

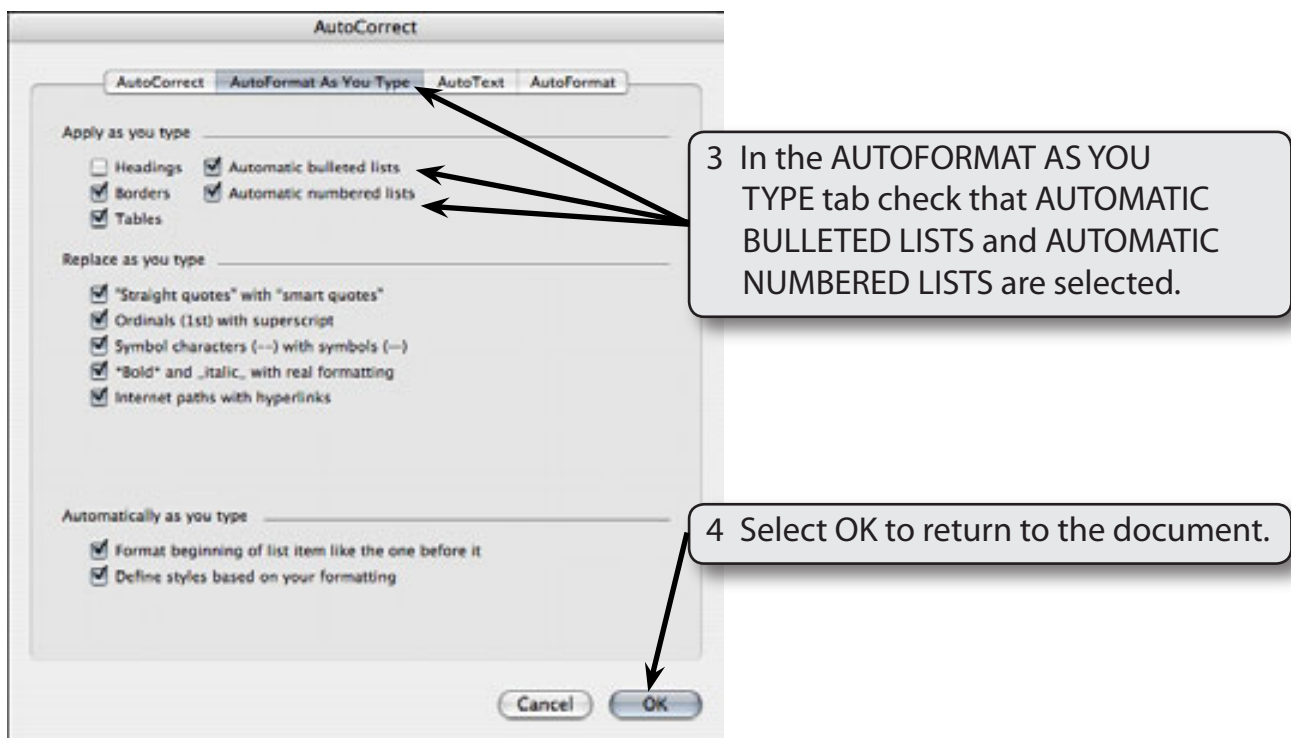
Bulleted and Numbered Lists

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.



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.

