Highline College

# Busn 216: Computer Applications for Business

M365 Video #09: Bullets, Numbered and Multilevel Lists

Multilevel List is a list containing several levels of list items, each lower level will display a different numeric, alphabetic, or bullet character. The first level is at the left edge of the list and other subsequent levels are indented.

1. Bulled Lists and Numbered Lists help to:
   a. Create an outline
   b. Create a List
   c. 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. You can right-click paragraph with a List and:
   a. Restart at 1
   b. Continue Numbering
   c. Set Number Value
5. Define New Multilevel List: use drop down next to icon button in Paragraph group in Home Ribbon, like this picture:

1.
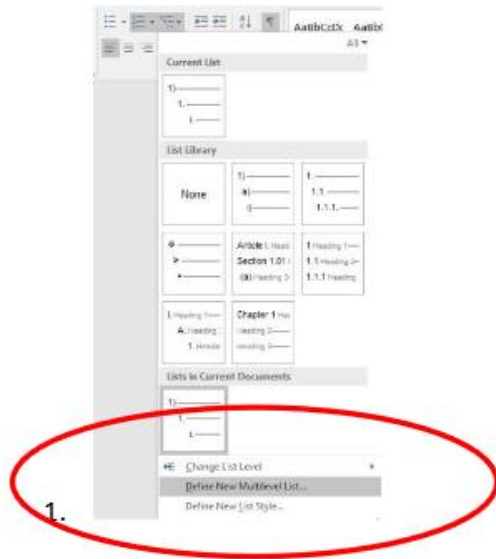
6. You can set a Bulleted, Number or Multilevel List as a Style and use it in another Word documents on a given computer with these steps:
   a. Click in List (any paragraph)
