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
- 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

Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.
- Select the entire list to change all the bullets or numbers, or
  - Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.