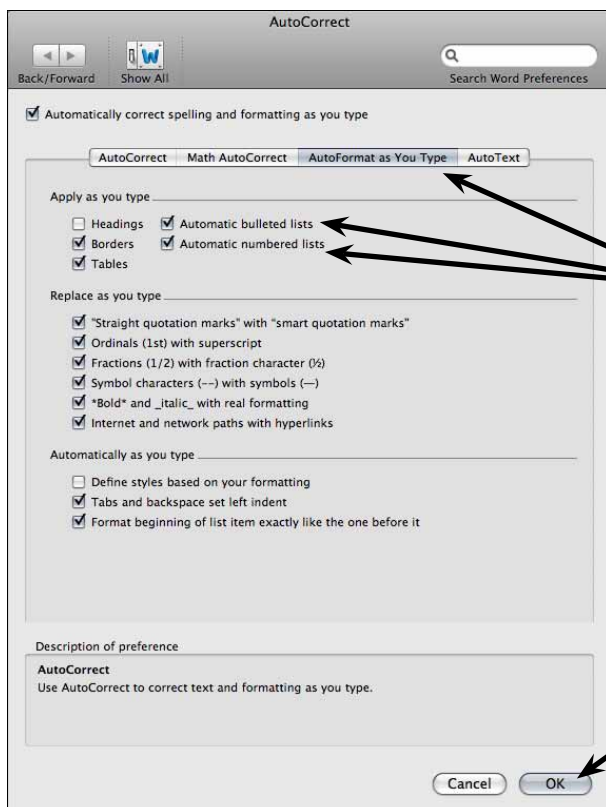# Bulleted and Numbered Lists

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, select WORD DOCUMENT in the WORD DOCUMENT GALLERY dialogue box and select CHOOSE, or close the current file and start a NEW BLANK DOCUMENT.

2    Display the TOOLS menu and select AUTOCORRECT.

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

4  Select OK to return to 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.
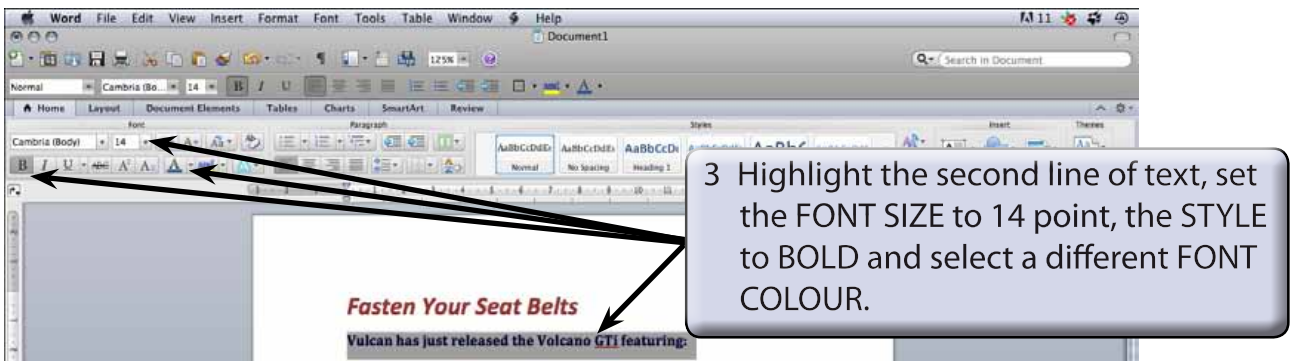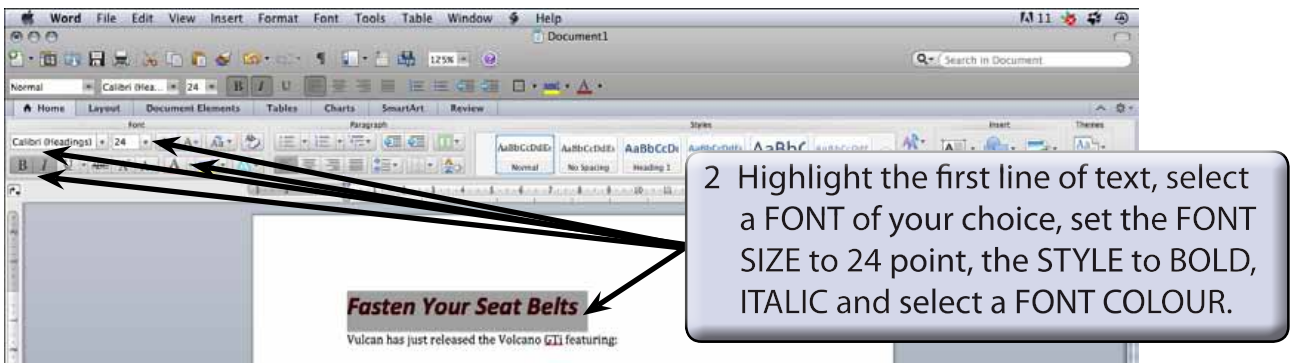
# Entering the Headings

