Using Bullets in Microsoft Word

Task: For this lesson you will create a one page document which includes the use of a bulleted list. Do not forget to add a footer with your name.

- Compose and key a note inviting friends to a get-together at your house, including a list of 10 things to bring with them.

Step 1. Open a new blank document in Microsoft Word.

Step 2. Create the note including a list of ten items that they need to bring to your house. Use a separate line for each item in your list.

 Do not use all caps anywhere on the page. The eye has difficulty scanning text in an all caps format.

The exclamation point above was taken from the Monotype Sorts bullets in Word

Step 3. Add bullets to your list. That can be done in two ways.

1. Highlight the entire list
2. Select the bulleted list button from the Paragraph Group on the Home tab/ribbon.
3. Bullets appear by each item in your list.

or

4. Place your cursor where your list will begin.
5. Select the bulleted list button
6. Type in your items one at a time.
7. Press Enter at the end of each item.
8. Bullets appear at the beginning of each item you type.

Step 5. Change the spacing of your list to add 12 pts. of extra space before and after each bullet.

1. Highlight the entire list
2. Choose Paragraph Group > Line Spacing from the ribbon.
3. Choose the Line Spacing Options.
4. Choose the Indents and Spacing tab.
5. Enter 12 pt in the Before field and 12 pt in the After.
6. Click OK.

Step 4. After completing your list and pressing Enter another bullet will appear. To remove that bullet, deselect the bullet button in the formatting toolbar or press Enter a second time and that will automatically deselect the bullet button. A third way to remove a bullet is to backspace over the enter symbol or delete it.

Step 5. You may change the style of your bullets. Highlight the five bulleted points. Go to the drop down arrow from the Bullets button. From the display choose Define New Bullet, choose Symbol and select one of the styles of bullets. After choosing one, you can see a much larger selection of bullets by changing fonts.

As an example, the sample dialog box above shows bullets available in only one font. Every font on your computer has some bullets you might use. Some of the fonts are nothing but images and icons which could be used as bullets.

Step 6. Copy the list and paste it at the bottom of the document. Now change the bullets to numbers and make the numbers right align.

1. Highlight the entire list
2. Click Numbering
3. Under Numbering choose Define New Number Format
4. Under Alignment, from the drop down menu choose right
5. Click OK.