

# Word 2016 Complete Guide (Part 8): Make a list

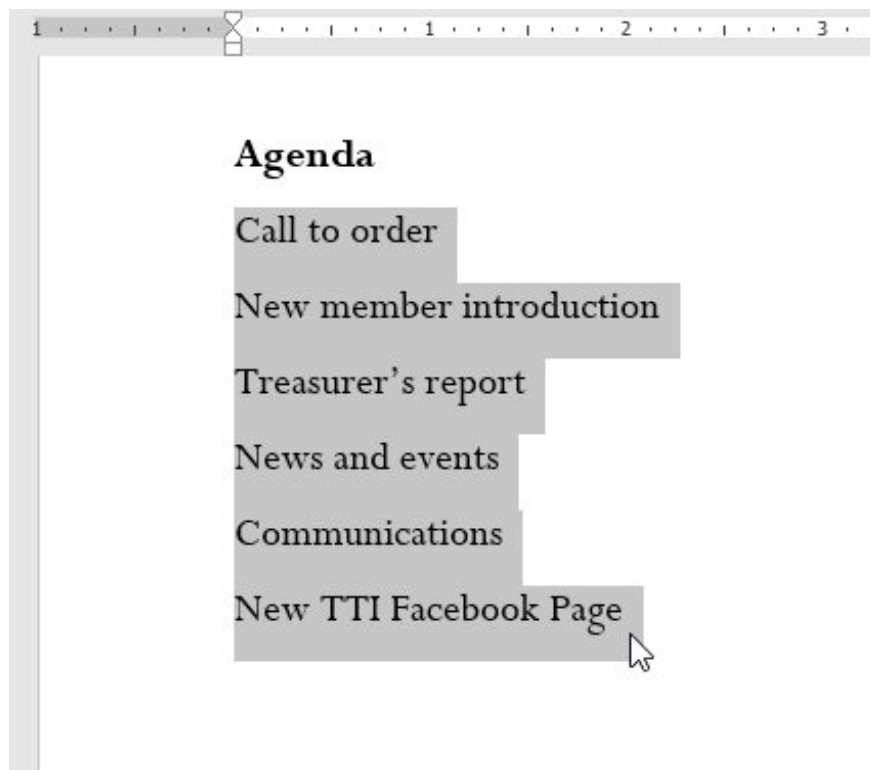
In Word documents, bookmarks and numbers are used to organize, list and emphasize text. In this article, you'll learn how to edit existing bulletins, insert new bullet and number, select bullet-like icons, and list-level formatting.

## Introduce

List of stamps and numbers used in documents to organize, list and emphasize text. In this article, you will learn how to use the available bullet, insert new bullet and number, select bullet symbols, and list level formats.

## Create bullet lists

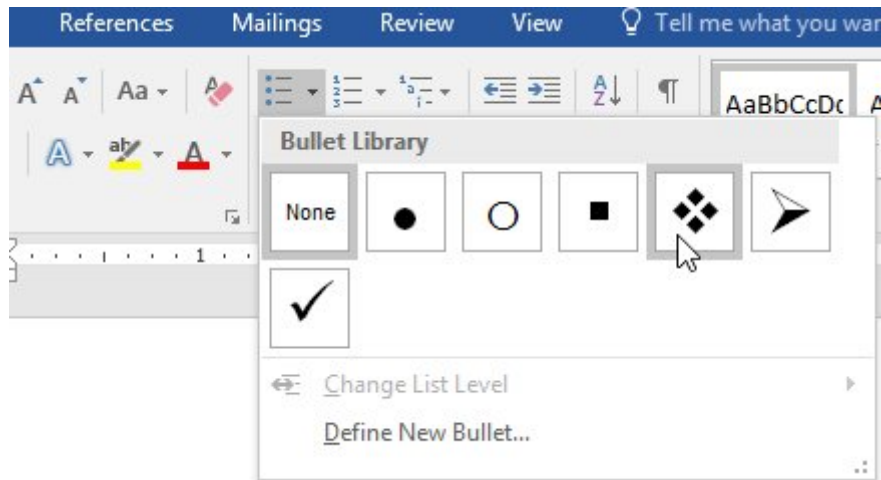
1. Black out text you want to format the list.



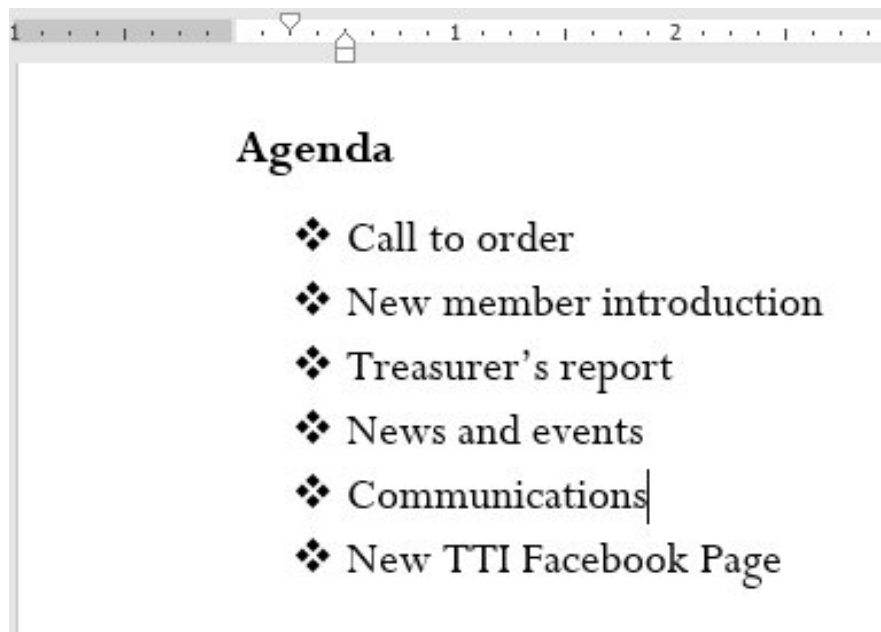
2. On the **Home** tab, select the down arrow next to the **Bullets** command. The bullet style list will appear.



