

Using Lists to Reduce Complexity

[Microsoft Word 2016](#)

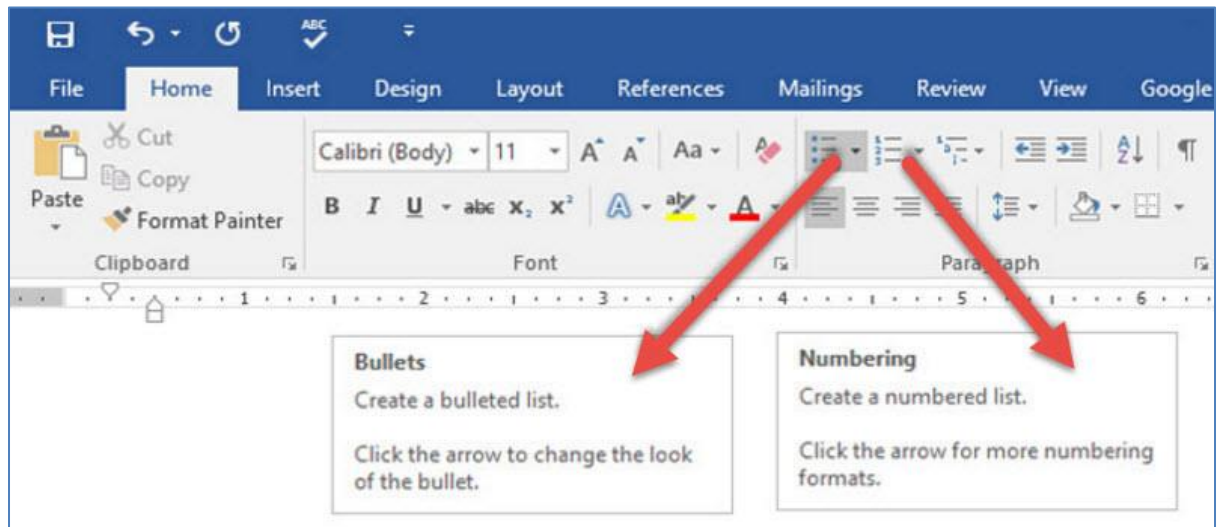
[Microsoft Word 2011](#)

Lists should be created using Word’s built-in tools for ordered (numbered) and unordered (bulleted) lists. Without using these tools, a list is not really a list, which makes the content more difficult for screen reading programs to understand the organization of the items.

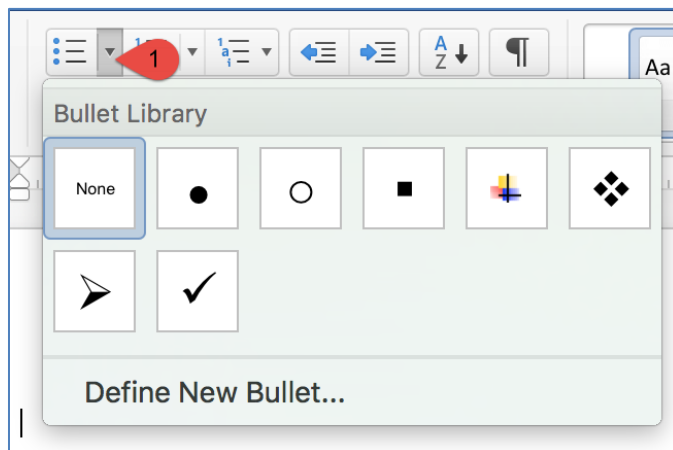
[Microsoft Word 2016](#)

