

*Microsoft Word 2003*  
*Simple*  
*Automatic Numbering*  
*and*  
*Bulleted lists*

*Created by*  
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# INTRODUCTION

As in past version of Word, Microsoft® Word 2003 includes the feature of **Automatic Numbering** and **Bulleted Lists**. This lesson will teach you how to control these two features in a Word document.

There are several methods for putting automatic numbering into a document. This lesson will focus on the most common method used for numbered or bulleted lists.

## STARTING YOUR LIST

### Automatic Numbering

The three most common methods to start an automatic numbering list are (1) using the icon, (2) using the menu option, or (3) using keystrokes.

#### Using the Numbering Icon

The most obvious way to start a simple 1, 2, 3 list is to place your cursor where you want to insert the first number and click on the **Numbering** icon found on the Formatting Toolbar.



This will produce a simple numbered list using the last numbering scheme set (you will learn to set the numbering scheme later). The first number will be inserted into your document. After typing the text to follow the first number and pressing enter, the second number will appear.

1. Mercedes
- 2.

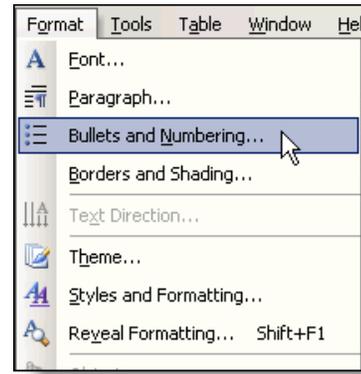
Here is a sample of the numbered list you may get:

1. Mercedes
2. Jaguar
3. Lexus
4. BMW
5. Porsche

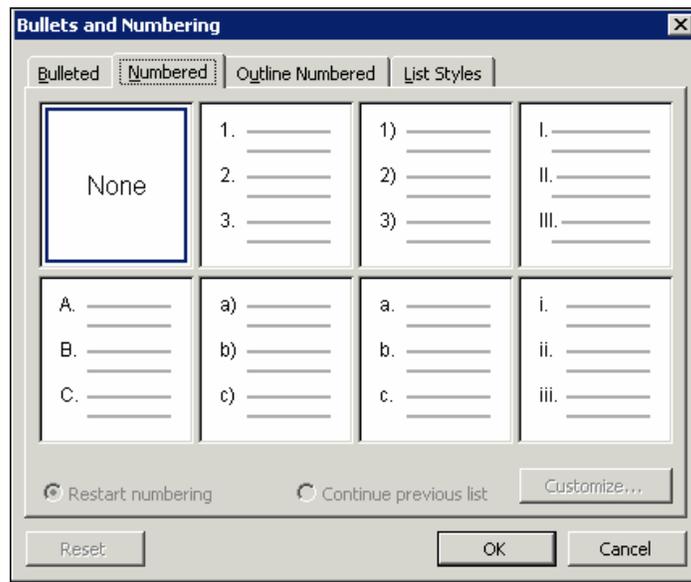


## Using the Menu

The **Automatic Numbering** feature on the Menu bar is found under Format. This is where you will have complete control over the number.

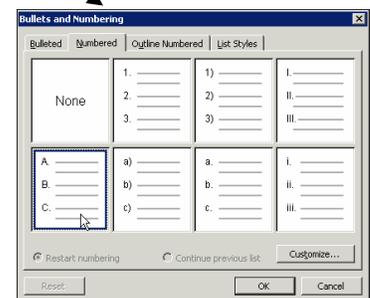


When you click on Format and then select Bullets and Numbering from the Menu list, this window will pop up. The first time you use this feature it will look very similar to this:



Click on the desired numbering scheme to start your numbered list. For this example, we will choose A., B., C. By clicking on the box with the A., B., C., list in it you will get a numbering list like the one below:

- A. Fillet Mignon
- B. T-Bone
- C. New York
- D.