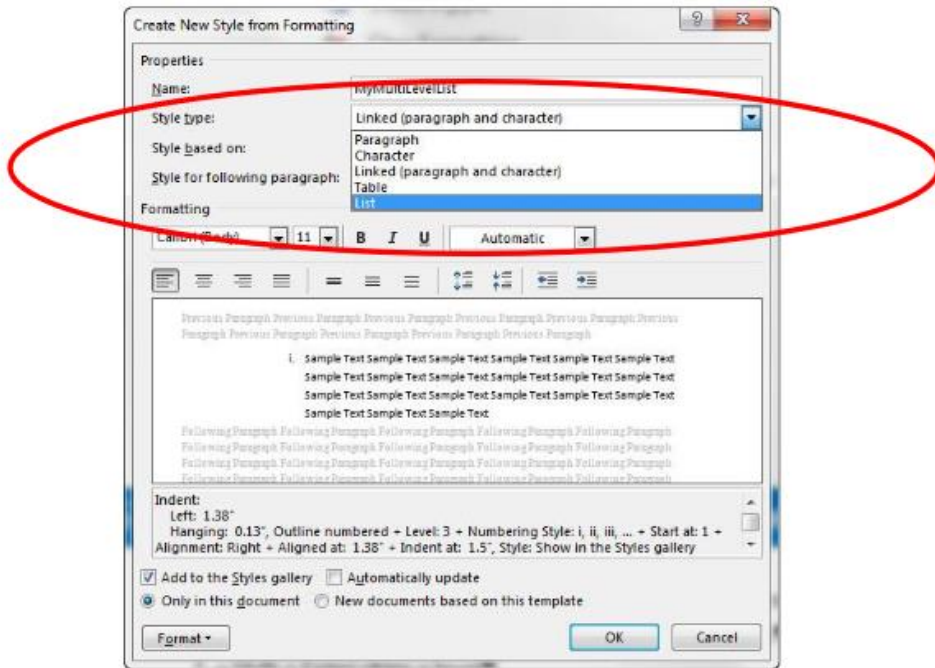   b. Click More button in the Styles group in the Home Ribbon Tab, like this picture:
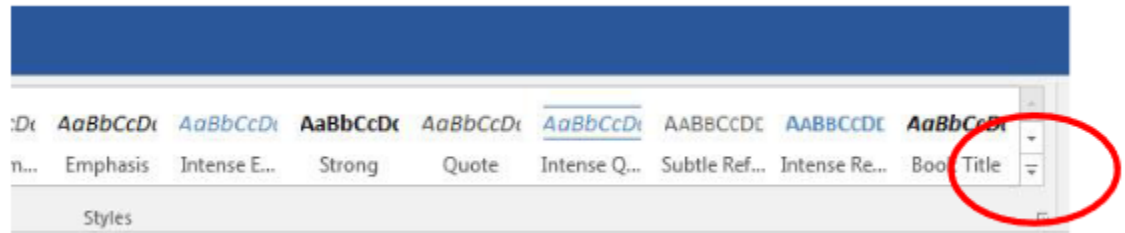
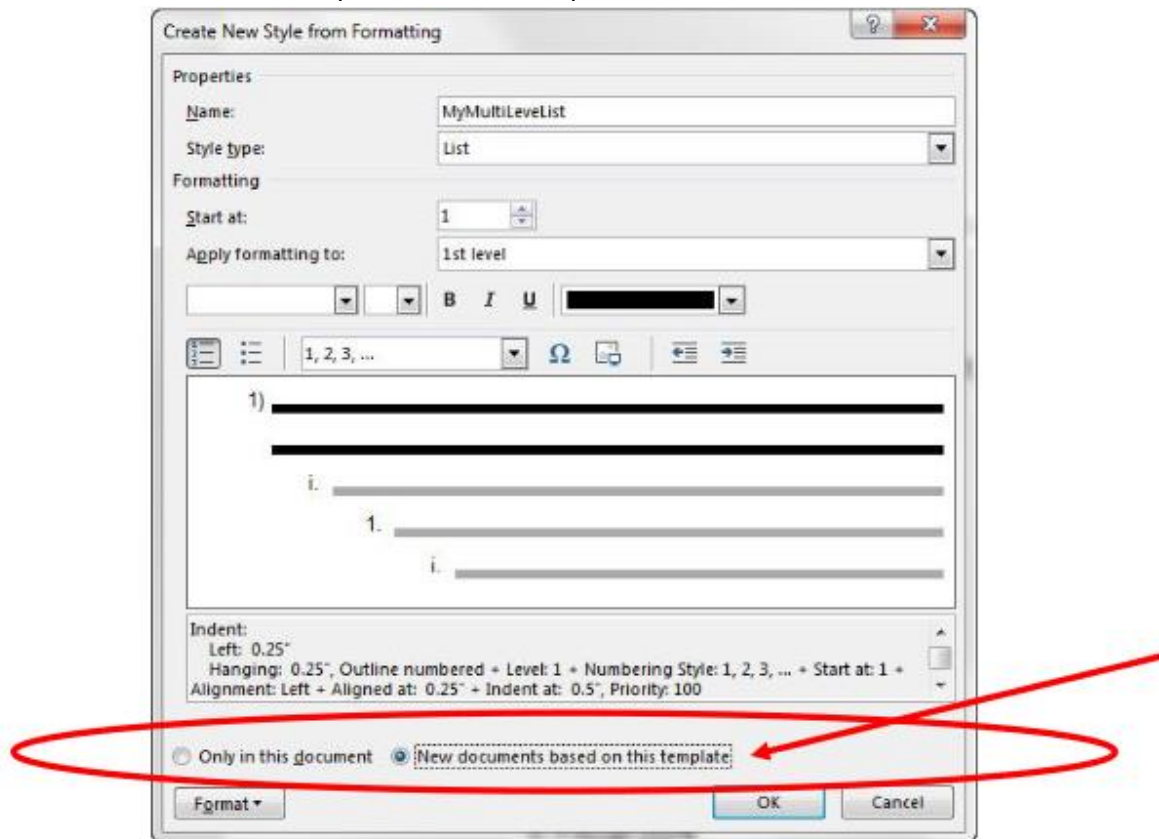   c. Then Click on Create a Style option, like in this picture:
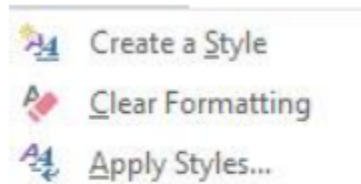
   d. Then Name your new List Style, and then click Modify, , like in this picture:
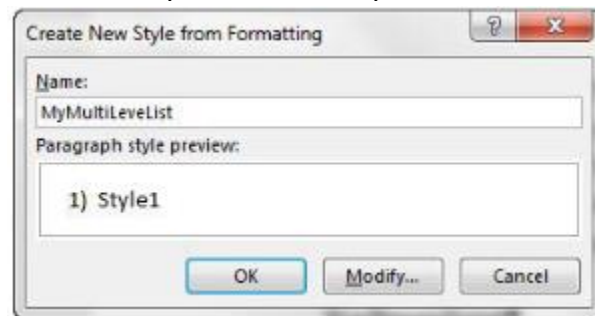
7. Then from "Style type" drop-down, select "List", like in this picture:

   a. If we want to use the Style in other documents on this computer, select "New documents based on this template", like in this picture:

   b. Click OK.

8. Keyboards for Lists in Word and PowerPoint:

1. Enter:
    a. Carries the paragraph level formatting forward
    b. Increments to the next number automatically
2. Tab moves in a level (moves forward)
3. Shift + Tab moves back a level
4. Shift + Enter skips a level