3. Move the cursor over the bullet styles. The draft of that bullet type will appear in the text. Then, select the type of bullet you want to use.



4. The list format is complete.

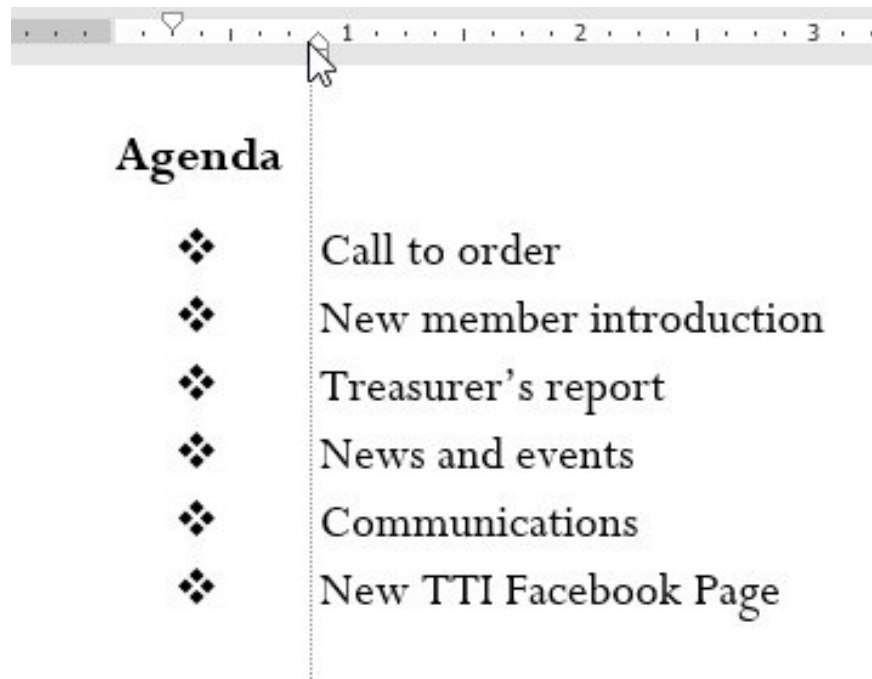


## Options in Lists

To move the bullet book and bullet from a list, select the list and click the bullet or number list command.

While editing a list, you can press **Enter** to add a new line. And the new line will automatically have bullet or number. And at the end of the list, press **Enter** twice to return to the original format.

Drag the indentation mark on the ruler, you can customize the indent of the list and the spacing with bullet and number.



## Create a number list

When you need to set up text with a digital list, Word provides several numeric options. You can format a list with Roman numbers, letters, or numbers.

1. Select the text you want to format.



## Farewell dinner preparation

Book venue (San Francisco Radix Gardens)

