



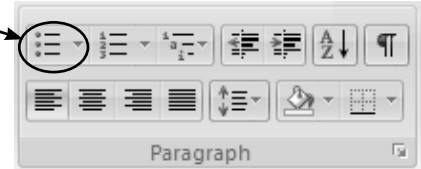
# Text Effects: *Bullet Points*

*Bullet points are very like numbered lists – with dots or squares instead of numbers.*

## Creating a list of bullet points

Creating a list of bullet points is almost exactly the same as creating a numbered list. It's just a different button – here it is, right next to the “Numbering” button.

*Look back at the previous page on “Numbered Lists” for where to find this button if you use an older version of Word than Word 2007.*



All you need to do is highlight the bit of text you want to turn into a list of bullet points and give this button a click.

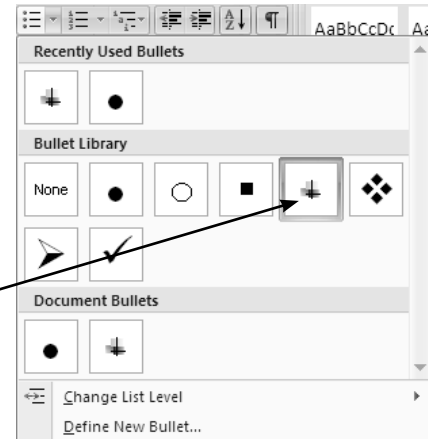
Here's the result I got:

What to think about when choosing a pet:

- How much space do you have?
- How much time do you have (to exercise your pet, clean it out, groom it, etc.)?
- Can you afford expensive vet's bills, equipment, etc.?
- Do any of your household have pet allergies?
- Who will look after your pet when you're away?

*Again, if you decide you don't want your bullets after all, or if you've come to the end of your bulleted list, just click the “Bullets” button again.*

Hmm, not bad. But if you want to see what else is on offer, just do as you did for the numbered list on the last page – click on the little arrow next to the button (or in older versions of Word you can right-click on the list, then choose “Bullets and Numbering...”) and you'll see a window a bit like this:



*If I wanted I could have really fancy bullet points. To choose this one I would just click on it and it would change my bullet points to these.*

## Automatic bullets & numbering – and how to stop it

*See page 54-55 for more about tabs.*

If you type a number in a document followed by a tab, then type a few words, then press Enter to go to a new line, Word assumes you want to start a numbered list (even if you don't) and automatically adjusts the layout for you – it basically presses the “Numbering” button for you. It can do something similar with bulleted lists too. This is really handy sometimes – unless you didn't want to make a numbered list at all, in which case it's really annoying. Here's how to turn the automatic numbering off:

**1** Click on the “Numbering” or “Bullets” button once – easy.

*In versions of Word before 2007 it's a bit simpler – click “Tools” at the top of your page and then “AutoCorrect Options...”*

If you want to turn this feature off completely – so that it never automatically puts numbered/bulleted lists in for you – here's how to get rid of it:

**1** In Word 2007, click on this “Office” button in the top left corner of your screen:



**2** A menu opens – you need to click on “Word Options” at the bottom of it.

**3** Another window opens – click on “Proofing” in the list on the left.

**4** Click on “AutoCorrect Options...” near the top, then click on the “AutoFormat As You Type” tab.

**5** To stop this feature you need to untick the boxes next to “Automatic bulleted lists” and “Automatic numbered lists”. *Abh – that's better.*