## Using Keystrokes

Microsoft® Word 2003 comes preset to allow automatic numbering by simply typing the number one, pressing tab and then typing the text for the first number. When you press enter, you will automatically get the second number. Here are the steps:

- 1.<Tab>Diamond<Enter>

The next number to come up will automatically follow the one typed to start the list, if you typed a “1, the next number will be “2;” if you typed an “A,” the next number will be “B,” is you typed an “i,” the next number would be “ii” or an “a.” the next number would be “b,” etc. Here is a sample using this method:

1. Diamond
2. Emerald
3. Ruby

Remember once the automatic list has started, simply pressing enter will give you the next number.

## Stop the Automatic Numbering

Any time the **Automatic Numbering** feature is turned on in a document the icon on the Format Toolbar will appear as though someone has pressed it, like a button. Like this:



To stop the **Automatic Number**, no matter what method you used to start it, simply click on the **Automatic Number** icon on the Format Toolbar to turn it off. When you press enter, the numbers will no longer appear and the icon will then appear like this:



You will find there are other ways to stop the **Automatic Numbering**, however, start with this one and as you find others that fit your style of typing, use them. There is no right or wrong way to do this, there are simply different ways.

## Bulleted Lists

**Bulleted Lists** are started with similar methods as those used for **Automatic Numbering**.



## Using the Bullets Icon

The most obvious way to start a simple bulleted list is to place your cursor where you want to insert the first bullet and click on the **Bullets** icon found on the Formatting Toolbar next to the **Numbering** icon.



This will produce a simple bulleted list using the last bullet scheme set. The first bullet will be inserted into your document. After typing what you want for the first bullet and pressing enter, the second bullet will appear.

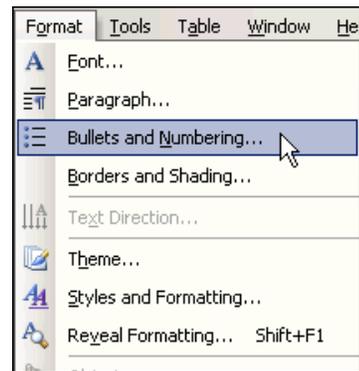
- Mercedes
- 

Here is a sample of the bulleted list you may get:

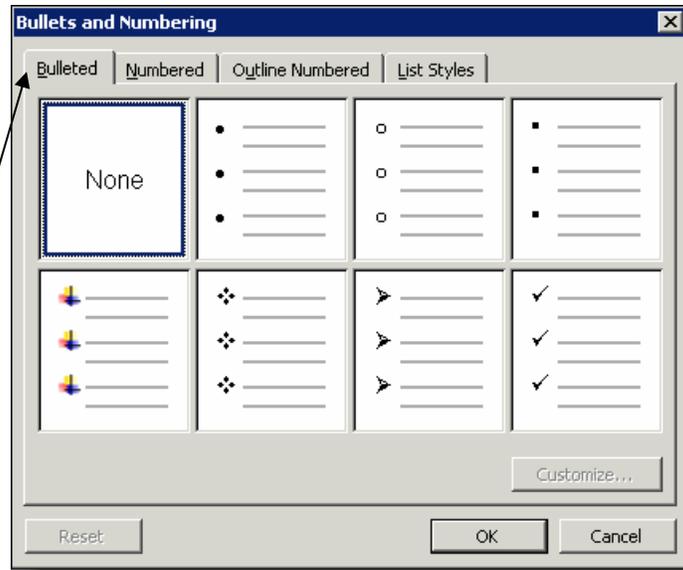
- Mercedes
- Jaguar
- Lexus
- BMW
- Porsche

## Using the Menu

The **Bullets** feature on the Menu bar is found under Format. This is where you will have complete control over the appearance of the bullets used in your list.

