

# Word 2007: Bullets and Numbers

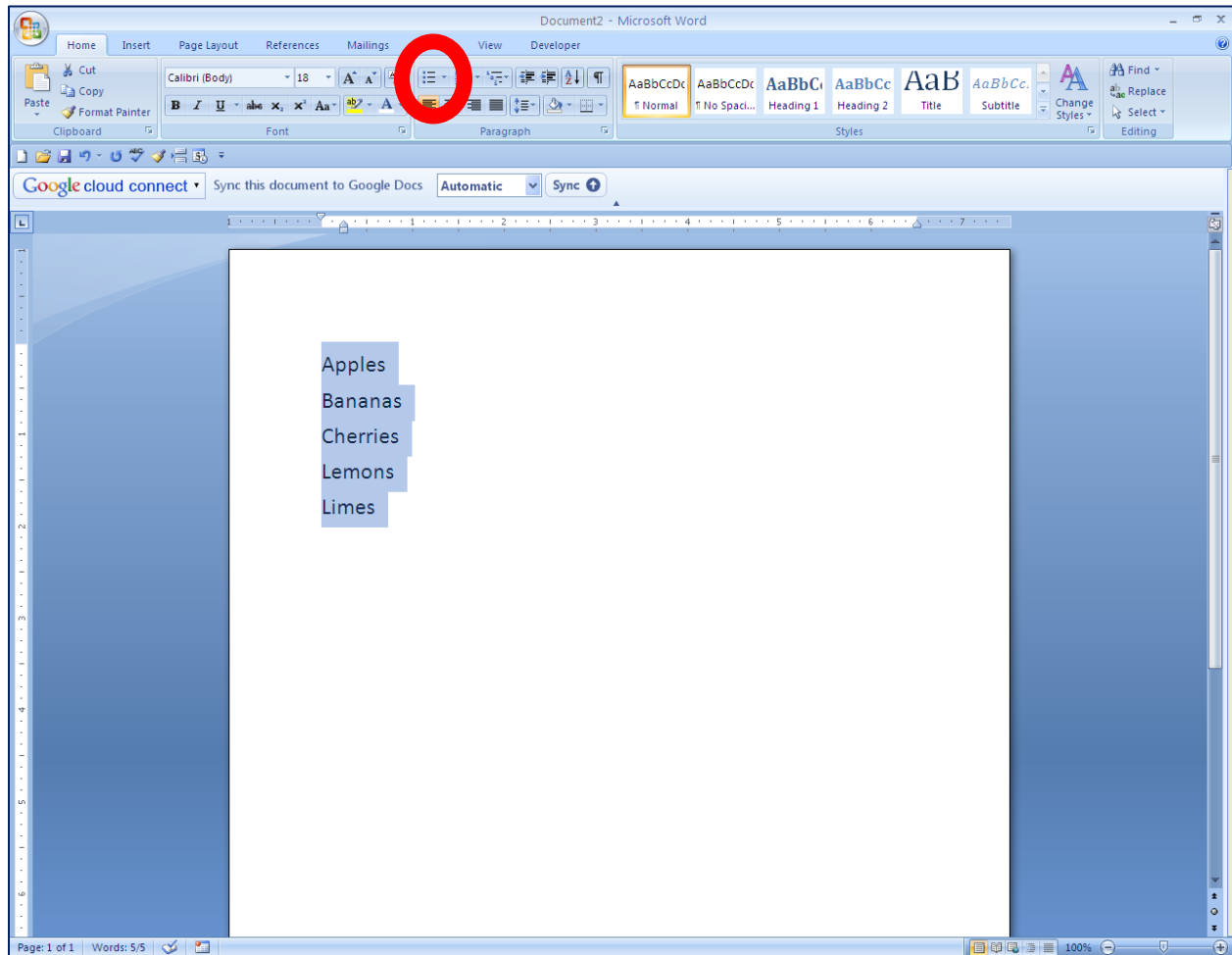
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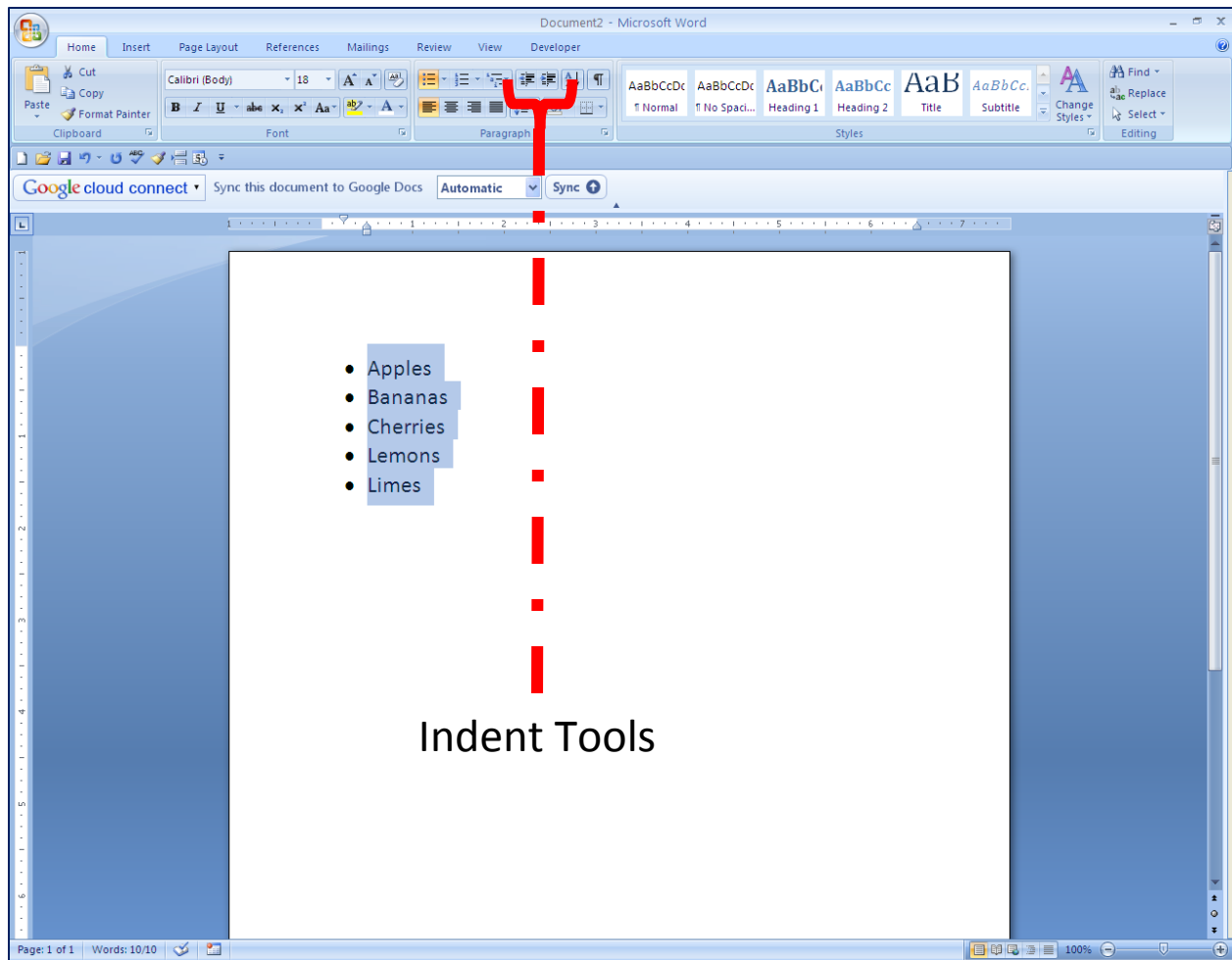
## Adding Bullets

