

Lesson 7 Paragraph numbering, bullets and page numbers

Paragraph numbering

There is more than one method to number paragraphs or to type bulleted lists. Sometimes you may be asked to number paragraphs where text has already been typed, or you may be asked to type a new numbered or bulleted list.

To number paragraphs when typing: Type 1, followed by a full stop and press the tab key. Type the rest of the paragraph. The paragraphs must be indented at the first tab stop so that there are no words under the numbers.

You can also retrieve text or type the text without any numbers or bullets. Then type numbers followed by full stops and press the Tab key at the beginning of the paragraph. Select all the numbered paragraphs and press CTRL + T simultaneously to indent the text at the first tab stop.

The numbers must appear on the margin and the rest of the paragraphs must be indented as follow:

1. Wash your hands frequently. Regularly and thoroughly clean your hand with an alcohol-based hand rub or wash them with soap and water.
2. Avoid touching your eyes, nose and mouth. We often touch our faces without noticing it. Be aware of this, and avoid touching your eyes, nose and mouth.

Bullets




To insert bullets go to the Home tab and select bullets on the top left of the paragraph group. Click in the bullets to create bullets. Click on the arrow to change the look of the bullet. Bullets must be dragged to the margin by dragging the hanging indent on the ruler to the margin. The bulleted paragraphs must appear as below:

- Wash your hands frequently. Regularly and thoroughly clean your hand with an alcohol-based hand rub or wash them with soap and water.
- Avoid touching your eyes, nose and mouth. We often touch our faces without noticing it. Be aware of this, and avoid touching your eyes, nose and mouth.




If paragraphs are numbered and the numbers must be replaced by bullets, highlight the paragraphs and insert bullets. Drag the bullets to the margin. If paragraphs are bulleted and the bullets must be replaced by numbers, put the mouse cursor in front of the first word of the paragraph and press backspace twice to remove the bullets. Insert the page numbers. Type the number followed by a full stop and press tab. Select all the numbered paragraphs and press CTRL + T simultaneously to indent the text to the next tab stop.

Automatic Numbering and Bullets switched on

Method 1 – type a new numbered or bulleted list:

- Click the automatic Numbering icon  or Bullets icon  and type the text.
- Press ENTER after each item or paragraph and complete the rest of the text in this manner. The text will be numbered/bulleted but indented to the right.
- Select all numbered bulleted paragraphs and click the Decrease Indent icon  to move the text in line with the left margin, if required.



Method 2 – number or add bullets to existing text:

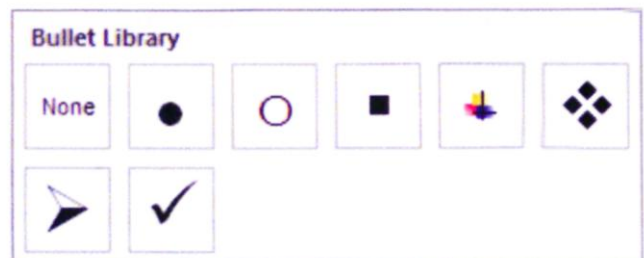
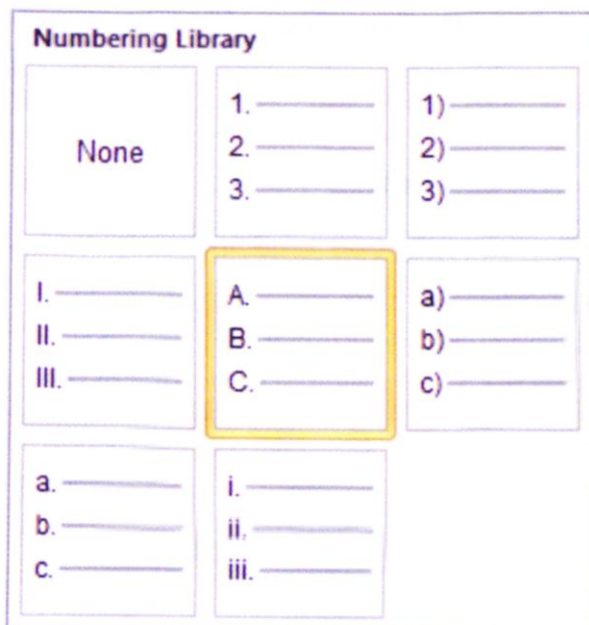
- Retrieve the text or type all the text without any numbers/bullets.
- Select all the text to be numbered/bulleted and click the Numbering  or Bullets  icon.
- Click the Decrease Indent  icon to move the text in line with the left margin, if required.

