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:

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- 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:

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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:

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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