


**REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

**ProductivI.T.y** – For Internal Use Only

WHAT's New?



**Instantly Create a Number List Using the Keyboard**

Usually, we create a numbered list in a document by selecting the list of text and then clicking the Numbering button (in the Paragraph group) on the formatting toolbar.

Did you know that you can still create a list without taking your hands off the keyboard?

Please read below to know how.

**NOTE:** ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: [ict-process@pjlhuillier.com](mailto:ict-process@pjlhuillier.com)

[Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.](#)

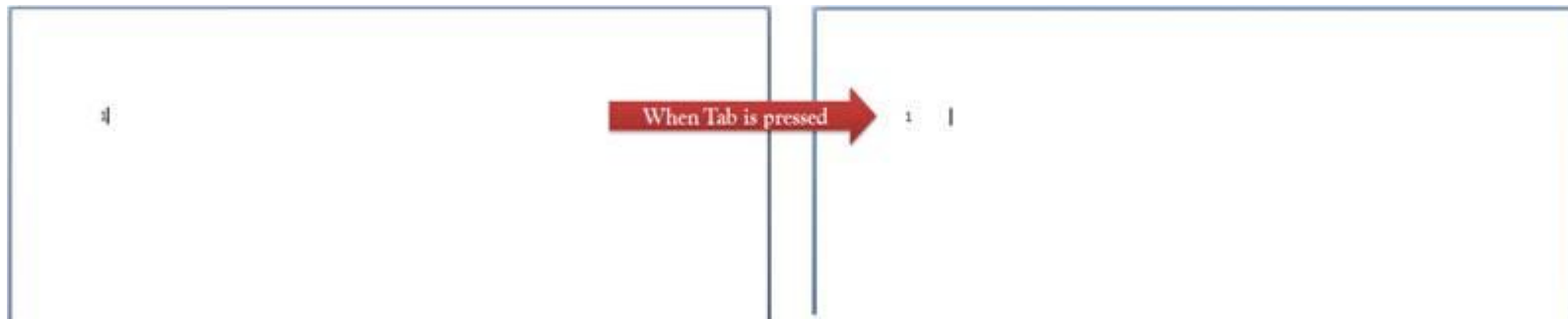
<Back    Next>

OK    Cancel

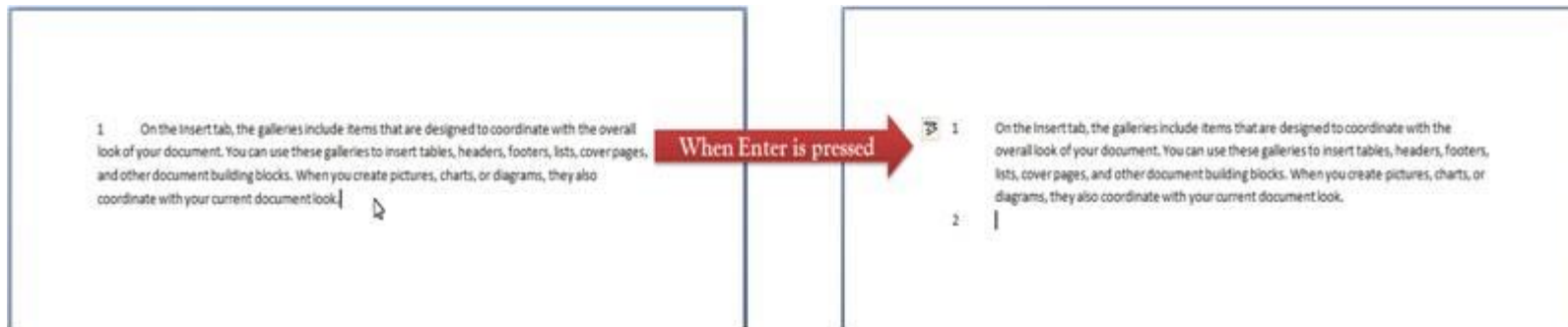
## Create a Number List using the Keyboard (MS Word 2003/2007)

1. Type the first number (1) and press **Tab** (in your keyboard).  
OR  
Type the first number followed by period (.) then press space bar.

