Microsoft Word 2013: Bullet, Number & Multilevel Lists & Outline View

Using Bulleted Lists

Applied Bullets as you type or to Existing Text & Formatted Bullets

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- **This is an example of a bulleted list**
- **When the text wraps, it does not wrap all the way to the bullet, but only to where the first line of text began**
- **The Bullets button in the Paragraph grouping acts like a toggle switch. Clicking once turns it on; clicking a second time turns it off**
- **To change the bullet style or the indents, use the dialog box option**

Applying Bullets as You Type

When you are ready to add bulleted text to your document, use the following steps:

1. Place the insertion point where you want the bullets to begin

2. In the **Home** tab, in the **Paragraph** grouping, click **Bullets** ⦂≡
   Word inserts the first bullet and moves the insertion point a quarter inch to the right, where you can begin typing text.
3. Type the desired text. If the text wraps, Word maintains the quarter-inch indent.
4. Press the **Enter** key, another bullet appears. Repeat steps 3 and 4 as necessary
5. When finished typing the last line of bulleted text, press **Enter**. The insertion point should appear on a blank bulleted line.
6. To end the bulleted list, in the **Home** tab, in the **Paragraph** grouping, click **Bullets** ⦂≡ or to end the bulleted list, press **Enter**.

**Applying Bullets to Existing Text**

1. Select the text to be bulleted

2. In the **Home** tab, in the **Paragraph** grouping, click **Bullets** ⦂≡
To remove bullets:

1. Select the bulleted text

2. In the **Home** tab, in the **Paragraph** grouping, click **Bullets** ⦂≡
Working with Formatted Bullets

The paragraph character ¶ influences the formatting of the bullet of a list item. If one or more bullets has an undesired color, the paragraph character was included when the color formatting was applied.

To remove the formatting from the bullet only:

1. In the **Home** tab, in the **Paragraph** grouping, click **Show/Hide** [¶]
   Your document's non-printing symbols are displayed.

   ```
   ●→ Read·Chapter·3¶
   ●→ Complete·assignment¶
   ●→ Study·for·test¶
   ```
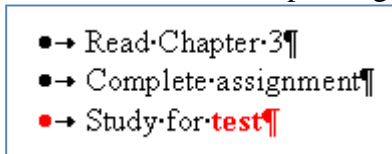
2. Select the paragraph symbol for the list item with the formatted bullet.
3. In the **Home** tab, under the **Font** grouping, use the formatting tools to remove the formatting.

Using Numbered Lists

With Word, you can make bulleted lists, numbered lists, or outlines. You can create numbered lists using the **Home** tab in the **Paragraph** grouping.

About Numbered Lists

|	
I.	This is an example of a numbered list
II.	When the text wraps, it does not wrap all the way to the number, but only to where the first line of text began
III.	The NUMBERING button in the Paragraph grouping acts like a toggle switch. Clicking once turns it on; clicking a second time turns it off
IV.	To change the numbering style or the indents, use the dialog box option

Applying Numbering as You Type

When you are ready to add numbered text to your document, use the following steps:

1. Place the insertion point where you want the numbering to begin
2. In the **Home** tab, in the **Paragraph** grouping, click **Numbering** [≣▾]
   Word inserts the first number and moves the insertion point a quarter inch to the right, where you can begin typing text.
3. Type the desired text. If the text wraps, Word maintains the quarter-inch indent.
4. Press **Enter**. Another number appears. Repeat steps 3 and 4 as necessary
5. When finished typing the last line of numbered text, press **Enter.**
   The insertion point should appear on a blank numbered line.

6. To end the numbered list, in the **Home** tab, in the **Paragraph** grouping, click **Numbering** ⬛ or to end the numbered list, press **Enter.**

Applying Numbering to Existing Text

1. Select the text to be numbered
2. In the **Home** tab, in the **Paragraph** grouping, click **Numbering** ⬛
To remove numbering:

1. Select the numbered text
2. In the **Home** tab, in the **Paragraph** grouping, click **Numbering** ⬛
Working with Formatted Numbers

The paragraph character ¶ influences the formatting of the numbering of a list item. If one or more numbers is formatted (e.g., boldfaced, italicized, colored), the paragraph character was included when the formatting was applied.