Contact vendors

Book San Diego Quintessential Quartet

Book Moment of Melody Children's Choir

Send invitations

Approve location set up

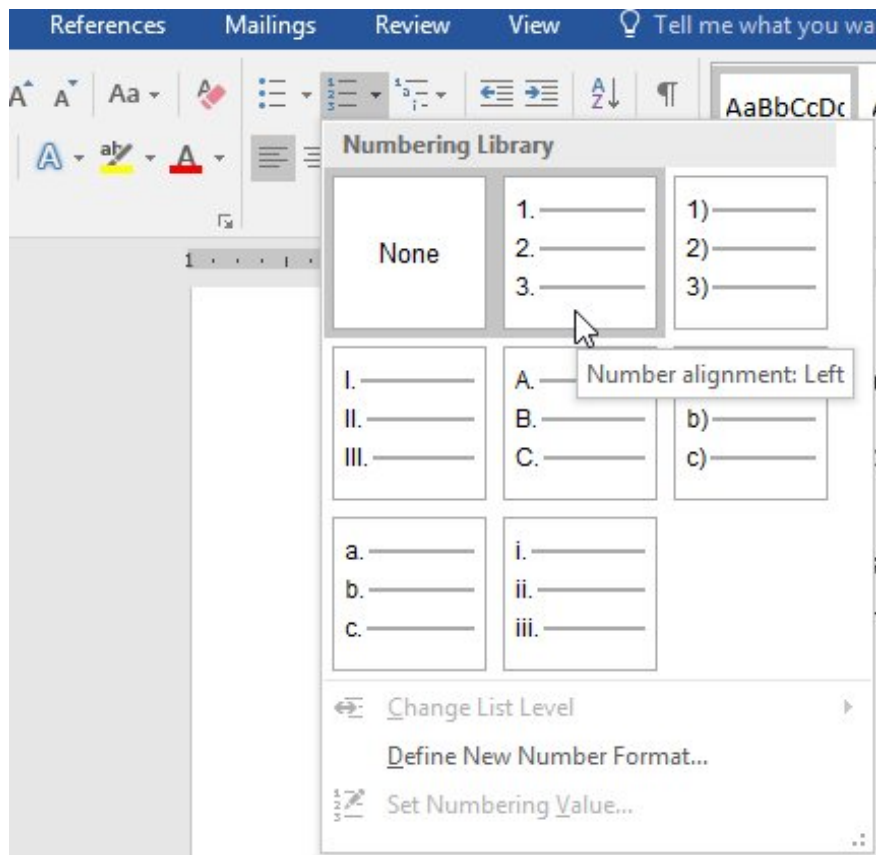
Arrange seating placards

Setup podium

2. On the **Home** tab, click the down arrow of the **Numbering** command. The list of numeric types will appear.



3. Move the cursor over each number type. The text will change according to the corresponding list style. Select the type you want to use.



4. The text is formatted with a list of numbers.



### **Farewell dinner preparation**

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations
6. Approve location set up
7. Arrange seating placards
8. Setup podium

### **Restart the numbering**

If you want to renumber, Word has **Restart at 1 option** . Here, you can apply numbers or letters lists.

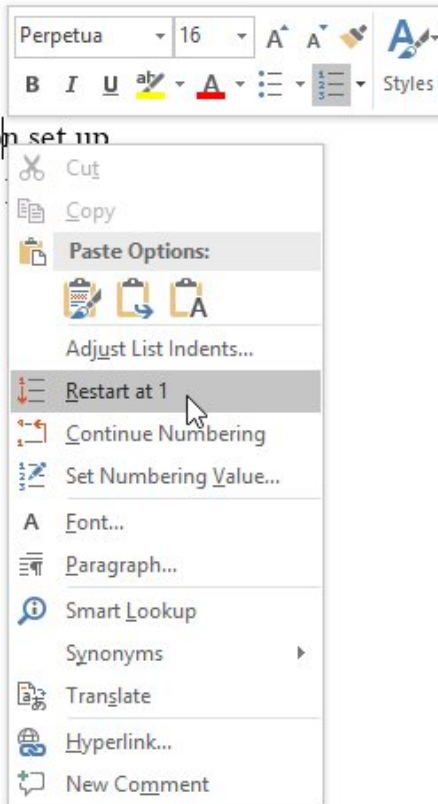
1. Right-click the text you want to renumber, then select **Restart at 1** from the menu that appears.

## Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

## Day of the dinner

6. Approve location set up
7. Arrange seating
8. Setup podium



2. Numbered list.

### **Farewell dinner preparation**

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

### **Day of the dinner**

1. Approve location set up
2. Arrange seating placards
3. Setup podium

You can install a list to continue numbering from the list above by right-clicking and selecting **Continue Numbering**.

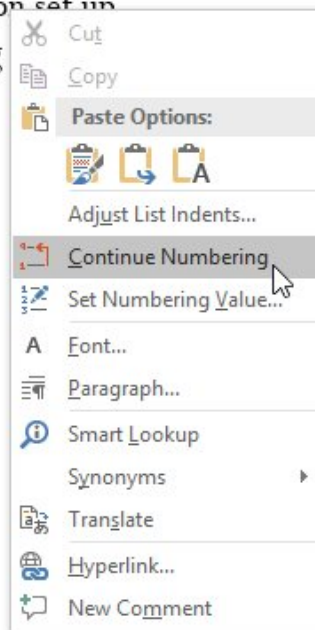
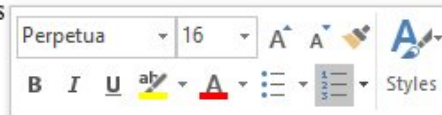


## Farewell dinner preparation

1. Book venue (San Francisco Radix Gardens)
2. Contact vendors
3. Book San Diego Quintessential Quartet
4. Book Moment of Melody Children's Choir
5. Send invitations

## Day of the dinner

1. Approve location set up
2. Arrange seating
3. Setup podium



## Set up Bullets


Create a bullet interface of the list that helps you emphasize the fixed and personalized items list. Word allows bullet formatting in many ways, such as using symbols, different colors, or uploading images like a bullet.

