

SOFTWARE TIPS & TRICKS

COMPLETE TRAINING MANAGEMENT

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MICROSOFT WORD 2000 & 2002 (XP) INCLUDE A NUMBERED LIST WITHIN A PARAGRAPH

Description

In Word 2000 and 2002 (XP) you can now include a numbered (or lettered) list within a paragraph of text.

Follow the steps below to set up numbering and to change the numbering.

In Microsoft Word

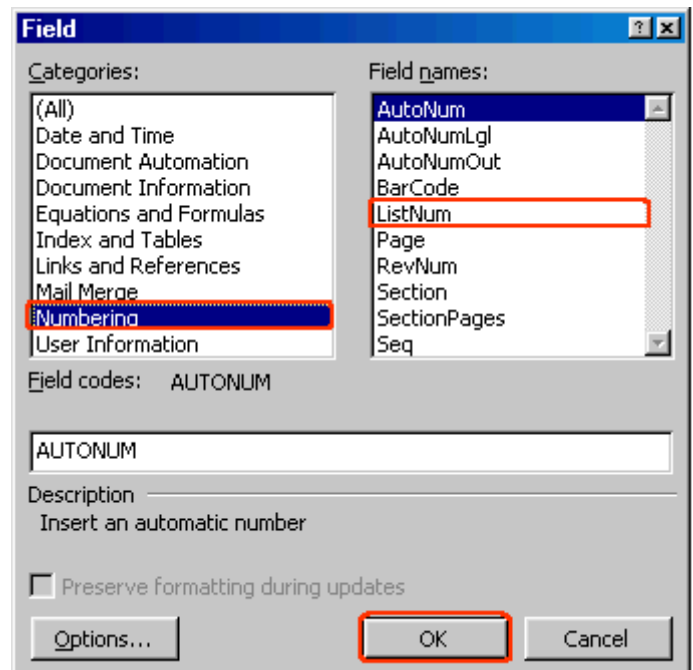
- Click in front of the first item in a paragraph that you want to number
- Click the **Insert** menu
- Select the **Field** command

Field Dialog Box

- Select the **Numbering** category
- Click on the **ListNum** field name
- Click the **OK** button
 - A number will be inserted in the paragraph

Continue Numbering

- Click in front of the next item you want to number
- Depress the <Ctrl> and the <Y> keys
 - This will repeat the last action
 - HINT: if you want to insert a space after the number, wait until you are finished numbering all of your items
- Continue these steps until you are finished numbering



Field Dialog Box

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INCLUDE NUMBERED LIST WITHIN A PARAGRAPH

Change Numbering

- Select the first number
- To cycle through the numbering choices, on the Formatting toolbar click either
 - Increase Indent**
 - Decrease Indent**
- Numbering will either:
 - End with a right parenthesis, for example 1) or a) or i)
 - Or, be enclosed with parenthesis, for example (1) or (a) or (i)
 - Or, end with a period, for example 1. or a. or i.

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Sample Paragraph with Numbering