Word: Lists
Bullets, Numbers, and Outlines

Word Lists: Bullets, Numbers, and Outlines

1.0-hour Zoom / 1.5-hour Classroom

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Rulers

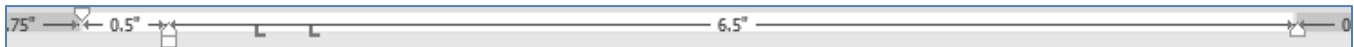The ruler can be an invaluable asset in your organized lists. To turn the rulers on or off, you can click the **Ruler** check box on the Show/Hide group of the View tab.
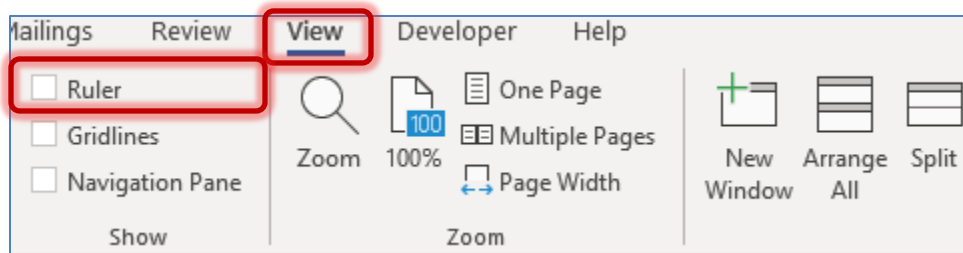
In the ruler, you can change the flow of text by adjusting the indents and tab stops.

Pro Tip: If you hold down the **Alt** key while moving anything on the ruler, you will get an exact measurement.

Tab Stops

The **tab** button on the keyboard creates a tab character (→), which pushes text to the closest "tab stop". Microsoft Word sets default tabs at every half-inch (0.5"), but you can set your own default, and custom build your own. See the Tables 1 handout for more information. There are four basic tab stop alignments.

Left	Center	Right	1234.0
Izquierda	Centro	Derecho	123.40
Links	Zentrum	Rechts	12.340
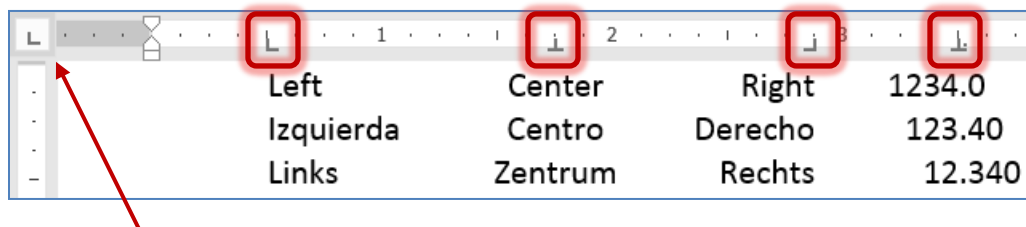
The **Tab Stop Indicator** (⌐) on the far left of your horizontal ruler (just above the vertical ruler) shows what option will be changed/added when you click in the ruler. Each click of the mouse on this button will show a different setting – Left tab stop, Center tab stop, Right tab stop, Bar tab stop, First Line Indent, Hanging indent.

Adding Tabs - Click the tab stop indicator box until you have the desired tab stop showing. Then click on the horizontal ruler where you want to set the tab stop. Aim for the bottom half of the ruler. Click in each location you want the tab stop to be set.

**Deleting Tabs -** To remove a tab stop, drag it out of the ruler.

Editing Tabs - To move the tab stop drag it to the new location in the ruler. Be careful not to let go while your mouse is outside of the ruler or you will remove the tab. Remember your UNDO if it goes crazy. If you want to change the tab stop type or add a leader, you will need to open the **Tab** window. The **Tabs** button is in the bottom left of the **Paragraph** window.

Indents and Spacing
Indentation

The left side of the paragraph can be indented by using these buttons found on the Paragraph group on the Home tab: ⬚ . They will increase or decrease the left indentation of the paragraph by half an inch. You can also move the left indent with the keyboard by selecting the paragraph and pressing **Tab** to increase and **Shift-Tab** to decrease the indentation.

