

07 Lists

Introduction

Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered** lists, select **symbols** as bullets, and format **multilevel lists**.

Navigate to the pdf document to access the video:

UNIT 05 WORD > 07 WORD EXERCISE > Word 07 Instructions LISTS

Play the video by clicking the link below:



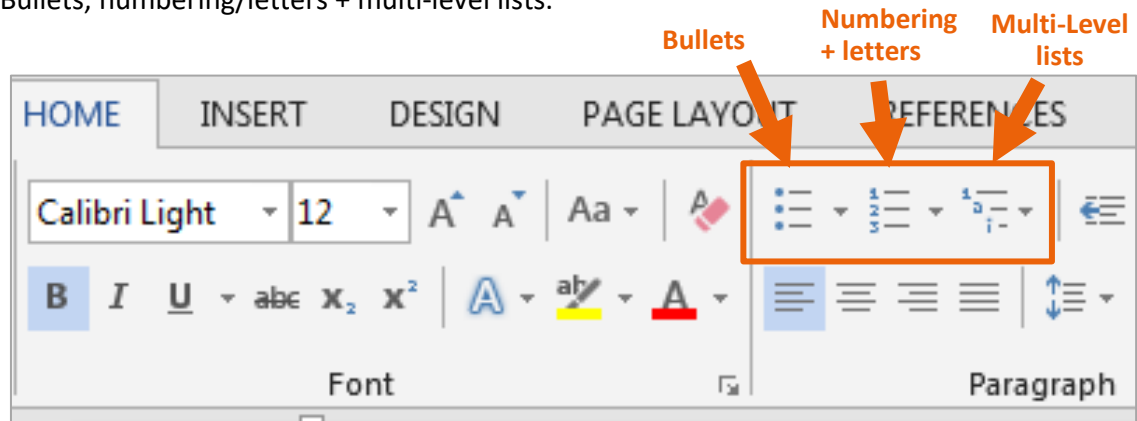
[Lists](#)

Exercise 07

Using the sample as a guide, follow the directions below to complete the exercise.

- Open a file on your computer:
Word 07 Template LISTS
- Save the file in your Documents Folder:
File > Save As > Documents
- Name your file by typing in the *File Name* box:
Word 07 YourFirstNameLastInitial LISTS
Save as type: Word Document
Click **Save**

On the **Home** tab, there are 3 types of **list** drop down menus:
Bullets, numbering/letters + multi-level lists.



List 1

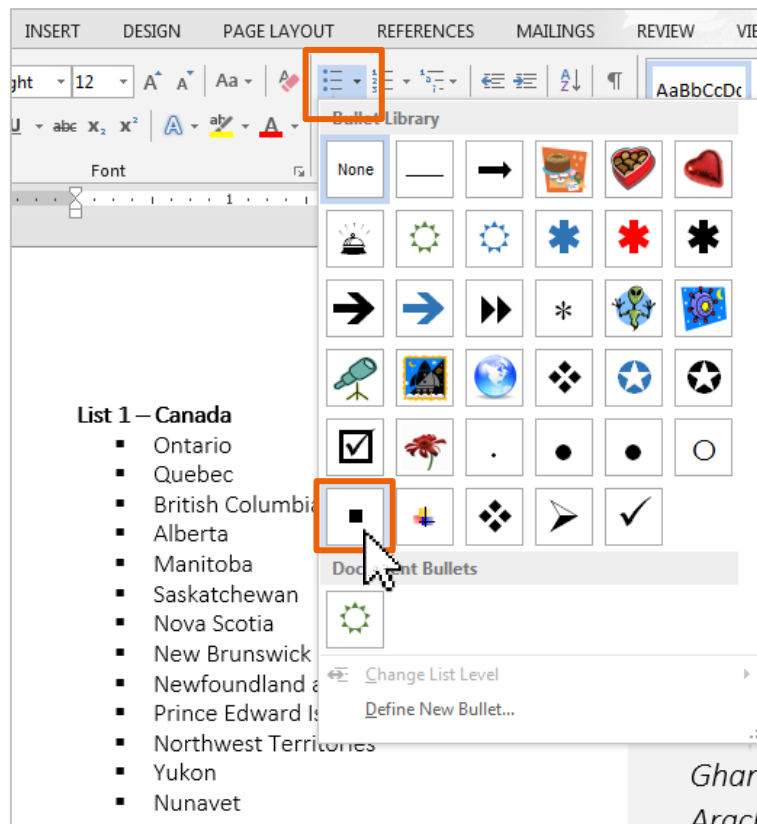
We will format this list as a **bulleted list**.