OR

- Retrieve the text or type all the text without any numbers/bullets.
- Right-click selected text and choose Numbering/Bullets from the drop-down list.
- Select a number/bullet style from the Numbering/Bullet Library.

OR

- Retrieve the text or type all the text without any numbers/bullets.
- Select all the text to be numbered/bulleted and click Home | click the arrow next to the Numbering icon  | Select another style from the Numbering Library. *See the diagram.* OR click the arrow next to the Bullets icon  | Select another style from the Bullet Library. *See the diagram.*



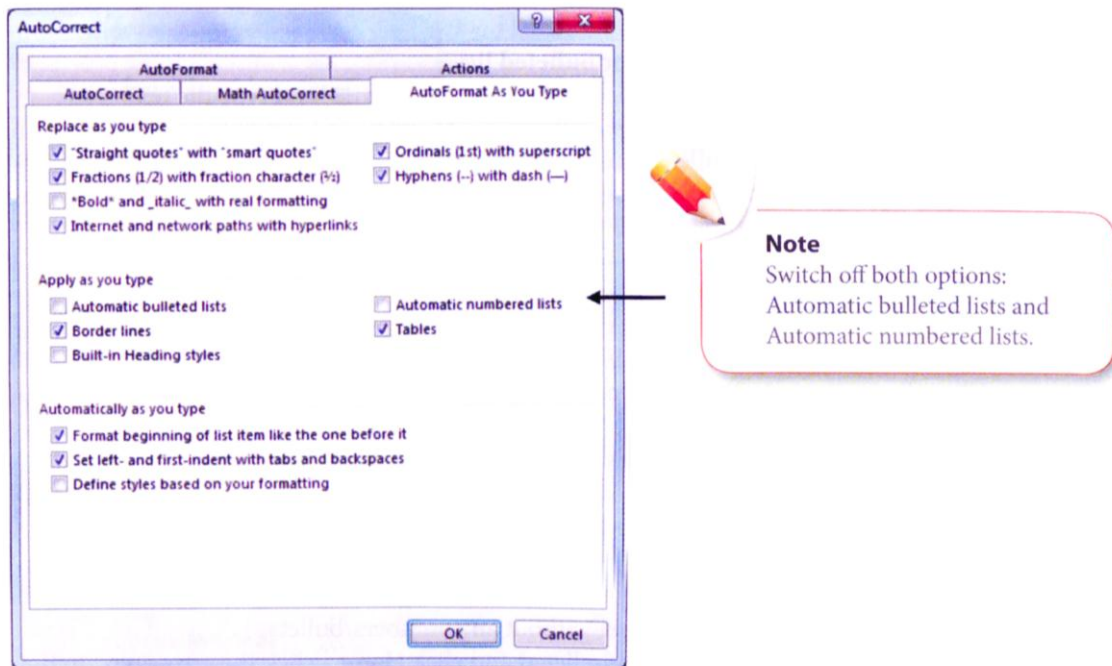
Note

Make sure the following settings are according to your requirements:
E.g. Indentation Left: 0 cm
Special: Hanging by 1 cm (OR 0.75 cm)
Spacing Before and After: 0 cm
Line spacing: Single

Automatic Numbering and Bullets switched off

To switch off the automatic bullets and numbering feature, click File | Options | Proofing | AutoCorrect Options | AutoFormat As You Type | Switch off both options | Click OK. See diagram.

The following window will appear:











Method 3 – type a new list:

- Set a tab stop on 1 cm for numbered text and a tab stop on 0.75 cm for bulleted text. Type the number followed by a full stop, or type *.
- Press the TAB key followed by the text of the paragraph.
- Press CTRL+T simultaneously to indent the text at the first tab stop (1.27 cm if no other tab stop is defined).
- Press the ENTER key once at the end of the paragraph. As soon as you press ENTER, the format of the paragraph is copied to the following paragraphs.
- Type the next number or *, followed by the TAB and the text. The text will be indented at the first tab stop. Change the indentation as required.