They are also used to change the Outline Level of an organized list, changing a simple bulleted or numbered list into an outline/multilevel list.
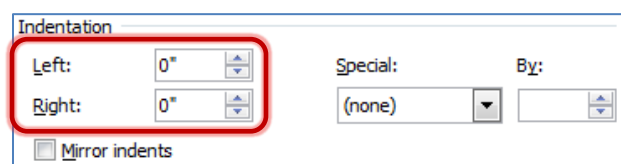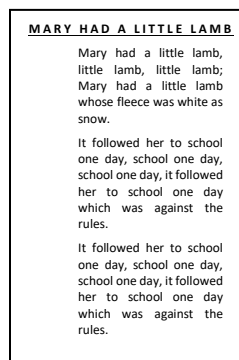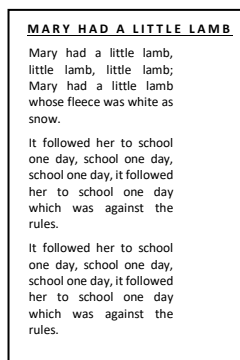

Paragraph Window
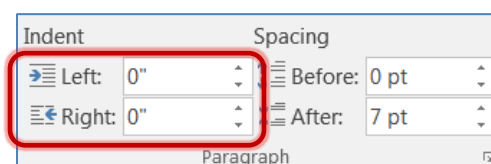
Layout Tab

These methods allow you to adjust the left and right indent. The rulers and Paragraph window can be used to create special indentations.
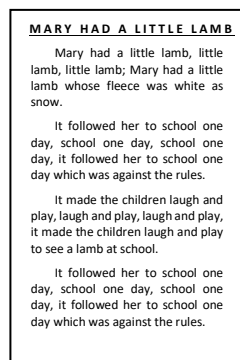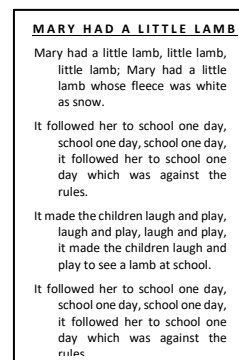
Left Indent	*Right Indent*	*Special* *First Line Indent*	*Special* *Hanging Indent*

In the ruler
The Right Indent has only one part:

🔺 - The triangle is the **Right Indent**, which controls the right side of the paragraph.
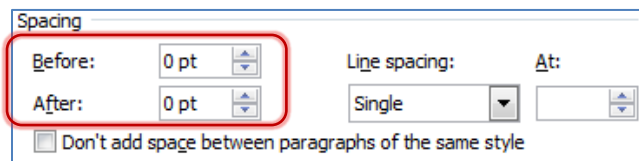
The Left Indent has three parts:

🔻 - The top upside-down triangle is the **First Line Indent**, which controls where only the first line begins.

🔺 - The bottom triangle is the **Hanging Indent**, which controls where the rest of the paragraph begins.

▭ - The bottom rectangle controls the **Left Indent**, which indents the whole paragraph, and moves both the top and bottom triangle.
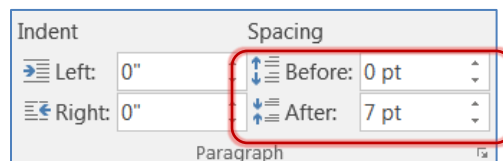
Paragraph Spacing

We can adjust the spacing before and after each paragraph. See the Word Basics 2: Paragraphs handout for more information. The Line Spacing button (▯▯) includes two Paragraph Spacing options, Add/Remove Space Before Paragraph and Add/Remove Space After Paragraph.

