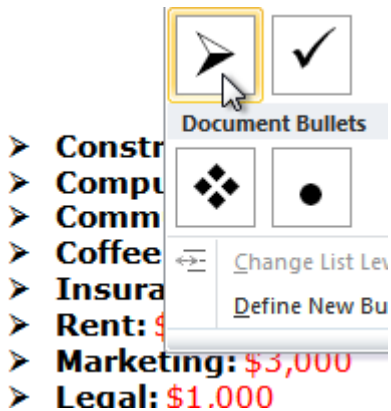


# Working with Lists

## Introduction



Bulleted and numbered lists can be used in your documents to **format, arrange, and emphasize text**. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

## Using bulleted and numbered lists

### Video: Working with Lists in Word 2010

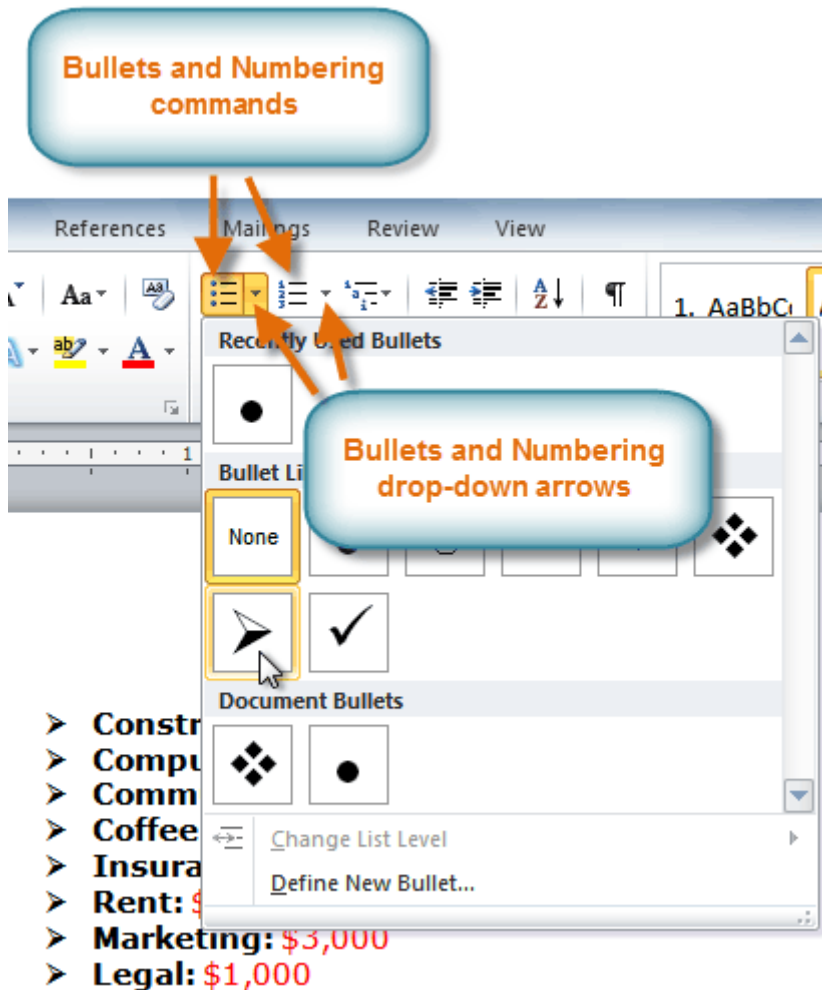


When you want to organize lists in Word, you can format them as either **bulleted** or **numbered** lists. Word offers a variety of bullet options that allow you to customize your lists to suit your needs.

Optional: You can download this [example](#) for extra practice.

