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Microsoft word provides bullets and numbers to put a list of items in a nice order. This chapter will teach you simple steps to create either the bulleted or the numbered lists in simple steps. Create a List from Existing Text. This is very simple to convert a list of lines into a bulleted or numbered list.

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Step 2 – Click on the Edit Header option and Word will display the editable header as shown in the following screenshot. Step 3 – Now you can edit your document header and once you are done, click Close Header and Footer to come out of the edit header mode. You can follow a similar procedure to edit the

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Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table. Delete a Table. Following are the simple steps to delete an existing table from a word document. Step 1 – Click anywhere in the table you want to delete.

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