

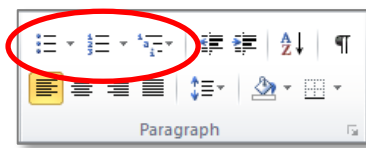
Creating lists and numbered headings

Working with lists

Word includes three list types:

- Bulleted** Bulleted list items have no significant order, and are preceded by a symbol.
- Numbered** Numbered list items have a sequence or priority, and are preceded by a number or a letter.
- Multilevel** Multilevel list items can have numbers, bullets, or a mixture of both, and have a hierarchy. This is also referred to as 'outline numbering'.

To create a list, choose an option from the **Paragraph** group on the **Home** tab.




To create a simple multilevel list for paragraphs (not headings), choose a layout from the list library. To change levels, you can press the **Tab** and **Shift + Tab** keys, or click the

Decrease Indent  and **Increase Indent**  buttons.

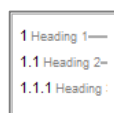
Creating numbered headings

Headings are a hierarchical structure of topics. In some schools and disciplines, you may be required to number your headings to emphasise their relative importance. A typical layout is in the format:

1. Heading
 - 1.1 Heading
 - 1.1.1 Heading
 - 1.1.2 Heading
 - 1.2 Heading
2. Heading
 - 2.1 Heading

Word includes a library of predefined list layouts. To see the options, click on the **Home** tab and on **Multilevel List** .

The easiest way to create numbered headings is to use a multilevel list that is linked to the built-in **Heading** styles. In the **List Library** these will include the style name, for example:



If the predefined layouts do not look exactly as you want, you can define a new multilevel list based on a built-in Library list, and then customise it as you require.

For the numbering to take effect, simply apply the style to the text.