

Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

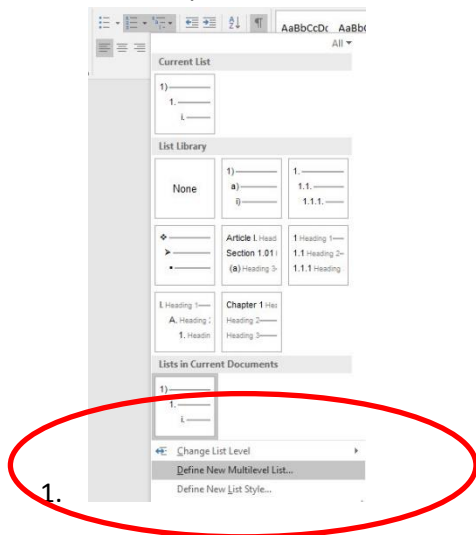
Office 2016 Video #09: Bulleted, Numbered and Multileveled Lists, List Styles

- 1) Bulleted Lists and Numbered Lists help to:
 1. Create an outline
or
 2. Create a List
or
 3. Organize a set of ideas hierarchically
- 2) Bulleted 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.

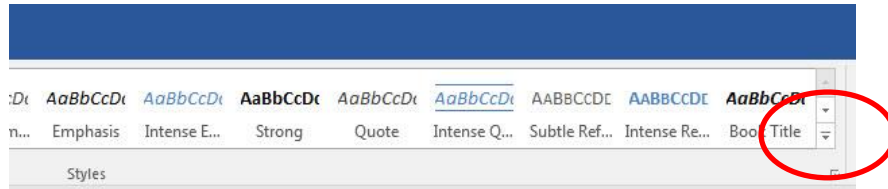
1. Picture:



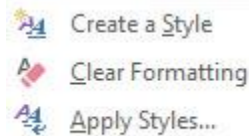
- 2.
- 4) You can right-click paragraph with a List and:
 1. Restart at 1
 2. Continue Numbering
 3. Set Number Value
- 5) Define New Multilevel List: use drop down next to icon button in Paragraph group in Home Ribbon, like this picture:



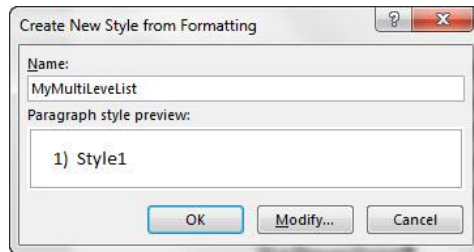
2. You can set a Bulleted, Number or Multilevel List as a Style and use it in other Word documents on a given computer with these steps:
 - i. Click in List (any paragraph)
 - ii. Click More button in the Styles group in the Home Ribbon Tab, like this picture:



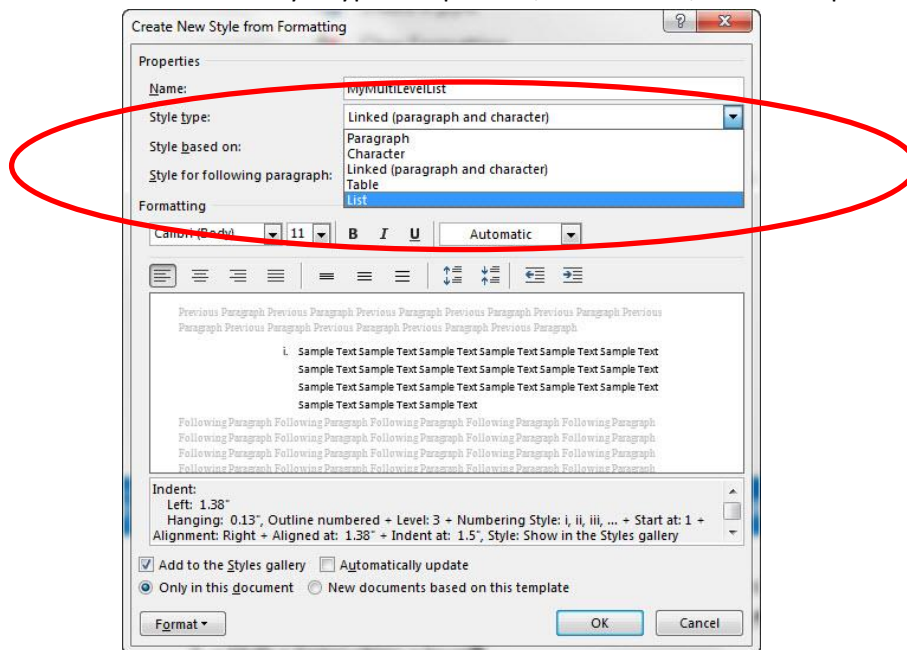
- iii. Then Click on Create a Style option, like in this picture:



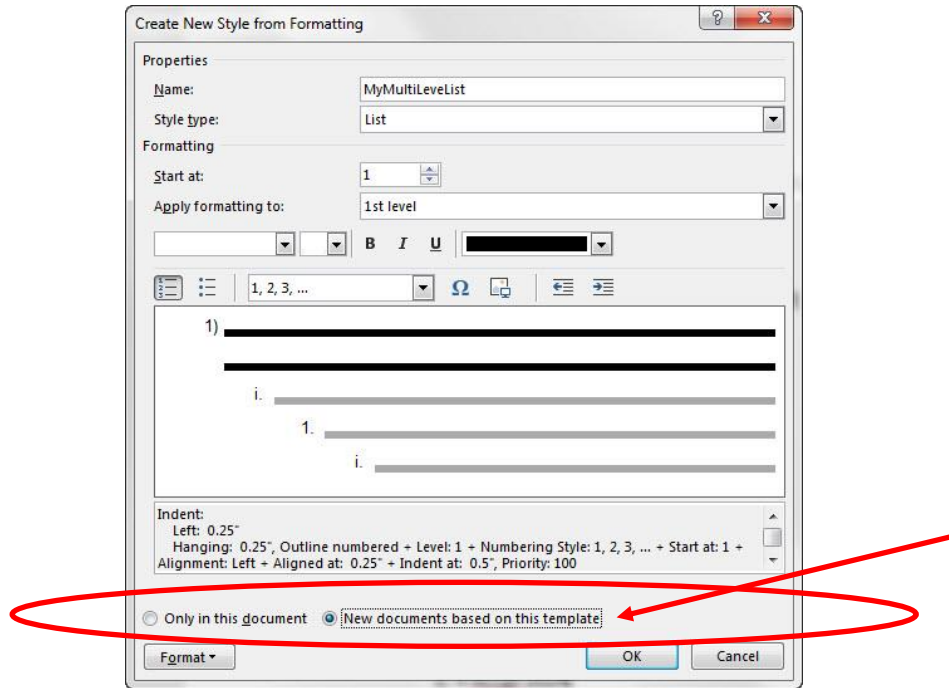
- iv. Then Name your new List Style, and then click Modify, , like in this picture:



- v. Then from "Style type" drop-down, select "List", like in this picture:



- vi. If we want to use the Style in other documents on this computer, select “New documents based on this template”, like in this picture:



- vii. Click OK.

6) Keyboards for Lists in Word and PowerPoint:

1. Enter:
 - i. Carries the paragraph level formatting forward
 - ii. 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