Paragraph formatting options:

Formatting option	Button	Description
Bullets		Formats the paragraph as a bulleted item
Numbering		Formats the paragraph as a numbered item
Multilevel List		Formats the paragraph as an item in a list with multiple levels
Decrease Indent		Decreases the indentation of the paragraph
Increase Indent		Increases the indentation of the paragraph
Sort		Sorts paragraphs into ascending or descending alphabetical or numerical order, based on the first letter or number in the paragraph

Formatting option	Button	Description
Show/Hide paragraph symbols		Shows or hides paragraph marks and other formatting symbols in the document. Being able to see these items enables you to see where there are open lines, where a tab was used, where a new paragraph begins, etc. See the example below <u>Accommodation¶</u> Campsite·Type·1·(no·electricity)· - · R150·per·night¶ Campsite·Type·2 - - - - - R200·per·night¶ Figure 3.5.5 Text viewed in Show paragraph symbols mode
Align Text Left		Aligns the text in the paragraph to the left
Centre		Aligns the text in the paragraph in the centre of the page
Align Text Right		Aligns the text in the paragraph to the right
Justify		Aligns the text in the paragraph so that the left and right margins are straight
Line spacing		Enables you to choose the size of the space used between the lines of text in a paragraph and between different paragraphs
Shading		Adds shading to a paragraph in a colour of your choice
Borders		Adds borders to a paragraph

Page numbers

If you have created a large document, you might want to add page numbers to it so that the document is easier for people to read and navigate. You can also remove page numbers from a document if you think they are not needed.

To add page numbers, click the “Insert” tab. In the header & footer group, click on page number and on the sub menu that is displayed, select the place where you want the page numbers to appear. Select a style for the page numbers from the submenu that is displayed. The page numbers will then be added to your document.

To start the numbering at a different page, click Insert tab, in the header and footer group click on page number | Format Page numbers | start at: specify where the numbering should start, e.g. 7 and click OK.

If the document have a header or footer with information already typed in either the header or footer and pages must be numbered, the text will be removed when you insert the page number as mentioned above. To insert the page number, first put the cursor at the position where you want to insert the page number. Click on the Insert tab | in the header and footer group click on page number | choose current position | select the style simple plain number | OK.

To omit page numbers on the first page, click Page Layout | Page Setup group launcher (arrow at the bottom right) | click layout | Headers and Footers: switch on the option Different first page | Click OK.

To remove page numbers click the Insert tab, Click page number in the header and footer group. Select Remove Page Numbers from the submenu that is displayed.

Exercise instructions:

1. Insert a footer with your SURNAME INITIALS centred.
2. Type the following text exactly as given and insert page breaks as indicated.
3. Use font Arial, font size 12. Left and right margins must be 1" throughout the document.
4. Insert page numbers at the bottom of the page, right aligned. Numbers must start at number 5.
5. Save the document as NUMBER in your own folder.

Seven simple steps to protect yourself and others from COVID-19

Coronavirus disease (COVID-19) is the infectious disease caused by the most recently discovered coronavirus. Most people become infected experience mild illness and recover, but it can be more severe for others, particularly older people and those with underlying medical conditions.

Here are some simple steps you can take to protect your health and the health of other people.

1. Wash your hands frequently. Regularly and thoroughly clean your hand with an alcohol-based hand rub or wash them with soap and water.
2. Avoid touching your eyes, nose and mouth. We often touch our faces without noticing it. Be aware of this, and avoid touching your eyes, nose and mouth.
3. Cover your cough. Make sure that you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with the bend of your elbow or with a tissue when you cough or sneeze. Dispose of the used tissue immediately into a closed bin and wash your hands.
4. Avoid crowded places and close contact with anyone that has fever or cough.
5. Stay at home if you feel unwell.
6. If you have a fever, cough and difficulty in breathing, seek medical care early.

7. Get information from trusted sources. Make sure your information comes from reliable sources such as your local or national public health agency, the World Health Organization (WHO) website or your local health professional.

----- Insert a page break -----

For more information from WHO, visit:

- WHO COVID-19 main page
- Advice for the public
- When and how to use masks
- COVID-19 myth busters
- Travel advice
- Training and e-learning

----- Insert a page break -----

Stay up to date on coronavirus (COVID-19)

Follow the Medium Coronavirus Blog or sign up for the newsletter to read expert-backed coronavirus stories from Medium and across the web, such as:

- Is a COVID-19 vaccine actually possible?
- Brazil is becoming the new epicentre of the pandemic.
- Coronavirus may be a blood vessel disease, which explains everything.