

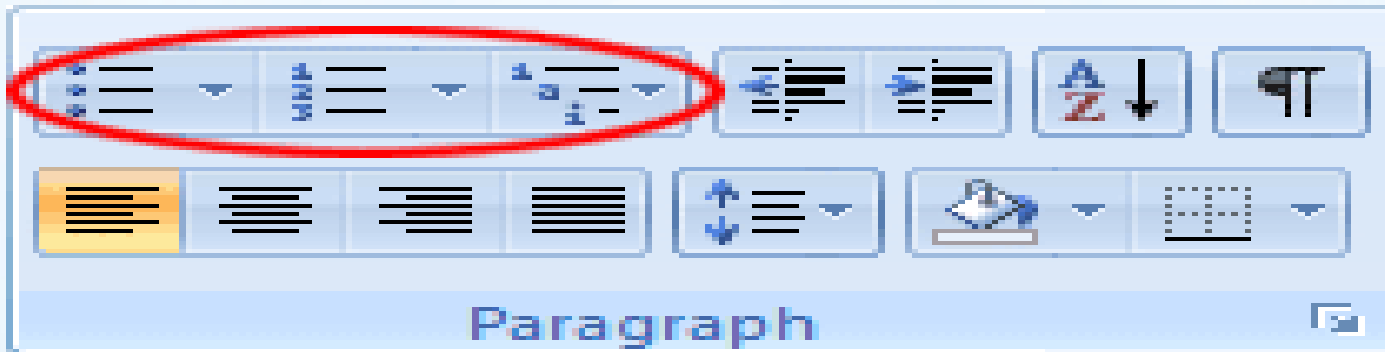
COMPUTER APPLICATIONS

Creating Bulleted Lists

- Bulleted lists have been used throughout this book.
- To create one of your own, do the following;
 - ✓ Highlight the last three lines in your Crime Statistics document
 - ✓ On the Home ribbon at the top of Microsoft Word, locate the Paragraph panel
 - ✓ On the Paragraph panel, locate the three bullet options:

Cont...

Illustration;

