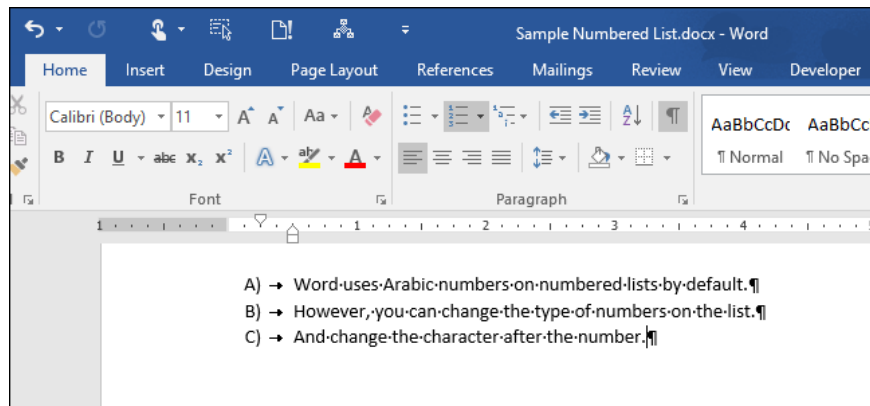


Instructions to change the numeric style when listing a list used in Word

Usually by default, Word uses Arabic numerals (1, 2, 3,) for users to use to mark or distinguish different content listed in a text. However, you can change different types of numbers and letters ...

Usually by default, Word uses Arabic numerals (1, 2, 3, .) for users to use to mark or distinguish different content listed in a text. However, you can change different types of digits and letters. Below is a guide to help you change different types of digits and letters when you want to list different content in Word.

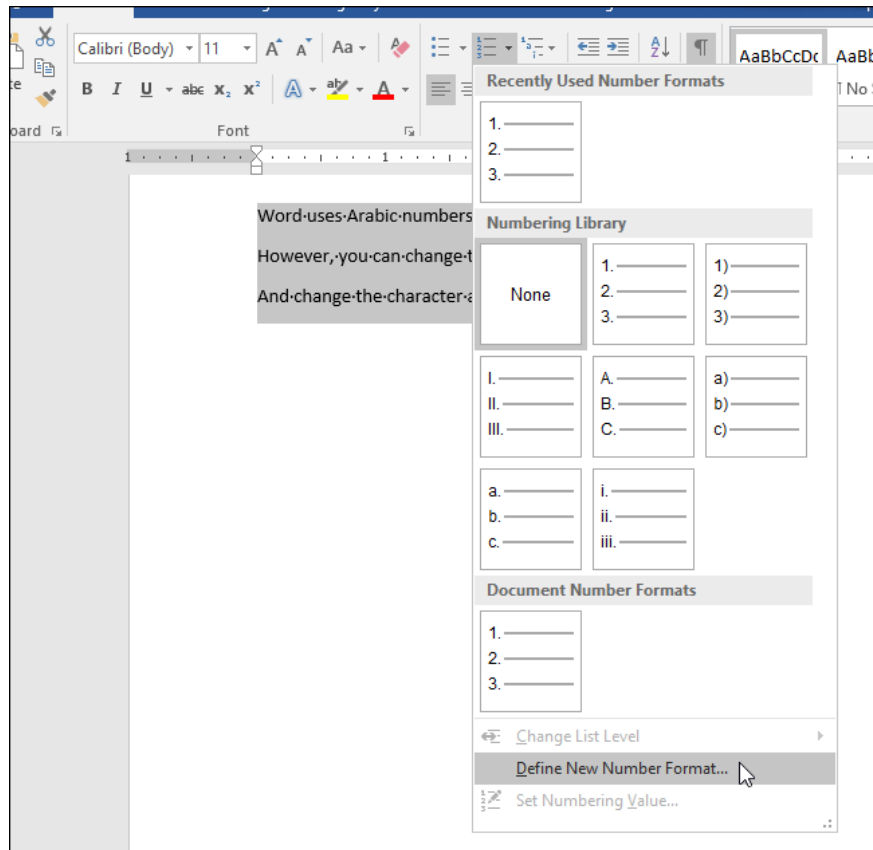
When starting a list in a document, **Word** automatically formats it as a list or numbered list. When **Enter** is clicked to start a new entry, **Word** continues formatting for new sections. Type the item and press **Enter** to add a **bulleted** item or the next number.