Spacing				
Before:	0 pt	Line spacing:	At:	
After:	0 pt	Single		
☐ Don't add space between paragraphs of the same style				

Paragraph Window

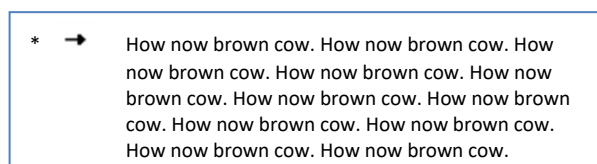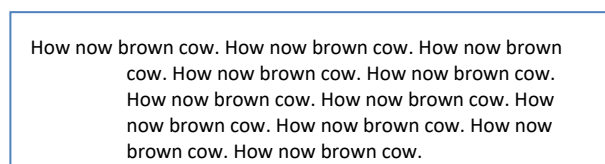| Indent		Spacing	
➜ Left:	0"	↕ Before:	0 pt
➔ Right:	0"	↕ After:	7 pt
		Paragraph	

Layout Tab

If your organized list will not "space out", that is if it's ignoring your Before/After spacing, turn off the **Don't add space between paragraphs of the same style** option in the paragraph window.

Creating Your Own List

Tabs are used in bulleted and numbered lists to show where the text appears after the bullet. If you set a hanging indent format, we can use a tab to have the first line even with the hanging (rest of the) paragraph.

How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow.

*　➔　How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow. How now brown cow.
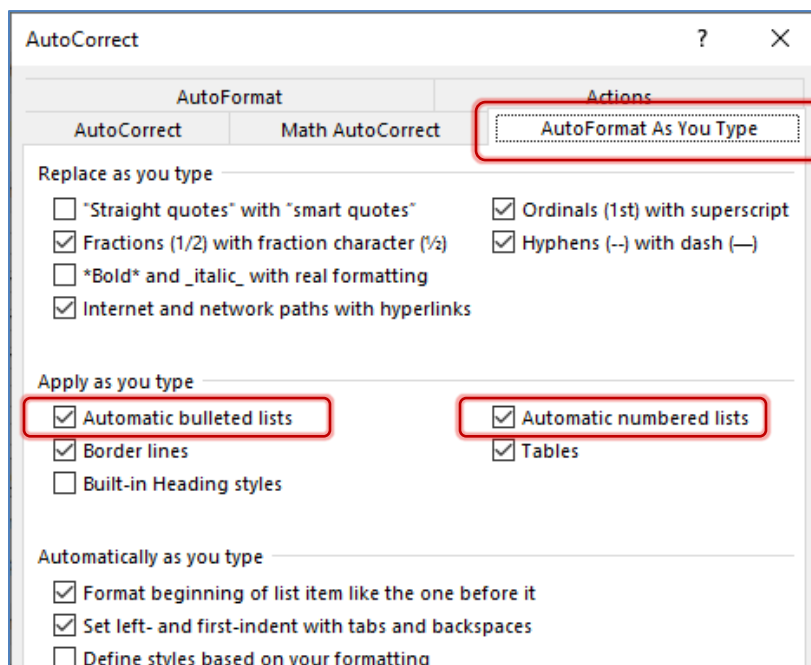

Automatic Lists

Word will try to format a list if we start a paragraph with certain symbols.

- Created by starting with an asterisk *
- Created by starting with a dash –
1. Created by starting with a 1.

If Word starts a list and you don't want it to, you can immediately **Undo** to remove the list format and maintain your symbol.

It is possible to turn off the automatic bullets and numbering. In the Word **Options** under the **File** menu (near the bottom). From the Proofing section, click the **Auto Correct Options…**.

This will open the **AutoCorrect** window. On the **AutoFormat as you Type** tab in the **Apply as you type** section, uncheck the **Automatic bulleted lists** and **Automatic numbered lists**.

AutoCorrect	? ✕
AutoFormat	Actions
AutoCorrect Math AutoCorrect	AutoFormat As You Type

Replace as you type
- ☐ "Straight quotes" with "smart quotes"
- ☑ Fractions (1/2) with fraction character (½)
- ☐ *Bold* and _italic_ with real formatting
- ☑ Internet and network paths with hyperlinks
- ☑ Ordinals (1st) with superscript
- ☑ Hyphens (--) with dash (—)

Apply as you type
- ☑ Automatic bulleted lists
- ☑ Border lines
- ☐ Built-in Heading styles
- ☑ Automatic numbered lists
- ☑ Tables