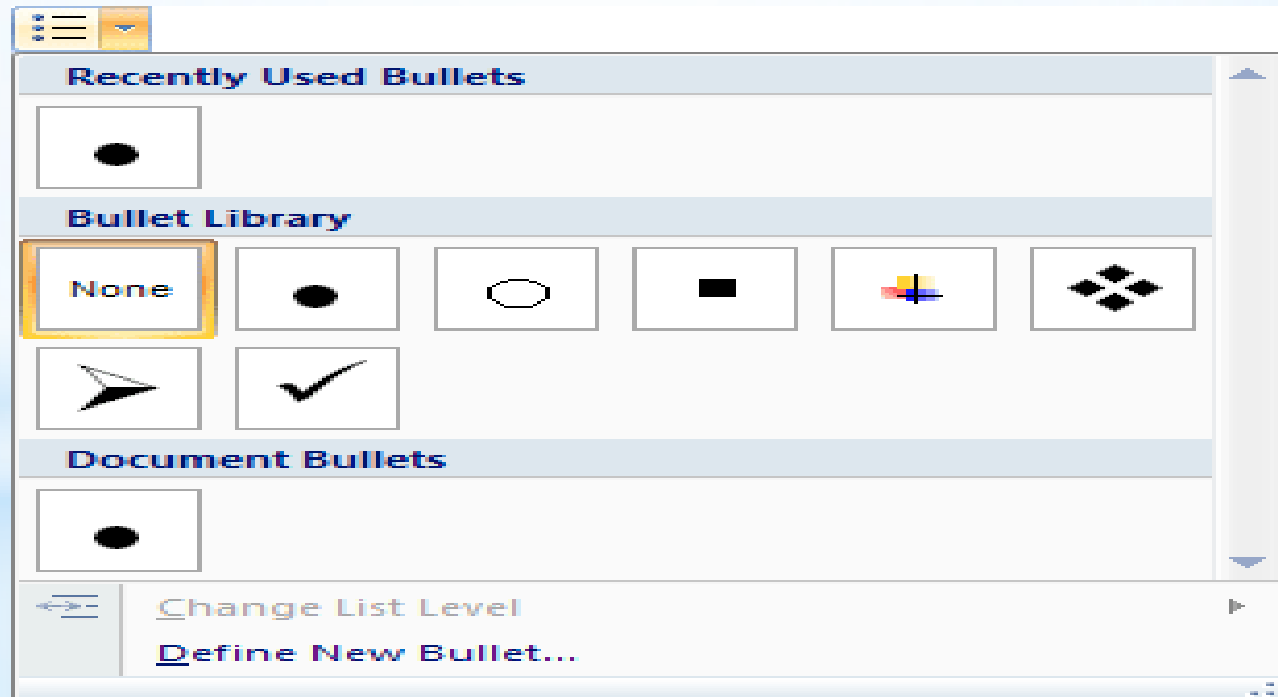


- The first of the three is for bullets that are not numbers or letter.
- The default for the first option is to have round bullets.
- If this is all you want then simply click the first option, after you have highlighted your text.

Cont...

- You can, however, have other symbols for your bulleted list. Click the arrow next to the first bullet option to see the following:

Illustration;

