

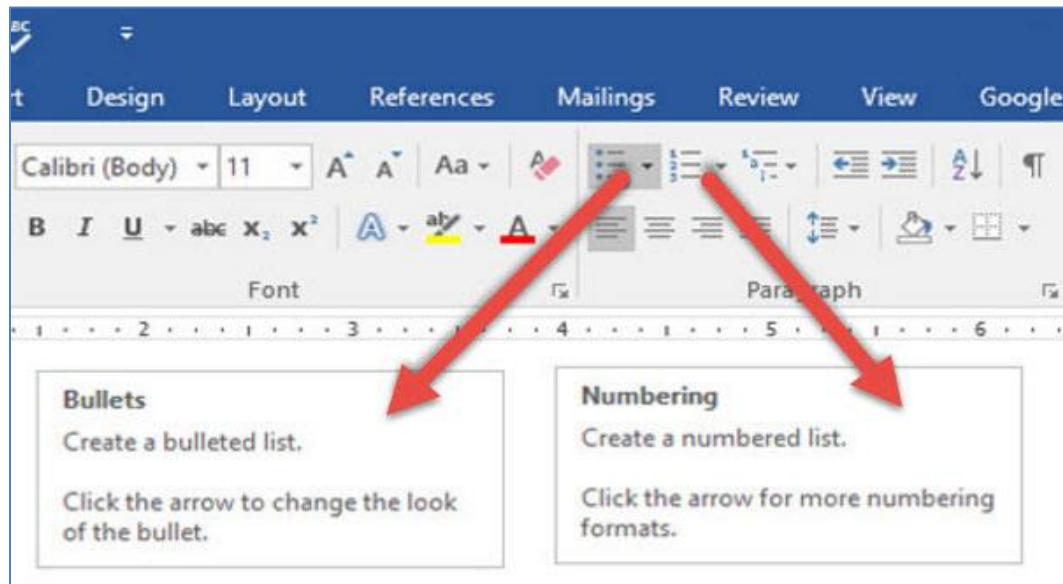
Using Lists to Reduce Complexity

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.