Automatically as you type
- ☑ Format beginning of list item like the one before it
- ☑ Set left- and first-indent with tabs and backspaces
- ☐ Define styles based on your formatting

Formatted Lists

To start a numbered or bulleted list you can use the list buttons on the **Home** Tab: [icon], they are Bullets, Numbering, and Multilevel Lists, respectively. If you have already written the list you can select the text and click the bullet or numbering button and choose your list option.
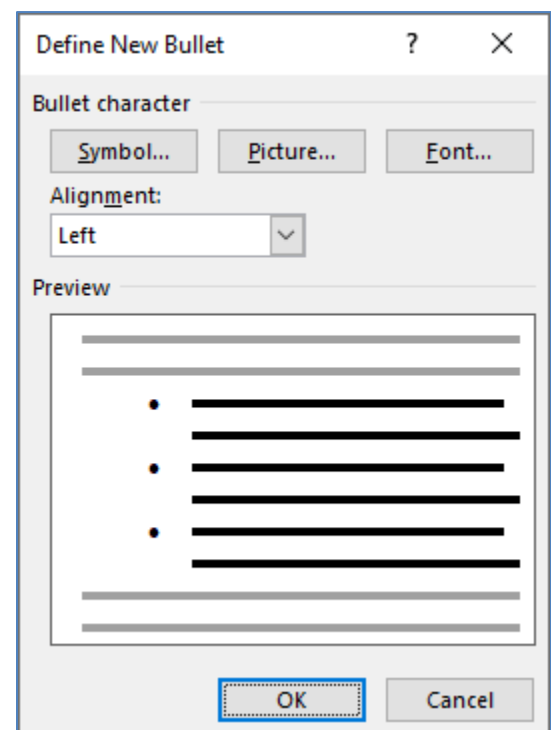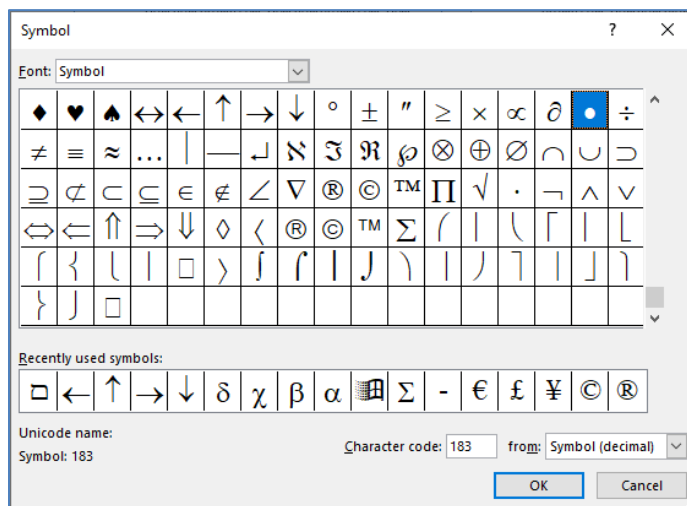
Bullets

The **Bullet Library** shows a standard set of bullets.
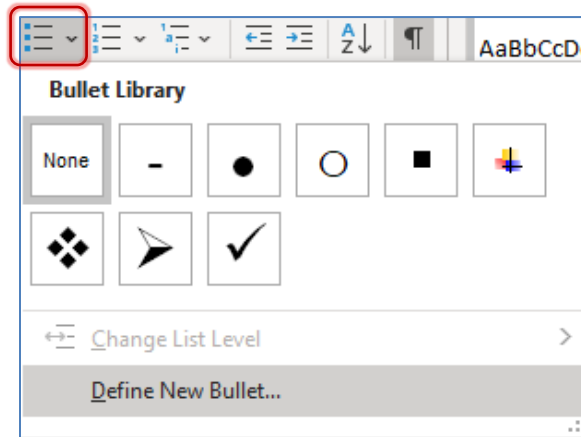
If you would like to create a different bullet, choose the **Define New Bullet…**

Define New Bullet

Symbol… - Choose a symbol you would like to see as your bullet. You can change the Font at the top of the window to get different sets of icons. Some fun choices are the Wingdings and Webdings.

