

Bulleted and Numbered Lists

One of the applications of hanging indents is the creation of bulleted or numbered lists. Microsoft Word has automated the process to make the creating of these lists very easy. To illustrate this let's create an advertisement for a new car.

Turning on Automated Lists

The automated list option may already be turned on, but it is easy to check.

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.
- 2 Click on the FILE tab and select OPTIONS.

3 Select the PROOFING category and click on the AUTOCORRECT OPTIONS button.

4 Click on the AUTOFORMAT AS YOU TYPE tab and check that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are turned on.

5 Select OK to return to the WORD OPTIONS dialogue box.

6 Select OK to close the WORD OPTIONS dialogue box.

NOTE: The AUTOCORRECT dialogue box can be used to turn these options off if you decide later that you prefer not to use them.

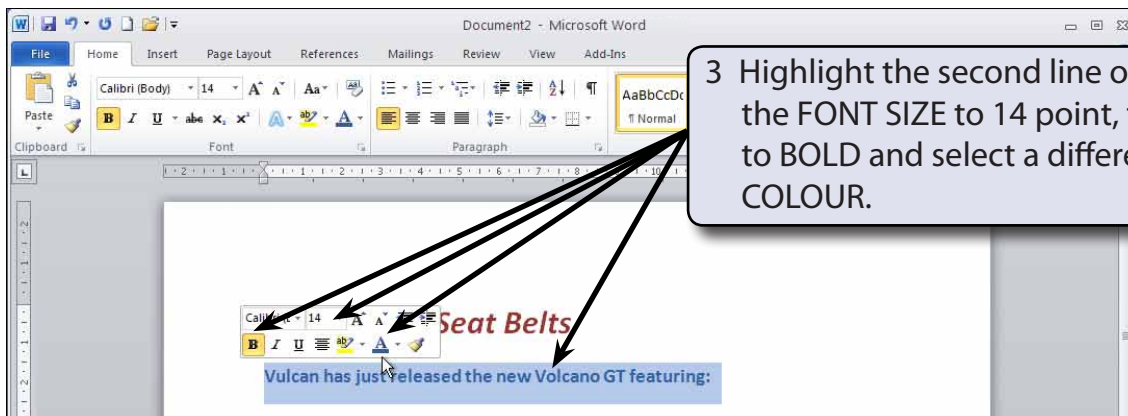
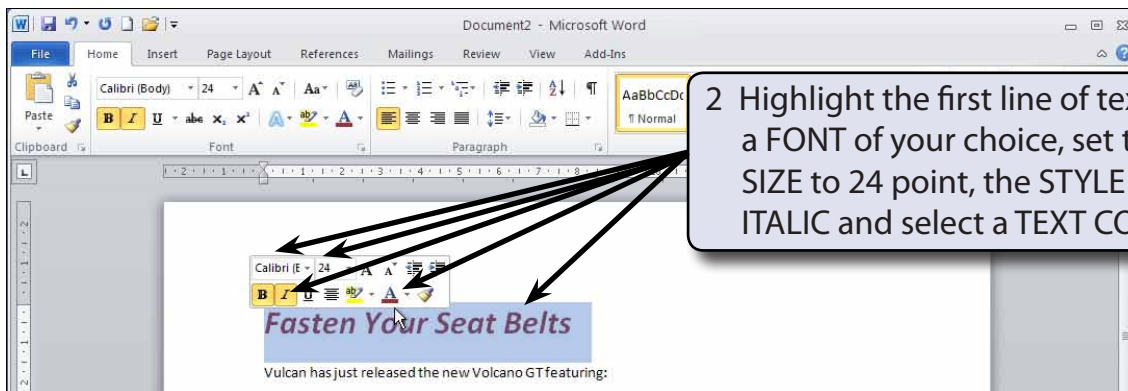
Entering the Headings

The title of the advertisement and a sentence describing the product will first be entered.

