**Intro To Office 2013 Video Project 16:**

**Bulleted, Numbered and Multileveled Lists**

1. Bulled Lists and Numbered Lists help to:
	1. Create an outline
	or
	2. Create a List
	or
	3. Organize a set of ideas hierarchically
2. Bulled Lists and Numbered Lists are a paragraph level formatting.
3. To create bullets or numbering: click in the paragraph and use the icon buttons in the Paragraph group in the Home Ribbon.
4. Keyboards for Word and PowerPoint:
	1. Enter:
		1. Carries the paragraph level formatting forward
		2. Increments to the next number automatically
	2. Shift + Enter skips a level
	3. Tab moves in a level (moves forward)
	4. Shift + Tab moves back a level
5. You can right-click paragraph and:
	1. Restart at 1
	2. Continue Numbering
	3. Set Number Value
	4. Use Mini toolbar to change bullet or number
6. You can type a numbered list without using buttons in the Ribbons:
	1. Type the number one, an open parenthesis, a space, the text you want, then hit Enter.
7. Define New Multilevel List: use drop down next to icon button in Paragraph group in Home Ribbon

Example from video:

**Bulleted, Numbered and Multileveled Lists**

1. Windows Explorer
	1. File Management
2. PowerPoint
	1. Presentations
3. Word
	1. Flyers
	2. Research Papers
	3. Business Letters
4. Excel
	1. Calculations
	or
	2. Data Analysis
5. Access
	1. Database
		1. Store Raw data
		and
		2. Create Useful Information

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

1. Mail Merge
2. Word
3. Excel
4. Access