Bullets and Lists

Using bullets and lists can make a document easier to read. They’re also handy for sign-up sheets!

# Accessing them

1. Click the Home tab.
2. The third section of the menu bar has the paragraph related items.
3. The first icon is bullets.
4. The second icon is for a numbered list.
* Open a blank Word Document.
* Click on the Home tab.

# Creating a list

1. Put your cursor where you want the list to start.
2. Click on the bullet or numbered list icon.
3. A bullet or 1. should appear where your cursor is.
4. Type the first item.
5. When you press Enter, a second bullet or number will appear and you can begin typing next item.
* Click on the bullet icon.
* Type the 4 seasons into a bulleted list.

# Changing the type of list

1. If you type a bulleted list and decide you’d rather have a numbered list, it’s easy to change.
2. Highlight the bulleted text.
3. Click the numbered list icon.
* Change your seasons list to a numbered list.

# Customize your bullets

1. Click on the arrow by the bullet icon. You’ll see a few different bullets there.
2. Click on Define New Bullet.
3. Click on Symbol.
4. Use the scroll bar on the right to see all your options.
5. Look for a book, smiley face, star and a snowflake.
6. Click OK.
* Pick a bullet design of your choice.
* Change your seasons list to the new bullet you chose.