Remove Bullets or Numbering

- In this tutorial, you will learn how to remove bullets or numbering from a list in your Microsoft Word 2010 document.
- The BULLETS button or the NUMBERING button may be used to remove a bullet or a number in a list.

Example of bulleted text:

With bullets:

- The bullets and numbering buttons can add a list format to words in your document.
- The bullets and numbering buttons can make your text appear more organized.

Without bullets:

The bullets and numbering buttons can add a list format to words in your document. The bullets and numbering buttons can make your text appear more organized.

Locating the List Buttons

To locate the LIST BUTTONS click on the HOME tab of the ribbon. The BULLETS button and the NUMBERING button are found on the PARAGRAPH group.
Step 1: Open your Microsoft Word document and locate the bullets or numbers you would like to remove and position your cursor next to the bullet or number. In this example, we will remove a bullet from a list in a document.

Along these lines, one important area of study focuses on the

- language barriers and proficiency (Zhang & Kenny,
- course design and instruction (Minjuan et al., 2010;
- cultural differences (Liu et al., 2010; Tu, 2001)
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Step 2: Once you’ve positioned your cursor next to the bullet you would like to remove, click the BULLETS button on the HOME tab in the Paragraph group.

Shortcut Tip! Instead of using the mouse or trackpad, you can also press ENTER on your keyboard to remove the bullet.

Finish: By following the steps above, you can remove a bullet or a number from a list within your document.