Picture… - Images that can be used as a bullet

- Word has an extensive list picture buttons, or as with this bulleted list, you can import your own buttons.
- The imported buttons can be any graphic file, Word will shrink the image to make fit with your text.

Customizing Numbers

The **Numbering Library** shows a standard set of numbered lists. Choosing an option with the Heading listed, will show the values in an automatic **Table of Contents**, found on the **References** tab.

If you would like to create a different numbered list, choose the **Define New Number Format…**

Define New Number Format

Number style: Set the style of the numbered list (such as Alpha, numeric, roman numeral…)
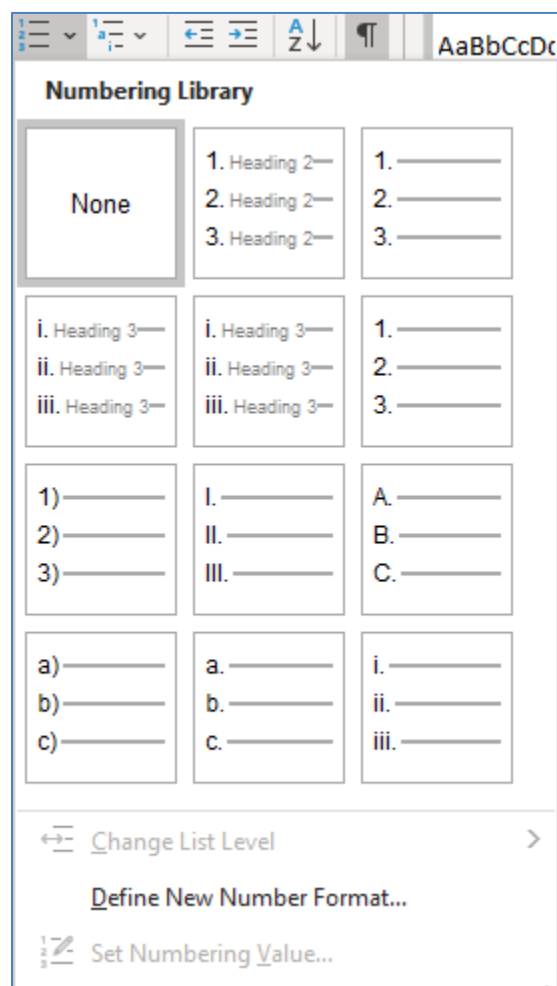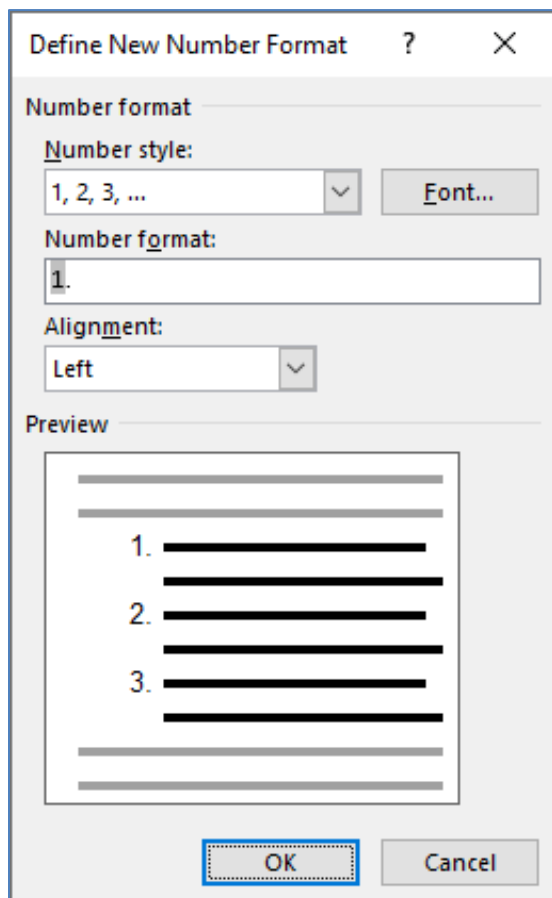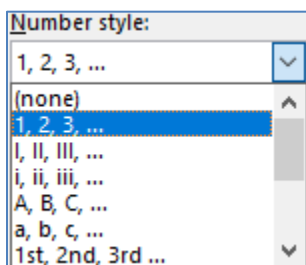
Font… Numbers usually pick up the format of the text that follows, but it's possible to change the formatting of the number separate from its text. You might choose to keep the List Numbers a different color.

