



Putting a List in a Word Document

Introduction

You must have already created a document to follow these instructions. If not, follow the instructions in *Starting Word, Creating a Simple Document and Saving It*.

Start the **Word** program then load the document you wish to add a list to. If you need instructions on how to do this see *Loading the Document* in the *Changing Text Style, Colour, Font Face and Size* instruction sheet.

Often in a document you might wish to number some or all of the paragraphs or just make a simple numbered list of items within the document.

Adding a Numbered List

To add a numbered list of items, say, between two paragraphs in a document (as shown in the figure at the right) do the following.

these before you start typing the document by clicking on the little down arrows for the font face box and the font size box at the top of the Word document window and selecting a different face and/or size.

1. Item One
2. Item Two
3. Item Three
4. Item Four

You can also change the font face and size of already typed text by highlighting it and then selecting a new font face and/or size as above.


1. Move the mouse cursor to be at the beginning of the blank line between the two paragraph and click. This puts the document cursor there. Depress the **Enter** key, click on the **Up Arrow** key once, then click on the **Enter** key again. This puts the cursor at the beginning of a blank line between the two paragraphs with a blank line above and below it.
2. Type the first item with a '1. ' in front of it (without the single quotes). eg *1. Item one*
3. Depress the **Enter** key. Notice that this not only causes a new line, but also indents the first line and puts a '2. ' at the beginning of the new line. Type the second item after this number.
4. Repeat the above step for as many items as necessary in the list.

Insert a New Item: To insert a new item in the list between two existing items, move the mouse cursor to be after the item that is to be before the new item and click to put the document cursor there. Then depress the **Enter** key. The list will be renumbered with a new line for the new item. Type the new item after the number.

Remove an Item: To remove an item from the list move the mouse cursor to be after the item and click to put the document cursor there. Depress the **Backspace** key enough times to delete the item. Then depress it again to remove the number, and again enough times to remove the blanks before the item and the blank line.

Put a Blank Line Between Items: To put a blank line between items in a list move the mouse cursor to be after the first item and click the mouse button to put the document cursor there. Depress the **Enter** key once to produce a blank line after the item and then depress the **Backspace** key once to remove the number. This leaves a blank line after the item. Repeat for all other items in the list.

Numbered Paragraphs: To have numbered paragraphs create a numbered list exactly as above but type a complete paragraph instead of a short item. Do not depress the **Enter** key within the paragraph. Let **Word** do the word wrapping for you.

Shift the List Left or Right: To shift all items in a list either to the left or right click on the number of the first item in the list. All numbers should become highlighted (shown in gray). Then click on one of  in the menu at the top of the **Word** window. The first will move the list to the left; the second to the right.

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