Types of Lists

- In this tutorial, you will learn about the different types of lists you can create in Microsoft Word 2010.
- Lists are generally used to make information easier to read by summarizing text in a list or in a numbered sequence.
- There are three types of list options available in Microsoft Word 2010:
  - Bulleted Lists
  - Numbered Lists
  - Multilevel Lists

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.

Bulleted Lists

Bulleted lists are generally used to create a basic list of information. You can easily add bullets to existing text in your document or you may create a list by pressing the enter key as you type in your document.

A bulleted list can be created by using the BULLETS button on the PARAGRAPH group.
Numbered Lists

Numbered lists are used to create a basic list of ordered information. You can easily add numbers to existing text in your document or you may create a list by pressing the enter key as you type in your document.

A numbered list can be created by using the NUMBERING button on the PARAGRAPH group.

challenges in online learning environments. Research continues to explore factors that 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)
- cultural differences (Liu et al., 2010; Tu, 2001)

Along these lines, one important area of study focuses on the student experience in on
Multilevel Lists

Multilevel lists are used to display lines of text at different levels rather than at one level. A multilevel list can be created with a bulleted or a numbered list.

A multilevel list can be created by using the **MULTILEVEL LIST** button on the paragraph group.

A bullet or number will appear in front of each line of text at every level in the list.