

## Bulleted and Numbered Lists


Use Bulleted and Numbered lists for summarising data or emphasising information.

### Bulleted Lists

1. Click the **Home** tab, then click **Bullets**  located in the **Paragraph** group. A • will appear and the text you type will be indented. Press **Enter** to move to the next bullet.

To get a line break without moving to the next bullet, press **Shift** and **Enter**.

To move to the next line without a bullet or indent, press enter then click on the **Bullet** button to remove the feature; or simply press enter again.


2. To achieve a greater indent, select the entire list or position the cursor in the first bullet point, then click the **Increase Indent**  button.

To reduce the intent, click the **Decrease Indent**  button.

#### Note:

If you position your cursor in the second, third etc. list item, the **Increase Indent** and **Decrease Indent** buttons change the level of that item in the list.

### Numbered lists

1. Click the **Home** tab, then click **Numbering**  located in the **Paragraph** group. The number 1 will appear - treat this in the same way you would a bulleted list.
2. To restart the numbering or to change the start number of a list, place the cursor at the point where you wish to restart or re-number your list. Then, click the down arrow next to the **Numbering** button.
3. Click **Set Numbering Value...** This will open the **Set Numbering Value** dialog box.

To start a new list, select the **Start new list** option.

To change the starting number, change the number in the **Set value to:** box.

