

# CREATE BULLETS IN WORD 2010

[http://www.tutorialspoint.com/word/word\\_create\\_bullets.htm](http://www.tutorialspoint.com/word/word_create_bullets.htm)

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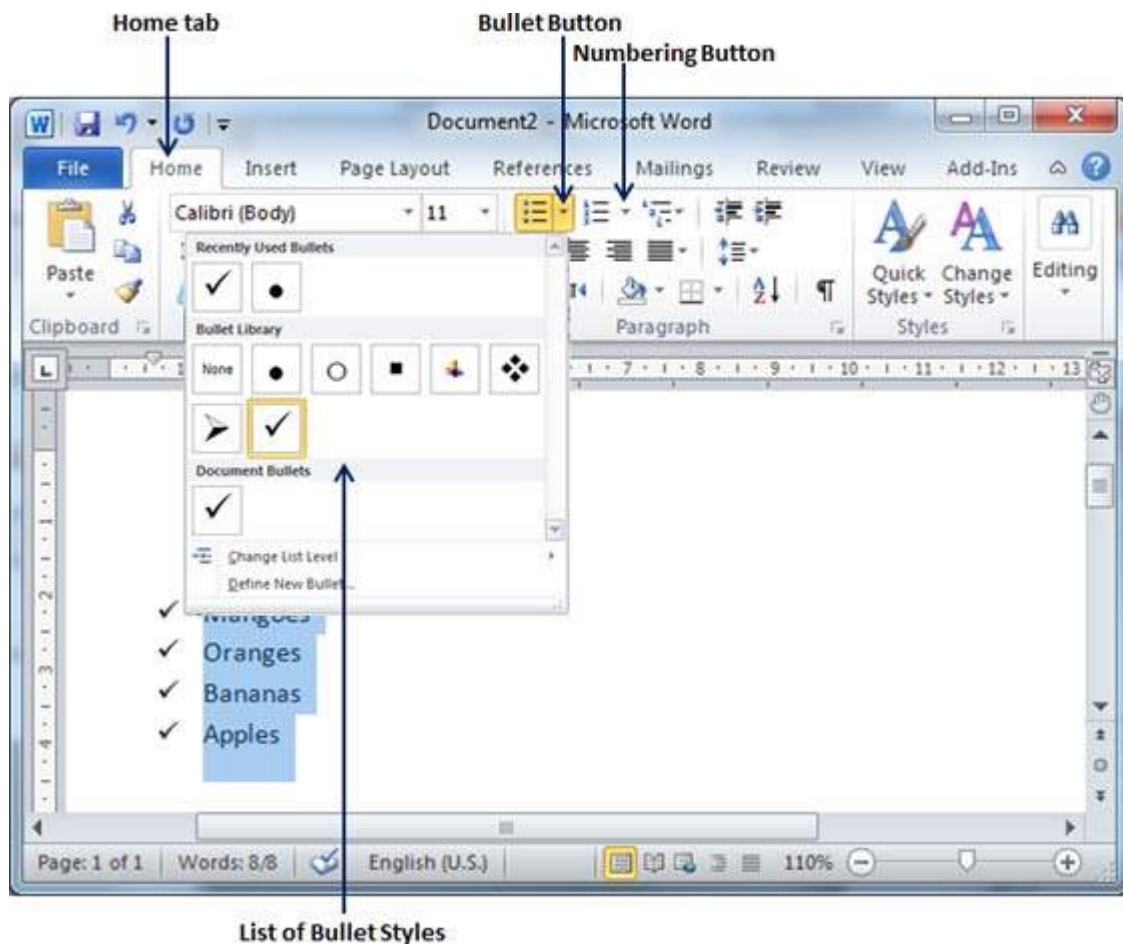
Microsoft word provides bullets and numbers to put a list of items in a nice order. This chapter will teach you simple steps to create either of the bulleted or numbered lists in simple steps.