- Select the text as shown below.



- On the **Home** tab, click the drop-down arrow next to the Bullets command. A menu of styles will appear. Select the **square black bullet**.

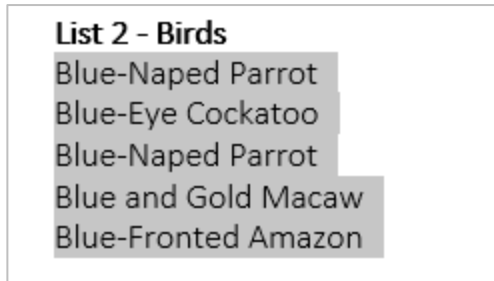
The text will be formatted as a bulleted list.



List 2

We will format this list as a **bulleted list**, but we will change the position of the bullet.

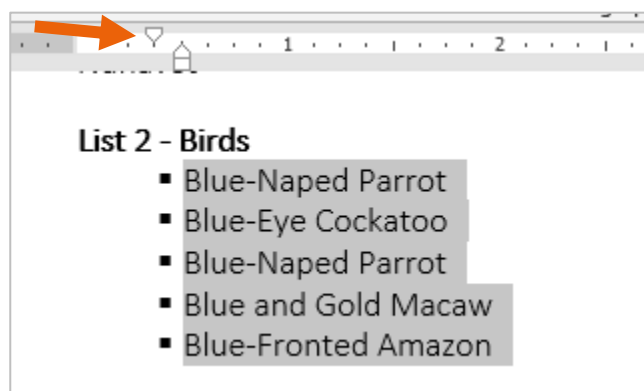
- Select** the text as shown below.



- Format the text using the **square black bullet** again.



- Drag the **first line indent marker** on the ruler to **to the right** to make the distance between the bullet and the text closer together than it is in List 1.