1 Enter:

Fasten Your Seat Belts <enter>

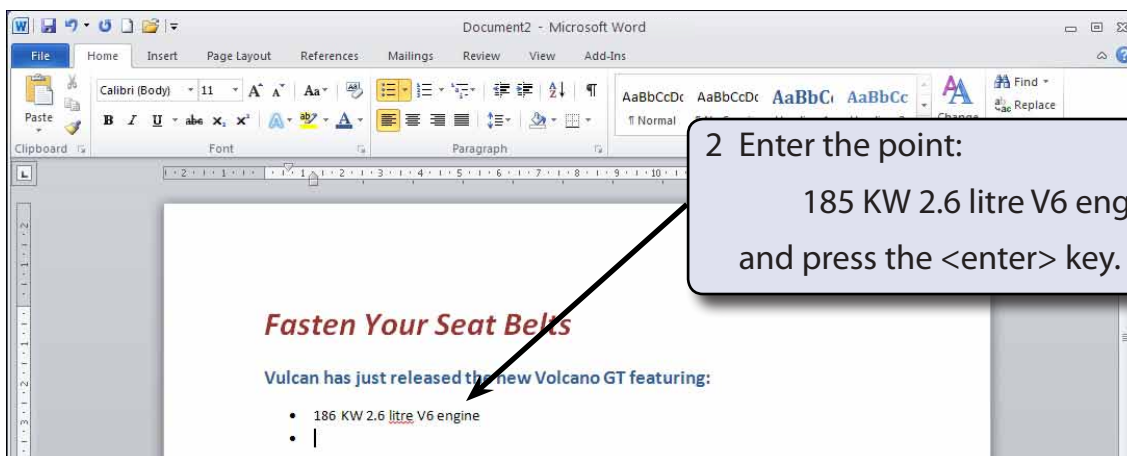
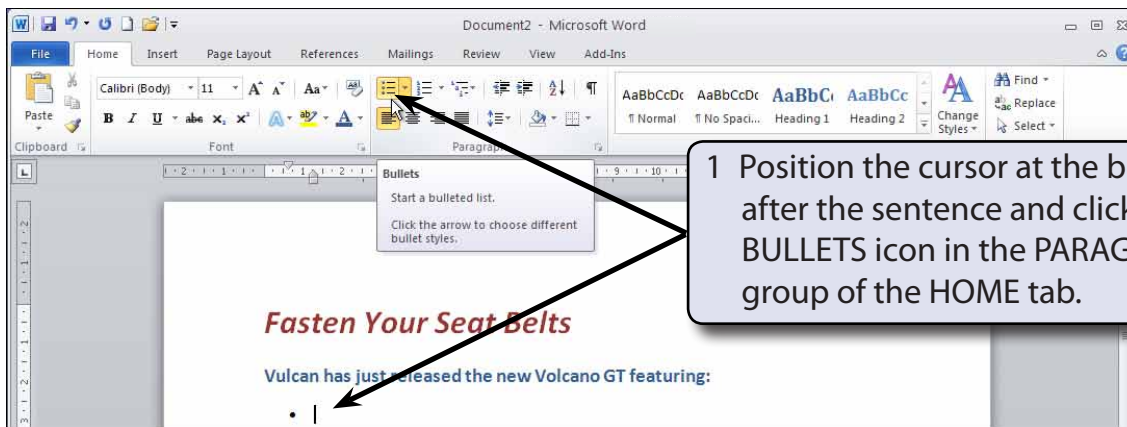
Vulcan has just released the Volcano GTi featuring: <enter>



NOTE: If the program did not insert a blank line after each line, press the <enter> key after each line to insert a blank line.

Entering the Points

Bulleted points will be used to highlight the features of the car.



