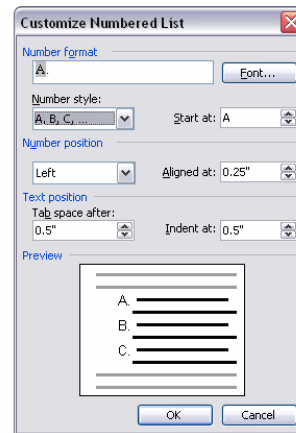


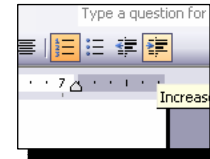
## Customize Lists

- ◆ Highlight the text to change
- ◆ Select *Format, Bullets and Numbering*
- ◆ Select the *A.B.C* format from the dialogue box
- ◆ Select the *customize* tab
- ◆ Choose an appropriate number style.



## Indent List Items

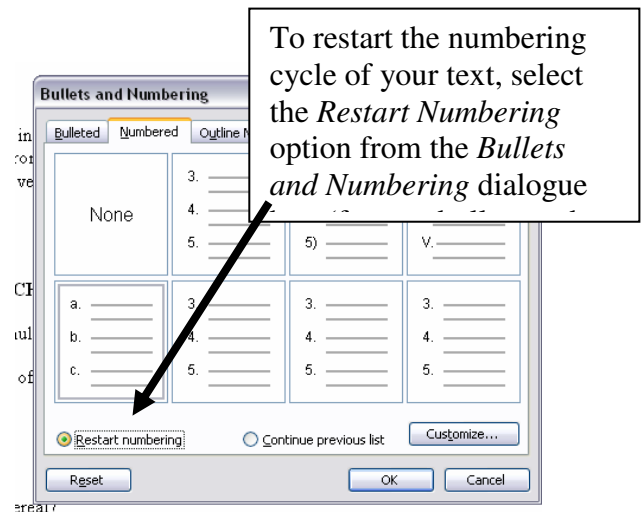
- ◆ Highlight the text to be indented
- ◆ Select the *indent* icon from the *Formatting Toolbar*
- ◆ Click the *indent* icon several time to indent to the desired position



## CREATING A MULTIPLE CHOICE QUESTION

Try formatting the following multiple choice questions.

1. What city is the capital of New Brunswick?
  - a. Moncton
  - b. Fredericton
  - c. Bathurst
  - d. Saint John
2. What is your favorite cereal?
  - a. Fruit Loops
  - b. Sugar Crisp
  - c. Cheerios
  - d. I don't eat cereal



Hope this helps,

Allen

# Bullets and Numbering

Microsoft Word can automatically create bulleted and numbered lists as you type, or you can quickly add bullets or numbers to existing lines of text.

Create bulleted and numbered lists as you type

1. Type **1.** to start a numbered list or \* (asterisk) to start a bulleted list, and then press SPACEBAR or TAB.
2. Type any text you want.
3. Press ENTER to add the next list item.  
Word automatically inserts the next number or bullet.
4. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in the list.
5. Play with TAB, SHIFT-TAB, ENTER, SHIFT-ENTER as you are typing these in

**Note** If bullets and numbers do not automatically appear, click **AutoCorrect Options** on the **Tools** menu, and then click the **AutoFormat As You Type** tab. Select the **Automatic bulleted lists** or **Automatic numbered lists** check box.

## Give It A Try:

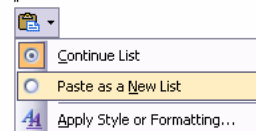
- ◆ Type the following information as it appears

1. apples
2. oranges
3. bananas
4. grapes

*Automatic numbering continues to number subsequent lines after you type a 1 on the first line*

- ◆ Select the text by highlighting it. Select *edit, copy*
- ◆ Move your cursor to the end of *grapes* and press *enter*
- ◆ With your cursor next to the **5** select *edit, paste*. Your list will now look like the one at the right.
- ◆ A formatting icon (clipboard) appears at the bottom of the list.
- ◆ Select *Paste as a New List* from the options provided.
- ◆ The pasted items are now numbered from **1**.
- ◆ Use the *backspace* key to remove any unwanted numbers.

- 1.→apples¶
- 2.→oranges¶
- 3.→bananas¶
- 4.→grapes¶
- 5.→apples¶
- 6.→oranges¶
- 7.→bananas¶
- 8.→grapes¶



## To change the numbered list to letters;

- ◆ Highlight the last four lines in the list you just created
- ◆ Select *Format, Bullets and Numbering*
- ◆ Select the *A.B.C. format* from the dialogue box
- ◆ Click OK

1. apples
2. oranges
3. bananas
4. grapes
1. apples
2. oranges
3. bananas
4. grapes

