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

Using Bulleted Lists
Using Numbered Lists
Customizing Bulleted & Numbered Lists
Using Multilevel List Numbering
Using the Outline View

Using Bulleted Lists

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

- 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**

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

**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 \( \square \) 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.

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.
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.
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.

![Define New Bullet dialog box]

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.

   1. In the Spelling and Grammar dialog box, click OPTIONS...

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

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**

<table>
<thead>
<tr>
<th>Left-aligned</th>
<th>Centered</th>
<th>Right-aligned</th>
</tr>
</thead>
</table>

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.

![Set Numbering Value dialog box](image)

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.

<table>
<thead>
<tr>
<th>Example: Outline</th>
<th>Example: Test Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Biology Studies</td>
<td>1) Which of the following best describes a phylum?</td>
</tr>
<tr>
<td>A. Animal</td>
<td>a) A phylum ranks above the kingdom</td>
</tr>
<tr>
<td>B. Human</td>
<td>b) A phylum ranks below the kingdom</td>
</tr>
<tr>
<td>C. Plant</td>
<td>c) A phylum is at the same level as the kingdom</td>
</tr>
<tr>
<td>d) Phylum is another word for kingdom</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Key Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance to next list item</td>
<td><strong>Enter</strong></td>
</tr>
<tr>
<td>Promote a list item</td>
<td><strong>Shift + Tab</strong> <strong>OR Alt + Shift + Left Arrow</strong></td>
</tr>
<tr>
<td>Demote a list item</td>
<td><strong>Tab</strong> <strong>OR Alt + Shift + Right Arrow</strong></td>
</tr>
<tr>
<td>Demote to body text</td>
<td><strong>Ctrl + Shift + N</strong></td>
</tr>
<tr>
<td>Select list item above</td>
<td><strong>Alt + Shift + Up Arrow</strong></td>
</tr>
<tr>
<td>Select list item below</td>
<td><strong>Alt + Shift + Down Arrow</strong></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Normal View</th>
<th>Outline View</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LTS Strategic Overview and Priorities</strong></td>
<td><strong>LTS Strategic Overview and Priorities</strong></td>
</tr>
<tr>
<td>Mission: Excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio.</td>
<td></td>
</tr>
<tr>
<td><strong>Long Range Plan Summary</strong></td>
<td><strong>Long Range Plan Summary</strong></td>
</tr>
<tr>
<td>Pariatur quis, velit ut aperiam, nostrum nesciunt, atque tempore vel repellendus est. Ut aperiam, nostrum nesciunt, atque tempore vel repellendus est.</td>
<td></td>
</tr>
<tr>
<td><strong>Establishing Shared Governance</strong></td>
<td><strong>Establishing Shared Governance</strong></td>
</tr>
<tr>
<td>Autem veritatis, sed ut aperiam, nostrum nesciunt, atque tempore vel repellendus est. Ut aperiam, nostrum nesciunt, atque tempore vel repellendus est.</td>
<td></td>
</tr>
<tr>
<td><strong>Increasing Self-Service Access to Data</strong></td>
<td><strong>Increasing Self-Service Access to Data</strong></td>
</tr>
<tr>
<td>Ullamcorper, dolor sit amet, consectetur adipiscing elit. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium.</td>
<td></td>
</tr>
</tbody>
</table>

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.


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.

<table>
<thead>
<tr>
<th>Tool(s)</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Icon" /></td>
<td>Promote/Demote</td>
<td>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)</td>
</tr>
<tr>
<td><img src="image2" alt="Icon" /></td>
<td>Promote to Heading 1</td>
<td>Changes the selected paragraph to Heading 1</td>
</tr>
<tr>
<td><img src="image3" alt="Icon" /></td>
<td>Demote to Body Text</td>
<td>Changes the selected paragraph to body text</td>
</tr>
<tr>
<td><img src="image4" alt="Icon" /></td>
<td>Move Up/Move Down</td>
<td>Moves selected heading and subtext up or down in sequential level</td>
</tr>
<tr>
<td><img src="image5" alt="Icon" /></td>
<td>Expand/Collapse</td>
<td>Expands and/or collapses selected heading and subtext groups</td>
</tr>
<tr>
<td><img src="image6" alt="Icon" /></td>
<td>Show Level</td>
<td>Shows the level selected and all those above</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Symbolizes</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heading with subtext</td>
<td>LTS Strategic Overview and Priorities</td>
</tr>
<tr>
<td>Heading with no subtext</td>
<td>Increasing Self-Service Access to Data</td>
</tr>
<tr>
<td>Text in outline view</td>
<td>Donec utricum, sed lorem, lorem, fringilla vitae, habitasse platea dictumst. Curabitur pharetra r</td>
</tr>
</tbody>
</table>
### Organizing Text

Using Outline view makes organizing or reorganizing your document easy.

<table>
<thead>
<tr>
<th>Action</th>
<th>Using Outline Tools</th>
<th>Using Text Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>To promote a heading or subtext one level</td>
<td>Click PROMOTE</td>
<td>Drag the appropriate symbol to the left</td>
</tr>
<tr>
<td>To demote a heading or subtext one level</td>
<td>Click DEMOTE</td>
<td>Drag the appropriate symbol to the right</td>
</tr>
<tr>
<td>To move the heading or subtext up within the document</td>
<td>Click MOVE UP</td>
<td>Drag the appropriate symbol up</td>
</tr>
<tr>
<td>To move the heading or subtext down within the document</td>
<td>Click MOVE DOWN</td>
<td>Drag the appropriate symbol down</td>
</tr>
</tbody>
</table>

### 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.