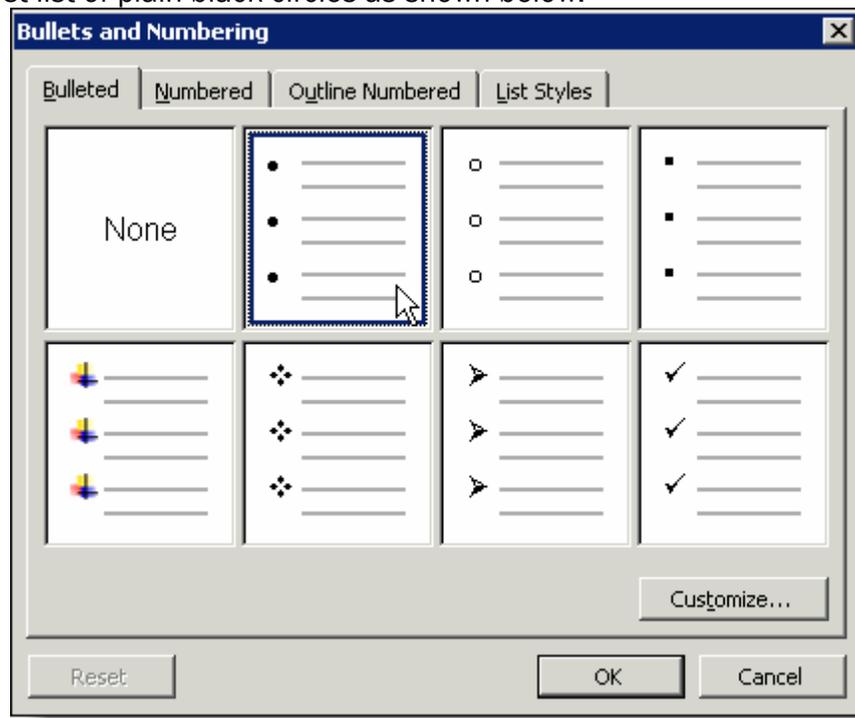


When you click on Format and then select Bullets and Numbering from the Menu list, this window will pop up. The first time you use this feature it will look very similar to this:



You may have to click on the **Bulleted** tab at the top.

Click on the desired bulleting scheme to start your bulleted list. For this example, we will choose the first list of plain black circles as shown below:



- Fillet Mignon
- T-Bone
- New York
- Rib Eye

## Using Keystrokes

Microsoft® Word 2003 comes preset to allow automatic bulleted list by simply typing an asterisk, pressing tab, and typing text for the first bullet. When you press enter, you will automatically get the second bullet. Here are the steps:

\*<Tab>Diamond<Enter>

The next bullet to come up will be identical to the first bullet, like this:

- Diamond
- Emerald
- Ruby

Remember once the automatic bulleted list has started, simply pressing enter will give you the next bullet.

## Stop the Automatic Bullets

Any time the **Automatic Bullets** feature is turned on in a document the icon on the Format Toolbar will appear as though someone has pressed it, like a button.



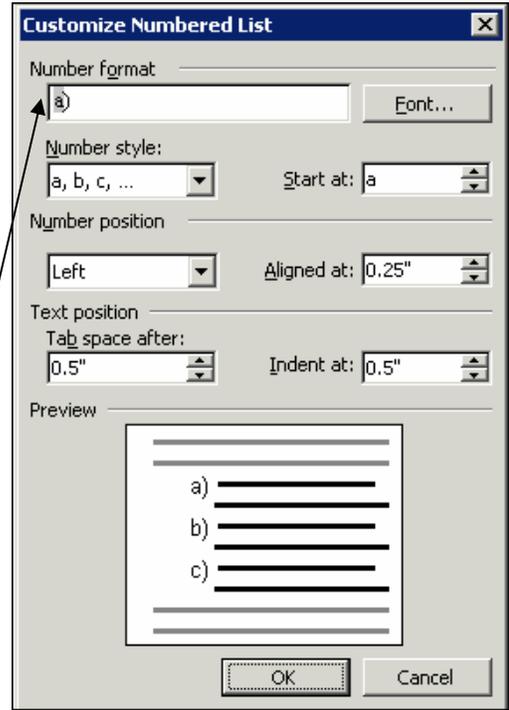
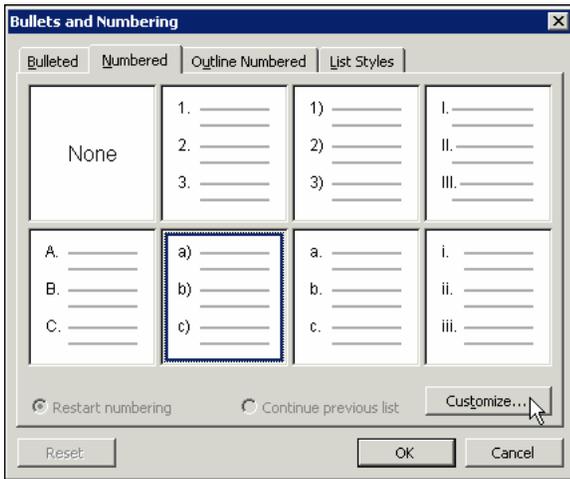
To stop the **Automatic Bullets**, no matter what method you used to start it, simply click on the **Bullets** icon on the Format Toolbar to turn it off. When you press enter, the Bullets will no longer appear and the icon will then appear like this:



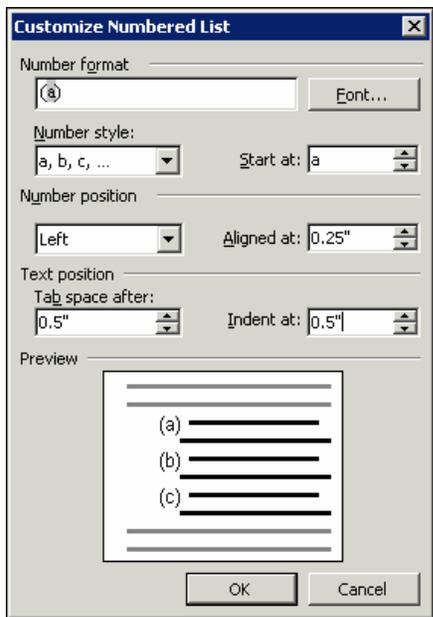
# CUSTOMIZING

## Automatic Numbering

To customize the **Numbered List**, you will need to use the Menu method. Click on Format, Bullets and Numbering, select the numbering scheme that is closest to the scheme you want and then click on **Customize**. These are the windows you will see:



The Customized Numbered List will show the numbering scheme selected in the first window. To customize the number so it has parentheses on both sides of the number simply click in the box under Number format and type a left parenthesis before the a) as illustrated below.



Anything that is going to be constant on each number should be typed directly into the Number format box. In this case the numbered list will appear this way:

- (a) Orange
- (b) Apple
- (c) Banana

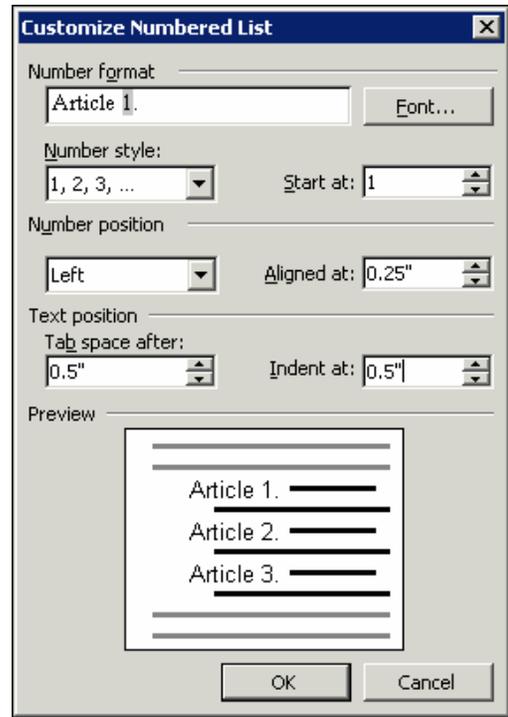
As an example of how this may be further used, consider a numbered list to appear with the word Chapter or Article or Unit before it like this:

- Article 1.
- Article 2.
- Article 3.