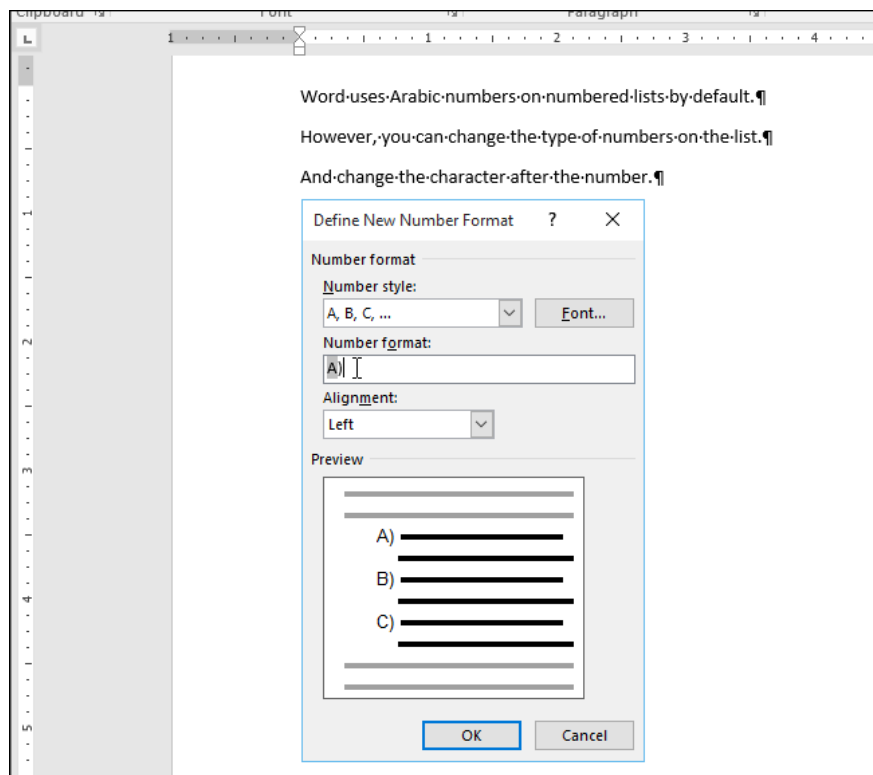
Highlight the text you want to use for the number list types to list. Move and click on "**Numbering**" in the "**Paragraph**" group on the "**Home**" tab. Then there will be a list of available lists for you to choose from.

You can choose any type of alphanumeric format to use listed in the text.

1. Arabic numerals: 1, 2, 3, 4
2. Roman capital letters: I, II, III, IV
3. Roman lowercase: i, ii, iii, iv
4. Vietnamese flower letters: A, B, C, D
5. Lowercase uppercase letters: a, b, c, d
6. Order numbers: 1, 2, 3, 4
7. Digits: one, two, three, four
8. Order: First, 2nd, 3rd and 4th
9. Add 0 at the beginning of each number: 01, 02, 03, 04



In the "Number format" section with a partially edited part, you can edit any number or letter if you want, such as adding characters like parentheses (), "-" bullets or colons ":", or you can delete any characters you want.



The "**Alignment**" section at the bottom allows you to position letters or numbers on the left, right or center. In addition, if you want to change the font, you can and Font to choose the font accordingly. After you have finished making changes, click on OK. The list is created just like the image illustrated at the beginning of the article.

You finished reading the article "**Instructions to change the numeric style when listing a list used in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.