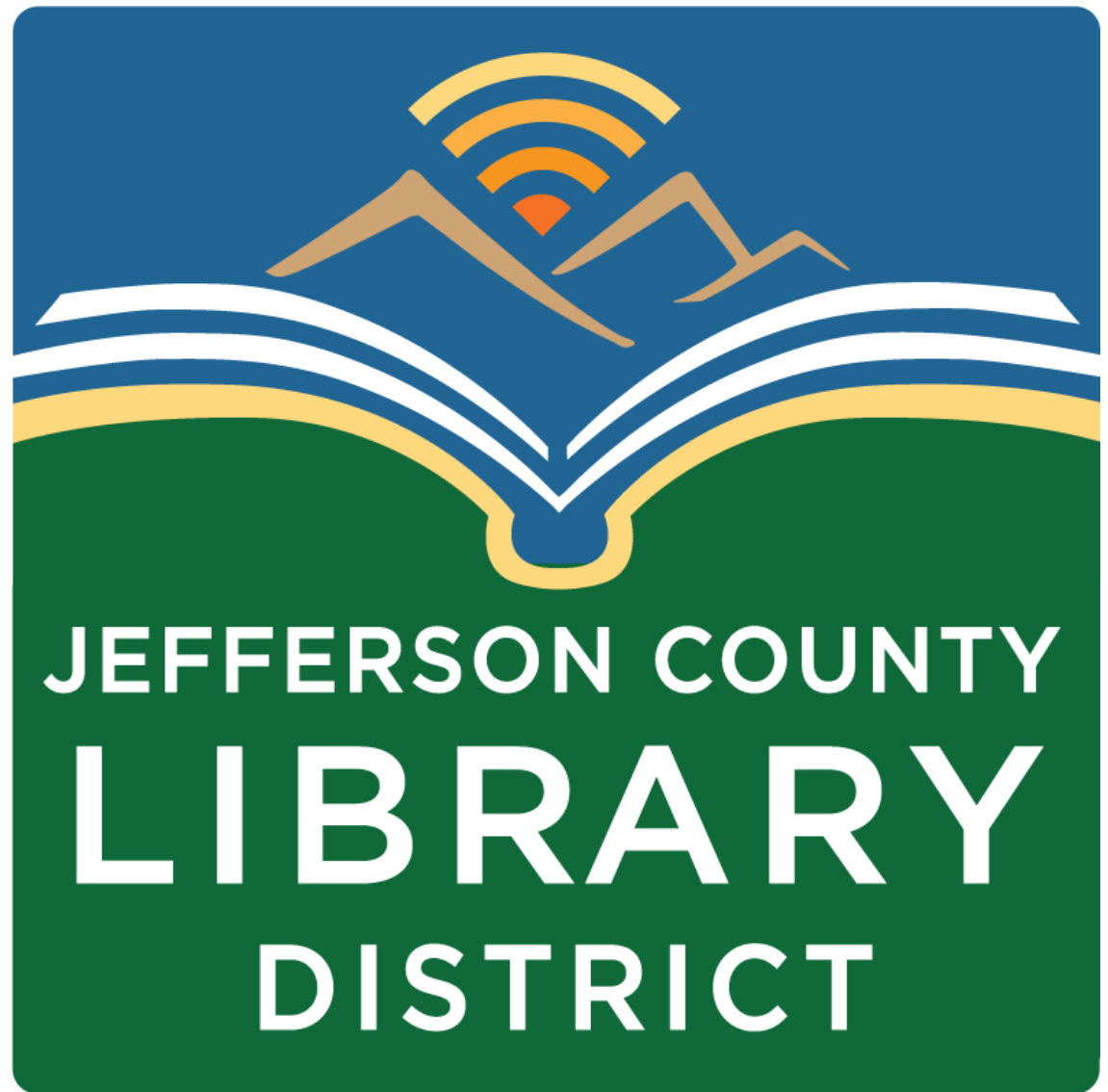


Introduction to Microsoft Word:
Bullets, Numbers, and Spacing



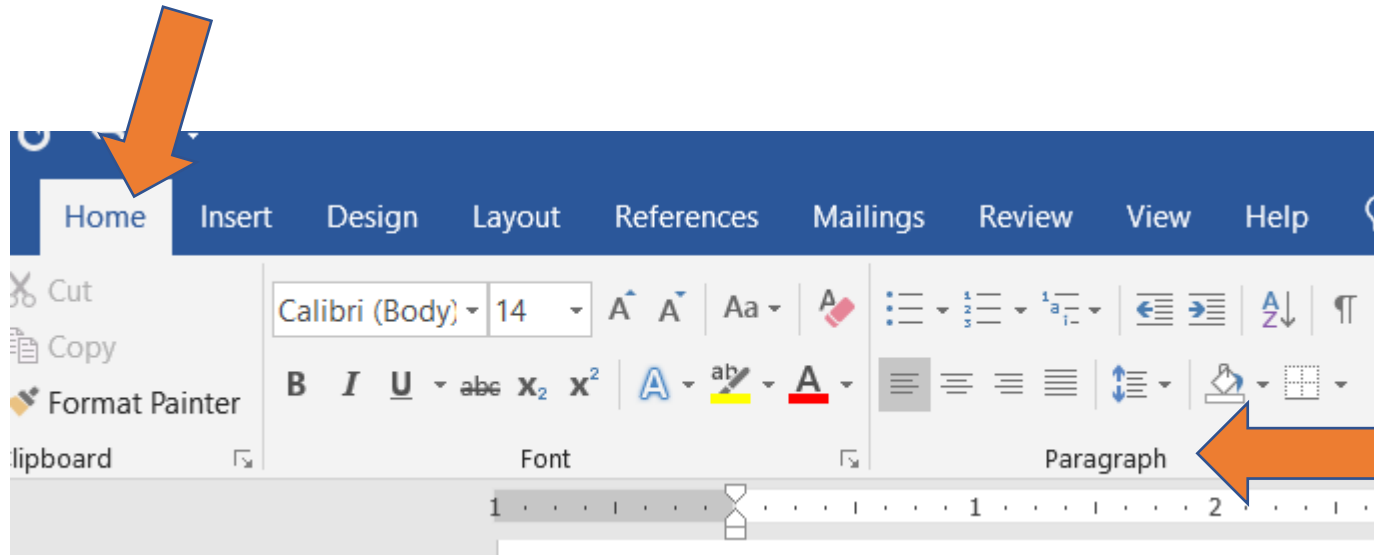
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Bulleted Lists

Sometimes we want to organize our text into lists.

Bullets are a type of list and can be found on the **Home** tab in the **Paragraph** section.



To create a bulleted list:

1. Enter your text and select it.

Bullets bounce and numbers shine,

Lists keep order—oh, divine!

From groceries to grand to-dos,

Word ensures I never lose!

Indent here, adjust it there,

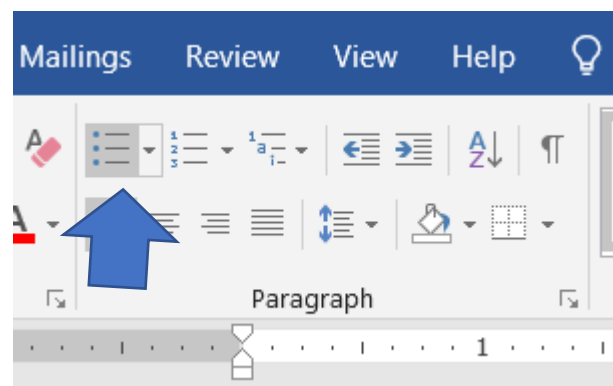