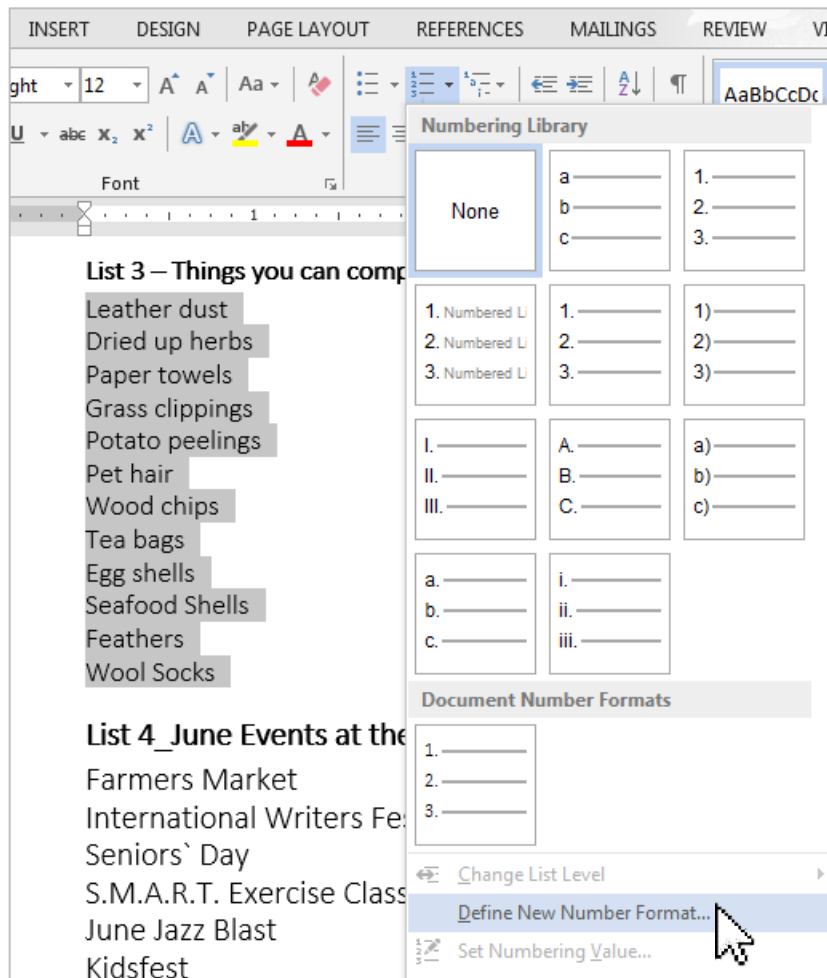
List 3

We will format this list as a **numbered** list.

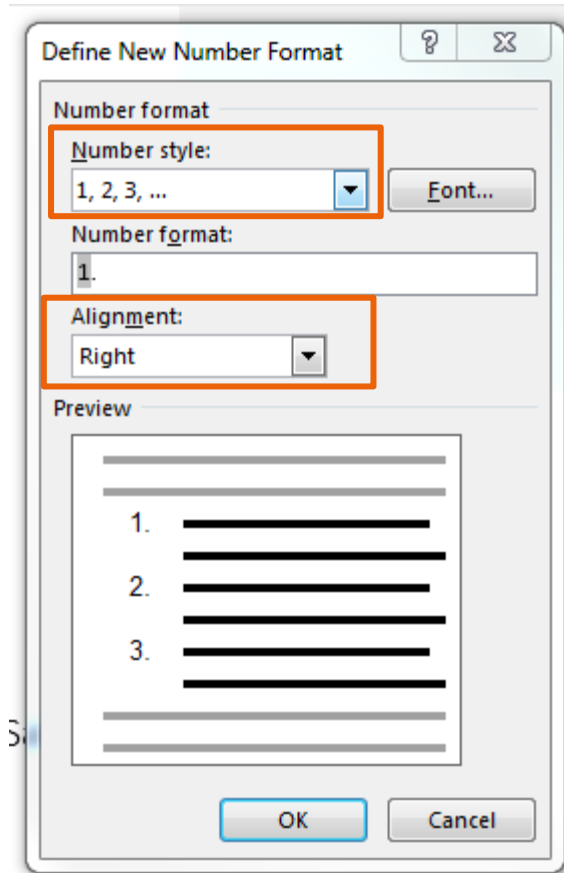
- Select the text as shown below.



- In the Numbering List drop-down menu, click **Define New Number Format** at the bottom of the menu.



- In the Define New Number Format pop out window, select a **Number style** from the drop-down menu.
- Select **Right** from the Alignment drop-down menu. Click **OK**.



