**Tutorial C5 Making a Numbered List (18 points)**

1. What tab will you find the numbered list on?

1. Selecting the drop down arrow in the numbered list icon allows you to do what?

1. Inside the bullets and numbered list dialog box, what **four** options do you have?

1. Show me **three** formats for numbering (out of the format drop down) on how your numbers can look (example 1, 2, 3 – don’t use mine ☺)

1. What is the separator especially helpful for?

1. You can make the indent \_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Can you decide to create bullets instead of numbers?

1. To continue adding numbers in your textbox, you can simply hit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and add text.

1. Once you wish to stop the creation of numbers, you have \_\_\_\_\_\_\_\_\_\_\_ options, you can hit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or you can select the text, go back to the numbers list icon and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Below, circle the numbers list icon.

You are done! Yay!