



Creating and modifying lists



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Overview

Lesson 1: Creating lists

Lesson 2: Modifying lists



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Creating lists

Create bulleted lists

Create numbered lists

Create multilevel lists

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Terminology



bulleted list

numbered list

multilevel list

bullet character

number format

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Lecture

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Discussion

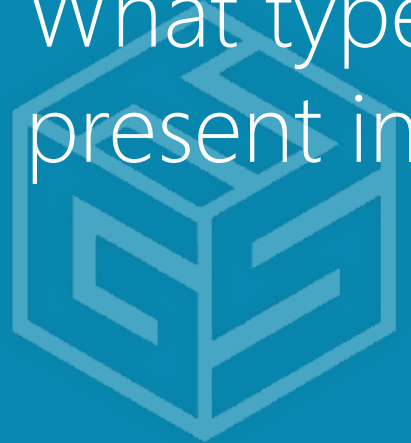
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Question



What types of information are more appropriate to present in bulleted lists rather than in expository text?



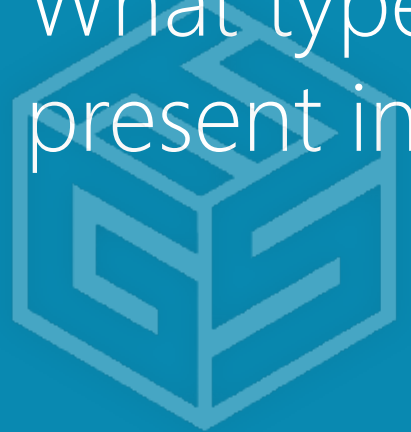
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Question



What types of information are more appropriate to present in numbered lists than in bulleted lists?



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Question



What types of information are commonly presented in multilevel lists?



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Question



What are possible advantages and disadvantages of formatting a list after its content is complete?



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Question



What are possible advantages and disadvantages of using the automatic list formatting function?



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Objective review



Create bulleted lists

Create numbered lists

Create multilevel lists

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Modifying lists

• 20

Define bullet characters

Define number formats

Define list structures

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Terminology



Arabic numeral

Roman numeral

list structure

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Lecture

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Discussion

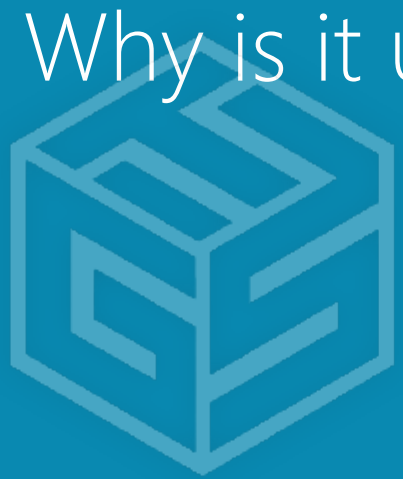
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Question



Why is it useful to put information in lists?



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Question



What kind of information should, or shouldn't, be presented in a list?



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Question



What bullet symbols could convey information or add functionality to a list?



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Question



How can you use a number format to convey information about list items?



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Question



What are the different list structures and when should they be used?



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Objective review



Define bullet characters

Define number formats

Define list structures

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Present content in lists

Complete the Student Project for this module

You may work in a group, but you are responsible for your own work

Turn in the completed assignment for review