To remove the formatting from the number only:

1. In the **Home** tab, in the **Paragraph** grouping, click **Show/Hide** ¶
   Your document's non-printing symbols are displayed.

```
1.→ Read·Chapter·3¶
2.→ Complete·assignment¶
3.→ Study·for·test¶
```
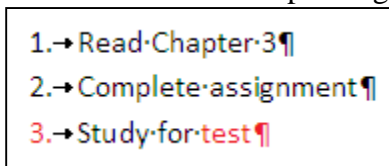
2. Select the paragraph symbol for the list item with the formatted numbering
3. In the **Home** tab, under the **Font** grouping, use the formatting tools to remove the formatting

Customizing Bulleted & Numbered Lists

By modifying numbered or bulleted lists, you are able to change the way the information is displayed. For example, you can create multilevel lists. By customizing numbered or bulleted lists, you are able to change the appearance of each bullet or number. For example, instead of a plain bullet, you could use a symbol or a picture.

Modifying Bulleted Lists

Word gives you ways of modifying the format of your bulleted list. The following instructions will show you how to add explanatory text within your list without creating additional bullets and how to create a multilevel list.

Adding Text to the List

Perhaps you want to add information to a list item but do not want to create a separate list item. Using this simple keystroke will place your insertion point on the next line without a bullet appearing.

1. Place the insertion point after the last character in the list item where you want to add text.
2. Press **Shift** + **Enter** The insertion point appears under the previous list item.

- In the *Spelling and Grammar* dialog box, click **OPTIONS...**
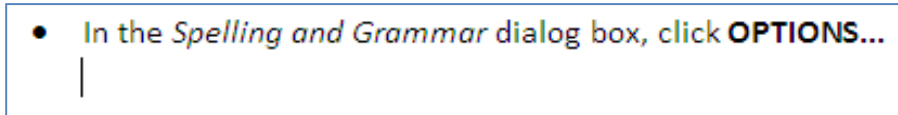
3. Type the additional text

Creating a Multilevel List (Outline)

Sometimes, one level of bullets is not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the Indent buttons.

Customizing Bulleted Lists

Customizing your bulleted list allows you to use creative and eye-catching bullets. Word provides many different images from which to choose. The following instructions assume that a bulleted list has already been created.

1. Select the bulleted list you want to customize
2. On the Home tab, in the Paragraph group, click ▼ on the Bullets button. The Bullets pull-down menu appears.

Recently Used Bullets

Bullet Library

None

Change List Level
Define New Bullet...
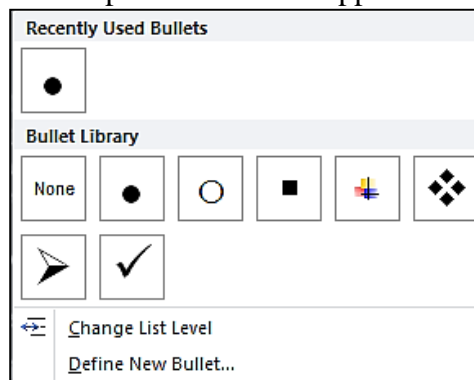
3. Select the desired bullet option