To get an automatic list to do this for you, simply type the word Article in front of the 1 (or whatever number scheme you have chosen) in the Number format box. It will look like this:

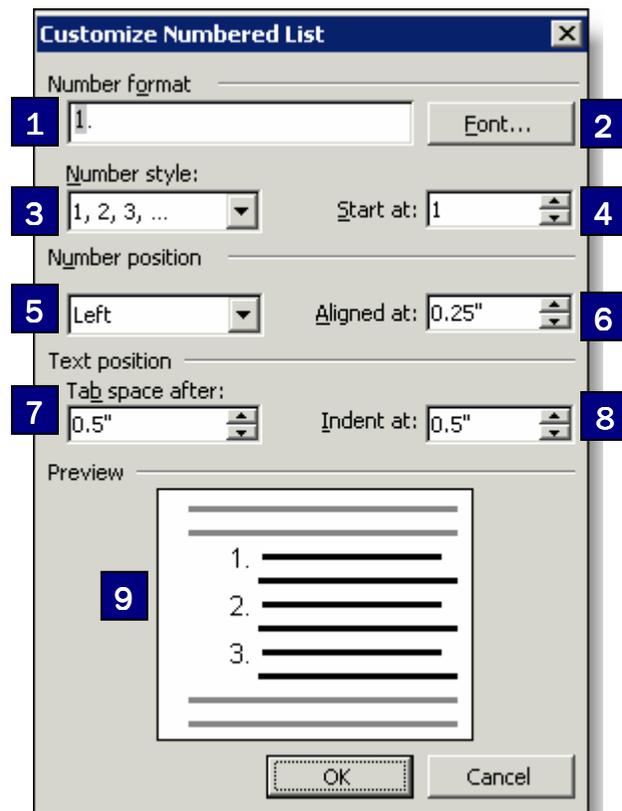
If you do not want the period after the one, delete it from the box under Number format and the list will appear like this:

- Article 1
- Article 2
- Article 3



## Features in the Customize Numbered List Window:

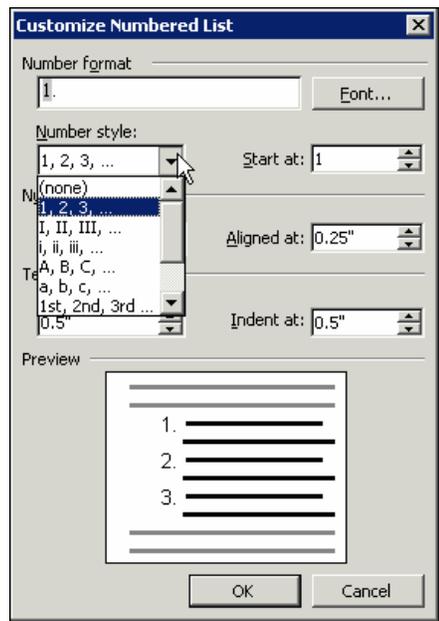
1. The number as it will appear in the list
2. Change the font style of the number
3. Select the number style, i.e., 1, 2, 3 or a, b, c or I, II, III, etc.



4. Indicate what number to start with
5. Indicate Left, Center or Right position for the list
6. Where the number will appear on the text line
7. The amount of space between the number and the first word on the line, is set by the tab
8. Where all subsequent lines of text on the number will appear.
9. Preview of the **Numbered List** settings.

