



Word 2016:

Bullets and Numbering

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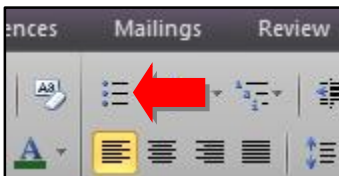
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Using Bullets and Numbering

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

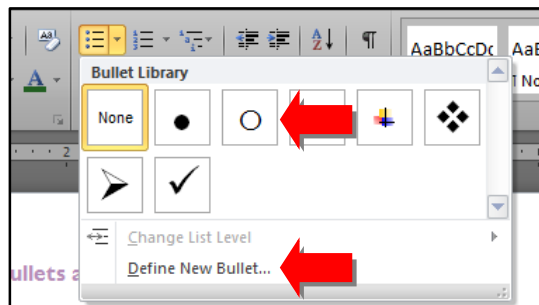
1. Place the cursor at the beginning of a blank line or select the line(s) of text where you would like to have bullets.
2. Select the bullet icon on the **Home** tab.



3. To change the bullet image:
 - a. Select the bulleted text.
 - b. Select the down arrow next to the bullet icon.

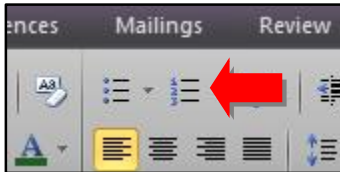


- c. Select one of the other images or select **Define New Bullet**.



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**.