## To create a list:

1. Select the text you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the **Home** tab.



3. Select the bullet or numbering style you want to use, and it will appear in the document.
4. To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

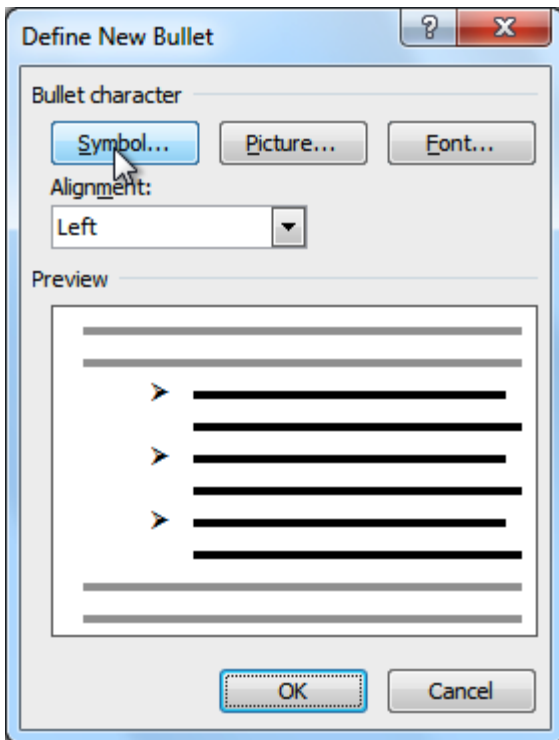
When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to normal formatting.

## Bullet options

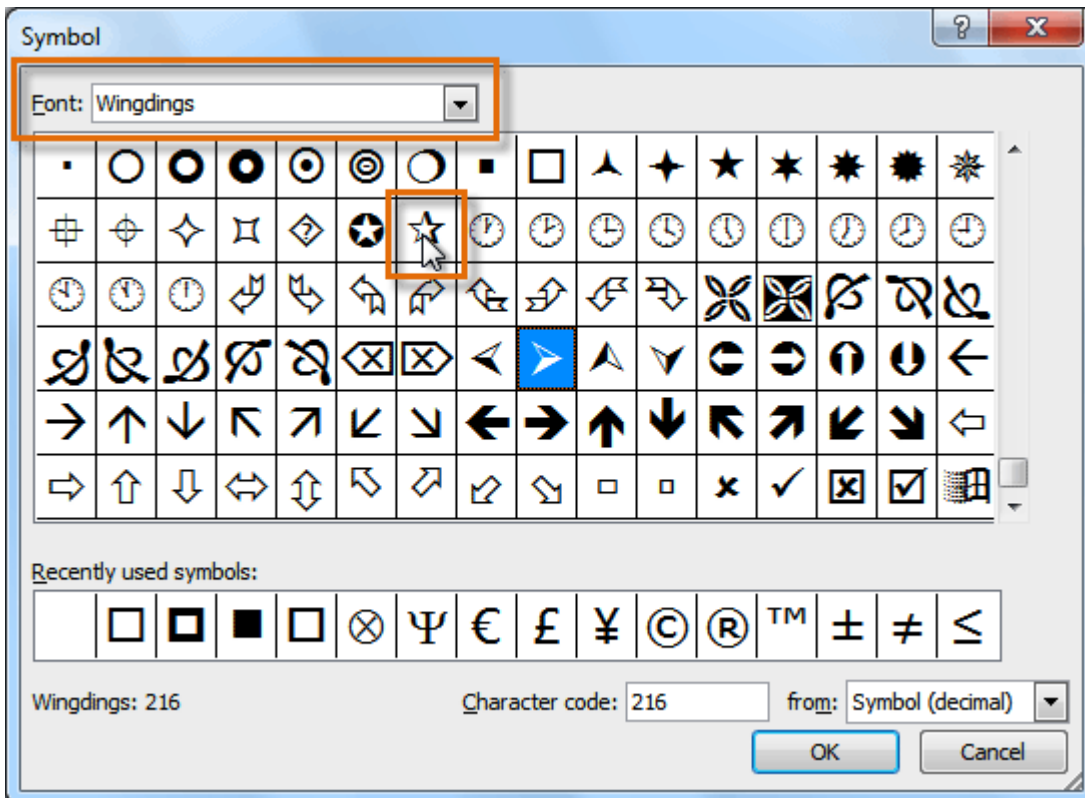
### To use a symbol as a bullet:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.