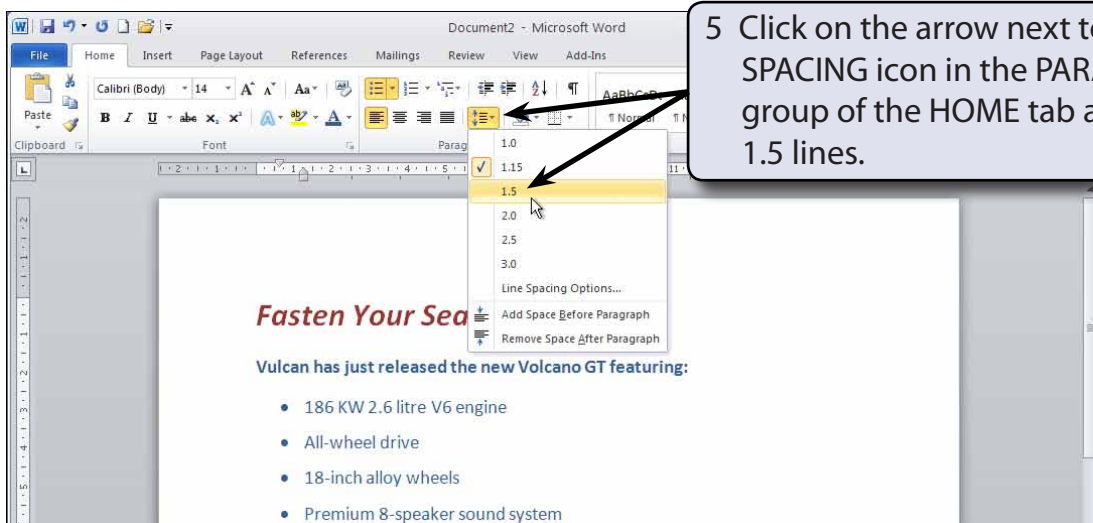
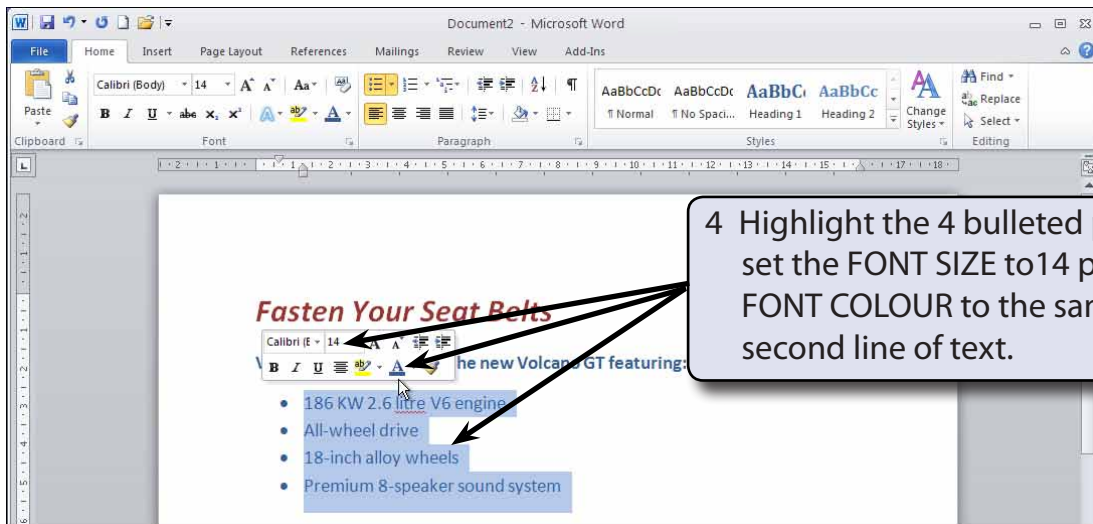
NOTE: The bullet character may be different on your computer depending on who has used bullet points before you.

3 Enter the next 3 points:

All-wheel drive <enter>

18-inch alloy wheels <enter>

Premium 8-speaker sound system.



NOTE:

- i Setting the line spacing to 1.5 lines is another way of adding half line spacing between the points.
- ii Notice that the automatic bullets has set the indents in the Ruler to hanging indents.
- iii When entering bullets, pressing the <enter> key twice turns the bullets off.