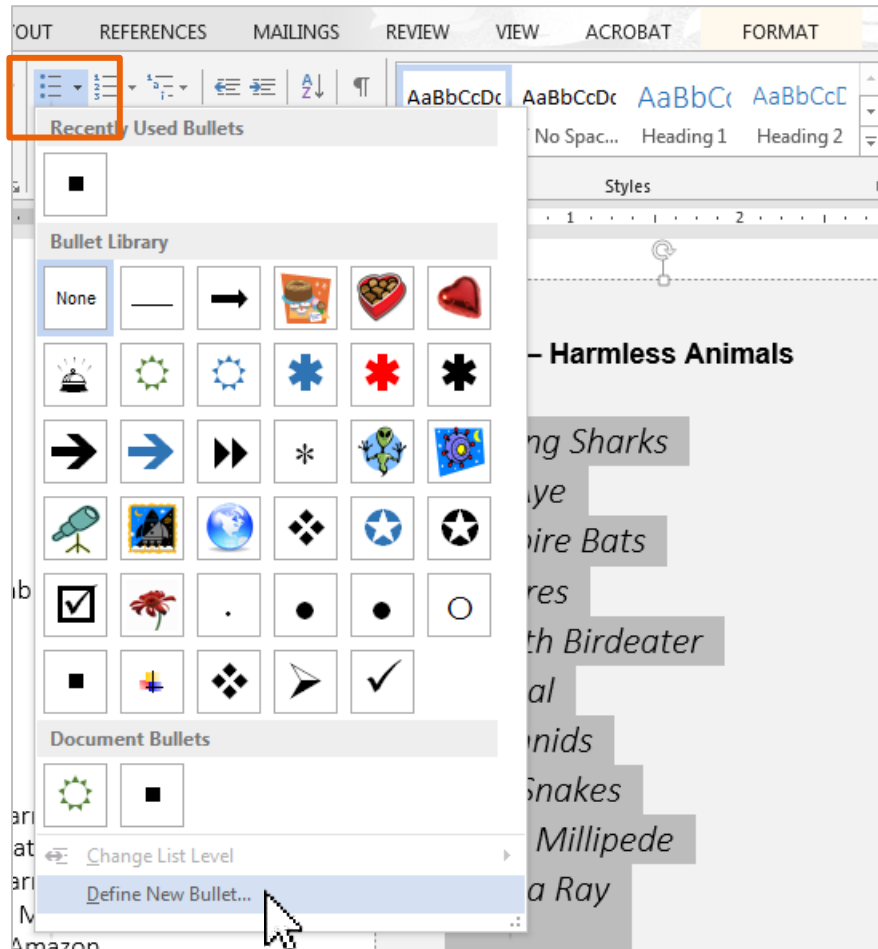
List 4

- Create a **Numbered List** using the Numbering Format: **Alignment: Left**
- Drag the **first line indent marker** on the ruler to the right to make the distance between the bullet and the text closer together than it is in List 3.

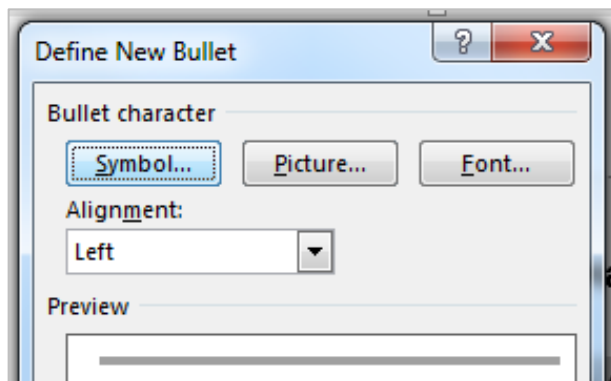
List 5

In this list, we will create a **Custom Coloured Bullet**.

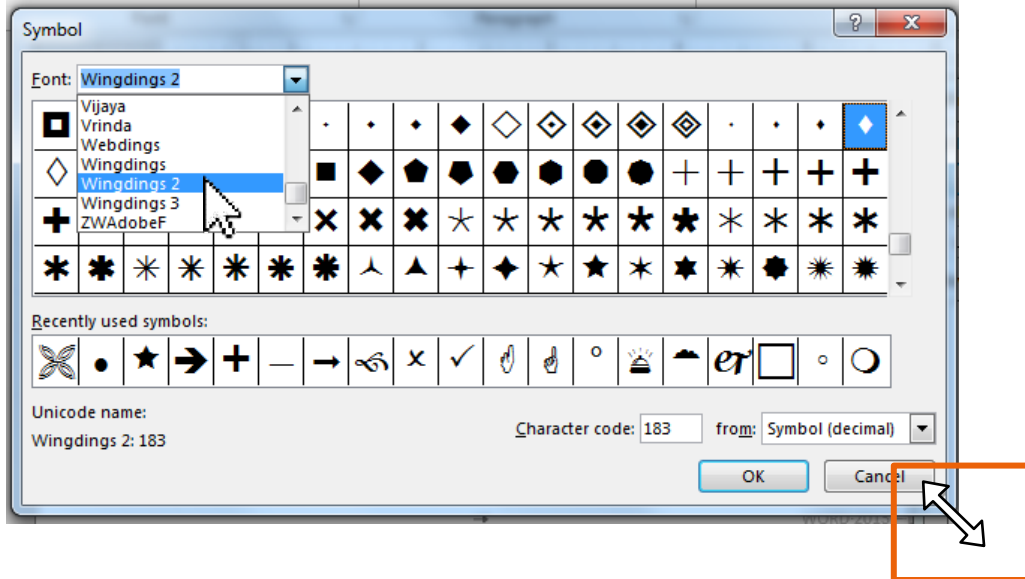
- Select** the text in the list.
In the **Bullet** drop down menu, click **Define New Bullet** at the bottom of the menu.