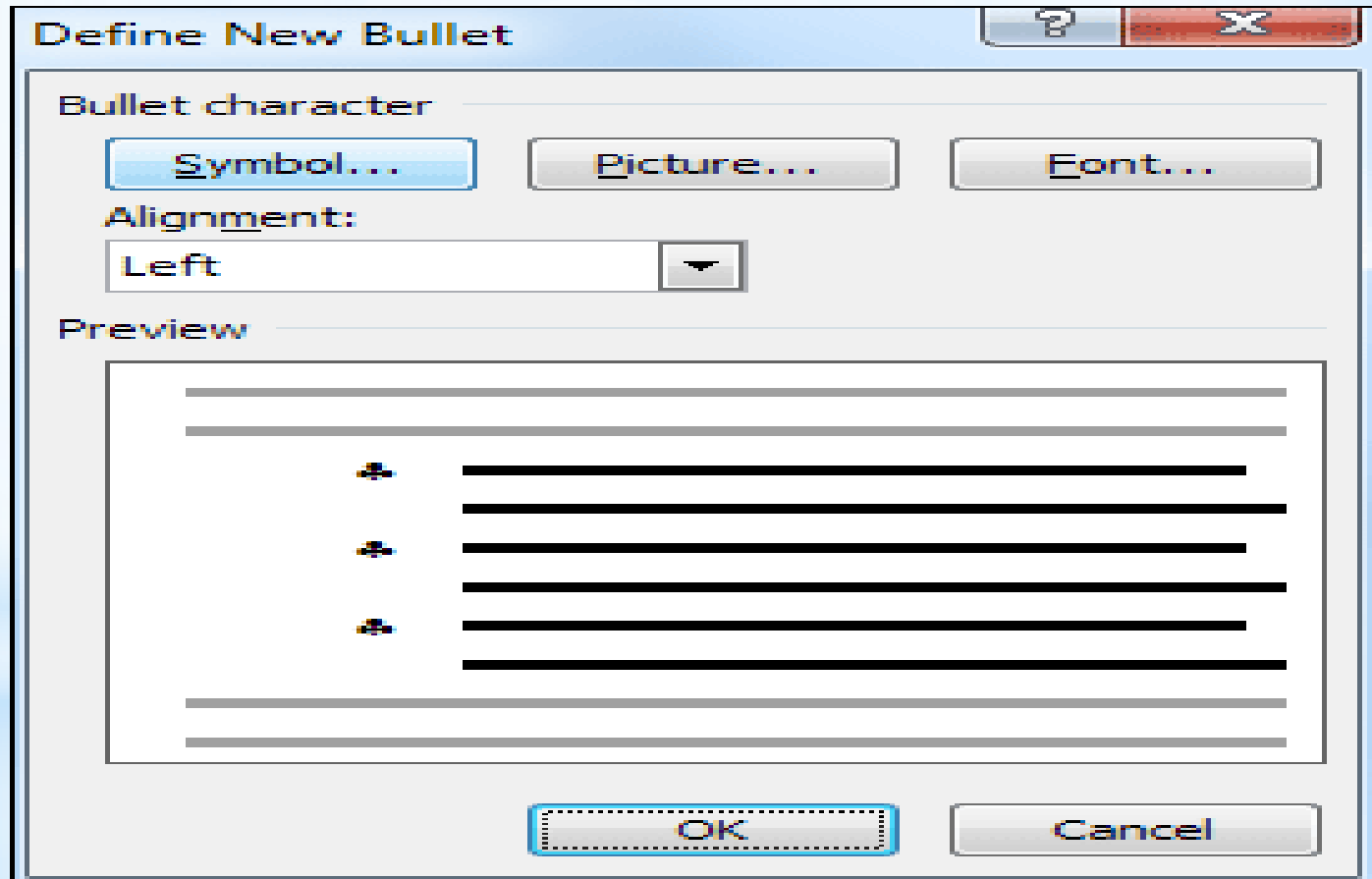


Cont...

- You can select any of the bullets in the Bullet Library.
- Move your mouse over each one and you'll see a preview on your page.
- Click with the left mouse button to choose a particular bullet.
