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Using Bullets and Numbering

Sometimes you need to create a list or sequence of events in your documents. You would use bullets to create lists and numbering to create a sequence of events.

**Bullets**

1. Place the cursor at the beginning of a blank line or select the line(s) of text where you would like to have bullets.
2. Select the bullet icon on the **Home** tab.

3. To change the bullet image:
   a. Select the bulleted text.
   b. Select the down arrow next to the bullet icon.
   c. Select one of the other images or select **Define New Bullet**.
Numbering

1. Place the cursor at the beginning of a blank line or select the line(s) of text where you would like to have numbering.
2. Select the numbering icon on the Home tab.

3. To change the numbering style:
   a. Select the numbered text.
   b. Select the down arrow next to the numbering icon.
   c. Select one of the other styles or select Define New Number Format.