



Using Bullet Points and Numbering

Quick Reference Guide



Style and Organise Text with Bullets and Numbered Lists

Want to make your documents clearer and easier to follow? Whether you're building reports, checklists, or presentations, using bullets and numbered lists can boost organisation and readability. In this quick tutorial, you'll learn how to create and customise bullet points, build multilevel lists, adjust spacing, and style your list elements for clarity and visual appeal. With just a few clicks, you can turn any block of text into clean, professional content that keeps your audience focused.

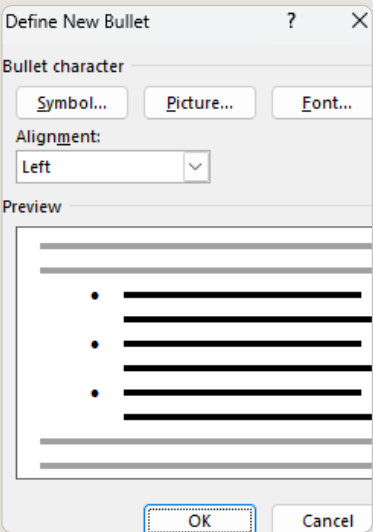
Add Bullets

Highlight text > Click “**Home Tab**” → Bullets icon in the Paragraph group.



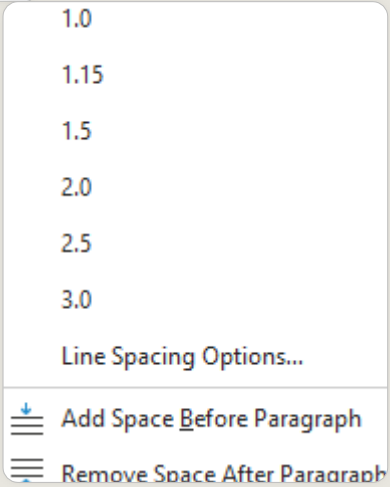
Define New Bullet

Click the dropdown next to Bullets → Select “**Define New Bullet**” → Choose Symbol, Font, or Picture.



Line and Paragraph Spacing

Select the list → Click the Line and Paragraph Spacing button → Adjust spacing for better readability.



Add Numbering

Select the text → Click “**Numbering icon**” next to Bullets.



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Multi Levels

Select the main list text →
Click **“Bullets or Numbering”** → Press Tab to indent sub-items or right-click → Change List Level.

Current List

1. _____

a. _____

i. _____

List Library

None

1) _____
a) _____
i) _____

1. _____
1.1. _____
1.1.1. _____

◆ _____
➤ _____
▪ _____

Article I. Head
Section 1.01 I
(a) Heading 3-

1 Heading 1—
1.1 Heading 2—
1.1.1 Heading :

I. Heading 1—
A. Heading :
1. Headin

Chapter 1 Hez
Heading 2—
Heading 3—

↔ Change List Level

Define New Multilevel List...

Define New List Style...

Customise Numbering

Click dropdown next to
Numbering → Choose different
number formats.

None

1. _____

2. _____

3. _____

1) _____

2) _____

3) _____

I. _____

II. _____

III. _____

A. _____

B. _____

C. _____

a) _____

b) _____

c) _____

a. _____

b. _____

c. _____

i. _____

ii. _____

iii. _____

Bullets and Numbering...

Customise Appearance

Select a bullet/number → Use
Font group to change size, color,
or style.

Arial

12

A

A

A

B

I

U

S

ab

AV

Aa

A

Font