

MICROSOFT® WORD

BULLETS AND AUTO NUMBERING

LECTURE

Introduction

We were sitting in the living room with some friends when we began to discuss the classes I am putting on line. Our friend, said, “You will not believe what I found out Microsoft Word can do. If you type in a number and a period and press tab, the next time you press enter, it gives you the next number, automatically.” This class will teach you how to control that feature so it works to your advantage. As nice as it is when you want a numbered list, it can be very irritating if you get a numbered list when you really didn’t want one.

Simple Auto Numbered and Bulleted List

Simple numbered lists can be anything from 1-2-3 to A-B-C. Simple bulleted lists can be anything from the standard dot we are used to seeing to a picture of a chicken. Microsoft will allow you to be as creative as you like when it comes to numbering and bullets. Our goal in this lesson is to get a quick start on how to use auto numbers and bullets and a little bit about how to control them.

One important feature to remember is that anything that is constant for each number, such as a period after the number or parenthesis around the number, should be typed into the format box when customizing the number or bullet. Don’t worry; you will understand when we get to that part of the lesson.

Another example of when an Automatic numbered list is helpful is if you are typing Articles or Chapters or Sections and each consecutive number must be preceded with a word such as **Article**. The word, just as the period or parenthesis, will be typed directly into the customize box as you will see in the lesson.

How they work.

There are three quick methods for starting either a numbered or a bulleted list. (1) Using the icon on the format toolbar, (2) using the menu option under Format, Bullets, and Numbers, or (3) using keystrokes.

We will learn all three methods. You can then use the method that best suits your typing personality or even a combination of the three to accomplish the task at hand.



IMPORTANT: If you have started an auto numbered list and need to go back into the format window for any reason, NEVER select a different numbering scheme or you will be starting all over. Word knows which one you are using and has already highlighted it. I will remind you of this again during the lesson.

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Assignment

Print the documentation that accompanies this lesson and then complete the Let's Do It exercise. E-mail documents as directed in the exercise.