

PARAGRAPH NUMBERING IN MS WORD 2010

PLEASE READ THIS INTRODUCTION.....

This document is derived from the Watsonia Microsoft Word 2010 Level 2 workbook* and adapted to suit Brookes users, particularly those using Meeting Stationery templates. Please see <http://www.brookes.ac.uk/about/identity/word/meeting> for Brookes Meeting Stationery templates and basic formatting guidance, including prescribed numbering formats. This document is intended to expand on that guidance describing how to set paragraph numbers, and how to create and control hierarchical lists.

Please note that users of Meeting Stationery templates are advised to use the numbering formats indicated on the above web page and to use bullet points sparingly.

If you have a formatting problem that is not addressed by what is in this document, please contact the OBIS service desk (email service desk@brookes.ac.uk or phone ext. 3311).

(* see <https://www2.brookes.ac.uk/services/cs/training/workbooks.html>)

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SETTING THE FIRST NUMBER IN A LIST


In some instances you will want to set the first number in a list to a value other than the default value of '1'. For example if you are creating a minutes document, your first numbered item should

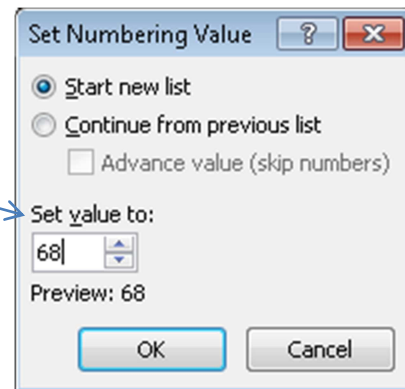
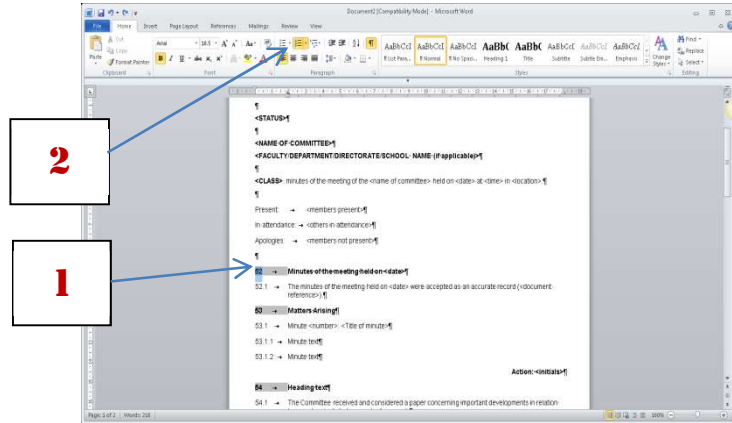
be the number that follows the last number of the last minutes document. Eg. If the last number of the last minutes document was 56.2, the starting number of the latest minutes document should be 57.

Try This Yourself:

Load the Minutes document template (download from: <http://www.brookes.ac.uk/about/id/entity/word/meeting>)


(above web address is necessarily split on two lines but it should of course be entered in one complete line)

- 1** Click the number '52' which is the first numbered item in the minutes. It is also a 'first level' number in that no other numbers follow it. Notice that all first level numbers are highlighted but lower level numbers such as 52.1. or 53.1.2 are not highlighted.
- 2** Click the 'Home' tab in the Ribbon, then click the down arrow on the Numbering icon  in the Paragraph group.
- 3** Click **Set Numbering Value** option (last item in the menu list)
- 4** In the Set Number Value window, type the required number in the **Set value to:** text box. The number should be the next number after the last number in the previous minutes document. It should of course be set to '1' if this is the first minutes document in a series. Click



For Your Reference...

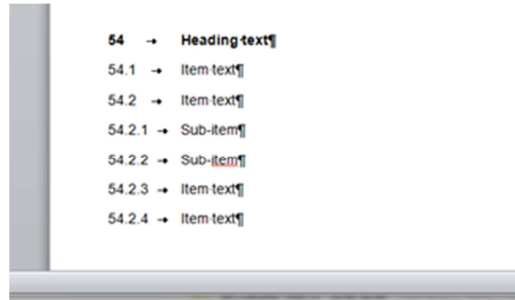
To **renumber** a list:

1. Click in the text
2. Click on the drop arrow for **Numbering** 
3. Select **Set Numbering Value**
4. Adjust the **Set value to** figure
5. Click on **[OK]**

HOW TO CREATE AND CONTROL THE LIST HIERARCHY

Controlling 'levels' in a List hierarchy in Brookes committee meeting templates:



Once you've created your starting number, the subsequent list numbers will automatically assume their correct subsequent number. If you have used numbered lists in Word before, you may expect the list hierarchy to make use of paragraph indents, ie. each successive indent represents a one-level drop down the hierarchy. However, in Brookes committee meeting templates, indents are not used to reflect levels in the hierarchy. All list numbers are aligned flush with the left margin as follows:



If you want to **demote** a list number (that is, take it down one level in the hierarchy), click on the number (notice that the whole number highlights because it is a 'field' rather than ordinary text), press **Tab** once. The number changes to reflect a one-level drop in the list hierarchy.

If you want to **promote** a list number (that is, take it up one level in the hierarchy), click on the number and press **Shift** + **Tab** once.

You can, of course, promote or demote a list number by more than one level by pressing **Tab** or pressing **Shift**+**Tab** the required number of times.

NB: From the Paragraph group of the Home ribbon, you can use the **Increase Indent**  button instead of **Tab** or the **Decrease Indent**  button instead of **Shift**+**Tab**.