Bullets and numbers are usually used in lists. Text that is bulleted or numbered needs to have hard returns, that is, after an item is typed, press the **Enter key** on the keyboard.



1. Type a list
2. Highlight the list by positioning the cursor on the first word and dragging down
3. Click the bullet tool under **Home** tab/**Paragraph** group

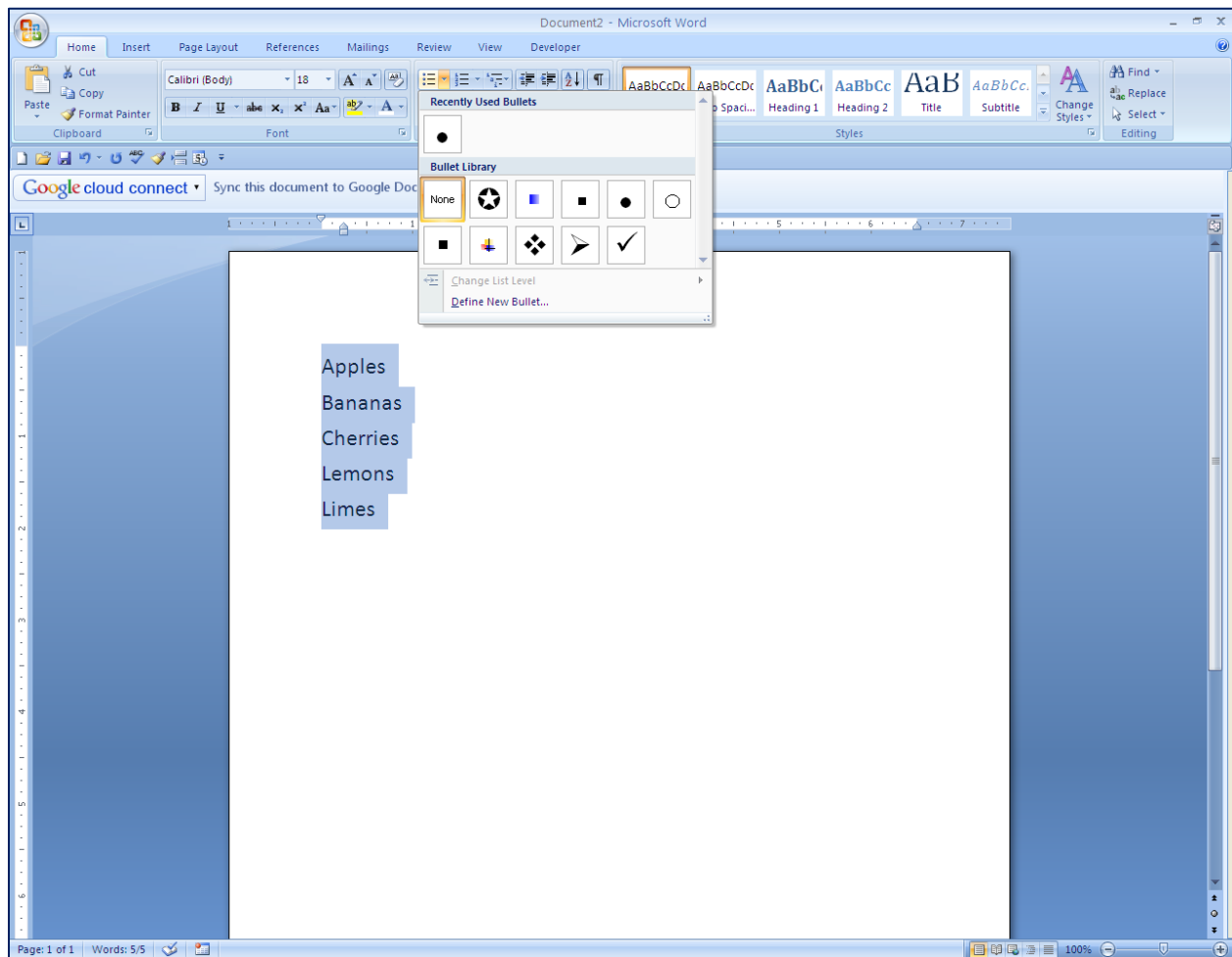
## Word 2007: Bullets and Numbering – continued



### Aligning Bullets

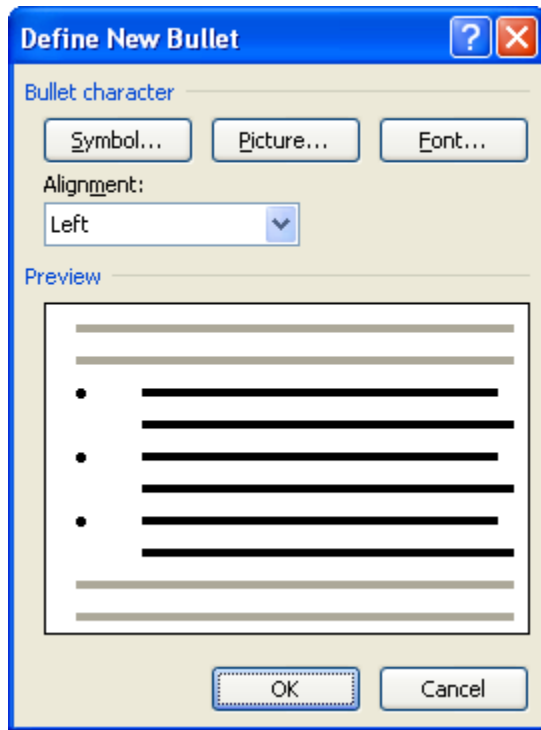
By default bullets are indented. To decrease the indent click the decrease indent tool from the **Home** tab/**Paragraph** group