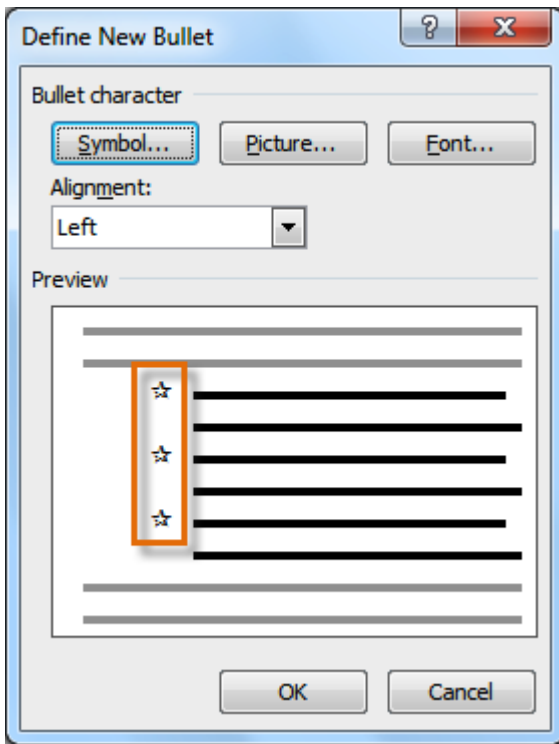
3. Select **Define New Bullet** from the drop-down menu. The Define New Bullet dialog box appears.



4. Click the **Symbol** button. The Symbol dialog box appears.
5. Click the **Font** drop-down box, and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have a large number of useful symbols.



6. Select the desired symbol.
7. Click **OK**. The symbol will now appear in the Preview section of the Define New Bullet dialog box.