Controlling paragraph alignment in Brookes committee meeting templates:

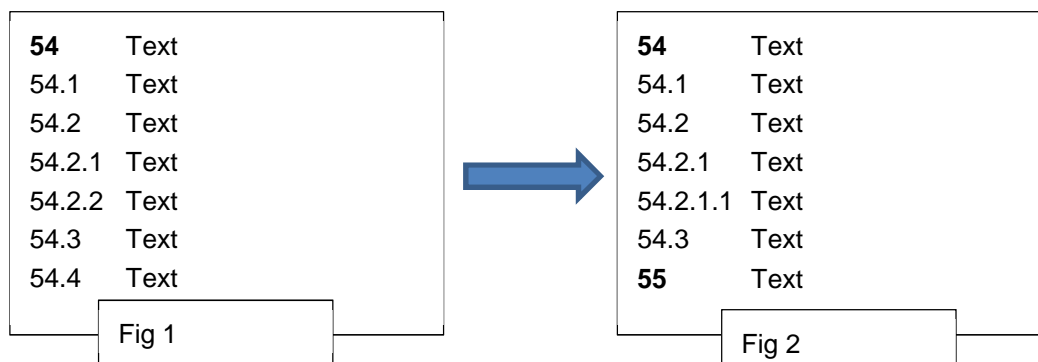
When you use Brookes committee meeting template documents, you do not need to worry about how the numbers and text are aligned because that has already been configured in the document template. However, for your information, if you look on the Word ruler that appears above the document (if the ruler is not already visible, click the View ribbon, then check the Ruler box) the **alignment** of the number and its corresponding text is set as follows.

The position of the **First Line Indent Marker**  controls the position of the number

The position of the **Hanging Indent Marker**  controls the position of the text.

Example of changing a list hierarchy:

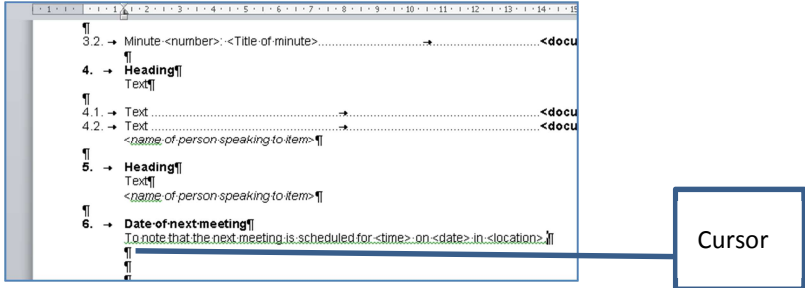
In Fig 1. by clicking the number '54.4', then clicking **Shift**+**Tab**, you promote the number to **55** and by clicking '54.2.2' and pressing **Tab**, you demote the number to 54.2.1.1, as shown in Fig 2.




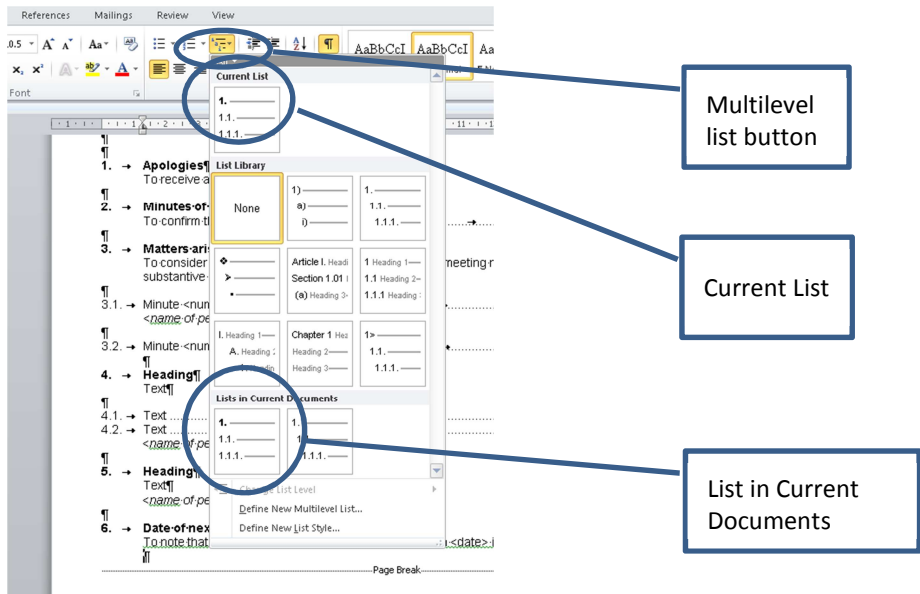
Restarting a list hierarchy:

If you have used a list hierarchy in your document and then inserted a paragraph of ordinary unnumbered text, you can restart the list and continue the current numbering. For example, in the Agenda template document (at <http://www.brookes.ac.uk/about/identity/word/agenda>) if you wanted to restart numbering after the text <location> at the end of item 6 'Date of Next Meeting', you would need to do the following:

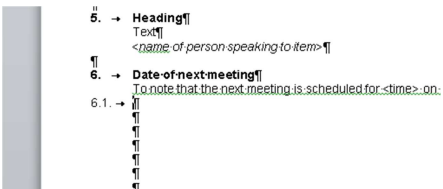
Place the cursor on the line below '<location>' as below.



Click the **Multilevel list** button  in the **Home** toolbar as below. Note that 'None' under 'List Library' is highlighted because no list is active at the cursor position. Click either **Current List** or the **leftmost** option under **Lists in Current Documents** near the bottom of the numbering options list as below.



Numbering restarts with '6.1' displaying at the left margin as below.



If you want to promote '6.1', to the top of the list hierarchy, click on it and press **Shift** + **Tab** once. The number should change to '7.' You can promote or demote any list number by pressing **Shift** + **Tab** or **Tab** as we have previously described.