## Changing a Bullet Style

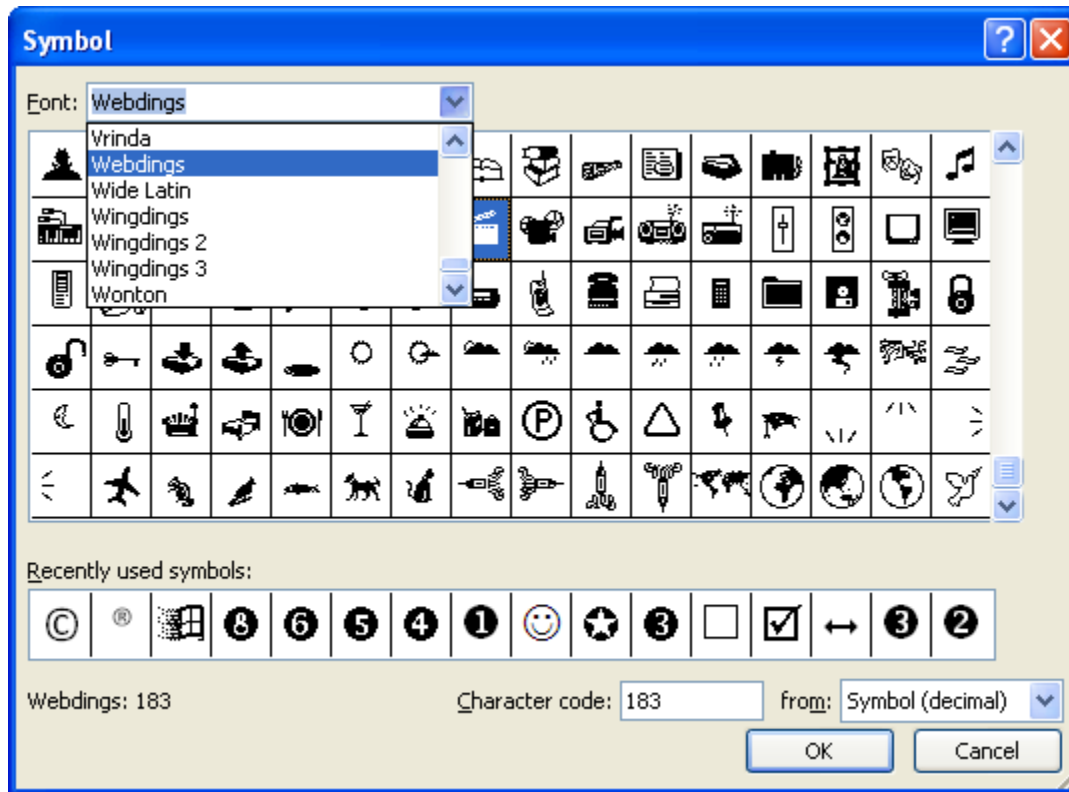


1. Click the down arrow next to the bullet tool.
2. From the drop-down box, click a new bullet or click **Define New Bullet**