Number format: You can change the Number format to include any characters you desire but be careful not to remove the gray number. If you do, your number style will become "(none)". To bring back the number choose a Number style.

Alignment Left, Center, Right. This setting can help once you reach double digits.

Customizing Multilevel

The **All** option allows you to filter out the lists to show All the possibilities or only the Current List, List Library, or Lists in Current Documents.

If you would like to create a different numbered list, choose the **Define New Multilevel List...**

Define New Multilevel List

You can choose the level you want to modify from the nine levels listed on the left, or from the formatted level on the right.

Once the level is chosen you can determine the number or bullet that will appear for that list level.

Bullets can be found under the **Number style for this level** option.

The Define new Multilevel list window allows you to set a number position, that is where the bullet/number is aligned, as well as the text that flows after the bullet/number.

Define New List Style

Defining the Multilevel list gives you a chance to modify the current list. If you want to create a list from scratch, choose the **Define New List Style** option instead.

From here you can give the new list a **name**, a starting point and format for each level.

You can create up to nine (9) levels, each with their own formatting. The **Format** button at the bottom of the window will give you all the font and numbering options, as well as set a Shortcut Key for this new List Style.
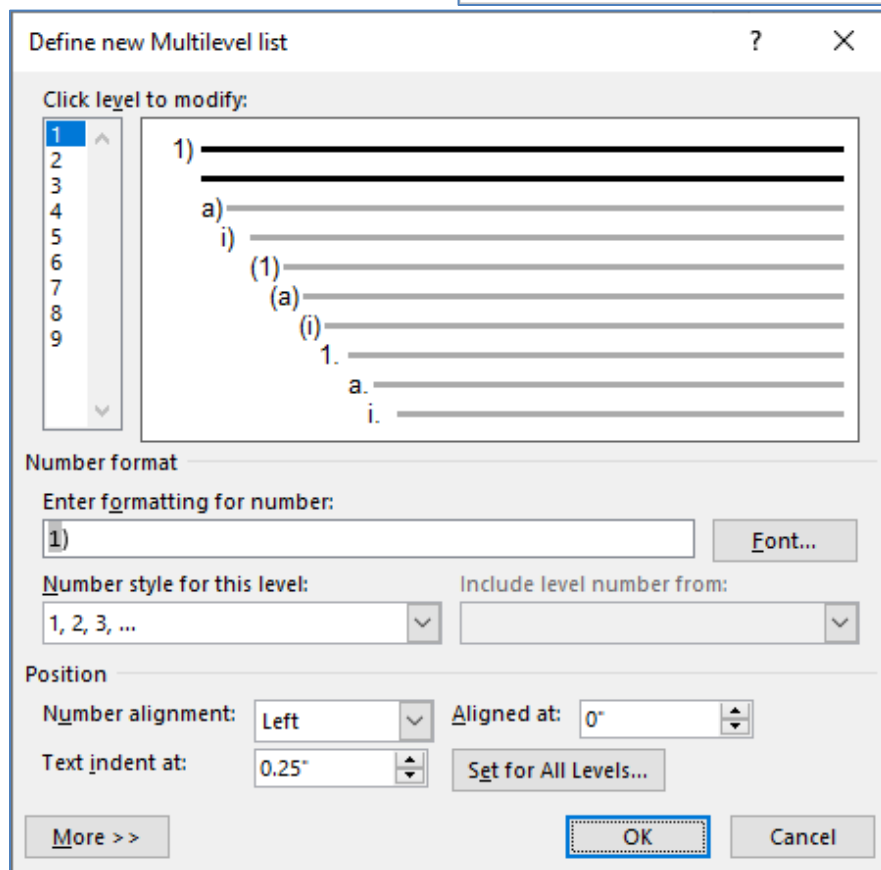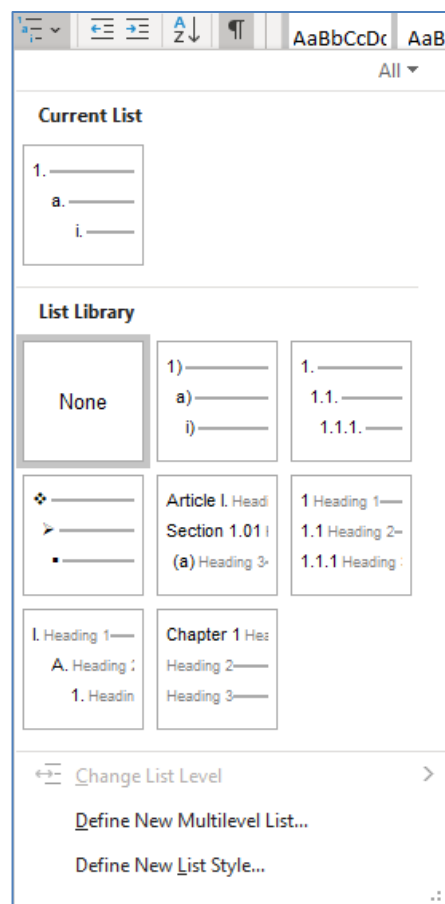
Working with Lists

