# Applying Bulleted and Numbered Lists

Lists are useful for organizing items or drawing attention to important information. Using Word's and Sakai's Bullets and Numbering list options will structure your lists so that they appear uniform and tidy. Additionally, screen reading software will announce when it has arrived at a properly formatted list, informing the user to expect a series of items. Utilizing the built-in list options will also make your lists easy to format.

## To Structure a List in Word:

1. Place the **cursor** in the **location** where you wish to begin the list.

2. On the **Home** tab, locate the **Paragraph** group. Taking into consideration the type of list you would like to create, click the **Bullets** option or the **Numbering** option.

3. Depending on your selection, a bullet or a number will appear. **Type** the first list item.

4. To create the next list item, press **Enter**.

5. To leave the list, press Enter **twice**.


### Other Bullet and Numbering Options

For more bullet or numbering options in Word, click the drop-down arrow next to a list option.



## To Structure a List in Sakai:

In Sakai, you can create structured lists in almost every area that has a text editor, including content items, discussion board posts, and assignments.

1. In the text editor, place the **cursor** in the **location** where you wish to begin the list.

2. From the text editor’s **menu** options, click the **Bullet** option or the **Number** option.

3. Depending on your selection, a bullet or a number will appear. **Type** the first list item.

4. To create the next list item, press **Enter**.

5. To leave the list, press Enter **twice**.


## An Alternative Method for Formatting or Structuring a List

In Word or Sakai, highlight the complete list of items, and then click either the Bullets or Numbering option.