## Use symbols

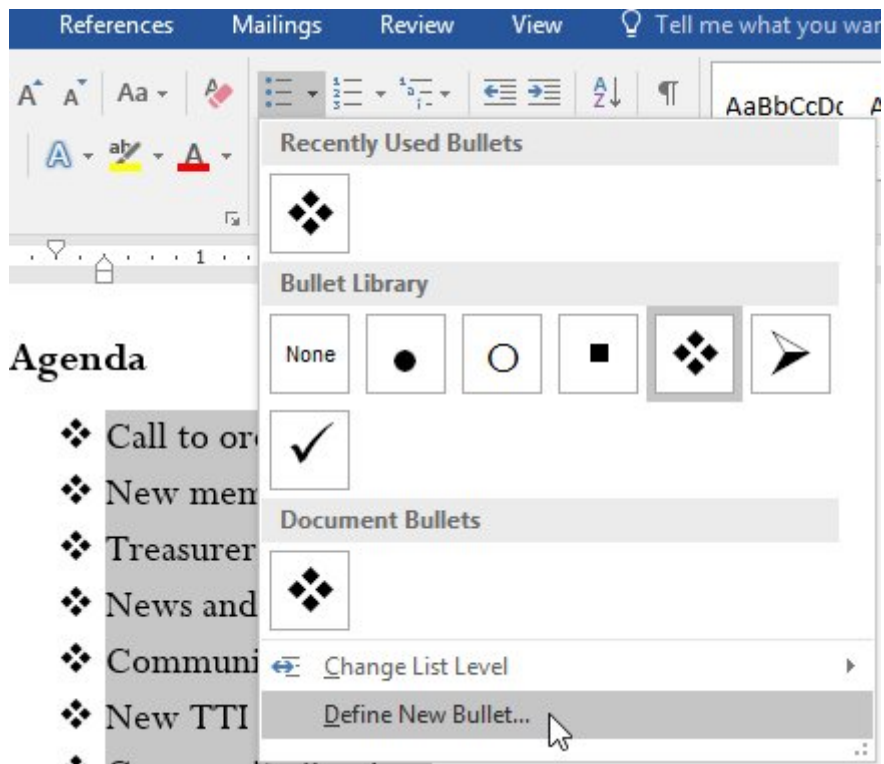
1. Select the list you want to format

## Agenda

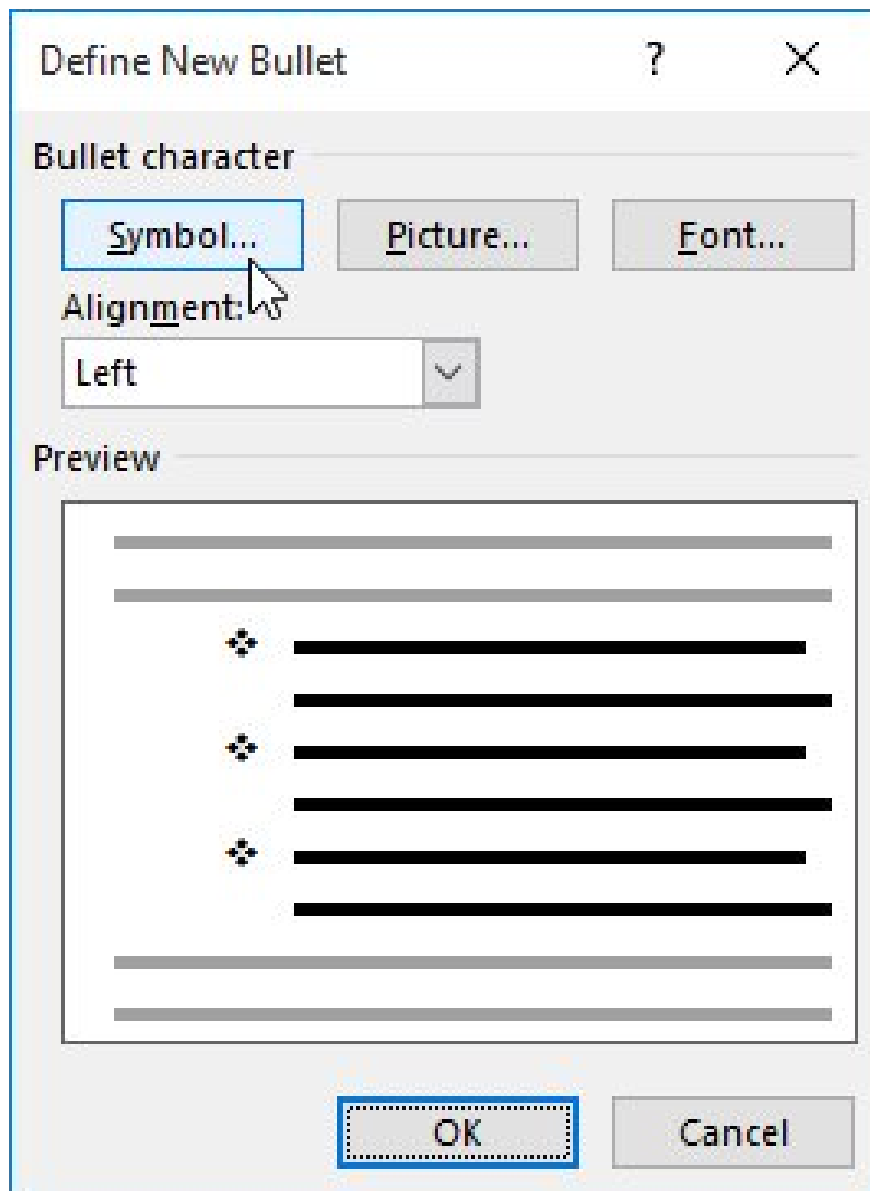
- ❖ Call to order
- ❖ New member introduction
- ❖ Treasurer's report
- ❖ News and events
- ❖ Communications
- ❖ New TTI Facebook Page
- ❖ Community Service
- ❖ Fundraising
- ❖ Chair's Report
- ❖ Adjournment

Additional Notes: 

2. On the **Home** tab, click the arrow pointing down next to the Bullets command. Select **Define New Bullet** from the drop-down menu.