## Create a List from Existing Text:

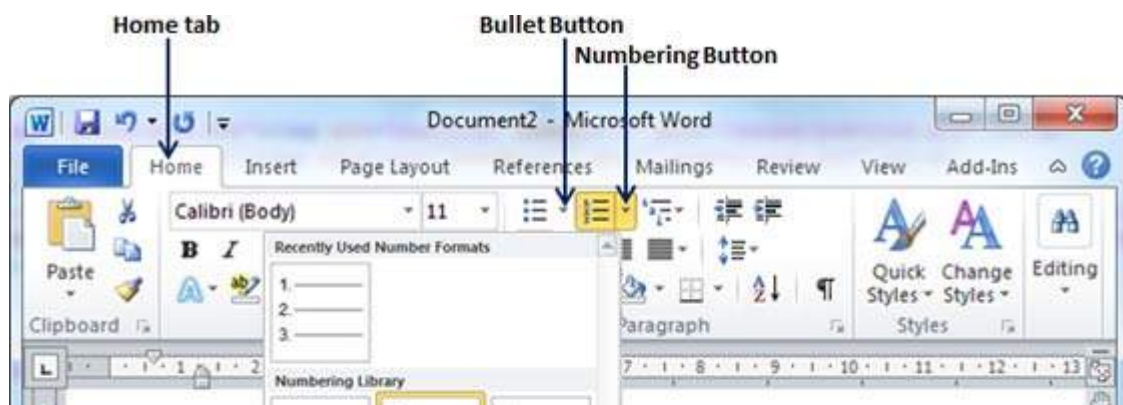
This is very simple to convert a list of lines into a bulleted or numbered list. Following are the simple steps to create either bulleted list or numbered list.

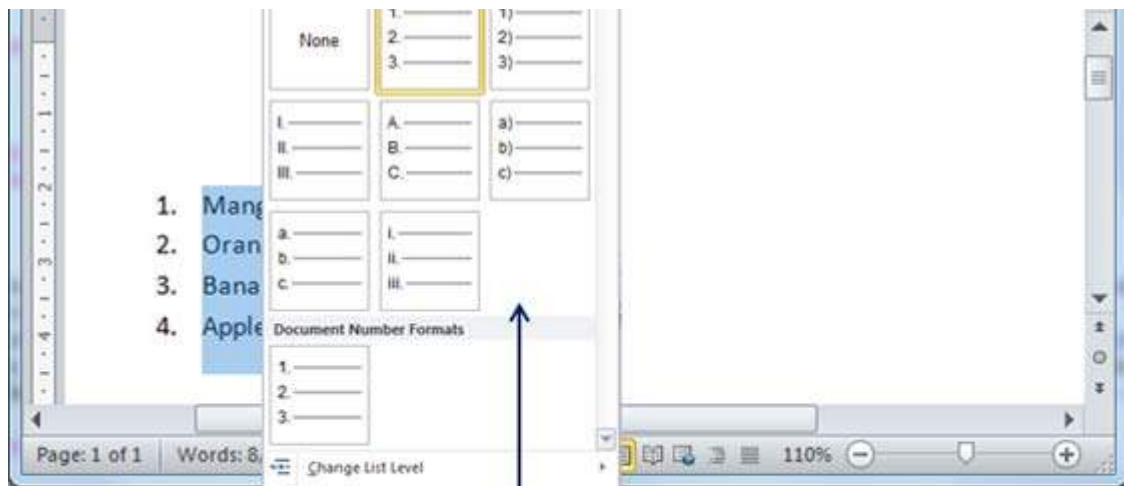
**Step 1:** Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection method to select the text.

**Step 2:** Click the **Bullet Button** triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.



**Step 3:** If you are willing to create a list with numbers then click the **Numbering Button** triangle instead of bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering style available by simply clicking over it.