Structure flows with perfect flair.

A tidy list, a simple art,

Microsoft Word—a checklist's heart!

|

2. Click the Bullets icon.



- Bullets bounce and numbers shine,
- Lists keep order—oh, divine!
- From groceries to grand to-dos,
- Word ensures I never lose!
- Indent here, adjust it there,
- Structure flows with perfect flair.
- A tidy list, a simple art,
- Microsoft Word—a checklist's heart!

Numbered Lists

Numbered lists work the same as bullets but use numbers instead.

To create a numbered list:

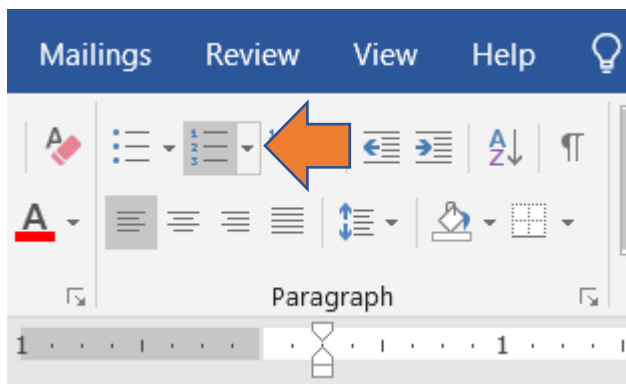
1. Enter your text and select it.