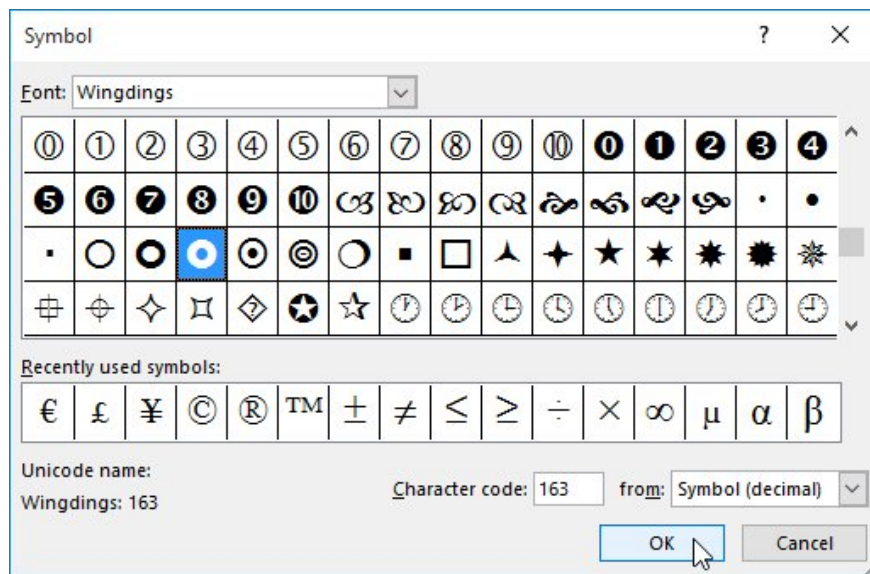
3. The Define New Bullet window appears and click the **Symbol** button.



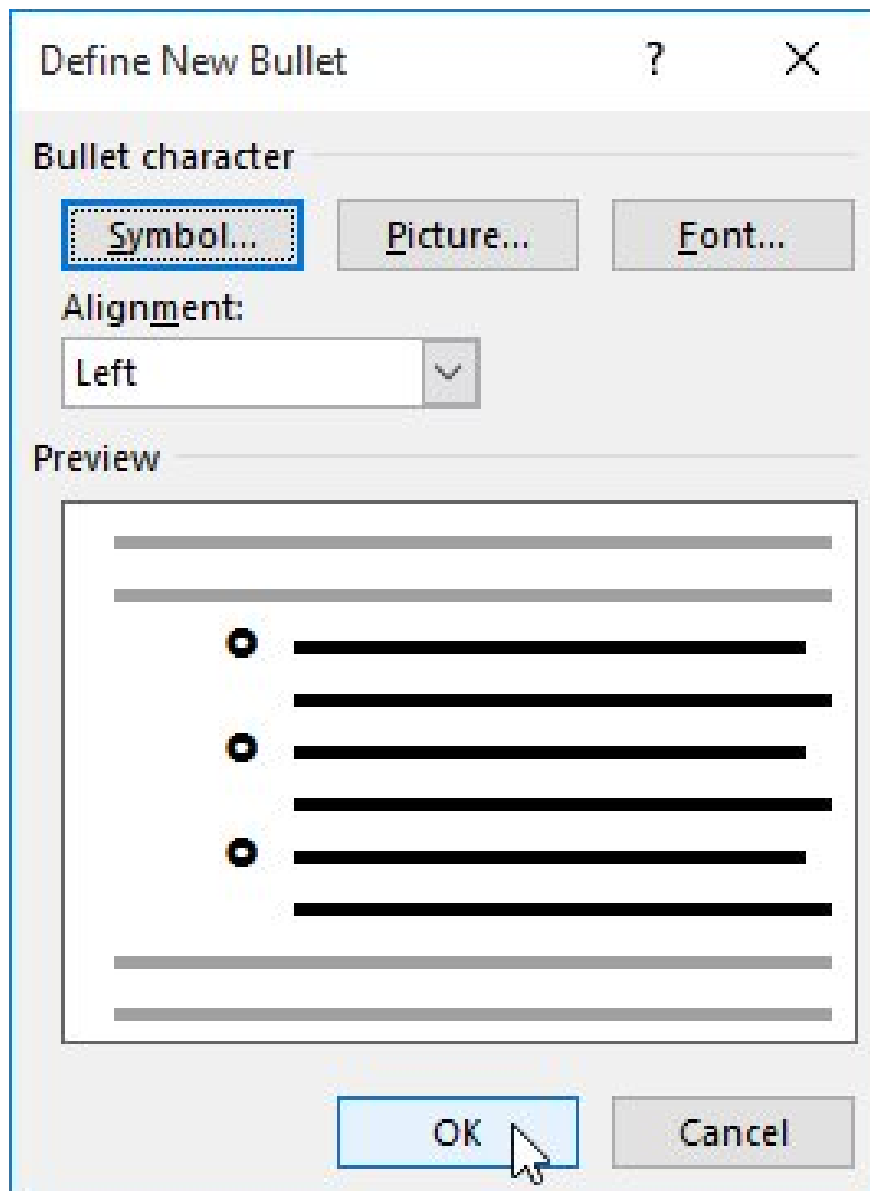
4. The Symbol box appears.