List of Numbering Styles

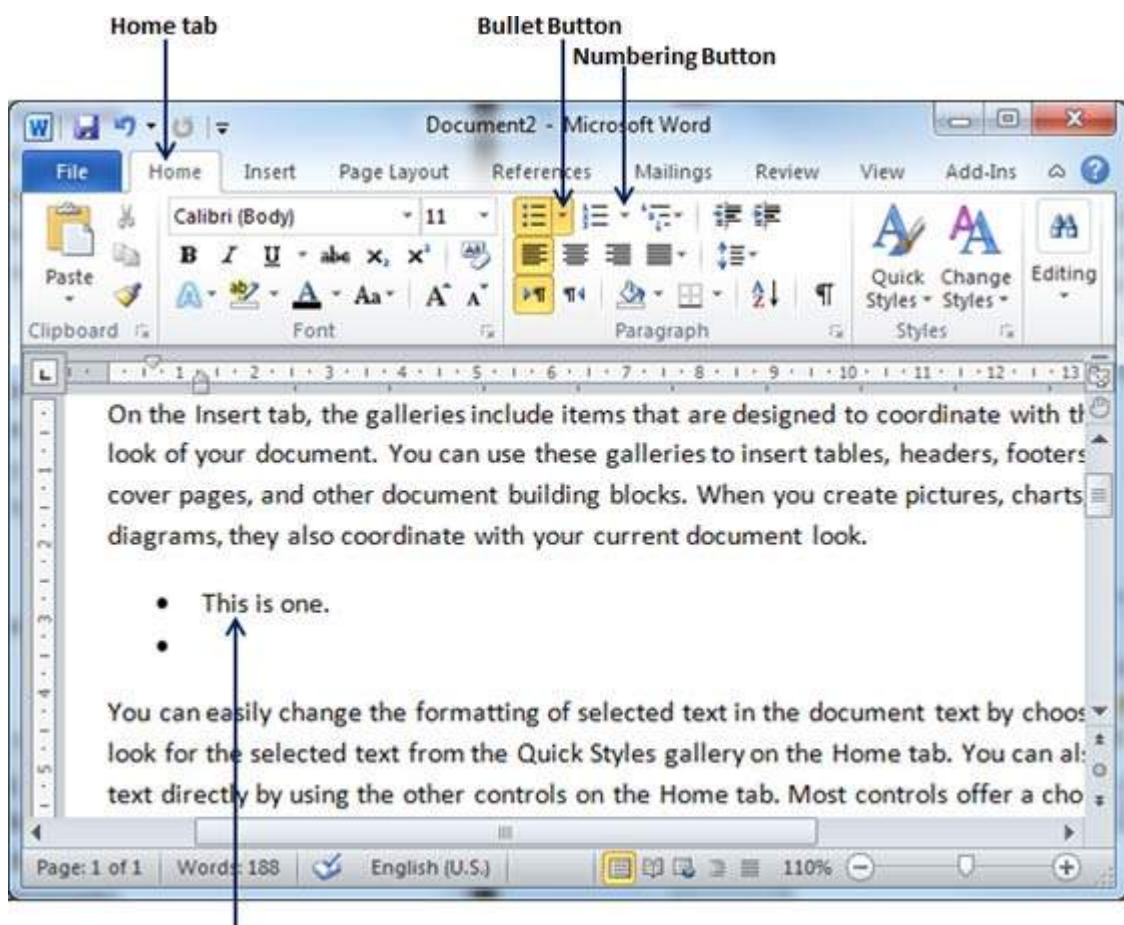
## Create a List as You Type:

You can create a bulleted list as you type. Word will automatically format it according to your text. Following are the simple steps to create bulleted list as you type.

**Step 1:** Type \*, and then either press the **SPACEBAR** or press **TAB** key, and then type the rest of what you want in the first item of the bulleted list.

**Step 2:** When you are done with typing, press **Enter** to add the item in the list automatically and go to add next item in the list.