4. If the desired option does not appear, select **Define New Bullet...**
   The Define New Bullet dialog box appears.
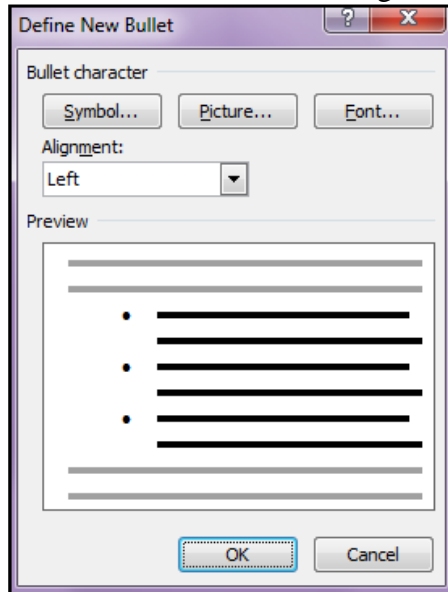
5. To select a symbol for your bullet,
   a. Under Bullet character, click **Symbol.** The Symbol dialog box appears.
   b. From the Font pull-down box, select the desired font
   c. In the scroll box, select the desired bullet character. Click **OK**
6. To select a picture for your bullet,
   a. Under Bullet character, click **Picture.** The Picture Bullet dialog box appears.
   b. In the scroll box, select the desired bullet character. Click **OK**

Modifying Numbered Lists

Word gives you ways of modifying the format of your numbered list. The following instructions will show you how to add explanatory text within your list without creating additional numbers and how to create a multilevel list.

Adding Text to the List

Perhaps you want to add information to a step but do not want to create a separate list item. Using this simple keystroke will place your insertion point on the next line without a number appearing.

1. Place the insertion point after the last character in where you want to add text
2. Press **Shift** + **Enter**. Your insertion point appears under the previous list item.

3. Type the additional text

Creating a Multilevel List in Outline View

Sometimes, one level of numbering is not enough. Creating an outline can help organize your document for clearer presentation. Word allows up to nine different levels for outline lists. It is easy to demote or promote a list item from one level to another using the Indent buttons as described here.

**Customizing Numbered Lists**

Customizing your numbered list allows you to have a wider variety of styles for numbers. Word provides several different ways of customizing your numbers in order to create an effective numbered list.

1. Select the numbered list you want to customize
2. On the **Home** tab, in the **Paragraph** grouping, click ▼ on the **Numbering** button. The Numbered List pull-down menu appears.
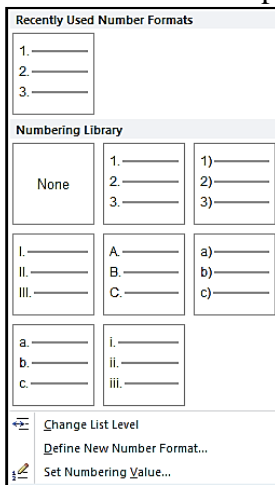
   Select the desired numbering option. If the desired option does not appear, select **Define New Number Format...**The Define New Number Format dialog box appears.
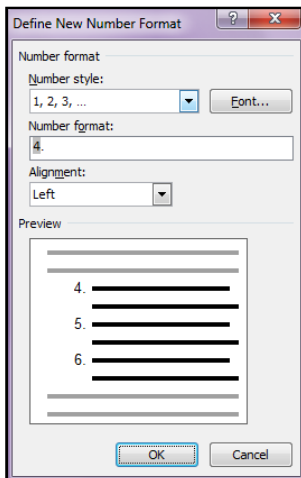
3. To change the number style, from the Number style pull-down list, select the desired option

4. To change the number format, in the Number format text box, make the desired changes
Instead of following numerals with a period (1.), you may want to follow them with a dash (1-).
5. To change the numbering alignment, from the Alignment pull-down list, select **Left**, **Right** or **Centered**

Left-aligned	Centered	Right-aligned
8. Eight 9. Nine 10. Ten 11. Eleven	8. Eight 9. Nine 10. Ten 11. Eleven	8. Eight 9. Nine 10. Ten 11. Eleven

6. To change font, style, color, or size of the numbers,
   a. Click **Font...** The Font dialog box appears.
   b. Under Font, Font style, Font color, or Size, select the appropriate options
      An example of your number formatting appears in the Preview section.
   c. Click **OK.** Your customized number appears in the Number format text box. Click **OK.**

