

BULLETS AND NUMBERING

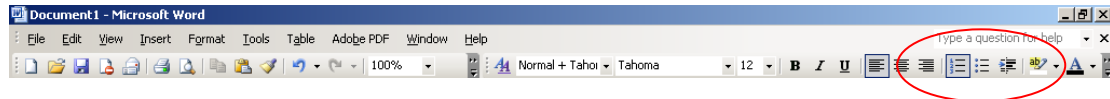
Lots of documents like minutes, reading lists and theses use numbered or bulleted lists.

Minutes of meeting:

1. Apologies for absence
2. Minutes of last meeting
3. Matters arising
4. Student behaviour
5. Course files
6. Any other business
7. Date of next meeting

Extract from Year Two Handbook:

- The work should be word-processed
- A4 international standard size paper is required
- Typing should be double-spaced
- Font size 12pt
- The piece of work should be soft bound when submitted, and should not be enclosed in plastic wallets



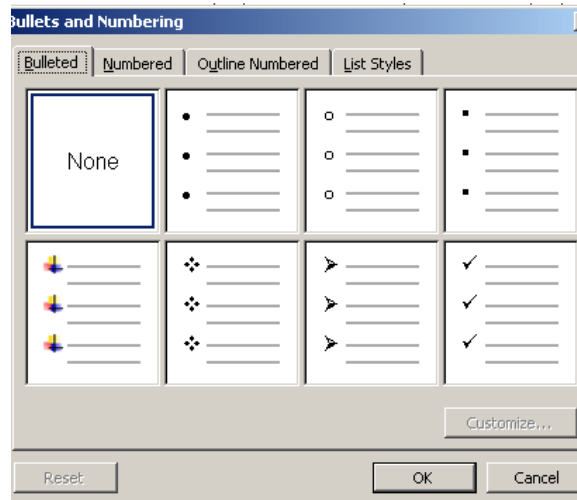
There are two main ways to do this. You can turn on either the button before you start typing your list.

If you prefer you can type in your list first and then highlight by clicking and dragging over the text so that it turns black and then clicking the button for bullets or numbers as required.

If you no longer want the bullets or numbering on your text, simply highlight the text and click the button to turn the formatting off.

If you want to change from bullets to numbers or vice versa, highlight the list and click the relevant button.

You can change the style of the bullets or numbers by going into the **Format** menu and choosing **Bullets and Numbering** you can then click on the style that you want as below:



The bullet or numbering format that you last used becomes the default. Next time you create a bulleted or numbered list Word will use this format.

More tips on using bullets and numbering can be found by going to the following website. This will open a PDF* document which you can save or print.

<http://www.dur.ac.uk/resources/its/info/guides/29bullets2003.pdf>

* PDF – Portable downloadable file

<http://www.open.ac.uk/webguide/what-is-a-pdf.php>