- You have a wider range of choices if you click the link at the bottom that says "Define New Bullet".
- When you click the link, you'll see the following dialogue box appear:

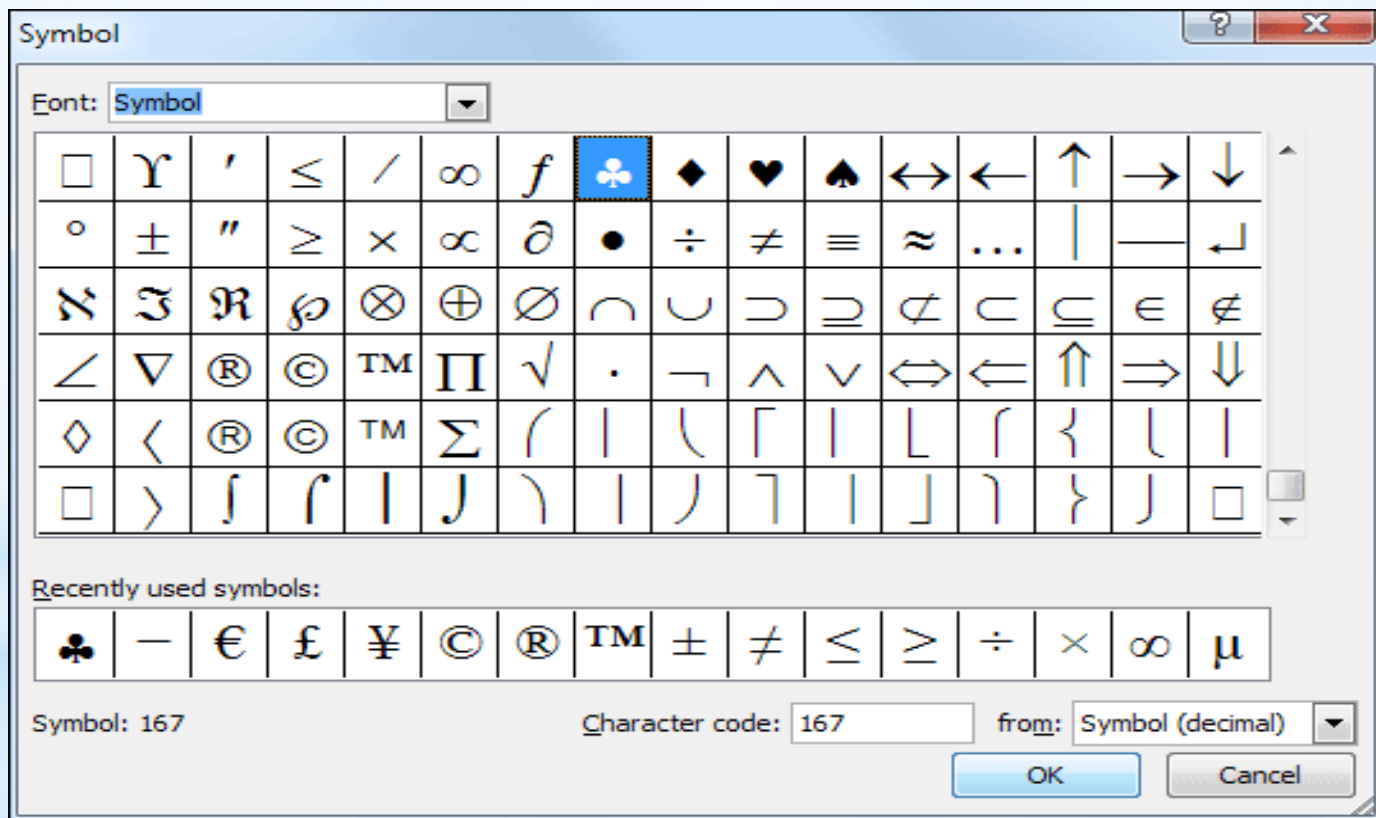
Cont...