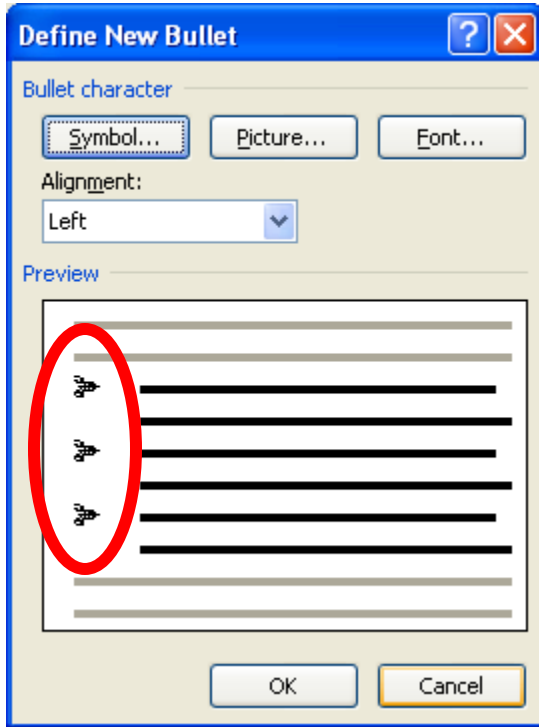
## Symbol



1. Click 

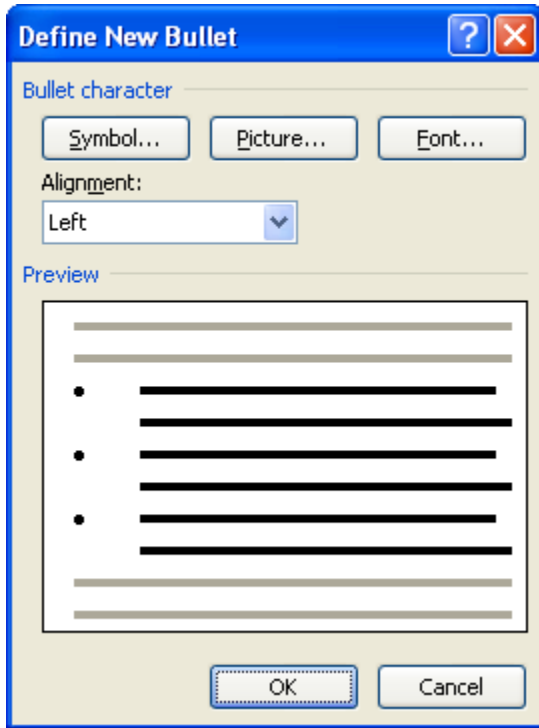


2. Click the down arrow next to **F**ont to see other symbols. Look at Webdings, Wingdings, Wingdings 2 and Wingdings 3. You may need to scroll down to view all available symbols.
3. Click a symbol