Changing the Starting Number

1. Select the numbered list.
2. On the **Home** tab, in the **Paragraph** grouping, click ▼ on the Numbering button. The Numbered List pull-down menu appears.
3. Select **Set Numbering Value.** The Set Numbering Value dialog box appears.
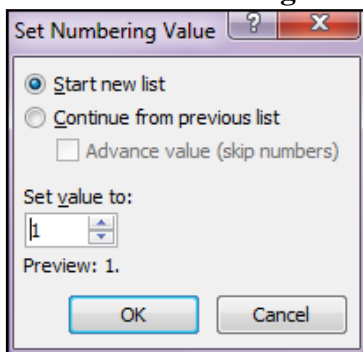
4. In the Set value to scroll box, type or use the nudge buttons to select the number to start the numbered list. Click **OK**

Using Multilevel List Numbering

Word's multilevel list feature takes bullets and numbering to the next step. It makes creating sub lists or sub points in a list easy. An example of a multilevel list is an outline where the first level uses a Roman numeral and the next level uses a capital letter.

Another use for multilevel lists is quiz or test questions where the question uses a number and the possible answers use lower case letters.

Example: Outline	Example: Test Question

I. Biology Studies
    A. Animal
    B. Human
    C. Plant
	1) Which of the following best describes a phylum?
	  a) A phylum ranks above the kingdom
	  b) A phylum ranks below the kingdom
	  c) A phylum is at the same level as the kingdom
	  d) Phylum is another word for kingdom

Applying Multilevel List Numbering to Existing Text

Multilevel bulleted or numbered lists can be applied to selected text at any time. The following steps will use the example of creating a test question. In such a case, you could type the questions and answers for the test without numbering or indenting them. Then, apply the multilevel list numbering.

1. Select the text you want to apply outline numbering to select the text of the test questions and answers.
2. From the **Home** tab, in the **Paragraph** grouping, click **Multilevel List** The Multilevel List pane appears.
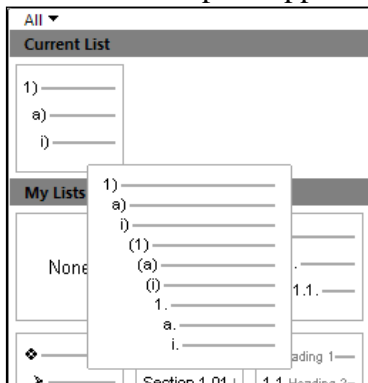
3. Select the desired outline option.
   Select the option that starts with numbers and uses lower case letters for the next level. The bullets or numbers are applied to your selected text.
   At this point all text is assigned the first level character.
4. In the case of our example, all text is numbered so continue with Demoting Text.

Promoting and Demoting Text

You can promote and demote lines of text to adjust your list. Promoting a line of text moves it to the left (up a level); demoting text moves it to the right (down a level). These steps continue with the example of a test question.

1. Select the text to be promoted or demoted. Select the answers beneath a question.
2. To demote, from the **Home** tab, in the **Paragraph** grouping, click **Increase Indent** . Text is demoted to the next level of the outline.

Click **Increase Indent.** In this example, the answers are now lettered beneath the numbered question.

3. To promote, from the **Home** tab, in the **Paragraph** grouping, click **Decrease Indent** Text is promoted to the next level of the outline.

Applying Outline Numbering as You Type

You can select the type of multilevel list you want to use prior to typing any list items. The following steps will use the example of creating an outline.

