

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 14)
[Bullets and Numbering]

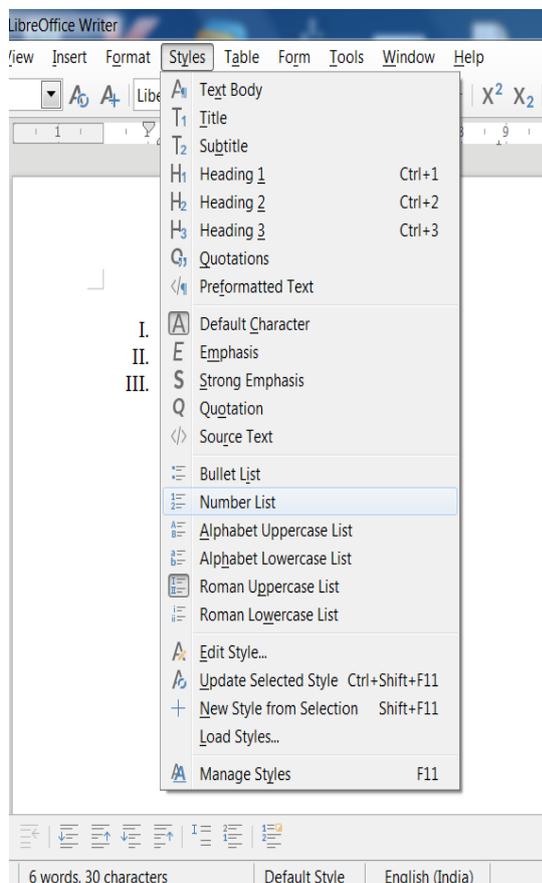
Date: 27-04-20

Creating bulleted and numbered lists:

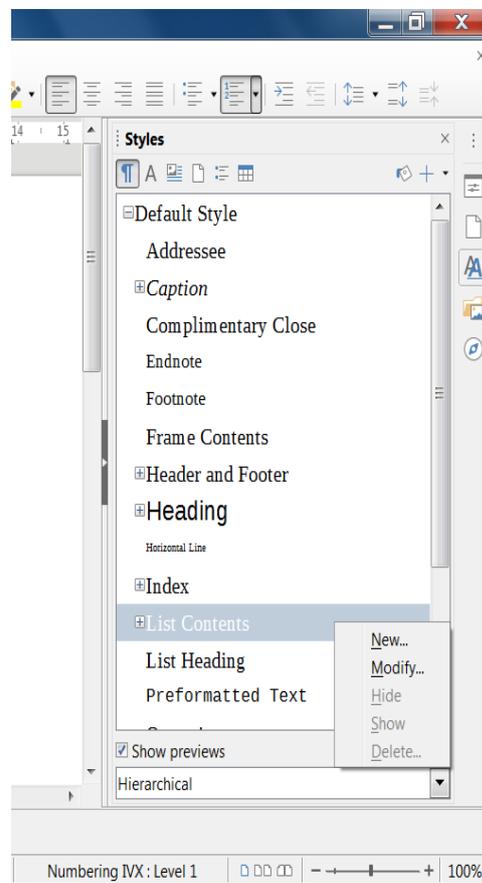
Use paragraph styles for creating bulleted and numbered lists. Writer comes with two sets of paragraph styles for this purpose. These settings come from list styles, which are a different type of style than paragraph styles. Use them together in these ways:

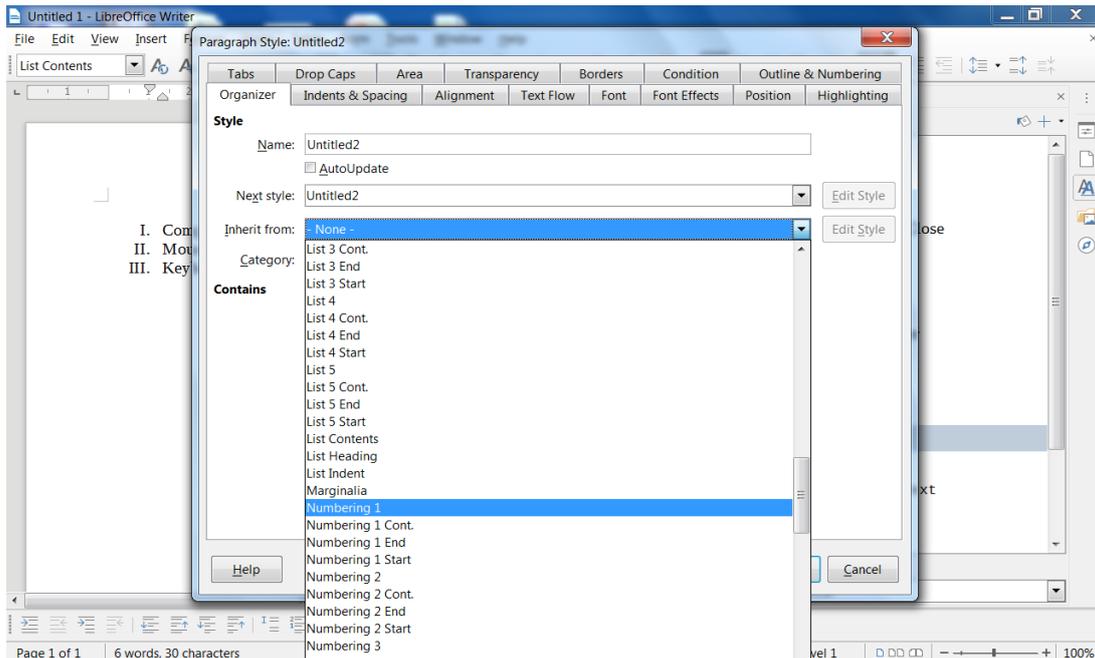
- Use paragraph styles List 1, List 2, List 3, etc. for creating bulleted lists. These styles use list styles List 1, List 2, List 3, etc.
- Use paragraph styles Numbering 1, Numbering 2, Numbering 3, etc, for creating numbered lists. These styles use the list styles called Numbering 1, Numbering 2, etc.

To associate one of these paragraph styles to a list style, go to **Styles → Manage Styles** or click *F11* to open the list of styles. Right click on the paragraph style want to use, then **Modify → Outline & Numbering**. In the Numbering drop-down list, choose the appropriate list style. Paragraph styles such as List 1 Start and List 1 End enable you to adjust specific properties (such as the space between paragraphs) for items at the beginning or end of the list.



OR





Creating lists with direct formatting:

Creating bulleted and numbered lists:

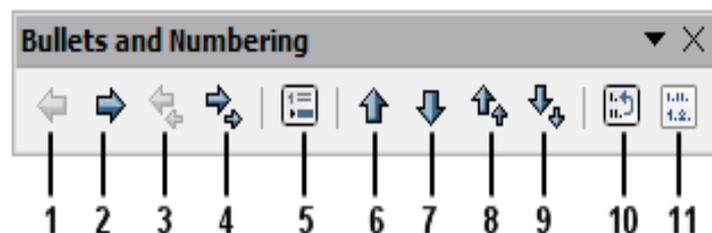
Bullets and numbers can be manually applied in **three** basic ways:

- Use AutoCorrect to auto format text, as described above.
- Use the Bullets and Numbering buttons on the Formatting bar
- Use the Paragraph panel of the Sidebar's Properties deck

Bullets and numbering can be applied to already selected text or they can be applied as we type.

Creating nested lists:

Use the buttons on the Bullets and Numbering toolbar to move items up or down the list, create sub-points, change the style of bullets, and access the Bullets and Numbering dialog, which contains more detailed controls. Use **View > Toolbars > Bullets and Numbering** to see the toolbar.



1. Promote One Level
2. Demote One Level
3. Promote One Level with Subpoints
4. Demote One Level with Subpoints
5. Insert Unnumbered Entry

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6. Move Up
7. Move Down
8. Move Up with Subpoints
9. Move Down with Subpoints
10. Restart Numbering
11. Bullets and Numbering dialog

The Bullets and Numbering buttons on the Sidebar's Properties deck can also be used to create nested lists. Click the down arrow next to the Bulleted List or Numbered List button, then **More Bullets/Numbering to** access the Bullets and Numbering dialog.

Assignments:

A. What is the difference between Bulleted and Numbered lists?

B. Create the following Lists in Libre Office Writer:

- | | |
|------------|------------|
| • Keyboard | 1. Printer |
| • Mouse | 2. Monitor |
| • Scanner | 3. Plotter |