Illustration;



Cont...

□ Click the Symbol button at the top to see this screen:
Illustration;



Cont...

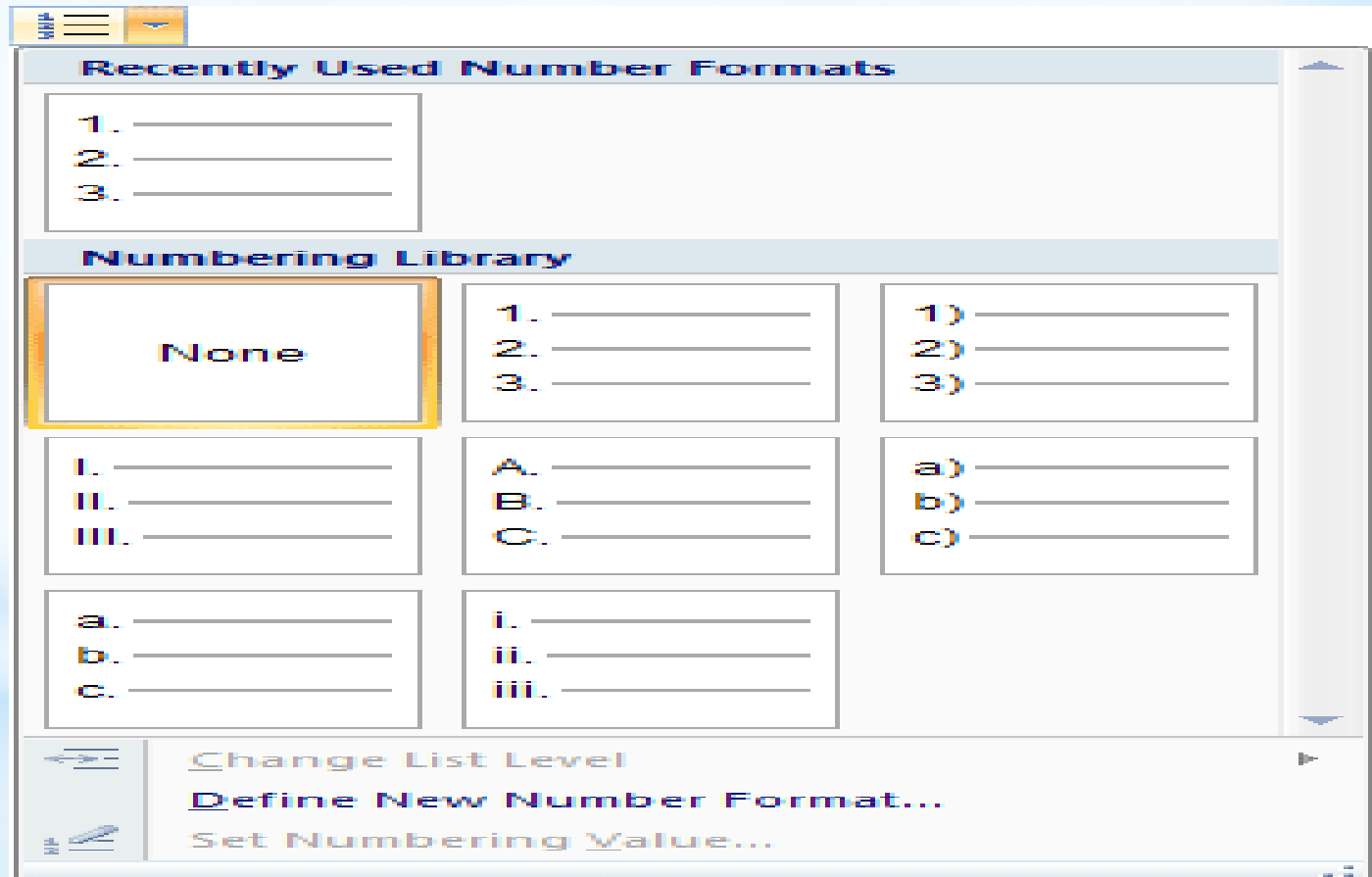
- Select the symbol you want and then click OK.
- You'll then be returned to the Define New Bullet dialogue box.
- If you like the Preview, click OK on this dialogue box, as well.
- You can however, select a picture, or a font as your bullet.
- Click the buttons at the top to see how these work.

