

Using Numbered Lists

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

About Numbered Lists


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


Using the Home Command Tab

You can easily create numbered lists from the *Home* command tab.

Applying Numbering as You Type

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

1. Place the insertion point where you want the numbering to begin
2. In the *Home* command tab, in the *Paragraph* group, click **NUMBERING** 
NOTE: Word inserts the first number 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 number appears.
5. Repeat steps 3 and 4 as necessary
6. When finished typing the last line of numbered text, press **[Enter]**
The insertion point should appear on a blank numbered line.

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

Applying Numbering to Existing Text

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

To remove numbering:

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


Using AutoFormatting

Numbered 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 number style, you may want to turn this option off. For more information, refer to *AutoCorrect: Automatic Formatting*.

Working with Formatted Numbers

The paragraph character ¶ influences the formatting of the numbering of a list item. If one or more numbers is formatted (e.g., boldfaced, italicized, colored), the paragraph character was included when the formatting was applied.

To remove the formatting from the number only:

1. In the *Home* command tab, in the *Paragraph* group, click **SHOW/HIDE** 
your document's non-printing symbols are displayed.

1.→Read·Chapter·3¶
2.→Complete·assignment¶
3.→Study·for·test¶
2. Select the paragraph symbol for the list item with the formatted numbering
3. In the *Home* command tab, under the *Font* group, use the formatting tools to remove the formatting