When working with a multilevel list the indent buttons ( ) found in the Paragraph group on the Home tab will move the levels higher or lower. If you are at the beginning of the line, you can also use the keyboard to adjust the levels. **Tab** will move to a lower level and **Shift-Tab** will move to an upper level.

Ending Lists

To end an automatic list, whether it's bulleted, numbered or multileveled:

- While at the end of the last line, press enter twice,

- or press enter once:

  - and click the bullet/number button to turn the list off

Copying List Formats

The **Format Painter** will copy the format of selected text and apply it to the text you specify. This button shows a paintbrush for the *format painter* option.

To use the **Format Painter** command you need to first select the text that has the format you wish, click once on the button (a paintbrush will follow your mouse pointer), click on the text you want to reformat.
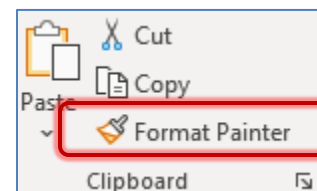
This tool turns itself off after each use. To turn it on, and keep it on, double-click on the button on the standard toolbar. To turn it back off, simply click on that button again or press escape (**Esc**).

Styles
A "style" is a set of font and paragraph formats. You can see the **Styles** gallery on the **Home** tab. These will help you keep a consistent look throughout your document. The styles listed as *Headings* will show in the **Navigation Pane** and the of **Table of Contents**.
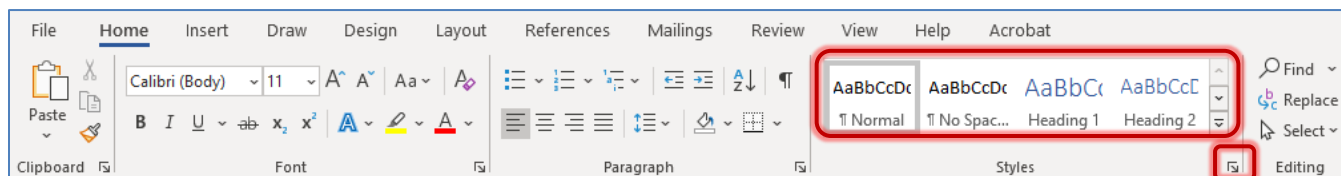
If you are going to work with many styles you may wish to open the Styles Pane by using the "more" button ( ) in the bottom right of the **Styles** group. If you want to work with a very large document you may decide to create a full style set of custom styles. Along with the Headers that will appear in your table of contents, you can create your own styles for tables, bullets, subtitles, and more.

If you're working on a document, like a Standard Operating Procedure (SOP), it may be worth the time and effort to define your own bulleted and numbered lists. In the New/Modify style window, look for the formats in the bottom left corner of the window.