


## Indentation, bullet points and enumeration

### *Indentation*

Sometimes it is necessary to move a paragraph further in from the side of the page, like the one you are reading now. To do this:


- Step 1. **Highlight** the paragraph you want to **indent**.
- Step 2. From the **Format** menu choose **Paragraph**
- Step 3. Change the **Indentation** on the **Left** to **1cm**
- Step 4. Click **OK**

To remove the indent click the **Decrease indent** button 

### *Bullet Points*

On occasions it is required that you must draw attention to a **list** of items by using **bullet points**. The following list describes how to do it:

- Step 1. Enter the items that will form your finished list.
- Step 2. Use the pointer to highlight your finished list.
- Step 3. From the **Format** menu choose **Bullets and Numbering**.
- Step 4. Choose the type of **bullet** that you want to use.
- Step 5. Click **OK**.

To add or remove **bullet points** you can also click on the **Bullet** button 

### *Enumeration*

This is almost the same as bullet points only the list you create is now numbered. The method is also similar:

- i. Enter the items that will form your finished list.
- ii. Use the pointer to highlight your finished list.
- iii. From the **Format** menu choose **Bullets and Numbering**.
- iv. Select the **Numbered** tab and choose the type of **number** that you want to use.
- v. Click **OK**.

To add or remove **numbers** you can also click on the **Numbering** button 