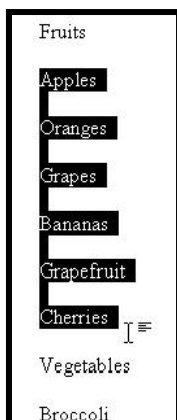
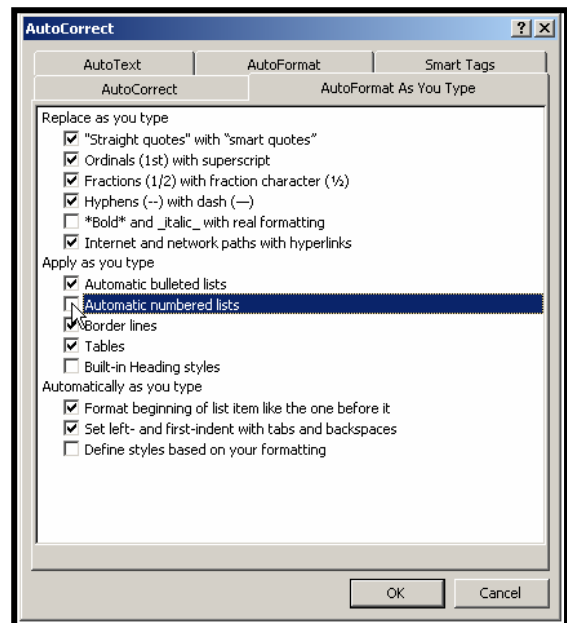


Word XP: Numbering

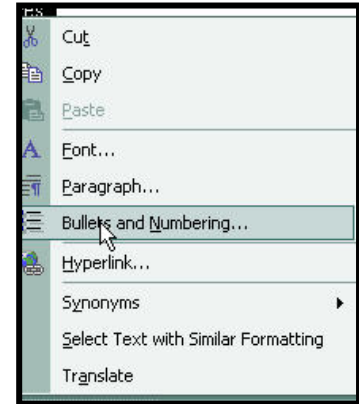
There are a couple of ways to number items in *Microsoft Word*. One way is to type first and format numbering later. You may also number as you go. The following directions are for typing first and formatting later. When you choose to type first and format later, you need to make sure that the auto-format for numbering is turned off.

1. Click on **TOOLS > AUTOCORRECT OPTIONS** in *Microsoft Word XP*.
2. Choose the **AUTOFORMAT AS YOU TYPE** tab and uncheck the **AUTOMATIC NUMBERED LISTS** box.
3. Click **OK**. Now *Word* will not automatically number for you.

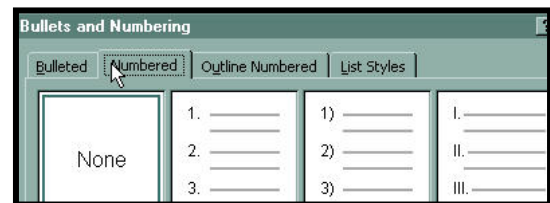


4. Type the whole document without numbering.
5. **HIGHLIGHT** the first section you want to number.

6. Click the **right mouse button** and choose **BULLETS AND NUMBERING** option from the menu.



7. Continue on with each numbered section of your document. There will be an option in at the bottom of the Numbering window. You can continue numbering where the previous list left off or restart numbering with 1 again on the other sections of your document.



8. Click on the **NUMBERING** tab and click on the type of numbers you want and click **OK**. (choice of numbers, Roman numerals, or letters)



Author(s):

Eddie Hill, William J. Berry Elementary, Heidelberg, MS

C·R·E·A·T·E for Mississippi Staff