The best way to call attention to a list of items is to add bullets or numbers to the list. A bullet should be used when the items don't have to be in any particular order. Numbers should be used when a list needs to be ordered.

**Create Bulleted List**

- Click the area where the bulleted list is to be created.
- Click the Home Tab, if necessary.
- In the Paragraph Group, click the Bullets button (see illustration at right).
- Type an item for the list.
- Press Enter to move to the next line and insert a new bullet.
- Type another item into the list and press Enter.
- Continue this process until all the items are in the list.
- When all the items have been entered, do one of the following:
  - Press Enter and then click the Bullets button in the Paragraph Group.
  - Press Enter twice to end the list.

**Create Numbering List**

- Click in the area where the numbered list is to be created.
- Click the Home Tab.
- In the Paragraph Group, click the Numbering button (see illustration at right).
- Type an item for the list.
- Press Enter to move to the next line and insert a new number.
- Type the next item in the list and press Enter.
- Continue this process until all the items in the list are numbered.
- When all the items have been entered, do one of the following:
  - Press Enter once and then click the Numbering button in the Paragraph Group.
  - Press Enter twice to end the list.

**Apply Bullets or Numbers to a Pre-Existing List**

It is possible to apply bullets or numbers to a list that has already been keyed into a document. To do this:

- Select the text that the bullet or number is to be applied to.
- Click the Home Tab.
- Click the Bullets button or the Numbering button in the Paragraph Group.

**Switch Between Numbered and Bulleted Lists**

- Select the list that is to be changed.
- Click the Home Tab.
- Click either the Numbering or Bullet button in the Paragraph Group.
- The list will change automatically to whatever option is selected.