions.

The **icons** used to set these options can be found in the '**Paragraph**' group under the '**Home**' tab.



Task 1 – Bullets

- Open the file '**WB – Text**'. If you do not have this file, then work in the blank document that appears when you start the Word application. Start a new paragraph.
- Click on the '**Bullets**' icon and type Passage 1a.

Passage 1a

- This text has been placed next to a bullet so that it stands out.

- Press the '**Enter**' key to start the next bulleted line. Type Passage 1b.

Passage 1b

- This text also stands next to a bullet.

- Press the '**Enter**' key twice to stop using bullets. Type Passage 1c.

Passage 1c

This text does not use bullets.

- If you have followed the instructions, then you should get the following text:

- This text has been placed next to a bullet so that it stands out.
- This text also stands next to a bullet.

This text does not use bullets.

- Save your work.

Task 2 – Numbering

- a. Click on the 'Numbering' icon and type Passage 2a.

Passage 2a

1. This text has been numbered.

- b. Press the 'Enter' key to start the next numbered line. Type Passage 2b.

Passage 2b

2. Numbering helps you put points or instructions in a particular order.

- c. Press the 'Enter' key twice to stop using numbering. Type Passage 2c.

Passage 2c

This text does not use numbering.

- d. If you have followed the instructions, then you should get the text below. Save your document.

1. This text has been numbered.
2. Numbering helps you put points or instructions in a particular order.

This text does not use numbering.

Advanced Bullets and Numbering

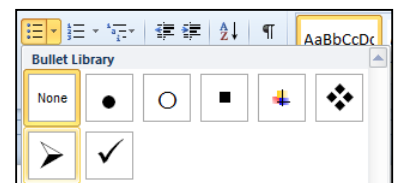
You may want to use another system of labels for your points. e.g.

- a) Letters like these
- b) (this is still described as 'Numbering', even though letters are used).

or

- ❖ Small graphics like these
- ❖ (still described as bullets).

To use these other bullet and numbering designs, select the drop down menu next to the bullet or numbering icon and click on your choice of design.



Skipping Lines

Sometimes you may wish to write a line of text that is not part of the numbering series. The easiest way to do this is to make the line part of the series to start off with, then delete the number from the beginning of the line.

- b. Type the complete list including the line you want to skip.

1. This is the first list item.
2. This is not a list item.
3. This is the second list item.

- a. Place the cursor before the text on the second line and press the 'Backspace' key.

1. This is the first list item.
This is not a list item.
2. This is the second list item.