How to…

Create a list

1) Type your list onto the Word document.

2) Decide which kind of list you require. There are two types of list; bullet and numerical. Numerical lists should be used for lists that hold a certain weighting in the order, or are instructional.

My top five favourite animals

Cat
Dot
Fish
Pig
Bird

3) In the list above, I am ranking items in an order, which is dependent on a rank. To add a numerical listing to these, highlight the text, go to the ‘home’ tab and select ‘numbering’ from the ‘paragraphs’ section of tools.
4) To create a bullet list you follow the same process, except you select the ‘bullets’ option. Use these lists for items which hold the same amount of importance.

5) You can also create ‘levels’ in lists, you may want to do this if you want to further breakdown a topic
6) To create a 'level' in your list use the 'increase indent' option.

List of animals

- Cat
  a. Tabby
  b. Ragdoll