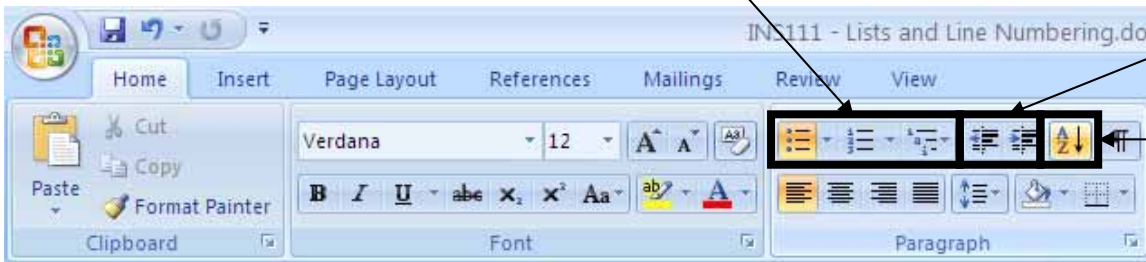


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Lists and line numbering in *Word*® 2007

This document describes how to organise lists, insert numbering or bullet points and how to change the formatting of these.

These options are for bullet points, numbering and multilevel lists




Can indent the whole list

This option is for sorting



Sorting a list

Word® 2007 has a number of options for sorting lists. This can be lines of text, paragraphs, numbers or actual lists of data.

- Highlight the items to be sorted
- From the home tab select the sort button 
- Then various options can be picked, sorting both ascending and descending. You can also sort by more than one option.
- Once you have selected the options you require click ok.

Inserting bullets and numbering

In Word® 2007 bullet points and numbering are now all grouped together. You can insert the default option by clicking the bullet or number picture shown in the image above.

- To use the default bullets or numbering simply click the bullet button  or numbering button 
- This will then be added to your document and will continue with each press of the enter key.
- Click the button again to turn this off.
- You can also apply bullet points or numbering at a later stage by highlighting the required text and click the button.

To remove

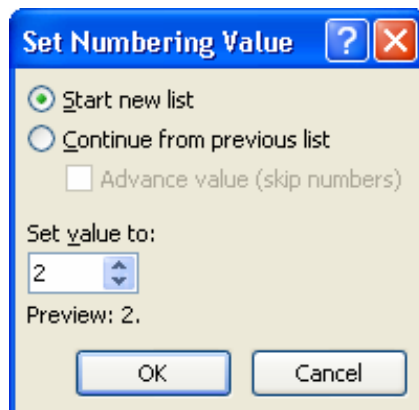
- Highlight the text and click the bullet or numbering button to remove them from your document.
- You can also remove a bullet by placing the cursor next to the bullet and pressing the backspace key.

Formatting

- Various different styles of bullets and numbering systems can be accessed by clicking the down arrow on the numbering or bullet button. For a wider choice, click define new bullet or define new numbering system. Here you can use pictures, symbols and different fonts for your lists.

Change the starting number

- First highlight the list
- Right mouse click on the highlighted list and select Set numbering value.
- Set Value will change the first number in the list. Here it is set to 2.



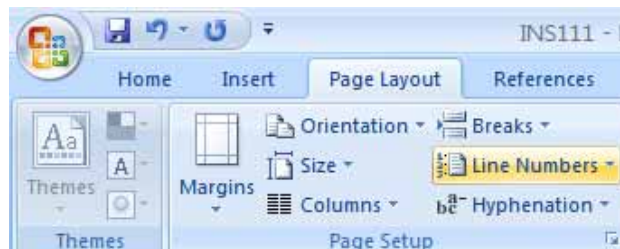
- You can also start a new list or continue from the previous list numbers.

Indenting a bulleted/numbered list

- You can increase or decrease the indent of the whole list by highlighting your selection and then using the buttons on the Home Tab. (pictured at the start of this document.)
- You can also change the level of the list. Highlight your selecting and then click the drop down menu for numbering or bulleting. Then select Change list level.
 - This is an example of a different level.

Line Numbering

Line numbering will insert a number in the left margin for every line in a document. This can be useful for scripts or legal documents where you may need to refer to a specific line.



- Click the Page Layout Tab
- Then select line numbering.
- This can be continuous or restart on each new page or section. This can be customised further from Line numbering options on this menu.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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