

Tip - List Formatting in Microsoft Word, PowerPoint or Excel

Below are a couple of formatting tips to use:

When you are creating a bulleted or numbered list in Microsoft Word or PowerPoint, and want an item to appear on the list without a bullet or number, or

When you are creating a spreadsheet in Microsoft Excel, and need to put data on a new line within a cell.

Word or PowerPoint

To start a new line in a list without a bullet:

Press Shift+Enter when finished with a line.

The following line will not begin with a bullet or number.

When that line is complete, press Enter to begin the bulletting or numbering again.

Excel

To start a new line for a list within a cell:

Press Alt+ Enter.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/

or please contact the Help Desk via phone at 617-495-8411, or via email to dls@harvard.edu.