

### **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 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 Display the TOOLS menu and select AUTOCORRECT.

AutoCorrect	
AutoCorrect AutoFormat As You Type AutoText AutoFormat	
Apply as you type Headings Automatic bulleted lists Borders Automatic numbered lists Tables Replace as you type 'Straight quotes' with "smart quotes" Ordinals (1st) with superscript Symbol characters () with symbols () 'Bold' and _italic, with real formatting Internet paths with hyperlinks	3 In the AUTOFORMAT AS YOU TYPE tab check that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are selected.
Automatically as you type I format beginning of list item like the one before it Define styles based on your formatting	4 Select OK to return to the document
Cancel	OK

# 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:

Word

Fasten Your Seat Belts	<return></return>
	<return></return>
Vulcan has just released the Volcano GTi featuring:	<return></return>
	<return></return>
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### **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 4 points:

All-wheel drive	<return></return>
17 inch alloy wheels	<return></return>
Leather interior	<return></return>
Premium 8-speaker sound system.	

17 inch alloy wheels

· Premium 8-speaker sound system.

Leather interior



# NOTE: Setting the line spacing to 1.5 SPACE is another way of adding half line spacing between the points.

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5 Open the ALIGNMENT AND SPACING

panel in the FORMATTING PALETTE and set the LINE SPACING to 1.5 SPACE.