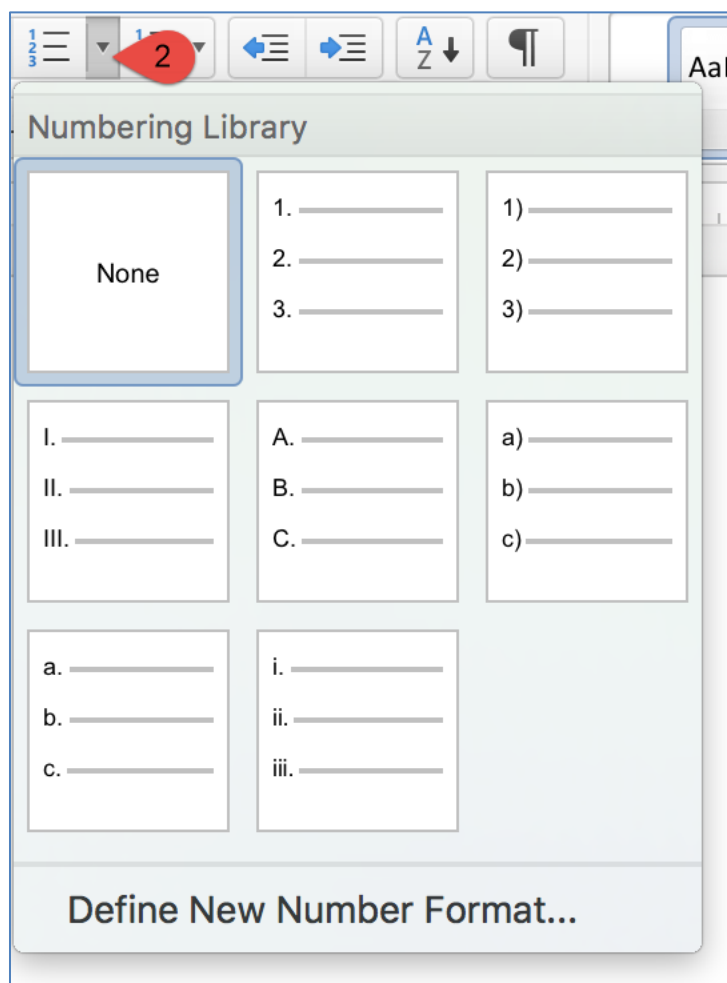
Microsoft Word automatically creates a list for you when you start a paragraph with an asterisk or a number 1 followed by a period. With an asterisk, Word creates a bulleted list. With a number, Word detects that you are trying to create a numbered list.

1. Go to the “**Home tab**”. The Paragraph pane is in the center.



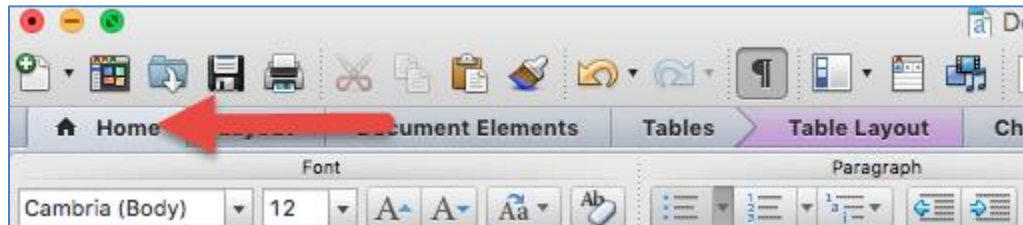
2. Unordered [1] and ordered [2] lists are highly customizable. Just click on the arrow adjacent to the desired list button to design a list that meets your needs.



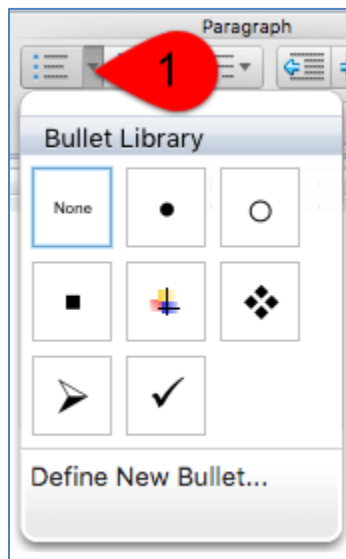


Microsoft Word 2011

1. Microsoft Word automatically creates a list for you when you start a paragraph with an asterisk or a number 1. With an asterisk, Word creates a bulleted list. With a number, Word senses that you are trying to create a numbered list.
2. Go to the “**Home tab**”. The Paragraph pane is in the center.



3. Bulleted Lists [1], Numbered Lists [2] and Multilevel Lists [3] lists are highly customizable. Just click on the arrow adjacent to the desired list button to design a list that meets your needs.



Continued on the next page...

