

TSENG COLLEGE GRADUATE, INTERNATIONAL AND MIDCAREER EDUCATION

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.



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Microsoft Word 2011

- 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.



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