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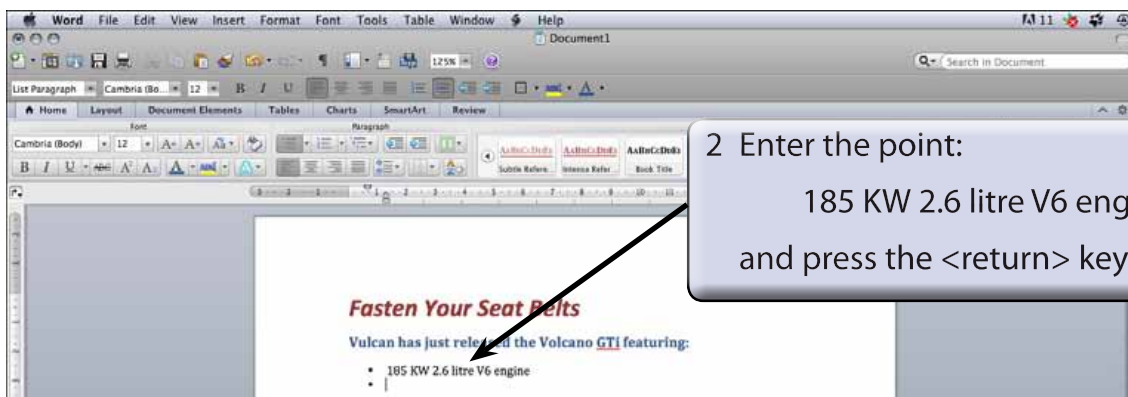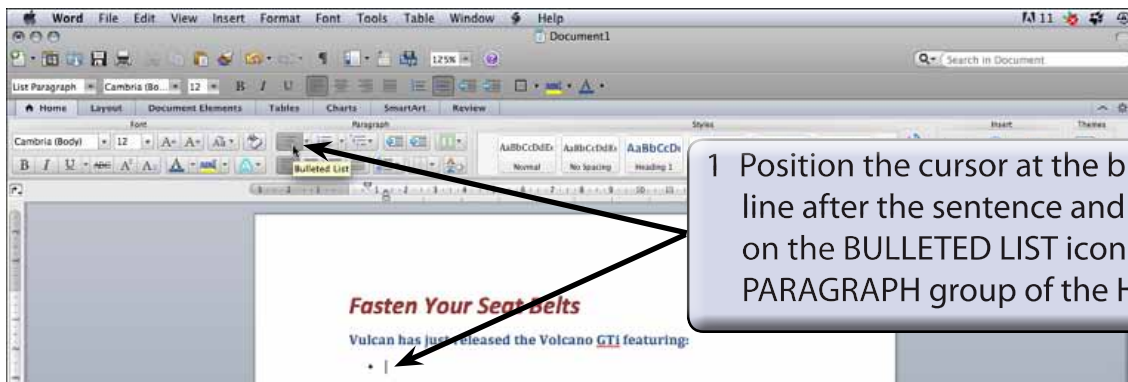
1    Enter:

> Fasten Your Seat Belts                                      \<return>
>
> Vulcan has just released the Volcano GTi featuring:       \<return>



2  Highlight the first line of text, select a FONT of your choice, set the FONT SIZE to 24 point, the STYLE to BOLD, ITALIC and select a FONT COLOUR.



3  Highlight the second line of text, set the FONT SIZE to 14 point, the STYLE to BOLD and select a different FONT COLOUR.