1. Place the insertion point where list is to begin

2. From the **Home** tab, in the **Paragraph** grouping, click **Multilevel List** The Multilevel List pane appears.
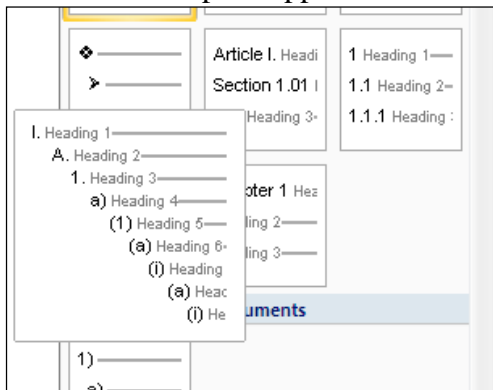
3. Select the desired list option
   Select the option that starts with Roman numerals and uses capital letters for the next level.
4. Type the text for the first list item. Type **Biology Studies**
   Word will automatically number or bullet your headings accordingly.
   In this example, the first item will be numbered I.
5. To add a sub point under this first item, continue with the next section.

Promoting and Demoting Text

You can promote and demote lines of text to adjust your list. Promoting a line of text moves it to the left (up a level); demoting text moves it to the right (down a level). These steps continue with the example of an outline.

1. To demote, from the **Home** tab, in the **Paragraph** grouping, click **Increase Indent** Click **Increase Indent**
2. Type the text for this sub point/level. Type **Animal.** Text is positioned in the next level of the outline. In this example, this item is lettered A
3. To promote, from the **Home** tab, in the **Paragraph** grouping, click **Decrease Indent**. Text will be positioned in the next level of the outline.

4. To end the outline, press **Enter**

Keyboard Shortcuts

Here are some helpful keyboard shortcuts to use when promoting/demoting the different levels and paragraphs of your outline.

Action	Key Combination
Advance to next list item	**Enter**
Promote a list item	**Shift** + **Tab OR Alt** + **Shift** + **Left Arrow**
Demote a list item	**Tab OR Alt** + **Shift** + **Right Arrow**
Demote to body text	**Ctrl** + **Shift** + **N**
Select list item above	**Alt** + **Shift** + **Up Arrow**
Select list item below	**Alt** + **Shift** + **Down Arrow**

To promote/demote levels, you can click **Increase Indent** or **Decrease Indent**

Other Helpful Hints

While forming your outline, special needs may arise. For example, you may want to renumber a list so it restarts at the number one at a given point. You may also want to include a non-numbered/lettered line, called a soft return, beneath a numbered/lettered item.

Restarting Numbering with the Number One

1. Right click the numbered line to be restarted, select **Restart at 1**

Adding a Line without a Number/Letter

1. Place your insertion point at the end of the line before your desired non-numbered line.
2. Press **Shift** + **Enter** Type the desired information
3. When finished, press **Enter.** The next numbered/lettered line appears.

Using the Outline View

Viewing your document using the Outline view gives a more organized look to your document compared to the Normal or Layout views. The Outline view allows you to see the different heading levels of the document. Each break in the text has a symbol

indicating the hierarchy of heading and subtext. Using these symbols, you can format the heading style and position.

About Outline View

The Outline view shows the different levels of headings as designated by the styles applied in your document. Headings are like titles in your document that explain the section of text to follow. Each heading in the Outline view is indicated by symbols. These symbols can be used to format the heading style and position.

The Outline view shows all of the text. However, the Outline view shows the stairway of different levels used throughout the document and, therefore, looks different. It is easier to change the headings and subtext in the Outline view because of the versatility of the symbols and buttons on the Outlining toolbar. Compare the differences between the Normal and Outline views of the same text.

Normal View	Outline View

LTS Strategic Overview and Priorities
 	
Vision
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Sus metus quis sem condimentum semper.
 	
Mission
Pellentesque pellentesque. Maecenas cursus, enim et porta molestie ante purus sed nunc. Proin lobortis, wisi at porta te porta ante dolor vel pede.Core Values
 	
Long Range Plan Summary
Praesent vitae orci nec neque sagittis consequat. Vestibulun vel, cursus ut, consectetuer vitae, sapien.
 	
