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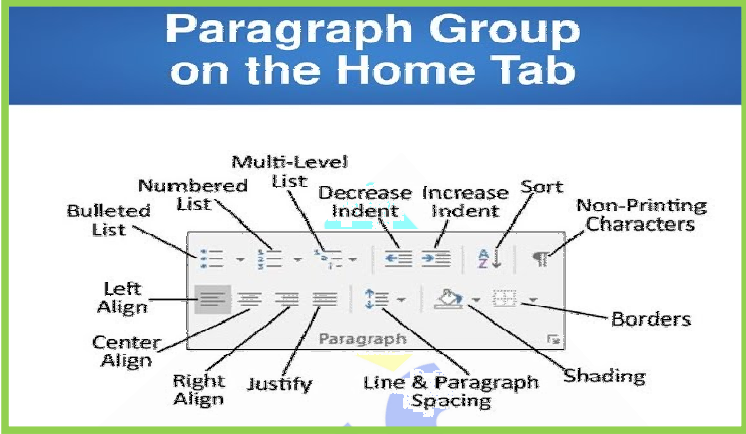
Bullets and Numbering Border and Shading in MS Word

Microsoft Word

Module 7 - Bullets and Numbering, Border and Shading in MS Word

Definition

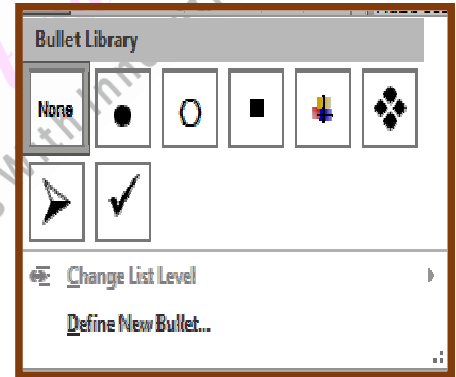
In MS Word, the "Paragraph" group refers to a set of tools in the Ribbon that allows you to format paragraphs by adjusting alignment, indentation, line spacing, bullets, numbering, and other paragraph-related settings. It is found under the "Home" tab.



Bullets:

Bullets are symbols or icons used to list items in a concise, organized manner, often used in presentations, documents, or notes. They help break down information into easily readable points, without the need for numbering.

Define new bullet: A "new bullet" refers to a custom or different symbol used to represent items in a bulleted list. In software like Microsoft Word, you can create a new bullet by choosing a unique symbol, character, or image to replace the default bullet style, offering more personalized or thematic options for organizing content.



Change List Level:

To change the list level of a bullet in MS Word:

- Select the bullet item you want to adjust.
- Increase the bullet level (indent):
- Press Tab on your keyboard to move the bullet item to a lower level (sub-bullet).
- Or, click the Increase Indent button in the Paragraph group on the Home tab (right-facing arrow).

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Decrease the bullet level (outdent):

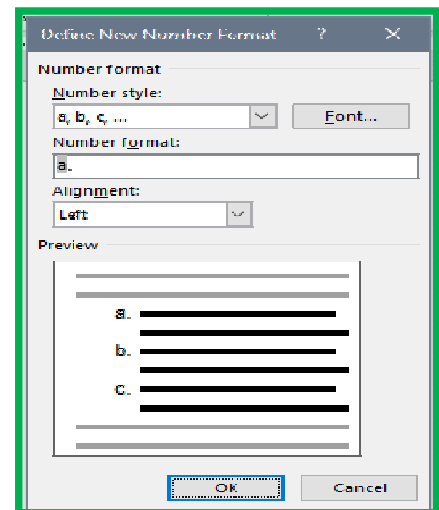
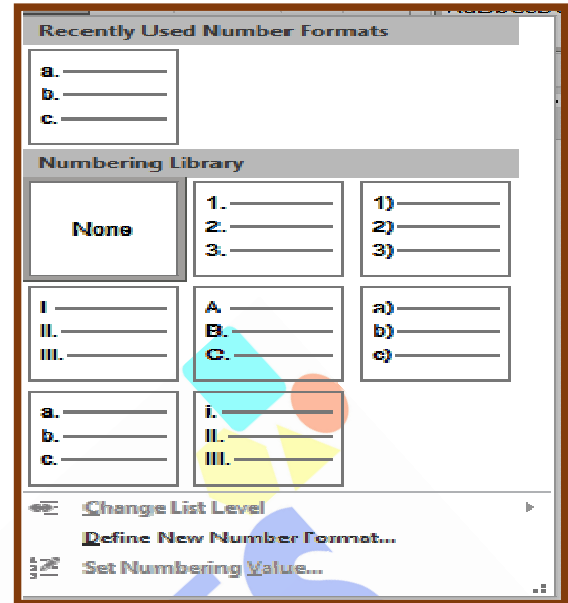
- Press Shift + Tab on your keyboard to move the bullet item to a higher level.
- Or, click the Decrease Indent button in the Paragraph group on the Home tab (left-facing arrow)

Numbered Bullet:

A numbered bullet is a type of list where each item is preceded by a number, instead of a symbol or icon. It is used to show a specific order or sequence, making it ideal for instructions, steps, or any content where the order matters.

Define New Number Format:

In MS Word, "Define New Number Format" allows you to customize the numbering style for a numbered list, including choosing a different number style (e.g., Roman numerals, letters) or adjusting the numbering format. You can access this option by right-clicking a numbered list and selecting "Define New Number Format" from the context menu.



