

Mac Guide: Microsoft Word 2016

Bullets and Numbering

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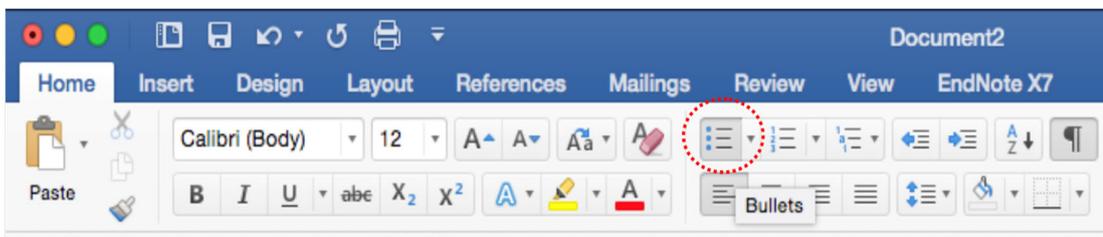
Bullets and numbering are used to emphasise lists of things and usually make lists easier to read and follow.

How to apply bullets while you type:

Click on the Bullets icon << Type your text << Enter

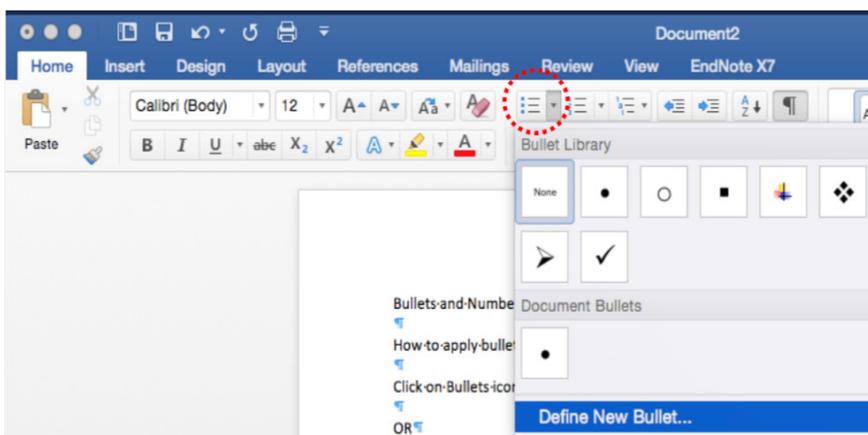
OR

Select the text you want to apply bullets to << click on the Bullets icon.



Bullets: Change Formatting

Select text << Click on triangle to right of Bullet icon << Select from Bullet Library or Define New Bullet.



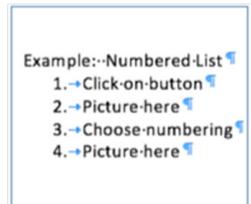
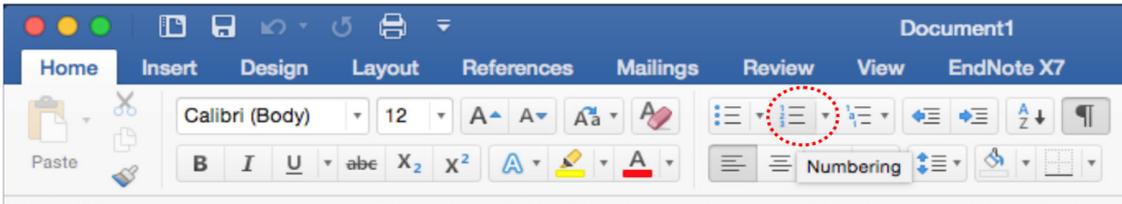
Numbering

How to apply numbering while you type:

Click on Numbering icon << Type your line of text << Enter

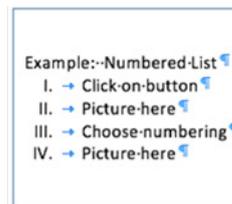
OR

Select the text you want numbered << click on the Numbering icon.



Numbering: Change Formatting

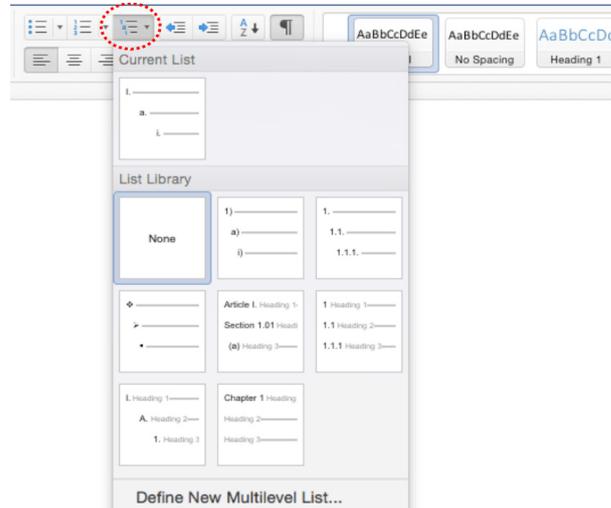
Select text << Click on triangle to the right of Numbering icon << Select from Numbering Library or Define New Number Format.



Numbering: Multi-level List:

This is mainly used in a large-scale report where you require Headings and sub-headings to be numbered.

Highlight text << click on Multi-level List << select list type (click on the triangle to the right of Multi-level list icon) << enter and your document will be numbered from one to fifteen as in the example below; increasing the indent by one or two will change the list level as displayed in the following examples.



Example Multilevel List: No Indent

1. Executive Summary
2. Method of Investigation
3. Evidence
4. Conclusions
5. Introduction
6. The major issues to be addressed
7. The intended readers
8. The name of the person who commissioned it
9. The boundaries of the investigation
10. An indication of how widely the research was conducted (Scope)
11. An acknowledgement of people who provided specific assistance
12. Terms of Reference
13. Body
14. Conclusion
15. Recommendations

Example Multilevel List: Increase Indent Once

1. Executive Summary
 - 1.1. Method of Investigation
 - 1.2. Evidence
 - 1.3. Conclusions
2. Introduction
 - 2.1. The major issues to be addressed
 - 2.2. The intended readers
 - 2.3. The name of the person who commissioned it
 - 2.4. The boundaries of the investigation
 - 2.5. An indication of how widely the research was conducted (Scope)
 - 2.6. An acknowledgement of people who provided specific assistance
3. Terms of Reference
4. Body
5. Conclusion
6. Recommendations

Example Multilevel List: Increase Indent Twice

1. Executive Summary
 - 1.1. Method of Investigation
 - 1.2. Evidence
 - 1.3. Conclusions
2. Introduction
 - 2.1. The major issues to be addressed
 - 2.2. The intended readers
 - 2.3. The name of the person who commissioned it
 - 2.3.1. The boundaries of the investigation
 - 2.3.2. An indication of how widely the research was conducted (Scope)
 - 2.3.3. An acknowledgement of people who provided specific assistance
3. Terms of Reference
4. Body
5. Conclusion
6. Recommendations



Want more information?
974 8000 ext 6045
twist@eit.ac.nz