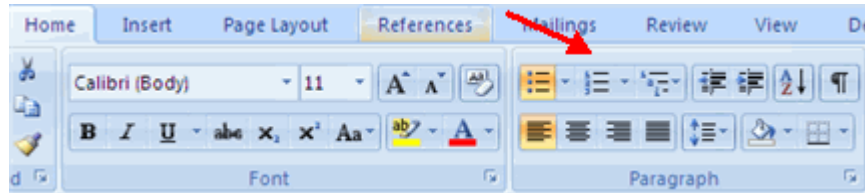


## Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To **add** a list to existing text:

- Select the text you wish to make a list
- From the Paragraph Group on the Home Tab, Click the **Bulleted or Numbered Lists** button



To **create** a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

## Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

- Create your list following the directions above
- Click the **Increase or Decrease Indent** button

