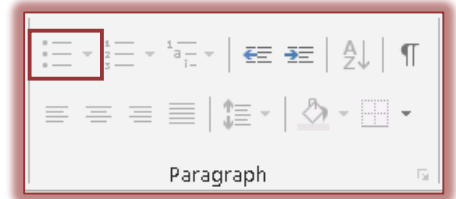


Create Bullet or Numbering List

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.

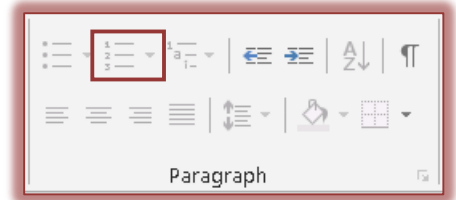
Create Bulleted List

- † 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.