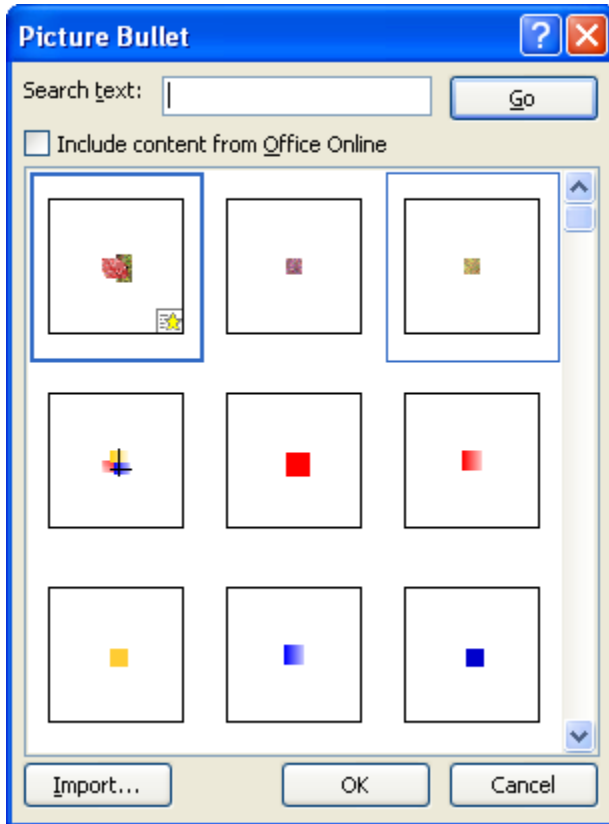


4. Click 

## Picture

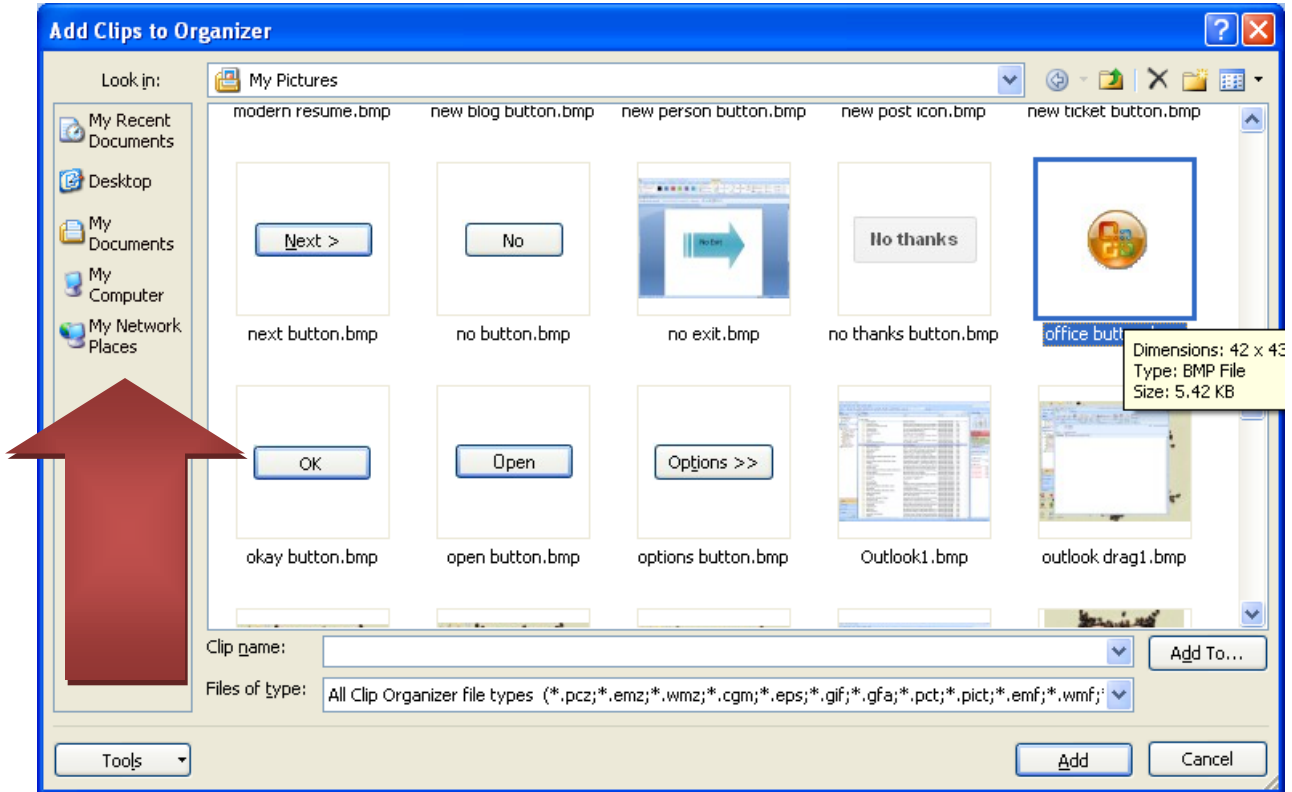


1. Click 



2. Scroll down the screen.
3. Click a bullet you like

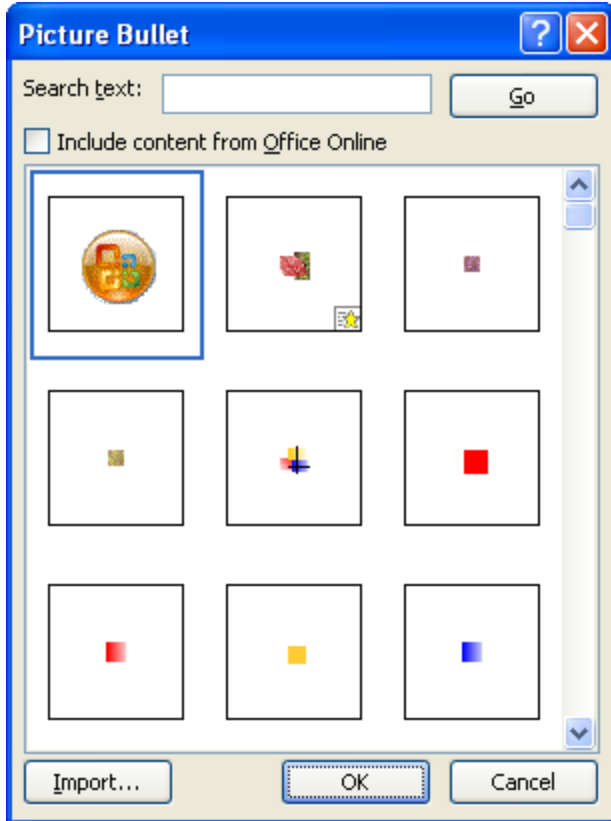
4. If you'd like to make a graphic on your computer into a bullet, click

