



Bullets and Numbering

in MS Word 2021

Creating Organised Lists for Clear Communication



Bulleted Lists vs Numbered Lists

• Bulleted Lists

- Unordered — items have no sequence
- Marked with symbols: • ► ✓ – ▪
- Use when ORDER does NOT matter
- Access: Home Tab → Paragraph → Bullets button
- Right-click to choose a different bullet symbol

1. Numbered Lists

- Ordered — items have a specific sequence
- Marked with 1,2,3 or a,b,c or i,ii,iii
- Use when ORDER MATTERS
- Access: Home Tab → Paragraph → Numbering button
- Right-click to choose the number format



Multilevel (Outline) Lists

1

Click the Multilevel List button

Home Tab → Paragraph → Multilevel List → choose a style from the gallery

2

Type first main item

Press Enter to create a new item at the same level

3

Press Tab to go deeper

Tab key indents to the next level (Level 2, Level 3...)

4

Press Shift+Tab to go back

Shift+Tab decreases the indent — returns to the parent level

5

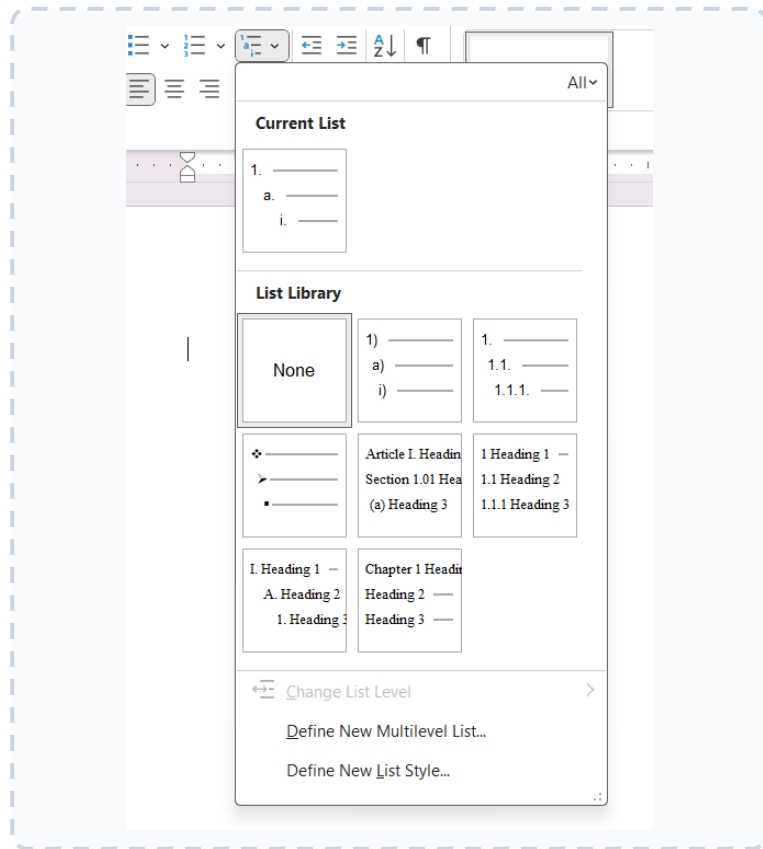
Continue building

Alternate Tab / Shift+Tab to create the full nested outline

6

End the list

Press Enter twice on a blank item to exit the list





Important Tips



Tab key: increase indent — move item to a deeper sub-level



Shift + Tab: decrease indent — return item to the parent level



Press Enter once: new item at the same list level



Press Enter twice on blank item: exits / ends the list



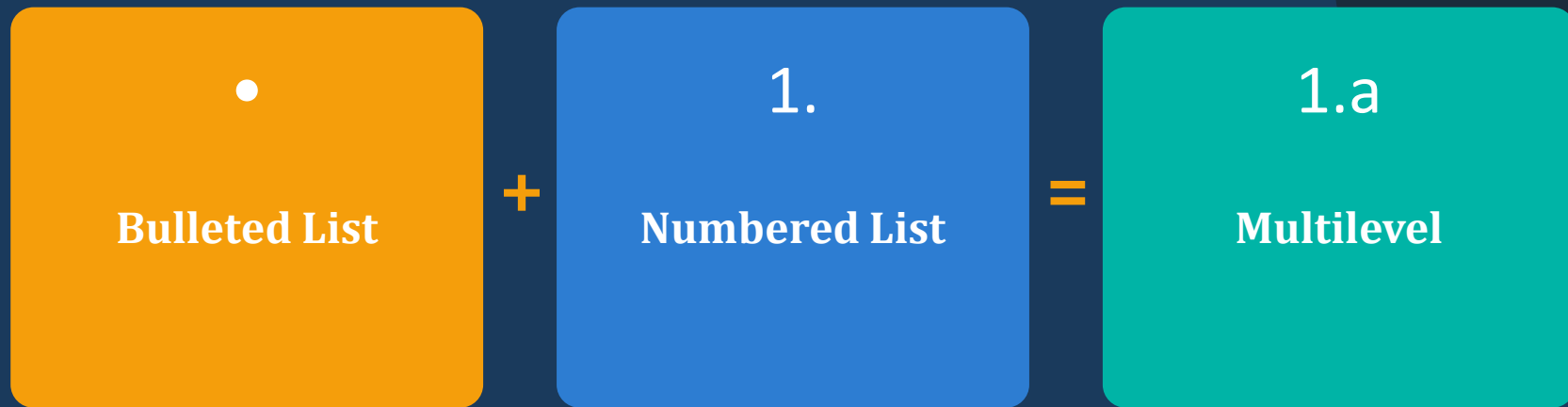
Right-click any bullet or number to change style, colour or start value



Increase/Decrease Indent buttons (Home → Paragraph) also change levels



Key Takeaways — Bullets and Numbering



Quick Recap

- Bullets = unordered list (order does not matter) — use •, ✓, ► symbols
- Numbering = ordered list (order matters) — use 1.2.3., a.b.c., or i.ii.iii.
- Both accessed via Home Tab → Paragraph group
- Multilevel list: Tab to go deeper, Shift+Tab to go back up a level
- Right-click button to choose style or Define New for full customisation