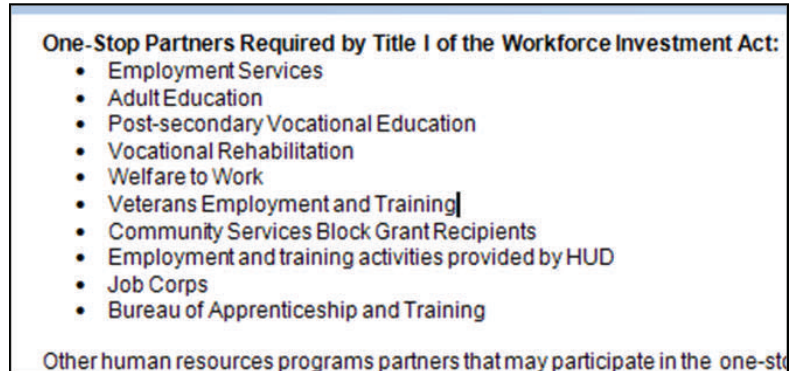



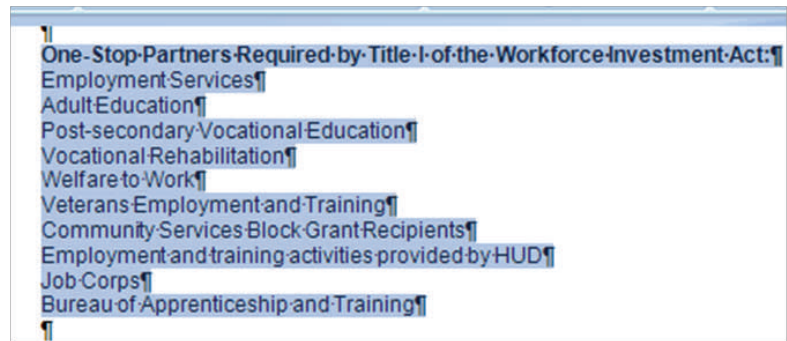
## Bulleted / Numbered Lists, and Adding Unformatted Lines


This guide will show you a shortcut for creating bulleted and numbered lists, and then how to insert an extra line that does not contain a bullet or number.

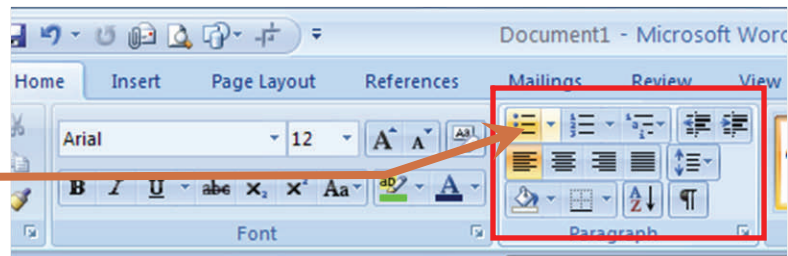
1. Lists of text items can be formatted with either bullets or numbers, for ease of understanding. This formatting can be applied after the fact, or in advance of entering the text.



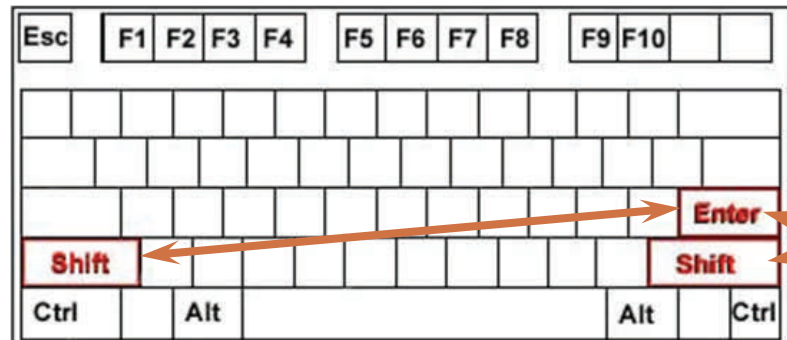
2.) To bullet-format unformatted material, I first select it by dragging my cursor over the text. Bullets (or numbers) will be inserted after every place the **Enter** key has been pressed. (The “Show/Hide” tool —  — has been turned on to indicate these points at right.)



