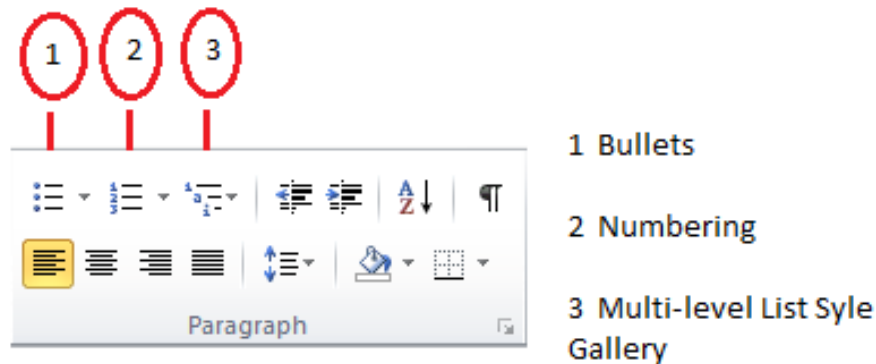


Creating and Sorting Lists in Microsoft Word 2010



To Type a bulleted or numbered list

1. Type * (asterisk) to start a bulleted list or 1. to start a numbered list, and then press SPACEBAR or the TAB key.
2. Type any text that you want.
3. Press ENTER to add the next list item—Word automatically inserts the next bullet or number.
4. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list.

If bullets and numbering do not begin automatically

1. Click the File tab and then click Options.
2. Click Proofing.
3. Click AutoCorrect Options, and then click the AutoFormat As You Type tab.
4. Under Apply as you type, select the Automatic bulleted lists check box and the Automatic numbered lists check box.

Add bullets or numbering to a list you've already typed

1. Select the items that you want to add bullets or numbering to.
2. On the Home tab, in the Paragraph group, click Bullets or Numbering.

Sort a one-level bulleted or numbered list

1. Select the text in a bulleted or numbered list.
2. On the Home tab, in the Paragraph group, click Sort.

In the Sort Text dialog box, under Sort by, click Paragraphs and Text, and then click either Ascending or Descending.

Turn a one-level list into a multilevel list

You can turn an existing list into a multilevel list by changing the hierarchical level of items in the list.

1. Click any item that you want to move to a different level.
2. On the Home tab, in the Paragraph group, click the arrow next to Bullets or Numbering, click Change List Level, and then click the level that you want.

Choose a multilevel list style from the gallery

You can apply a gallery style to any multilevel list.

1. Click an item in the list.
2. On the Home tab, in the Paragraph group, click the arrow next to Multilevel List.