



Lesson 4 Essential Activity 2: Word – Numbering & Bullets. Text for Numbering.docx	
Student Name & Nr:	10

Apply numbering & bullets to the document *Text for Numbering*.

Refer to the attached completed document in order to gain an understanding of the layout required.

1. Start by creating a standard numbered list for all paragraphs by numbering the paragraphs from 1 to 9. (1)
2. Change paragraph 4 and 5 to a bullet list. (1)
3. Change the ensuing paragraph 5 and 6 to a bullet list. (1)
4. Change the bullets under paragraph 3 to appear as follows: ➤ (1)
5. Change the bullets under paragraph 4 to appear as follows: ❖ (1)
6. Align the first level numbering with the left margin at 0cm. Indent the text by 1cm. (2)
7. Align the bullets at 1cm and the text at 2cm. (2)
8. Justify all the text in the document. (1)

(10)

Save this document by adding your Surname and First name in front of the existing filename, e.g.

Smith John Lesson 4 Essential Activity 2.docx

Submission date	09/04/2021
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