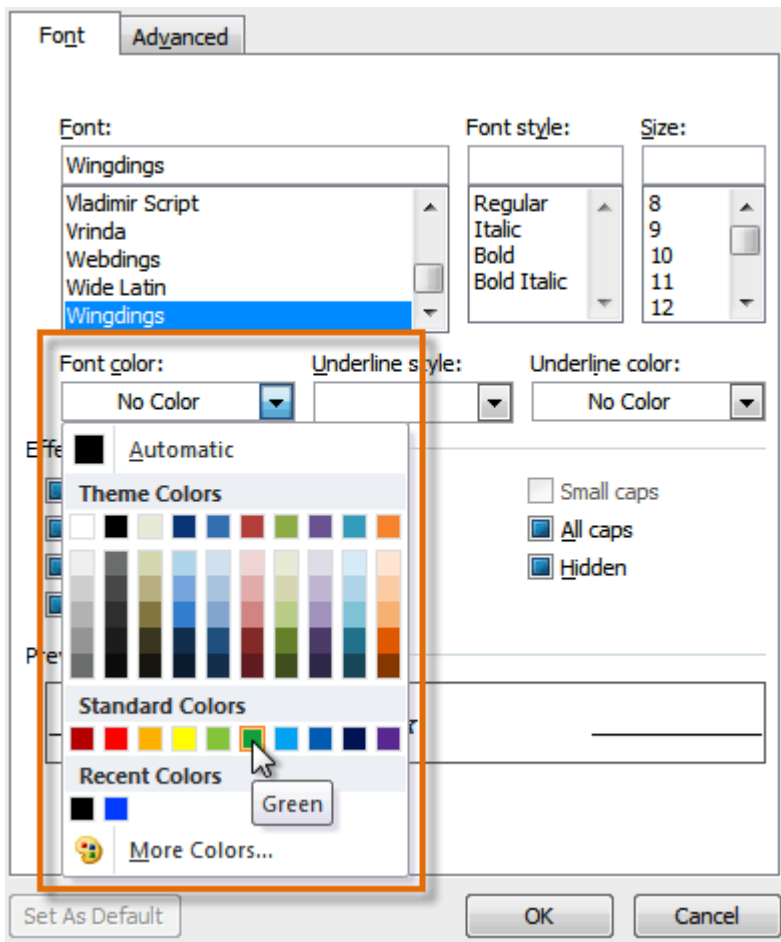


8. Click **OK** to apply the symbol to the list in the document.

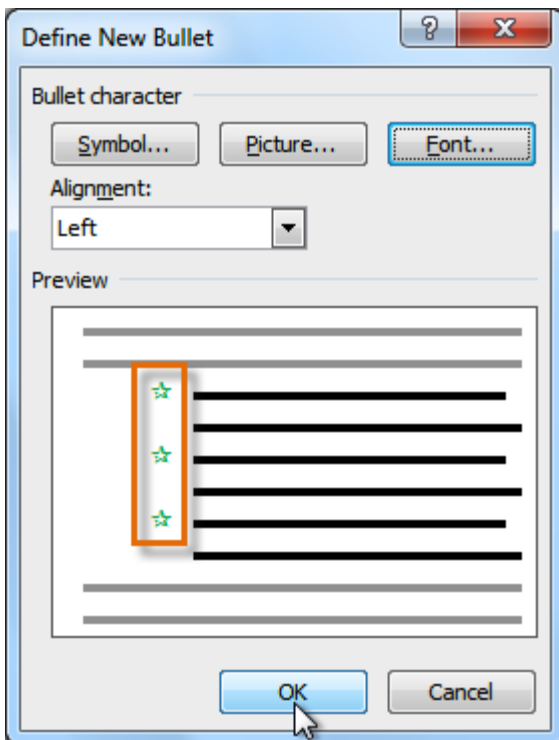
You can use a picture as a bullet. Click the **Picture** button in the Define New Bullet dialog box, then locate the image file on your computer.

## To change the bullet color:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the list. The Define New Bullet dialog box appears.
4. Click the **Font** button. The Font dialog box appears.
5. Click the **Font Color** drop-down box.



6. Click the desired color to select it.
7. Click **OK**. The bullet color will now appear in the Preview section of the Define New Bullet dialog box.



8. Click **OK** to apply the bullet color to the list in the document.

- ☆ **Construction/Remodel: \$20,000**
- ☆ **Computers: \$25,000**
- ☆ **Communication: \$900**
- ☆ **Coffee Equipment: \$12,000**
- ☆ **Insurance: \$800**
- ☆ **Rent: \$10,000**
- ☆ **Marketing: \$3,000**
- ☆ **Legal: \$1,000**

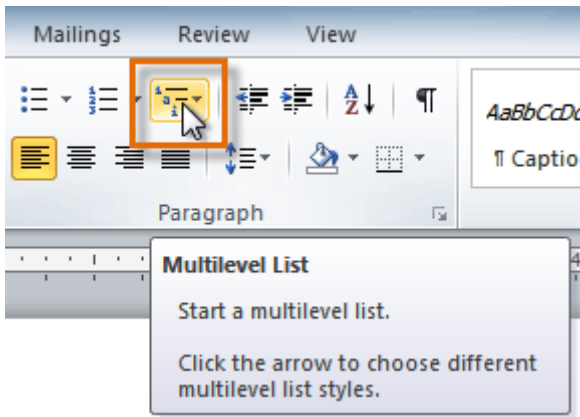
## Multilevel lists

Multilevel lists allow you to create an **outline** with **multiple levels**. In fact, you can turn any bulleted or numbered list into a multilevel list by placing the insertion point at the beginning of a line and pressing the **Tab** key to change the level for that line. You can then use the **Multilevel List** command to choose the types of bullets or numbering that are used.

- ❖ Sporting Equipment
  - Baseball
    - Baseball glove
    - Baseballs
    - Bats
  - Basketball
    - Basketballs
  - Golf
    - Golf clubs
    - Golf balls
- ❖ Miscellaneous Equipment
  - Pool
    - Pool float (small)
    - Pool float (medium)
    - Water volleyball kit
  - Other
    - Hula hoops
    - Horseshoes
    - Sidewalk chalk

## To create a multilevel list:

1. Select the text you want to format as a multilevel list.
2. Click the **Multilevel List** command on the **Home** tab.



3. Click the bullet or numbering style you want to use. It will appear in the document.
4. Position your cursor at the end of a list item, then press the **Enter** key to add an item to the list.

To remove numbers or bullets from a list, select the list, then click the **Bullets** or **Numbering** commands.

## To change the level of a line:

1. Place the **insertion point** at the beginning of the line.



2. Press the **Tab** key to increase the level.



3. Hold **Shift** and press **Tab** to decrease the level.

# Challenge!

1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Format some text as a **bulleted** or **numbered** list. If you're using the example, use the list of New Clients on page 2.
3. Insert a **new numbered list** into the document.
4. Modify the **color** of a bullet.
5. Use the **Tab** key to change the levels of some of the lines.