Create a Basic List

- In this tutorial, you will learn how to create a basic list in Microsoft Word 2010.
- A basic list can be used to make lines of text in your document appear organized, and easier to read.

**Step 1:** Open your Microsoft Word document and locate the LIST BUTTONS.

**Locating the List Buttons**

To locate the LIST BUTTONS click on the HOME tab of the ribbon. The LIST BUTTONS are found on the PARAGRAPH group.

**Step 2:** Determine the type of list you would like to create in your document. In this example we will assume you would like to create a bulleted list for three sentences in your document.

**Step 3:** Position the cursor where you would like to create a list by clicking in front of the first word in the sentence.

---

motivator for choosing online programs.

The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Continues to explore factors that can positively or negatively affect a student’s experience including: language barriers and proficiency (Zhang & Kenny, 2010), course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010), and cultural differences (Liu et al., 2010; Tu, 2001). Along these
Step 4: Press the ENTER key on your keyboard to move the sentence to a new line.

The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors that can positively or negatively affect a student’s experience including: language barriers and proficiency (Zhang & Kenny, 2010), course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010), and cultural differences (Liu et al., 2010; Tu, 2001). Along these lines, one important area of study focuses on the student experience in

Step 5: Click the BULLETS button on the HOME tab in the PARAGRAPH group.

A bullet symbol will appear in front of the sentence

Step 6: Position the cursor in front of the next sentence by clicking in front of the first word in the sentence.

The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors that can positively or negatively affect a student’s experience including: language barriers and proficiency (Zhang & Kenny, 2010), course design and instruction (Minjuan et al., 2010; Zhang & Kenny, 2010), and cultural differences (Liu et al., 2010; Tu, 2001). Along these lines, one important area of study focuses on...
Step 7: Press the **ENTER** key on your keyboard to move the sentence to a new line and create a new bullet.

Step 8: Position the cursor in front of the last sentence by clicking in front of the first word in the sentence. Then press the **ENTER** key to move the sentence to a new line and create a new bullet.

Step 9: To stop the bullets formatting, position the cursor at the end of the sentence of the third bullet and press the **ENTER** key. Then click the **BULLETS** button in the **PARAGRAPH** group to remove the bullet.

Step 10: If necessary, delete any extra characters such as commas, periods, and the word “and” in the third bullet.

Finish: By following the steps above, you can apply a basic list format to text within your document.