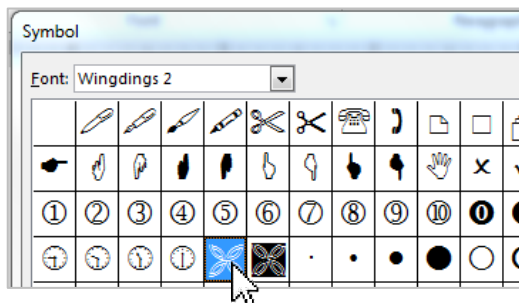
- In the pop out window, click **symbol**.



- In the Symbol drop-down menu, **choose one of the symbol fonts** in the list: *Webdings, Wingdings, Wingdings 2, or Wingdings 3*
- To make the **pop out window bigger**, click, hold and drag the right bottom corner of the window.



- Choose any symbol you like and click OK.**

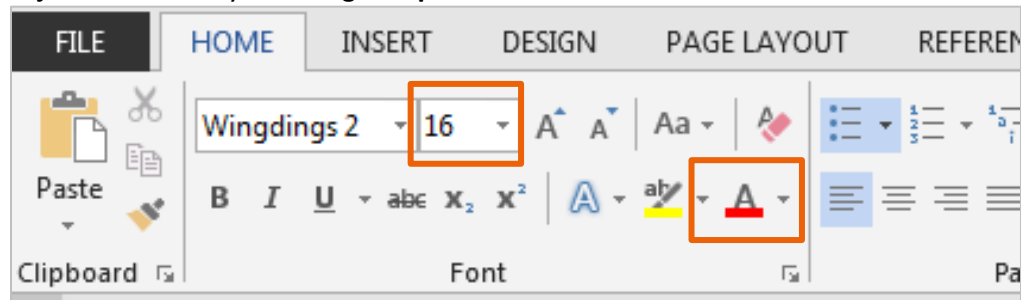


- Click **Ok** again in the *Define New Bullet Window*.

- Format the bullet: Click on the **first bullet** which will select all of the bullets.



- Click on the **Home** Tab. A bullet is essentially text, therefore, you can adjust the **size** and **colour** as you would text.
- Adjust** the size to your liking and **pick a colour other than black**.



List 6

In this list we will create a **numbered** list.

- Place your cursor before the word **Spinach**. Press the **enter** key to start a new line.

- Place your cursor on the blank line. Type the word **Vegetables**.

Fruits
 Apple
 Orange
 Lemon
 Raspberry
 Grapefruit
 Strawberry
 Peach
 Tangerine
 |
 Spinach
 Turnip
 Lettuce
 Celery
 Green Beans
 Broccoli

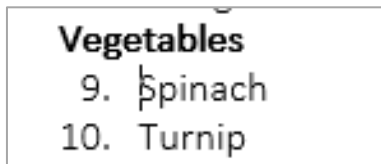
- Bold** the word Vegetables

Peach
 Tangerine

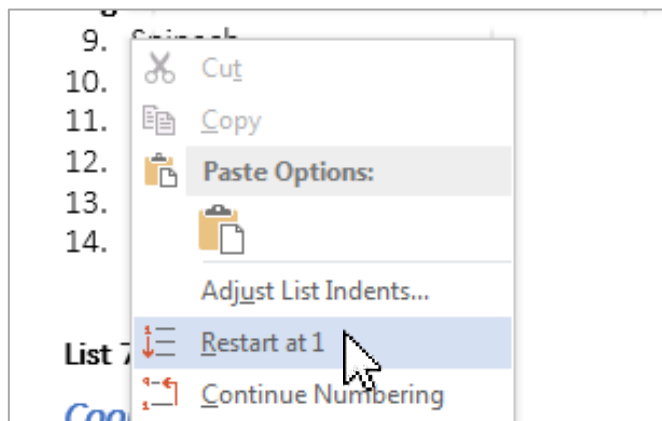
Fruits
 Apple
 Orange
 Lemon
 Raspberry
 Grapefruit
 Strawberry
 Peach
 Tangerine
Vegetables
 Spinach
 Turnip
 Lettuce
 Celery
 Green Beans
 Broccoli