Establishing Shared Governance
Donec ultrices. Sed lorem lorem, fringilla vitae, consectetuer habitasse platea dictumst. Curabitur pharetra metus a wisi.
 	
Increasing Self-Service Access to Data
Ut lacus neque, consequat ac, fermentum id, laoreet vitae, u
	⊕ LTS Strategic Overview and Priori
	    ⊕ Vision
	    ⊕ Mission
	⊕ Long Range Plan Summary
	    ⊕ Establishing Shared Governance
	    ⊕ Increasing Self-Service Access to
	—

To view your document in Outline view: On the **View** tab, in the **Document Views** grouping, click **Outline.**
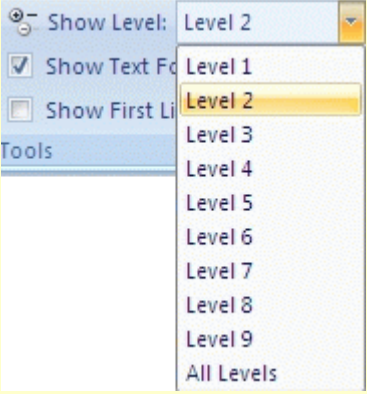
Text Symbols

While in Outline view, you will notice the different symbols to the left of each heading or subtext. These two symbols, the plus sign and minus sign, indicate whether the text has subtext. These symbols can be used as a tool to position your text or subtext.

Icon	Symbolizes	Example
⊕	Heading with subtext	⊕ **LTS Strategic Overview and Priorities**
⊖	Heading with no subtext	⊖ **Increasing Self-Service Access to Data**
●	Text in outline view	● Donec ultrices. Sed lorem lorem, fringilla vitae, habitasse platea dictumst. Curabitur pharetra n

The Outline Tools

If you want to do more than position the text in Outline view, the Outline tools can help. You can change the position of the heading and subtext similar to dragging the symbols. You can also view your document several ways using the various view buttons.

The table below lists the Outline tools and their functions.

Tool(s)	Name	Function
⬅ ➡	Promote/Demote	Moves selected heading and subtext symbols by promoting them (moving them up a level and to the left) or demoting them (moving them down a level and to the right)
⏪	Promote to Heading 1	Changes the selected paragraph to Heading 1
⏩	Demote to Body Text	Changes the selected paragraph to body text
⬆ ⬇	Move Up/Move Down	Moves selected heading and subtext up or down in sequential level
➕ ➖	Expand/Collapse	Expands and/or collapses selected heading and subtext groups
Show Level: Level 2 / ✓ Show Text Fo / Level 1 / Show First Li Level 2 / Tools / Level 3 / Level 4 / Level 5 / Level 6 / Level 7 / Level 8 / Level 9 / All Levels	Show Level	Shows the level selected and all those above

	Show First Line Only	Shows only the first line of the levels displayed
☑ Show Text Formatting	Show Text Formatting	Shows and hides the formatting of all text in the Outline view

Organizing Text

Using Outline view makes organizing or reorganizing your document easy.

Action	Using Outline Tools	Using Text Symbols
To promote a heading or subtext one level	Click **PROMOTE**	Drag the appropriate symbol to the left
To demote a heading or subtext one level	Click **DEMOTE**	Drag the appropriate symbol to the right
To move the heading or subtext up within the document	Click **MOVE UP**	Drag the appropriate symbol up
To move the heading or subtext down within the document	Click **MOVE DOWN**	Drag the appropriate symbol down

Adding Text

Once you have created and rearranged your text, you may want to add more text.

1. Place the insertion point after the text immediately above where you want the new text to begin.
2. Press **Enter** The new paragraph with the same level as the previous paragraph appears with an outline symbol to the left.

Deleting Text

Once you have created and rearranged your text, you may want to delete some text.

1. Click the symbol next to the level which you want to delete
   Text and subtext included in that level is selected.
2. Press **Delete.** The text and subtext in that level is deleted.