

Using Bulleted Lists

With Word, you can make bulleted lists, numbered lists, or outlines. You can create bulleted lists using the *Home* command tab or *AutoFormatting*. For information on numbered lists, refer to Using Numbered Lists.

About Bulleted Lists


- This is an example of a bulleted list
- When the text wraps, it does not wrap all the way to the bullet, but only to where the first line of text began
- The BULLETS button in the *Paragraph* group acts like a toggle switch. Clicking once turns it on; clicking a second time turns it off
- To change the bullet style or the indents, use the dialog box option


Using the Home Command Tab

You can easily apply bullets to your lists from the *Home* command tab.

Applying Bullets as You Type

When you are ready to add bulleted text to your document, use the following steps:

1. Place the insertion point where you want the bullets to begin
2. In the *Home* command tab, in the *Paragraph* group, click **BULLETS** 
NOTE: Word inserts the first bullet and moves the insertion point a quarter inch to the right, where you can begin typing text.
3. Type the desired text
if the text wraps, Word maintains the quarter-inch indent.
4. Press [**Enter**]
Another bullet appears.
5. Repeat steps 3 and 4 as necessary
6. When finished typing the last line of bulleted text, press [**Enter**]
the insertion point should appear on a blank bulleted line.

7. To end the bulleted list, in the *Home* command tab, in the *Paragraph* group, click **BULLETS** 
OR
To end the bulleted list, press **[Enter]**

Applying Bullets to Existing Text

1. Select the text to be bulleted
2. In the *Home* command tab, in the *Paragraph* group, click **BULLETS** 

To remove bullets:

1. Select the bulleted text
2. In the *Home* command tab, in the *Paragraph* group, click **BULLETS** 


Using AutoFormatting

Bulleted lists can be created automatically as you type if you have those options selected in the *AutoCorrect* dialog box. If you have created a specific bullet style, you may want to turn this option off. For more information, refer to *AutoCorrect: Automatic Formatting*.

Working with Formatted Bullets

The paragraph character ¶ influences the formatting of the bullet of a list item. If one or more bullets have an undesired color, the paragraph character was included when the color formatting was applied.

To remove the formatting from the bullet only:

1. In the *Home* command tab, in the *Paragraph* group, click **SHOW/HIDE** 
your document's non-printing symbols are displayed.
 - Read·Chapter·3¶
 - Complete·assignment¶
 - Study·for·test¶
2. Select the paragraph symbol for the list item with the formatted bullet
3. In the *Home* command tab, under the *Font* group, use the formatting tools to remove the formatting