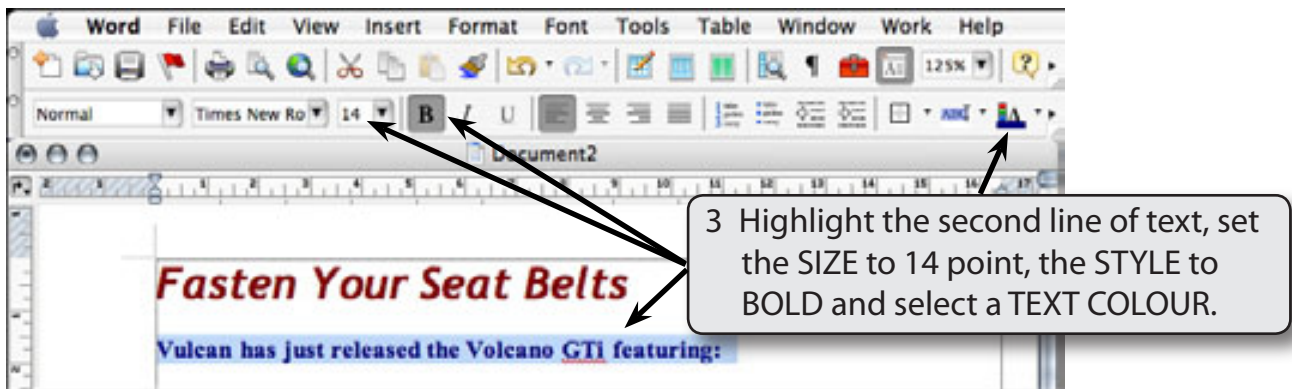
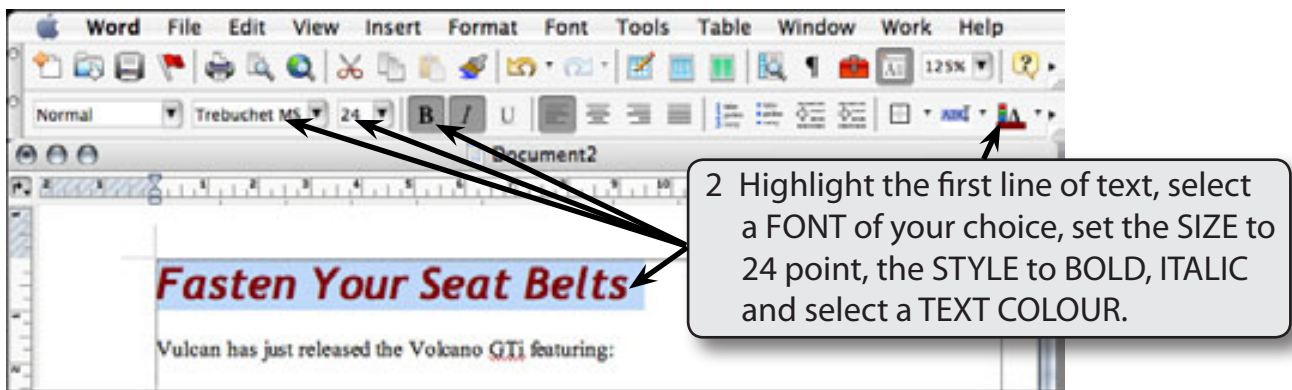
1 Enter:

Fasten Your Seat Belts <return>

<return>

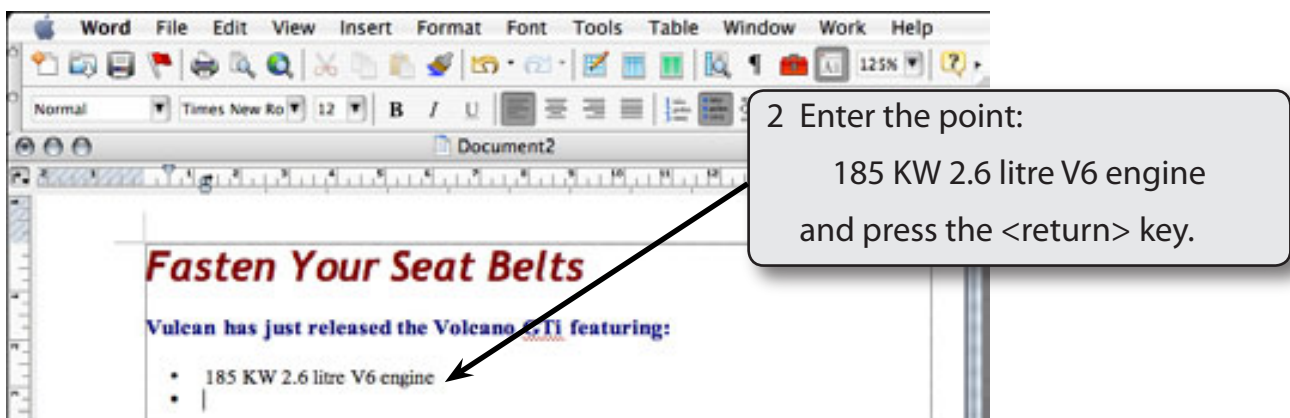
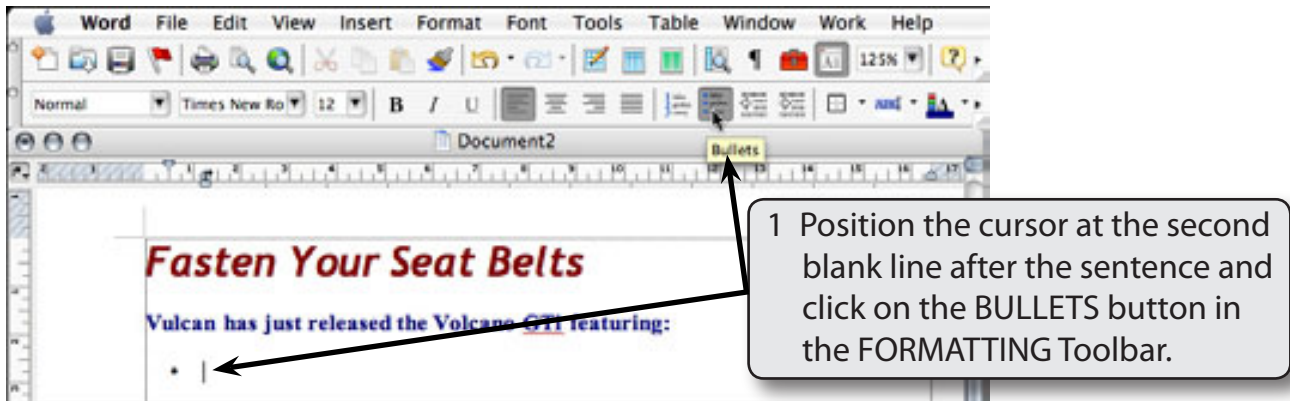
Vulcan has just released the Volcano GTi featuring: <return>

