

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.

AutoCorrect	
Back/Forward Show All Search Word Preferences Image: AutoCorrect spelling and formatting as you type AutoCorrect Math AutoCorrect AutoFormat as You Type AutoText Apply as you type Headings Automatic bulleted lists Image: Automatic numbered lists Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you type Image: Mathing as you ty	3 Click on the AUTOFORMAT AS YOU TYPE tab and check that AUTOMATIC BULLETED LISTS and AUTOMATIC NUMBERED LISTS are turned on.
✓ Internet and network paths with hyperlinks Automatically as you type □ Define styles based on your formatting ✓ Tabs and backspace set left indent ✓ Tormat beginning of list item exactly like the one before it Description of preference AutoCorrect Use AutoCorrect to correct text and formatting as you type.	4 Select OK to return to the WORD OPTIONS dialogue box.
Cancel OK	OF HON'S 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>





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.



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		and press the <return> key.</return>
	Fasten Your Seat Belts	
	Vulcan has just released the Volcano <u>GTi</u> featuring:	
1	• 185 KW 2.6 litre V6 engine •	

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>

<return>

18-inch alloy wheels

Premium 8-speaker sound system.

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		4 Highlight the 4 bulleted points and set the FONT SIZE to 14 point and the
	Fasten Your Seat Belts Vulcan has just released the Volcano GTV ceatur 185 KW 2.6 litre V6 engine	FONT COLOUR to the same as the
	All-wheel drive 18-inch alloy wheels 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 <return> key twice turns the bullets off.</return>