- Select** all the fruits then **hold down Ctrl key** and select the vegetables.
- Select any numbering format** you like to create a numbered list.
(see List 3 instructions for a reminder of how to create a numbered list)

- Place your **cursor** before the word Spinach



- Right click** your mouse and click **Restart at 1** on the drop-down menu. Your list will now contain 2 sections, each starting at 1



List 7

You will create a **multi-level list containing 3 different levels.**

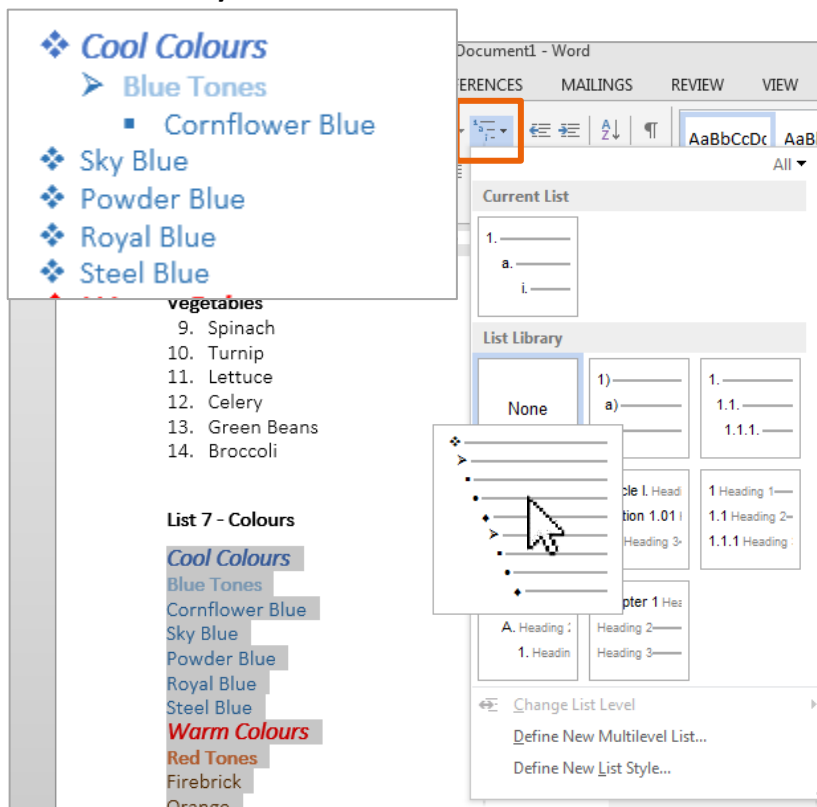
- Select** the text as shown below.



- Click the multi-level list command and **choose a pre-set** list or create a new one.
- Place your cursor before the words *Blue Tones* and press the **Tab key** once.



- Place your cursor before the words *Red Tones*
Press the **Tab key once**
- Place your cursor before the words *Cornflower Blue*
Press the **Tab Key twice**



- Continuing pressing the **Tab Key twice** before the following words:
Sky Blue
Powder Blue

Royal Blue
Steel Blue
Firebrick
Orange
Violet Red
Maroon
Tomato

List 8

Create a **custom bullet** using a **picture** of your choice.

- Select** the text in the list (*The Sun* down to *Neptune*).
- Click the Bullet drop down menu, click **Define New Bullet**.
- Click the **Picture** button.
- In the **Bing Image Search Box**, type the name of the object you are searching for. *For example: planets, outer space, etc.*
- Select a picture** from the search results and click **Insert**.
- If necessary, resize the picture bullet as you did in **List 5**.
- Save your assignment and email it to your instructor.**