<return>



Entering the Points

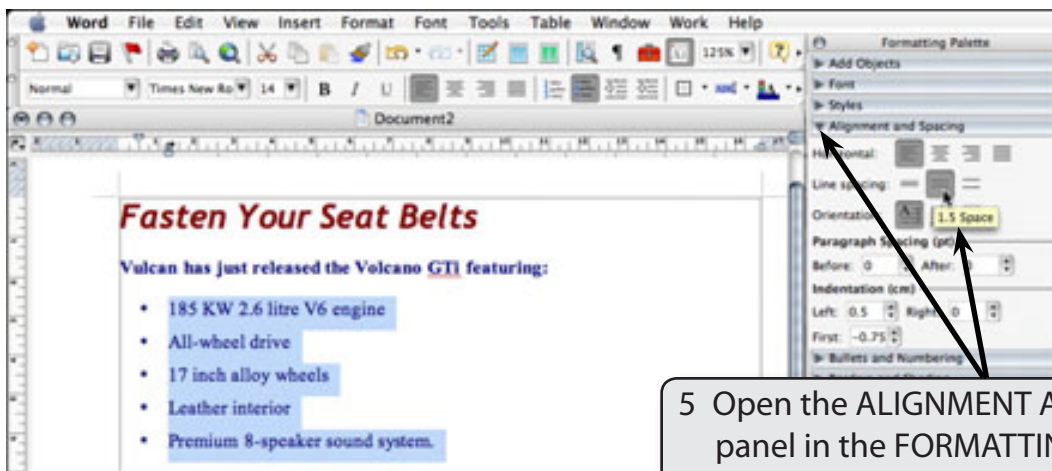
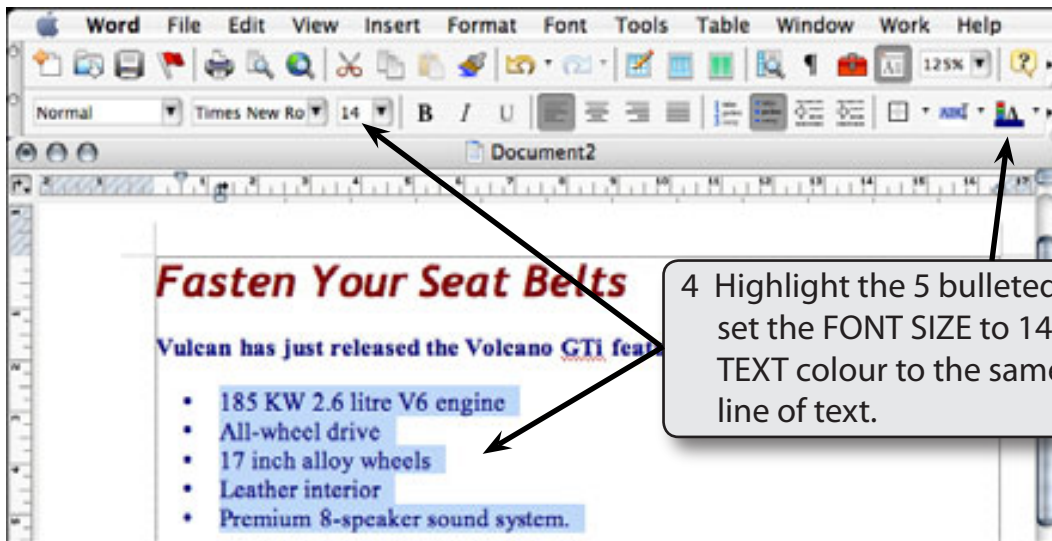
Bulleted points will be used to highlight the features of the car.



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



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