**Step 3:** Repeat Step 2 for each list item.



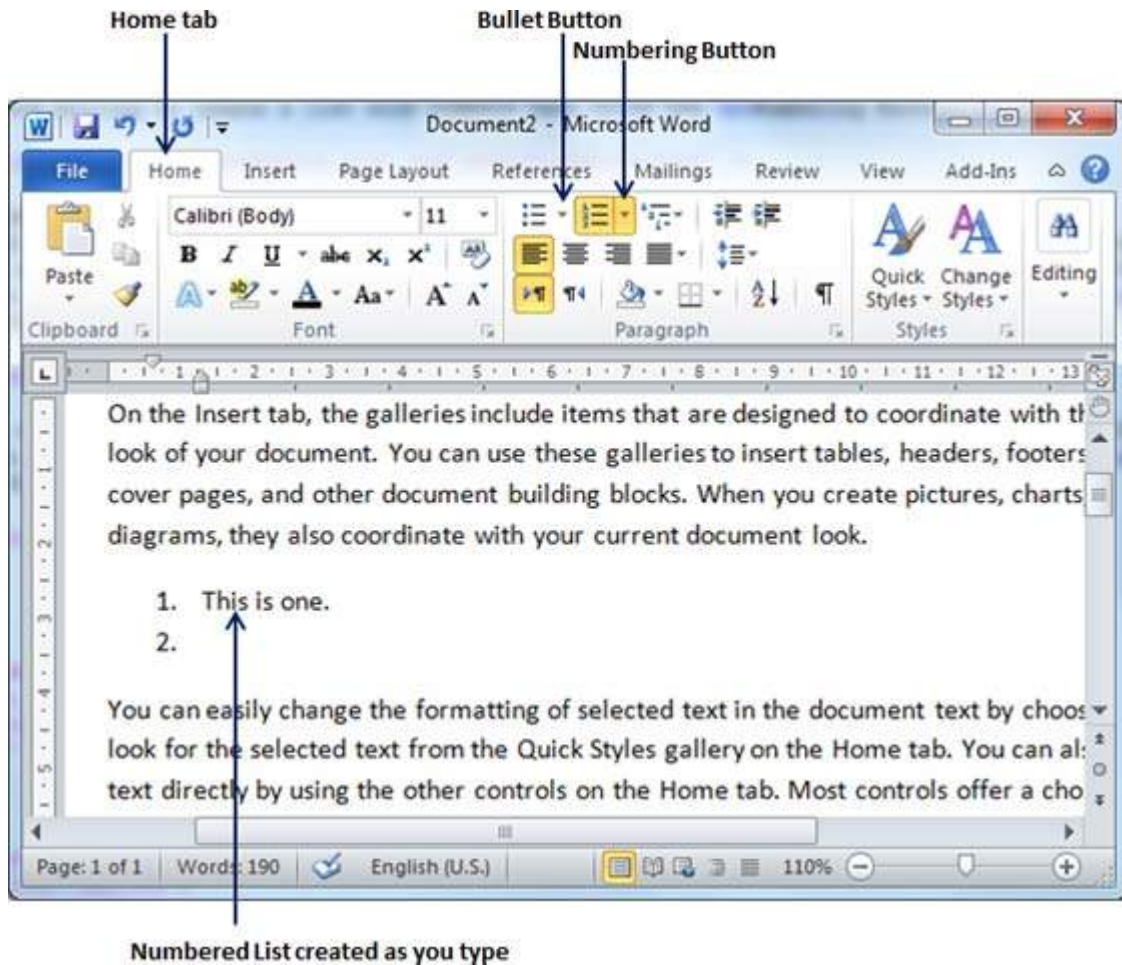
Bulleted List created as you type

You can create a numbered list as you type. Word will automatically format it according to your text. Following are the simple steps to create numbered list as you type.

**Step 1:** Type 1, and then either press the **SPACEBAR** or press **TAB** key, and then type the rest of what you want in the first item of the numbered list.

**Step 2:** When you are done with typing, press **Enter** to add the item in the list automatically and go to add next item in the list.

**Step 3:** Repeat Step 2 for each list item.



You can create sub-lists which are called multi-lists. This is simple to create sub-lists, just press **Tab** key to put items in sub-list. You can try it yourself.

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