MICROSOFT WORD
FEATURE 3

How to Use Formatted Lists

BULLETED LISTS:

STEP 1: Position the cursor anywhere in your document
.

STEP 2: Select the **Home tab**

STEP 3: In the Paragraph group, select the **Bullets** button

STEP 4: Type each bullet item in the bulleted list

ORDERED LISTS:

STEP 1: Position the cursor anywhere in your document
.

STEP 2: Select the **Home tab**

STEP 3: In the Paragraph group, select the **Numbering** button

STEP 4: Type the sequential steps