Options for Lists

Type your list, select all and then select the bullets or numbering options in Paragraph, it will automatically enter them

- Bananas
- Apples
- Spinach
- Chocolate

Creating Lists with AutoFormat – Or More Importantly Turning it Off:

File, Options (bottom of the page), then go to Proofing, AutoCorrect Options, You can select or unselect, automatic bulleted lists, automatic numbered lists
Word Options

Proofing

abc Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Microsoft Office programs

- Ignore words in UPPERCASE
- Ignore words that contain numbers
- Ignore Internet and file addresses
- Flag repeated words
- Enforce accented uppercase in French
- Suggest from main dictionary only

Custom Dictionaries...

French modes: Traditional and new spellings
Spanish modes: Tuteo verb forms only

When correcting spelling and grammar in Word

- Check spelling as you type
- Mark grammar errors as you type
- Frequently confused words
- Check grammar and refinements in the Editor Pane
- Show readability statistics

Choose the checks Editor will perform for Grammar and Refinements

Writing Style: Grammar & Refinements Settings...

Check Document

Exceptions for: Document?
### AutoCorrect

<table>
<thead>
<tr>
<th>Replace as you type</th>
<th>Apply as you type</th>
<th>Automatically as you type</th>
</tr>
</thead>
<tbody>
<tr>
<td>'Straight quotes' with &quot;smart quotes&quot;</td>
<td>Automatic bulleted lists</td>
<td>Format beginning of list item like the one before it</td>
</tr>
<tr>
<td>Fractions (1/2) with fraction character (½)</td>
<td>Border lines</td>
<td>Set left- and first-indent with tabs and backspaces</td>
</tr>
<tr>
<td><em>Bold</em> and <em>italic</em> with real formatting</td>
<td>Built-in Heading styles</td>
<td>Define styles based on your formatting</td>
</tr>
<tr>
<td>Internet and network paths with hyperlinks</td>
<td>Automatic numbered lists</td>
<td></td>
</tr>
</tbody>
</table>

- **Actions**
  - Ordinals (1st) with superscript
  - Hyphens (-) with dash (—)
  - Tables