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

# Entering the Points

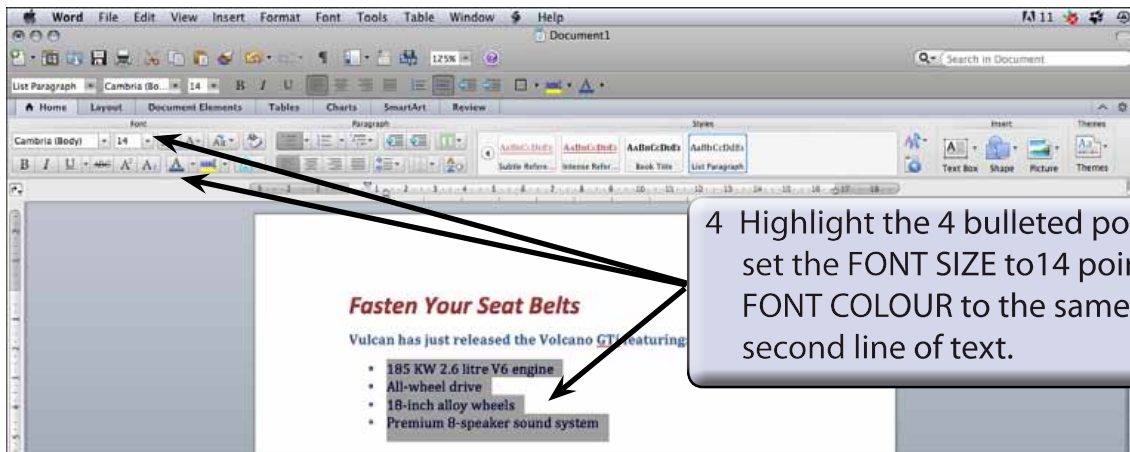Bulleted points will be used to highlight the features of the car.



1 Position the cursor at the blank line after the sentence and click on the BULLETED LIST icon in the PARAGRAPH group of the HOME tab.



2 Enter the point:

185 KW 2.6 litre V6 engine

and press the <return> key.

**NOTE:** **The bullet character may be different on your computer depending on who has used bullet points before you.**
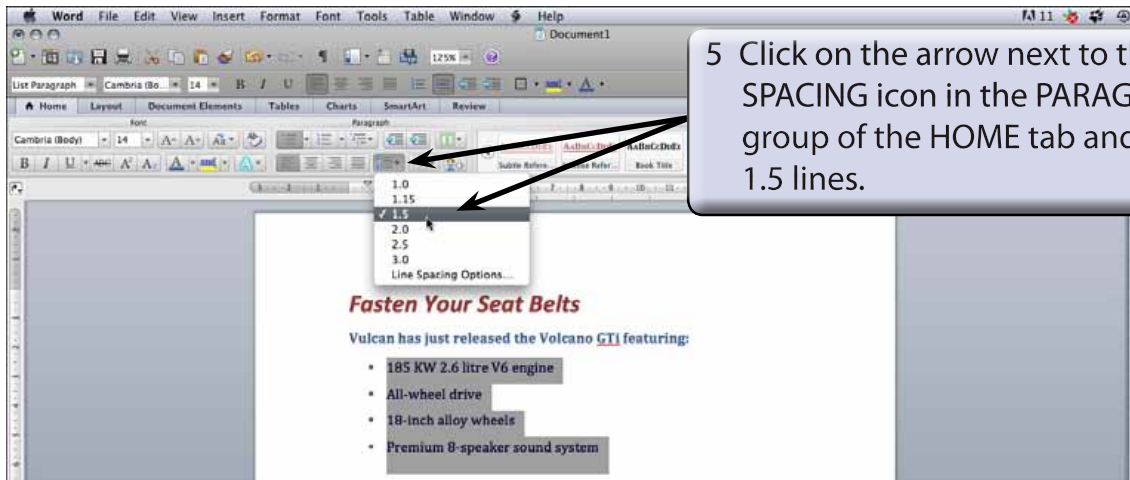
3 Enter the next 3 points:

| | |
|---|---|
| All-wheel drive | <return> |
| 18-inch alloy wheels | <return> |
| Premium 8-speaker sound system. | |

4  Highlight the 4 bulleted points and set the FONT SIZE to14 point and the FONT COLOUR to the same as the second line of text.



5  Click on the arrow next to the LINE SPACING icon in the PARAGRAPH group of the HOME tab and select 1.5 lines.

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 <return> key twice turns the bullets off.