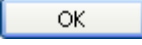


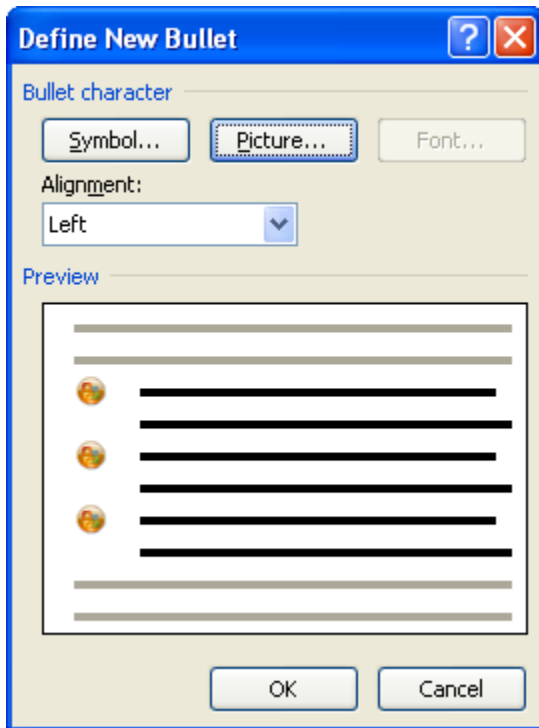
5. **My Pictures** is the default folder. Find the graphic you'd like to add as a bullet and click it. To find other folders click **My Documents**; to find other drives and folders, click **My Computer**.