5. Click the Font drop-down box and select the font. Wingdings and Symbol fonts are a great choice because they have useful symbols.

6. Select the symbol, click **OK** .



7. The symbol appears in the Preview section of Define New Bullet. Then select OK.



8. Symbols appear in the list.



## **Agenda**

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

## **Correct the Bullet color**

1. Select the bookmark list you want to adjust.

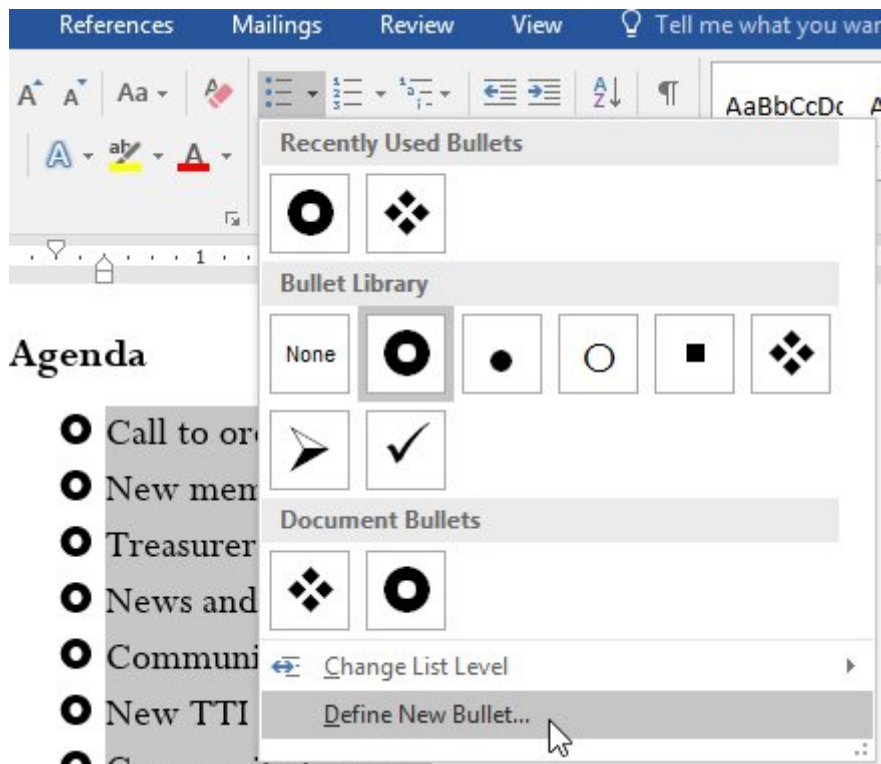


## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

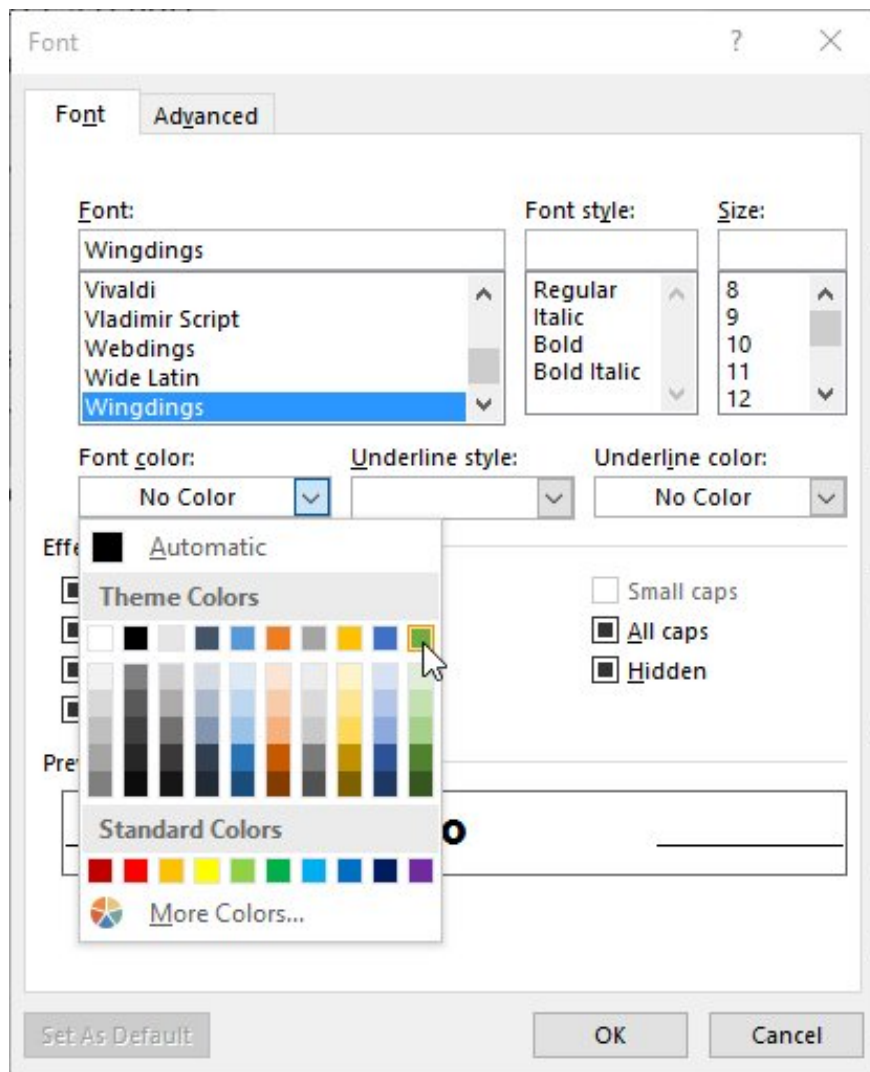
Additional Notes:

2. Click the down arrow next to the **Bullets** command on the **Home** tab. Choose **Define New Bullet** .

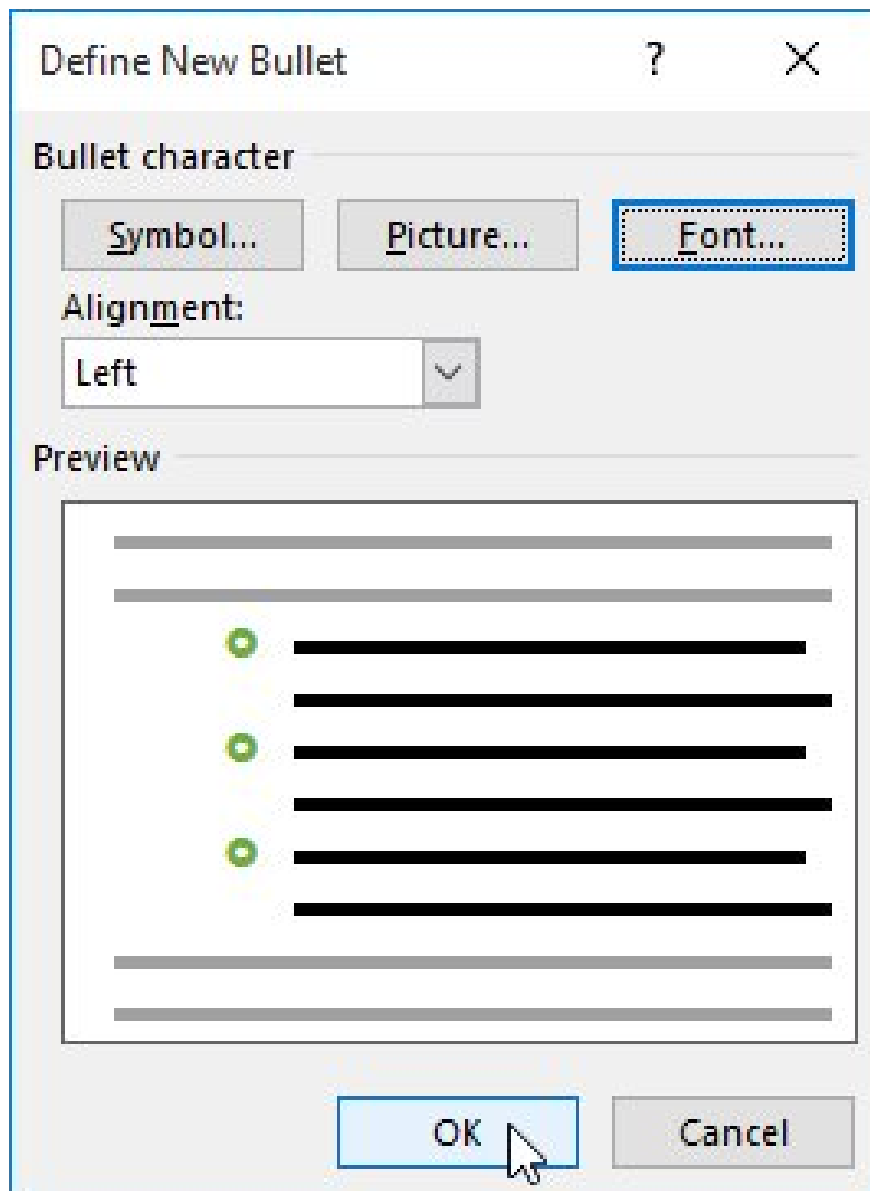


3. The Define New Bulle box displays, click the **Font** button.





6. Bullet is changed color shown in Preview, **OK**.



7. List of color bulletproof.

## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- Communications
- New TTI Facebook Page
- Community Service
- Fundraising
- Chair's Report
- Adjournment

Additional Notes:

## List level

Multi-level list allows creating lists with multiple levels. Any numbered and accented lists can become multi-level lists using the **Tab** key.



## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
  - Announcement of Chair's retirement
    - Farewell dinner
  - Oak Park Dedication
  - International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service
  - J Pelham Urban Garden
  - Volunteer service day – Grove Memorial
  - Montrose Arboretum education project

## Create a multi-level list

1. Place the insertion point before the line you want to move.



## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
- | Announcement of Chair's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

2. Press the **Tab** button to increase the indent level. The line will move to the right.



## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
  - | Announcement of Chair's retirement
- Farewell dinner
- Oak Park Dedication
- International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

## Increase or decrease indent level

You can set list level settings by increasing or decreasing the indent size. There are several ways to adjust the indentation level as follows:

To increase indentation to one level, place the insertion point at the beginning of the line, then press the **Tab** button until the desired position is reached.



## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
  - Announcement of Chair's retirement
  - ○ Farewell dinner
  - Oak Park Dedication
  - International Arborists Association
- Communications
- New TTI Facebook Page
- Community Service

To reduce the indent level, place the insertion point at the beginning of the line, then hold down the **Shift** button and press **Tab** .



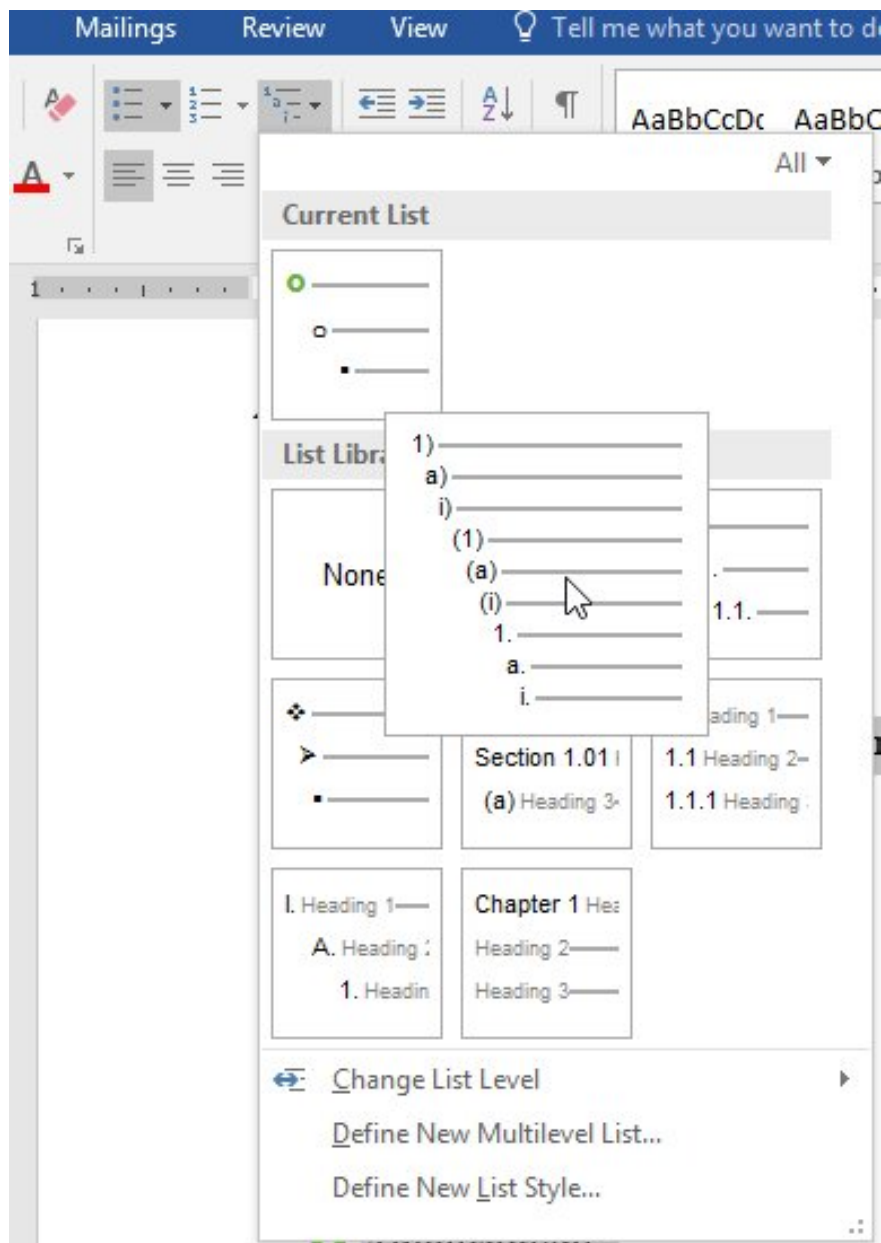
## Agenda

- Call to order
- New member introduction
- Treasurer's report
- News and events
  - Announcement of Chair's retirement
  - ← ○ Farewell dinner
  - Oak Park Dedication
  - International Arborists Association
- Communications
- New TTI Facebook Page
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You can increase or decrease the indent level by using the indent command on the toolbar.



When formatting a level list, Word uses the default bullet styles. To change the list level type, select the appropriate list and then click **Multilevel List** on the toolbar.



You can also watch the following video for further reference:

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