**Note:** You may use any numbering system (Arabic [1, 2, 3], Roman [i, ii, iii], etc.).



2. Then type the first numbered line text and press **Enter**. Notice that Word automatically enters the number 2 and moves your insertion point to align with the first entry.

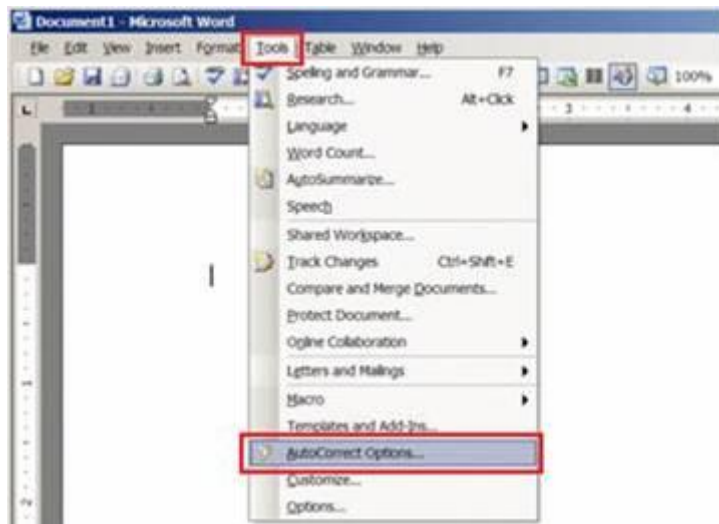


Word continues to insert consecutive numbers as long as you continue with your list by pressing Enter at the end of each entry. To end the list, press Enter twice.

In case it doesn't work, ensure that you have the option (**Automatic numbered list**) enabled. Do the following:

### MS Word 2003

1. On the **Tools Menu**, select **AutoCorrect Options...**



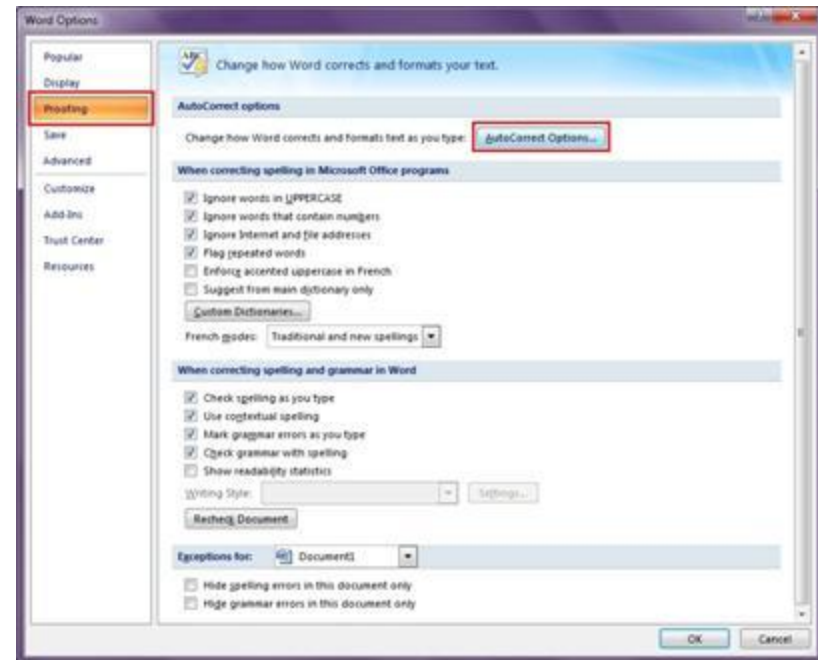
2. It will open the **AutoCorrect** dialog box. In the **AutoFormat As You Type** tab, check **Automatic numbered lists** under the **Apply as you type** section. Then Click **OK**.

### MS Word 2007

1. Click the **Microsoft office button** , then click **Word Options**.



2. It will open the **Word Options** dialog box. Click **Proofing** and click **AutoCorrect Options...**



3. It will open the **AutoCorrect** dialog box. In the **AutoFormat As You Type** tab, check **Automatic numbered lists** under the **Apply as you type** section. Then Click **OK**.