Cont...

- The second bullet option on the Paragraph panel is for numbers and letters.
- The default is for consecutive numbers starting from 1. Again, click the arrow to see more options:

Cont...

Illustration;



Cont...

- So if you wanted lowercase letters instead of numbers, select this option from the list.
- You can also set your own style by clicking the "Define New Number Format" link at the bottom.
- This opens a dialogue box similar to the one you've just seen.

Cont...

- ❑ The third bullet option on the Paragraph panel is for lists that are more complex - bullets within bullets.
- ❑ A list like this, for example:

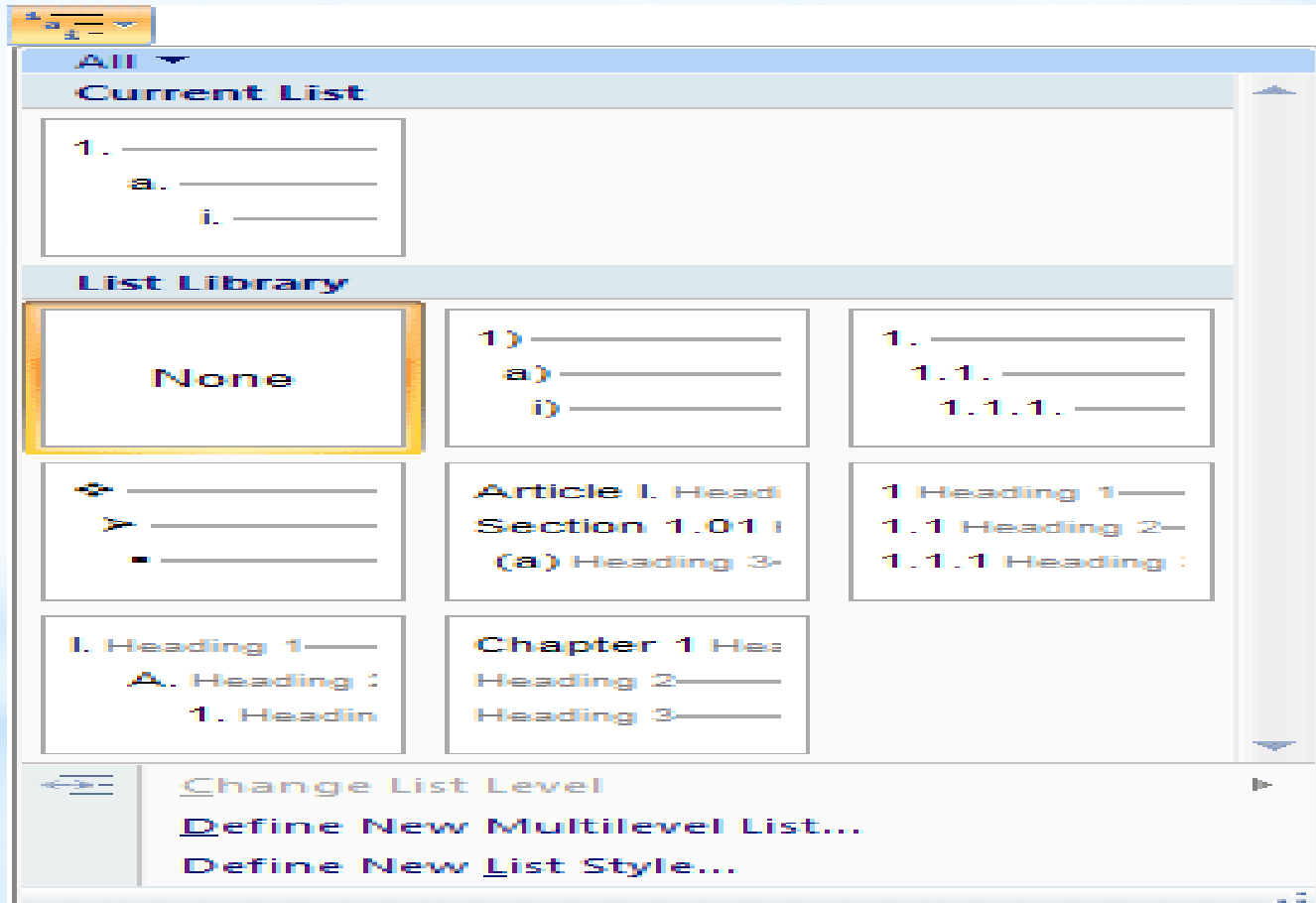
- 1. Heading One**
 - a. Sub Heading**
 - i. Item One**

Cont...

- To get the list above, we first typed the text "Heading One".
- After highlighting this text, we clicked the third bullet option on the Paragraph panel to see this:

Cont...

Illustration;

