

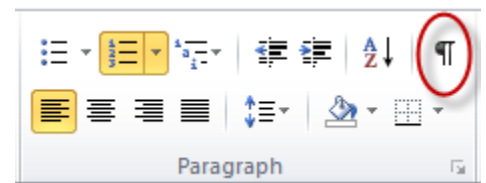


## Word: 1 Trick; 1 Life Saver

First the trick – 'cause tricks are more fun.

1. When you make a numbered list.
2. Traditionally the numbering is formatted just like the text.
3. But it doesn't have to be!

1. See! This list has its numbers formatted.
2. Different than the text.
3. Like magic.



How to do it:

1. Create your (entire) list.
2. Turn on the SHOW/HIDE button (on the HOME tab). It will display all the NON-PRINTING characters (spaces, tabs, enters) in your document.
3. Notice the black backwards P at the end of each of your numbered paragraphs? Use your mouse to select one of them.
4. Select the desired (different) formatting – could be font colour, font, etc. Notice that the NUMBER for that paragraph changes – but the paragraph of text does not? THAT'S what I'm talking about. Unfortunately, you have to select EACH of the paragraph markers (black backwards Ps) and change them too. Although...you can use the Format Painter (if you're familiar with it).
5. Turn off the SHOW/HIDE button when you're done. (Unless you're one of those weirdos who likes to keep it turned on).

Ok – and here's your Word Life Saver...

Any time you want to get rid of ALL the formatting from text (without having to turn multiple items off one at a time) – just select the text and press [CTRL][SPACE] – it will strip all formatting from the text in one fell swoop. You heard me...*one fell swoop*.