

Word Quick Tips ... Bullets (using defaults)

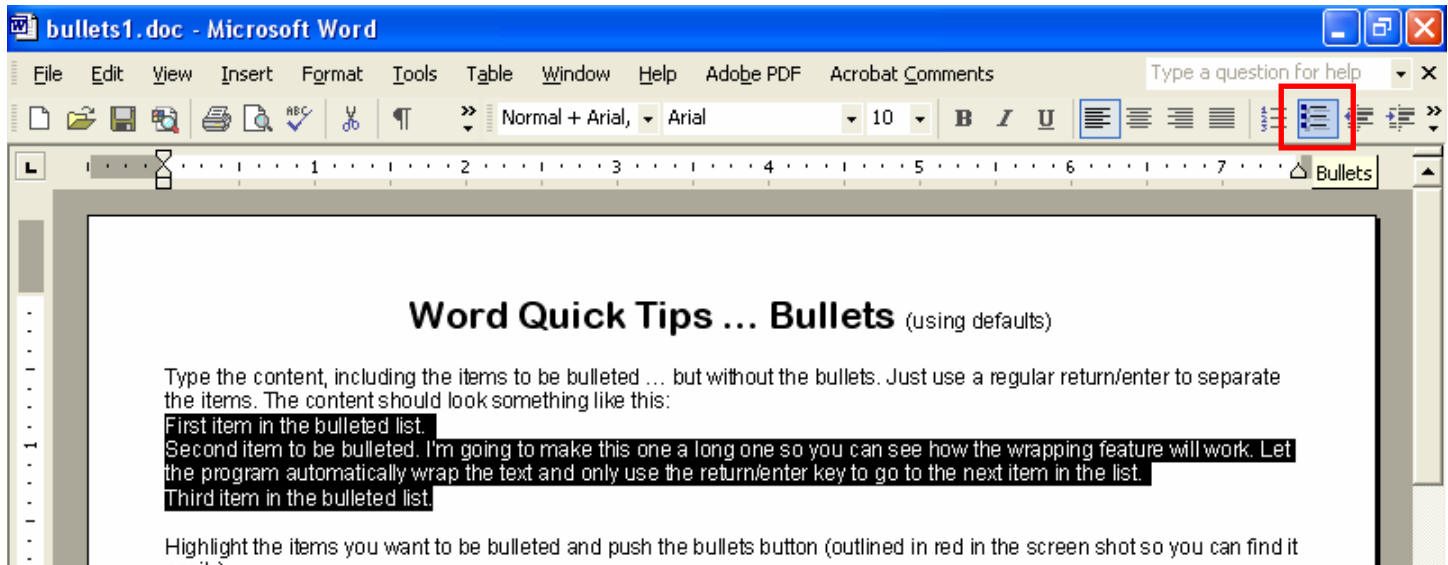
Type the content, including the items to be bulleted ... but without the bullets. Just use a regular return/enter to separate the items. The content should look something like this:

First item in the bulleted list.

Second item to be bulleted. I'm going to make this one a long one so you can see how the wrapping feature will work. Let the program automatically wrap the text and only use the return/enter key to go to the next item in the list.

Third item in the bulleted list.

Highlight the items you want to be bulleted and push the bullets button (outlined in red in the screen shot so you can find it easily). [NOTE: Your screen may look different than these screen shots.]



And you're done with bullets using the default features ... the finished product is:

Type the content, including the items to be bulleted ... but without the bullets. Just use a regular return/enter to separate the items. The content should look something like this:

- First item in the bulleted list.
- Second item to be bulleted. I'm going to make this one a long one so you can see how the wrapping feature will work. Let the program automatically wrap the text and only use the return/enter key to go to the next item in the list.
- Third item in the bulleted list.

To customize indentation or change the bullet style, please see the bullets (customizing) tips.