FactCheck.org – A nonpartisan site run by the Annenberg Public Policy Center that fact-checks political claims and misinformation.

Snoopes.com – One of the oldest fact-checking websites, covering urban legends, viral rumors, and misinformation.

PolitiFact.com – A Pulitzer Prize-winning site that rates the accuracy of statements made by politicians and public figures.

2. Click the Numbering icon.



1. **FactCheck.org** – A nonpartisan site run by the Annenberg Public Policy Center that fact-checks political claims and misinformation.
2. **Snopes.com** – One of the oldest fact-checking websites, covering urban legends, viral rumors, and misinformation.
3. **PolitiFact.com** – A Pulitzer Prize-winning site that rates the accuracy of statements made by politicians and public figures.

Alignment

Lastly, you can change the alignment of your text. Alignments are Left, Center, Right, and Justify.

Left Aligned

“The library stood at the heart of the town, its towering shelves filled with stories waiting to be discovered. Each book held a world of adventure, wisdom, or mystery, inviting curious minds to lose themselves in the pages.”

Right Aligned

“The library stood at the heart of the town, its towering shelves filled with stories waiting to be discovered. Each book held a world of adventure, wisdom, or mystery, inviting curious minds to lose themselves in the pages.”

Justified – aligns text evenly between left and right margins.

“The library stood at the heart of the town, its towering shelves filled with stories waiting to be discovered. Each book held a world of adventure, wisdom, or mystery, inviting curious minds to lose themselves in the pages.”

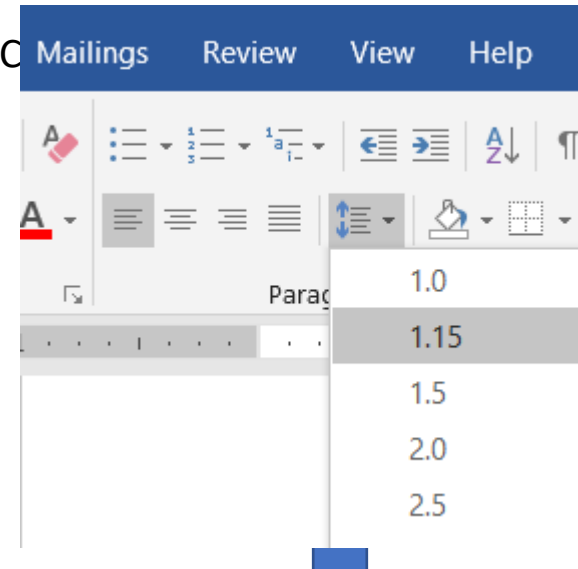
Spacing

You can also adjust the spacing in between lines.

To change the spacing between lines:

Morning in the Library
The morning sun slips through the glass,
Soft light upon the pages cast.
Shelves of stories, old and new,
Waiting for a mind to pass.
A gentle hush, a turning page,
A world of wonder, age to age.
Among these books, we find our place,
In quiet joy, we all engage.

2. Click **Mailings** **Review** **View** **Help** **ng.**



With 1.5 spacing.

Morning in the Library

The morning sun slips through the glass,
Soft light upon the pages cast.
Shelves of stories, old and new,
Waiting for a mind to pass.
A gentle hush, a turning page,
A world of wonder, age to age.
Among these books, we find our place,
In quiet joy, we all engage.