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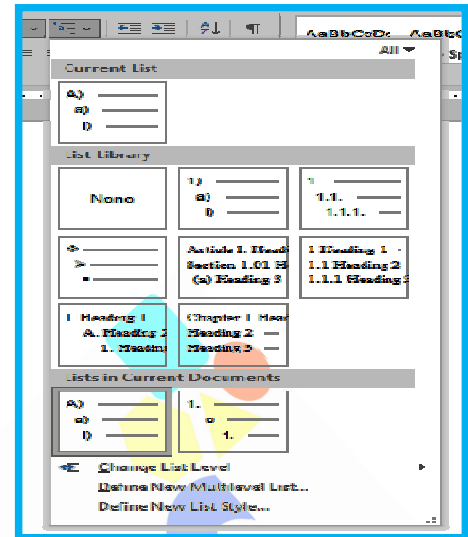
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Multilevel List:

A multilevel list in MS Word is a type of list that allows you to organize items in a hierarchical structure with multiple levels of bullets or numbers. You can create sub-lists (nested lists) under main items, making it ideal for outlining, structured documents, or complex lists.

We use bullets to organize information in a clear and readable way. Here's why they are useful:

- **Easy to Read** - Bullets break up text, making it easier to scan and understand.
- **Organized Information** - They help present ideas in a structured way.
- **Highlight Key Points** - Important details stand out quickly.
- **Improve Presentation** - Makes documents, slides, and notes look neat and professional.



Shading in MS Word

It refers to adding a background color to text, paragraphs, or tables to improve readability and appearance. It is often used to highlight important information or make documents more visually appealing.

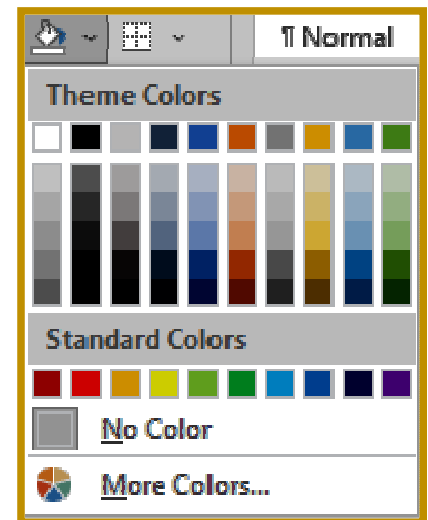
Where Can You Apply Shading?

- **Text** - You can apply shading to specific words or sentences.
- **Paragraphs** - You can shade an entire paragraph to emphasize it.
- **Tables** - You can add shading to table cells, rows, or columns to differentiate data.

Border in MS Word

A border in MS Word is a line or design placed around text, paragraphs, tables, or pages to enhance appearance and organization. Borders help separate sections, highlight important content, and improve document readability.

Types of Borders in MS Word



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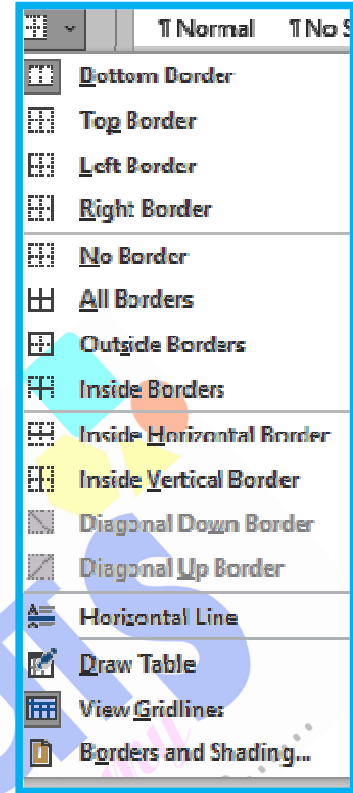
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Bullets and Numbering Border and Shading in MS Word

- **Text Borders** - Applied around selected words or sentences.
- **Paragraph Borders** - Applied around an entire paragraph.
- **Table Borders** - Applied to table cells, rows, or the entire table.
- **Page Borders** - Applied around the entire page.



Assignment using Bullets in MS Word

An Ideal Student

An ideal student is one who not only excels in academics but also possesses good character, discipline, and a willingness to learn. Such a student becomes an inspiration to others and contributes positively to society.

Qualities of an Ideal Student (Use Shading Color Green With all Border)

1. **Hardworking** - Consistently puts in effort to achieve academic and personal goals.
2. **Disciplined** - Follows a structured routine and respects time.
3. **Curious and Eager to Learn** - Always willing to gain knowledge and ask questions.
4. **Respectful** - Treats teachers, elders, and peers with politeness and kindness.
5. **Honest and Responsible** - Maintains integrity in studies and daily life activities.
6. **Self-Motivated** - Takes initiative and strives for self-improvement without external pressure.
7. **Helpful and Cooperative** - Supports classmates and engages in teamwork.

Role of an Ideal Student in Society (Use Shading Color Yellow With all Border)

- **Academic Excellence** - Focuses on studies and gains knowledge for a better future.
- **Moral Values** - Demonstrates good ethics, setting an example for others.
- **Social Responsibility** - Participates in social service and community development.
- **Leadership Qualities** Guides and inspires peers through positive actions.

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Conclusion

An ideal student is a valuable asset to any school and society. By maintaining discipline, honesty, and a positive attitude, a student can achieve great success in life. The journey of becoming an ideal student requires dedication and a continuous effort to improve oneself every day.

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