3.) To complete the process, I go to the “**Paragraph**” section on the “**Home**” tab of the **Office Ribbon**, and click on the **Bullets** icon —  — found there. (I can also do this *before* the list is typed, to automatically format in bullets as I compose.)



4.) To create an extra line of text in the middle of the list, I simultaneously press the **Shift** and **Enter** keys. This extra line will not have a bullet point or number associated with it.

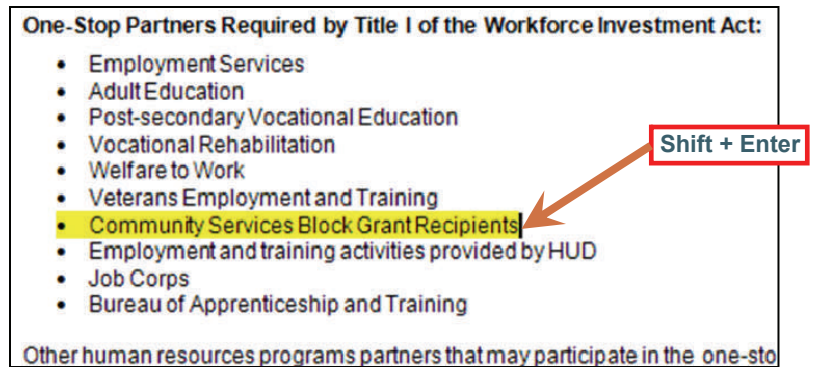


5.) Here, I want to add a comment on the seventh bullet point (highlighted at right), without creating another bulleted line. I place my cursor as shown, and press the **Shift + Enter** keys simultaneously.

**One-Stop Partners Required by Title I of the Workforce Investment Act:**

- Employment Services
- Adult Education
- Post-secondary Vocational Education
- Vocational Rehabilitation
- Welfare to Work
- Veterans Employment and Training
- Community Services Block Grant Recipients
- Employment and training activities provided by HUD
- Job Corps
- Bureau of Apprenticeship and Training

Other human resources programs partners that may participate in the one-stop

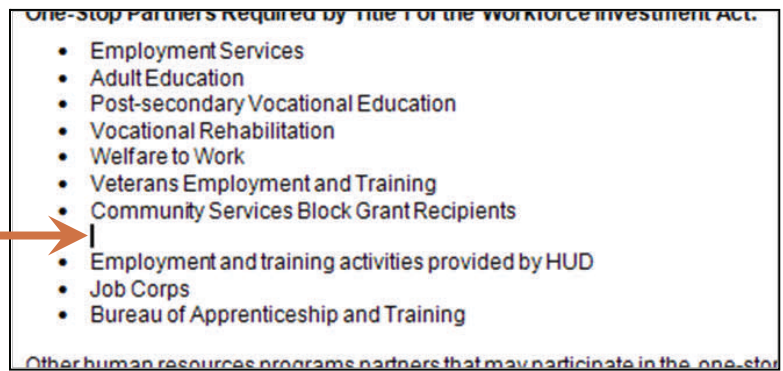


6.) Another text line is created, aligned with the bulleted text above it, but without any bullet point preceding it. I can now enter the desired text.

**One-Stop Partners Required by Title I of the Workforce Investment Act:**

- Employment Services
- Adult Education
- Post-secondary Vocational Education
- Vocational Rehabilitation
- Welfare to Work
- Veterans Employment and Training
- Community Services Block Grant Recipients
- Employment and training activities provided by HUD
- Job Corps
- Bureau of Apprenticeship and Training

Other human resources programs partners that may participate in the one-stop



7.) Here is the final product, with the additional line of text in place, without any bullet point.

**One-Stop Partners Required by Title I of the Workforce Investment Act:**

- Employment Services
- Adult Education
- Post-secondary Vocational Education
- Vocational Rehabilitation
- Welfare to Work
- Veterans Employment and Training
- Community Services Block Grant Recipients  
(Under the auspices of the Office of Community Services)
- Employment and training activities provided by HUD
- Job Corps
- Bureau of Apprenticeship and Training

Other human resources programs partners that may participate in the one-stop

