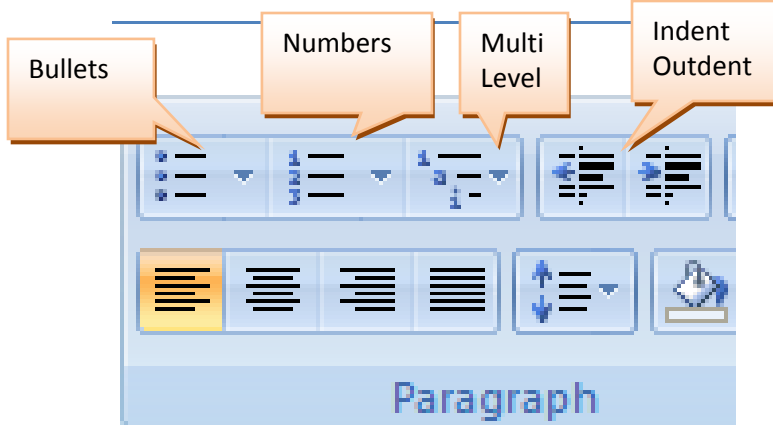


# Fun with Bullets and Numbering!



- To use bullets- click the bullet icon
- To use numbering – click the number
- Or type a number and the tab key
- To modify use the drop down arrow
- Auto format options – right click

## Your turn: All on one document:

- I. Create a bulleted list.
  - Develop a list of 5 reasons you would tell someone they need to learn to type correctly.
  - Use a custom bullet.
- II. Next – create numbered list of 10 things you like about Halloween.
  - However—I want you to use Roman Numerals (so be sure to choose the custom list!)
- III. Multi Level Lists
  - There are 7 habits of highly effective teens. Use the multilevel list to re-create the list below. BTW – that is a Registered trademark symbol after each habit – be sure to add the ®
  - Hint – I typed the list using all multilevel bullets- then double clicked the bullets and changed to numbers.
  1. **Habit 1: Be Proactive®**
    - Take responsibility for your life.
  2. **Habit 2: Begin with the End in Mind®**
    - Define your mission and goals in life.
  3. **Habit 3: Put First Things First®**
    - Prioritize and do the most important things first.
  4. **Habit 4: Think Win-Win®**
    - Have an "everyone-can-win" attitude.
  5. **Habit 5: Seek First to Understand, Then to Be Understood®**
    - Listen to people sincerely.
  6. **Habit 6: Synergize®**
    - Work together to achieve more.
  7. **Habit 7: Sharpen the Saw®**
    - Renew yourself regularly.