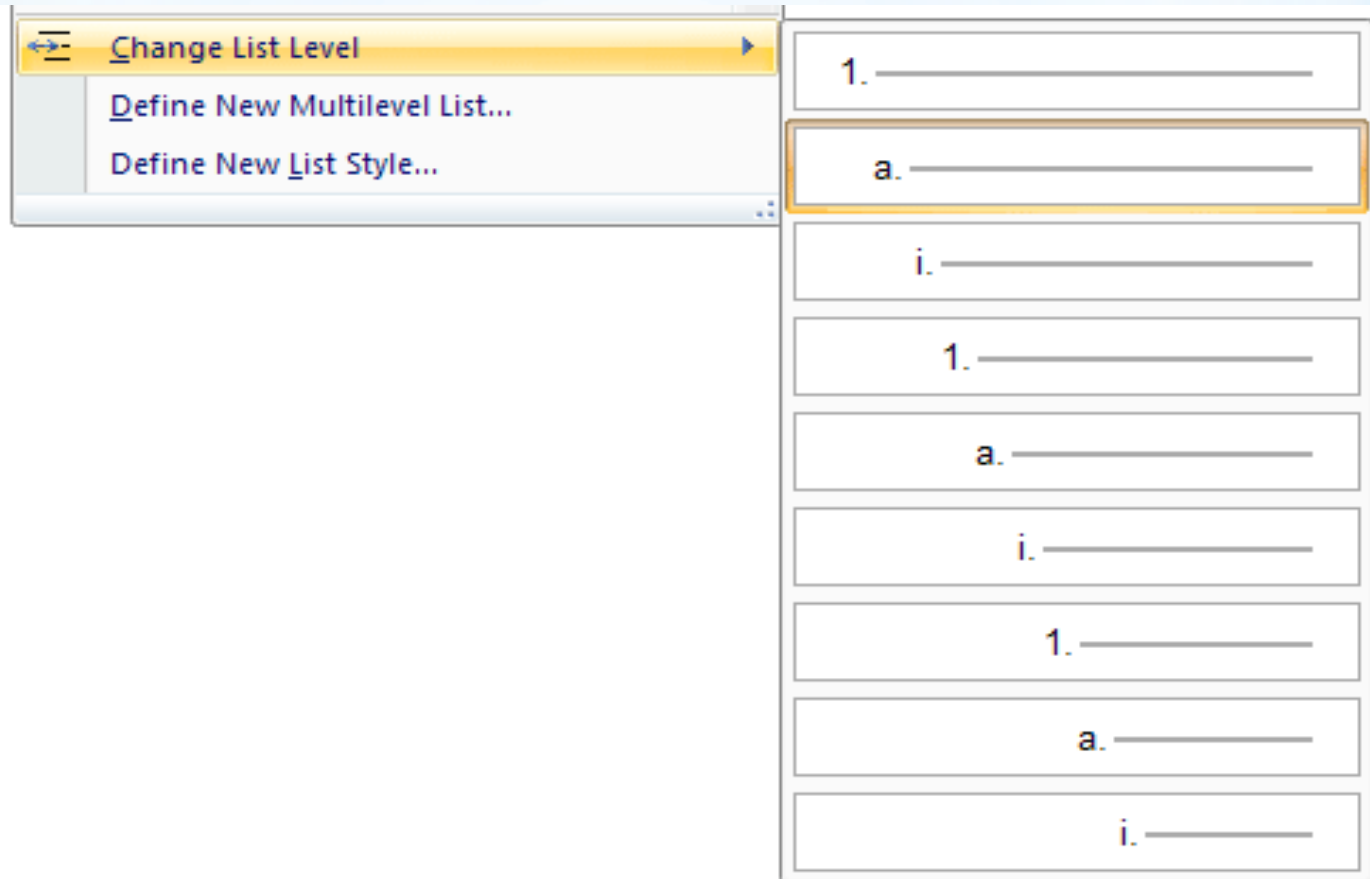


Cont...

- ❑ Clicking the first option got us the number 1 as a bullet.
- ❑ We then typed the next two items.
- ❑ However, this gets you a numbered list, 1 to 3.
- ❑ To change the list into the one above, highlight an item on your list.
- ❑ Then click the link at the bottom that says "Change List Level".
- ❑ You'll then see the following:

Cont...

Illustration;



Cont...

- Select the List Level you want. Do the same for any other items on your list.

- But once you have set a bullet style for your list, it should look something like ours:

Cont...

Illustration;

Constable Tucker's Crime Statistics

	January	February	March
Murder	0	0	0
Rape	0	0	0
Arson	0	0	0
House Burglary	0	0	0
Shop Burglary	0	0	0
Other Burglary	0	0	1*
Drunk Driving	1	1	1
Speeding	1	1	1

**Does not include Mr Irate's alleged theft from his sweet shop*

The crimes committed are:

- The theft of a Delia Smith Cookery book from Councilman Todd's chauffer
- The same person was caught drink driving three times in three months
- Councilman Todd's chauffer was also speeding when he was driving under the influence of alcohol

Cont...

- ❑ We went for a square bullet, but feel free to use something else.
 - ❑ Notice, also, that we've made the made bold the text "The crimes committed are:".
 - ❑ We've also added a line break after this.
-
- ❑ OK, our report is coming along nicely. We can do more to it, though.
 - ❑ The next thing we're going to do is use the font option to change the size and font of the heading.