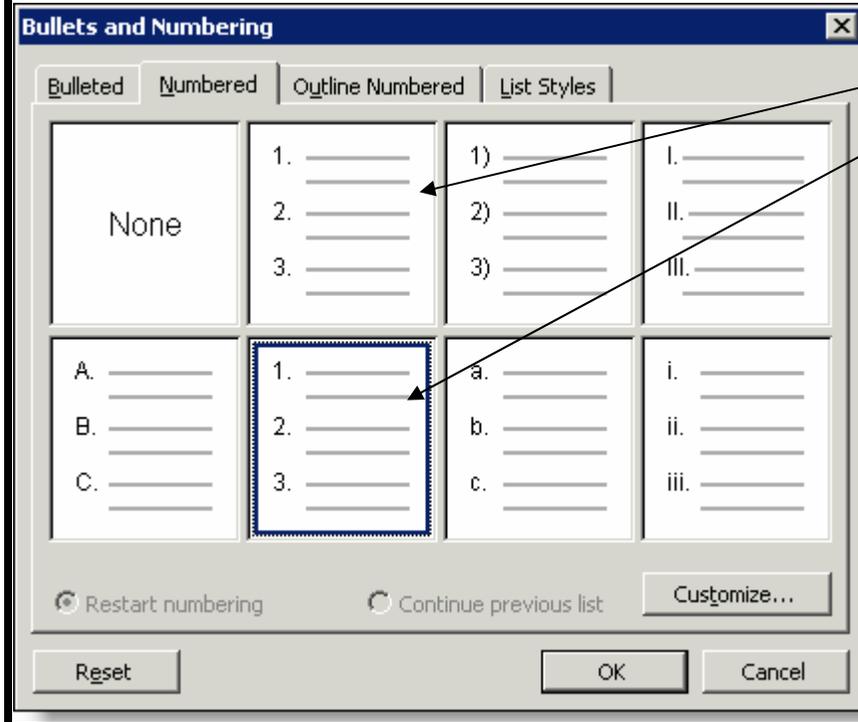
these features use the arrows next to the box to either select the option you want, or change the number in the box to be higher or lower numbers. For number changes, you can also type the number you want directly into the box. The single down arrow next to a box indicates that by clicking on it, you will find a pull down menu displaying more options.

When you click on the **font** box, you will get a separate window with all of the Font features as shown in the Font class. Here is a sample of what you will see when you click on a pull down menu.





**IMPORTANT:** If you have begun your numbered list and you need to go back into the customization window **NEVER** select a numbering scheme again. Word knows what scheme you are working in and will only edit that scheme. If you select another numbering scheme, you will be starting all over. In this example one of the schemes has been customized and there now appear to be two of the same thing:



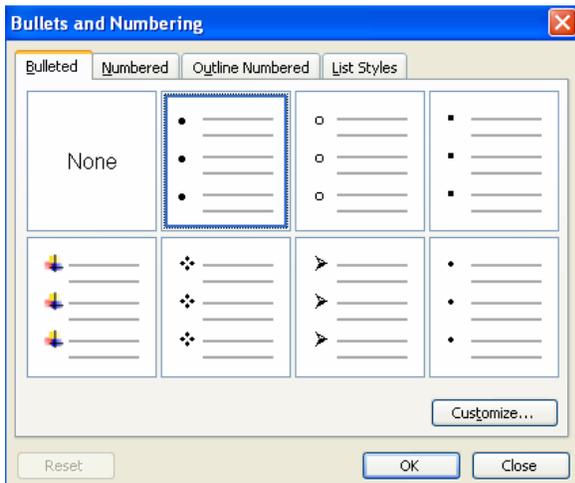
same thing:

If you click on the first set of numbers, which are not highlighted, you will be starting over with your numbering scheme and have to re-customize it.

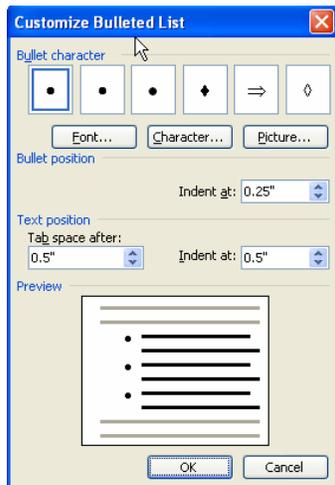
When you are ready to start a new numbered list you can then select a different scheme

## **Bulleted Lists**

To customize the **Bulleted List**, you will need to use the Menu method. Click on Format, Bullets and Numbering, select the numbering scheme that is closest to the scheme you want and then click on **Customize**. These are the windows you will see:



The **Customize Bulleted List** window will come up. In this window you can select a different bullet character, change the font of a character and even select a picture to use as a bullet. Below, I have selected a flower as the picture to use for my bulleted list.



🌹 Roses

🌹 Carnations

🌹 Daisies

To select from any of the 3 options (**Font, Character, or Picture**) click on the appropriate button and locate what you need to make your bullets appear the way you want them to.

Take the advanced Bullets and numbering classes to practice indents, tabs, outline numbering, etc.