6. Click





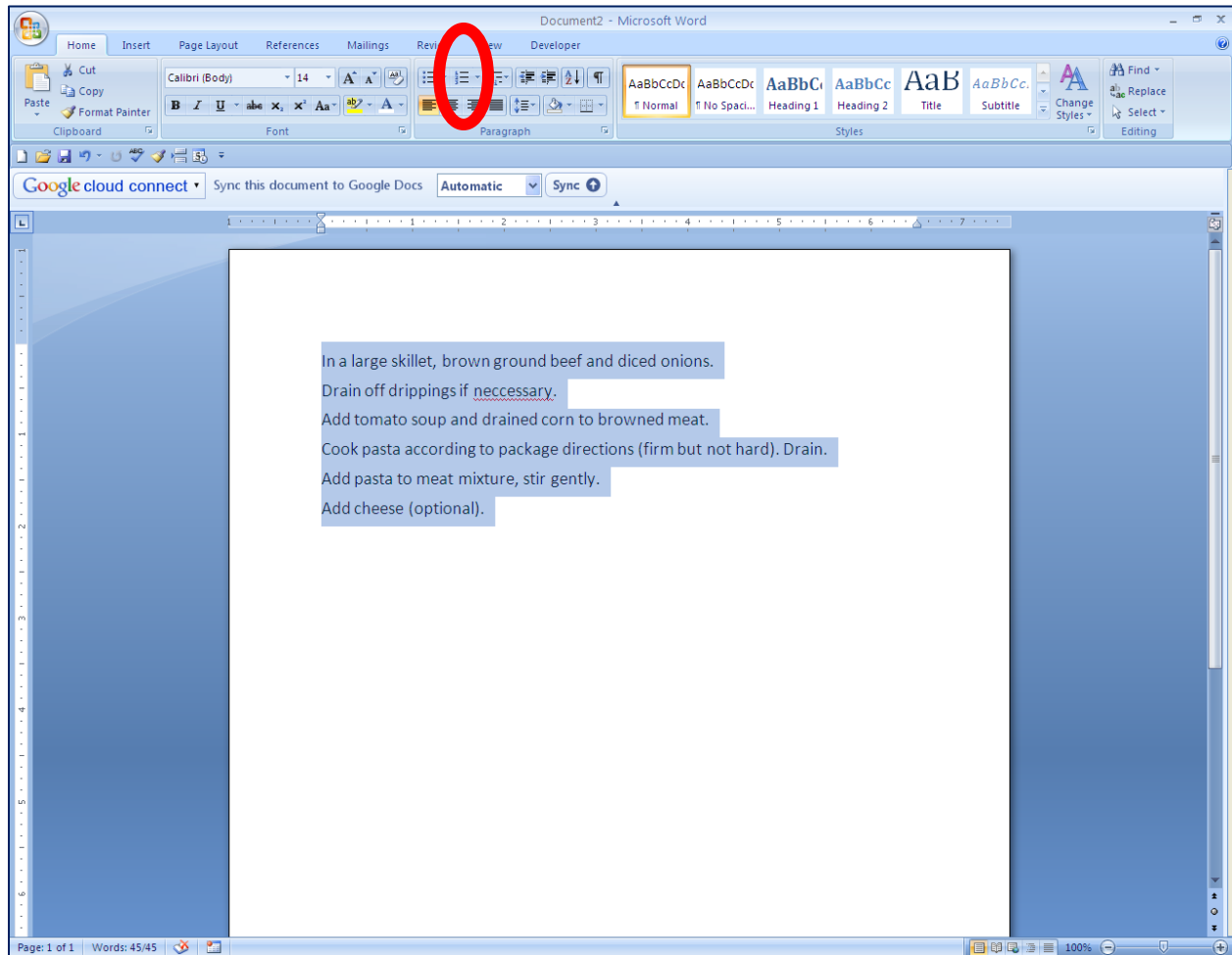
5. Click 



6. Click 

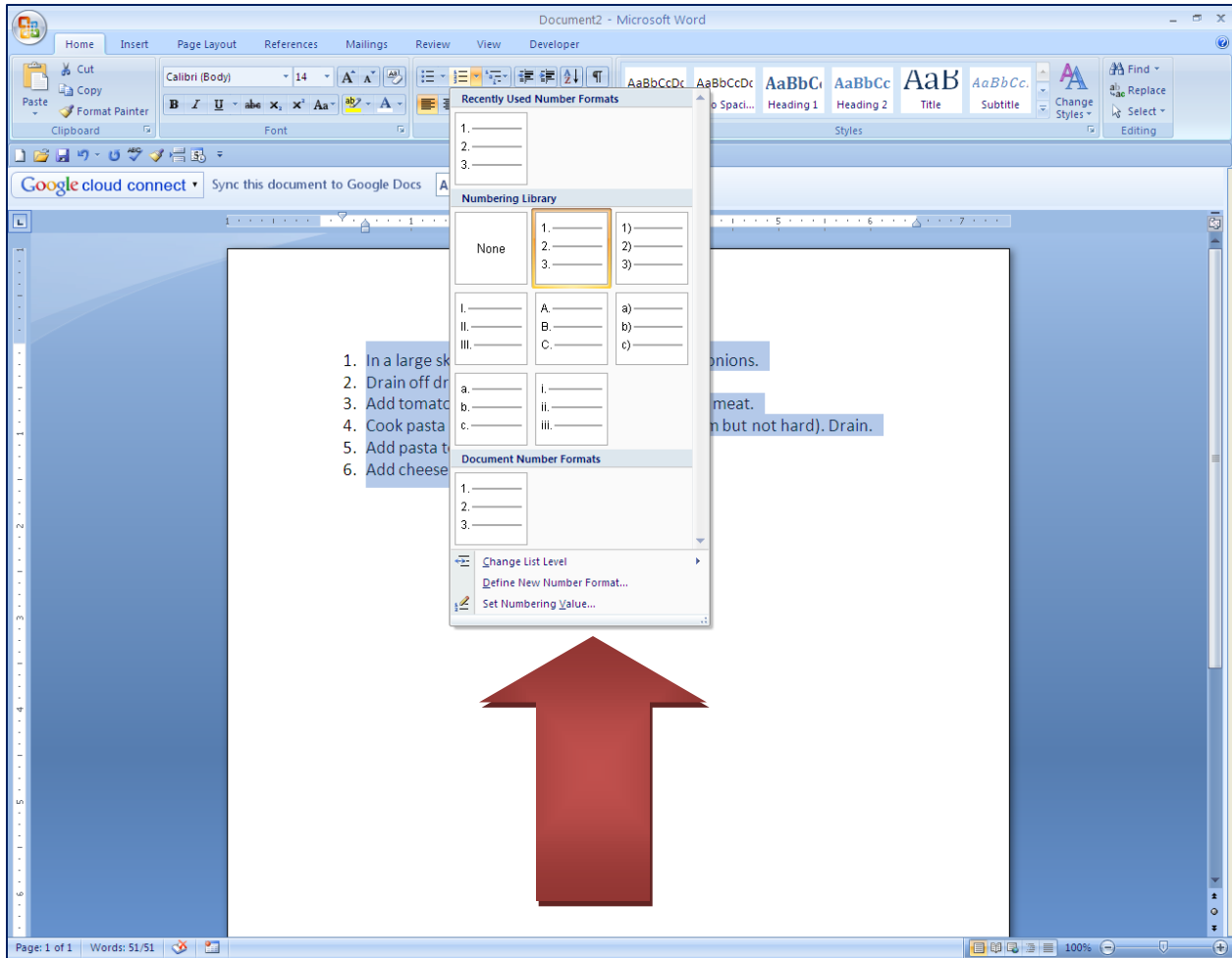
## Numbering

Numbers should only be used if you are listing a sequence of steps, for example, 1. Heat the oven to 350 degrees; 2. Spray the cake pan with a nonstick cooking spray, etc., or an ordered list.



1. Type a list
2. Highlight the list by positioning the cursor on the first word and dragging down
3. Click the number tool under **Home** tab/**Paragraph** group

## Word 2007: Bullets and Numbering – continued



4. To change the format of the numbers click the down arrow next to the numbers tool.