Styles

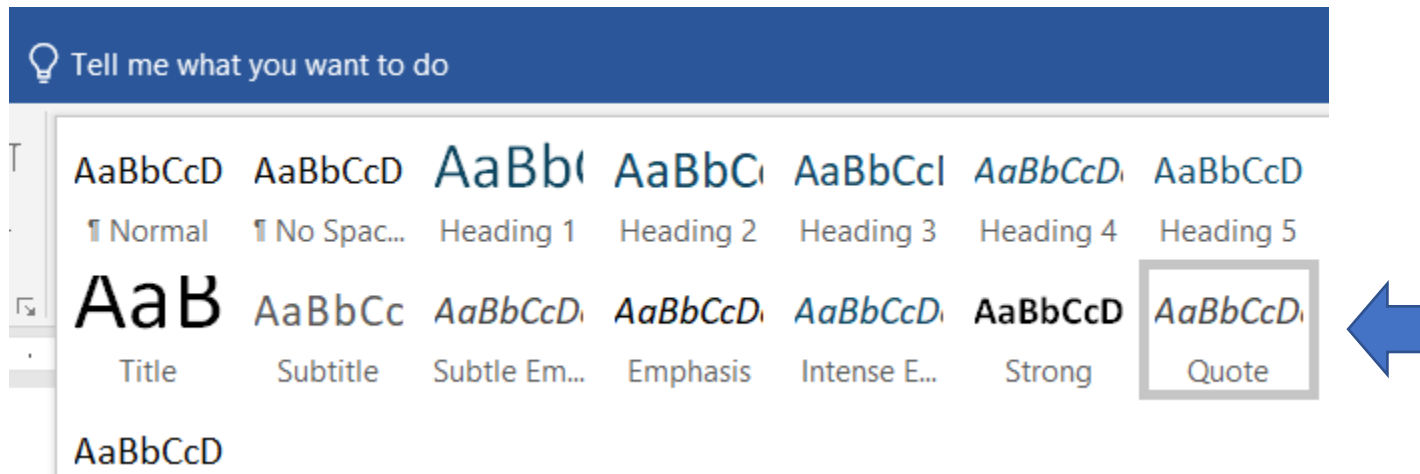
A style is a set of characteristics, such as font name, size, color, paragraph alignment, spacing, borders, and shading.

To change the style of text.

1. Select the text.

Morning in the Library
The morning sun slips through the glass,
Soft light upon the pages cast.
Shelves of stories, old and new,
Waiting for a mind to pass.
A gentle hush, a turning page,
A world of wonder, age to age.
Among these books, we find our place,
In quiet joy, we all engage.

2. Select a **Style**.



3. Finished text

Morning in the Library

*The morning sun slips through the glass,
Soft light upon the pages cast.
Shelves of stories, old and new,
Waiting for a mind to pass. |*

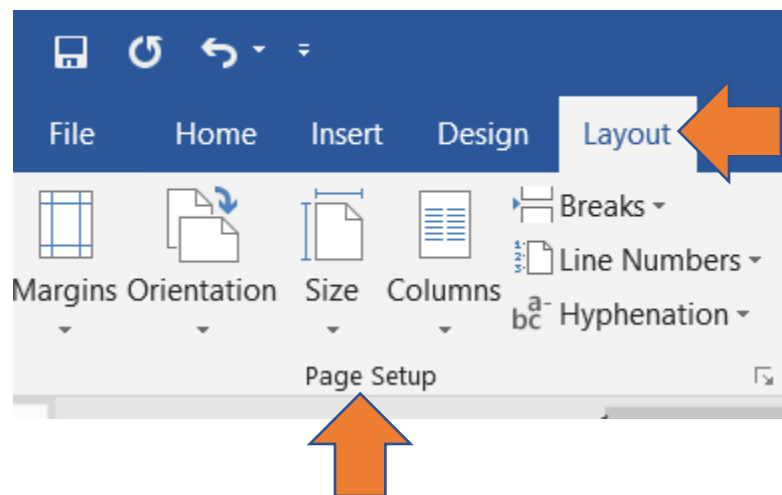
*A gentle hush, a turning page,
A world of wonder, age to age.
Among these books, we find our place,
In quiet joy, we all engage.*

Margins

Margins are the blank spaces around the edges of a page.

Margins can be found under the **Layout** tab under the **Page Setup** section.

1. To change your margins, click **Layout - Margins**



2. Select your margins.

The image shows the Microsoft Word ribbon with the 'Layout' tab selected. The 'Margins' button is highlighted, and its dropdown menu is open. The menu lists three margin settings: Normal, Narrow, and Moderate. The 'Narrow' option is currently selected and highlighted in grey. A blue arrow points to the 'Narrow' option from the right.

Margin Style	Top	Bottom	Left	Right
Normal	1"	1"	1"	1"
Narrow	0.5"	0.5"	0.5"	0.5"
Moderate	1"	1"	0.75"	0.75"

Orientation

You can also choose which direction you want your document to orient to, **Portrait or Landscape**.

This is under **Layout – Orientation**.

