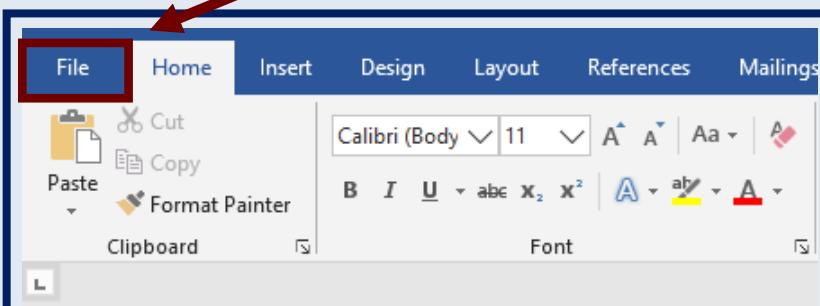
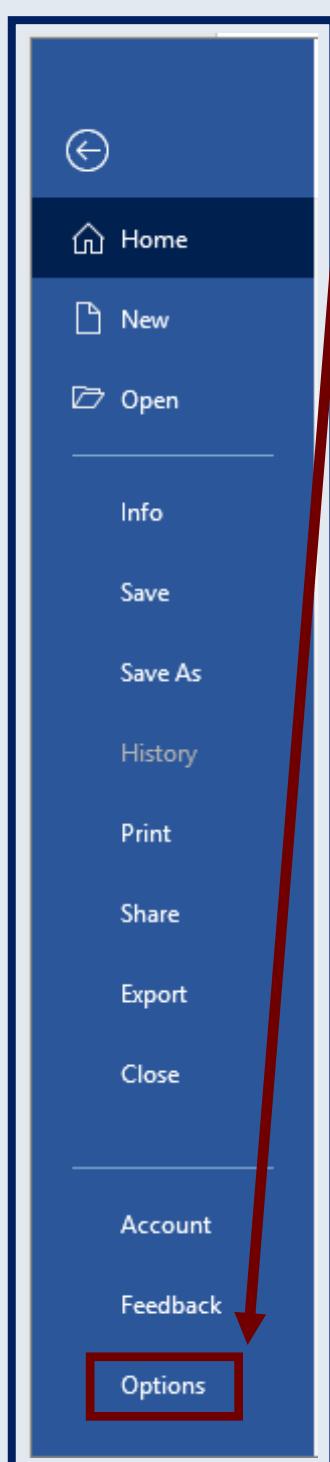


STEP 1: Select "File" at top left corner of MS Word

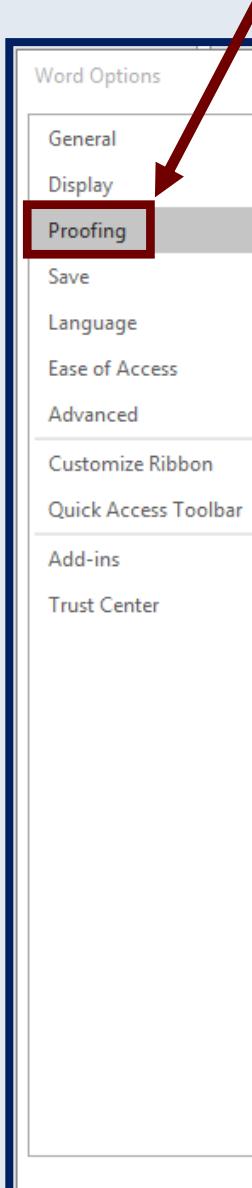


How to Stop MS Word from Automatically Numbering and Bulleting

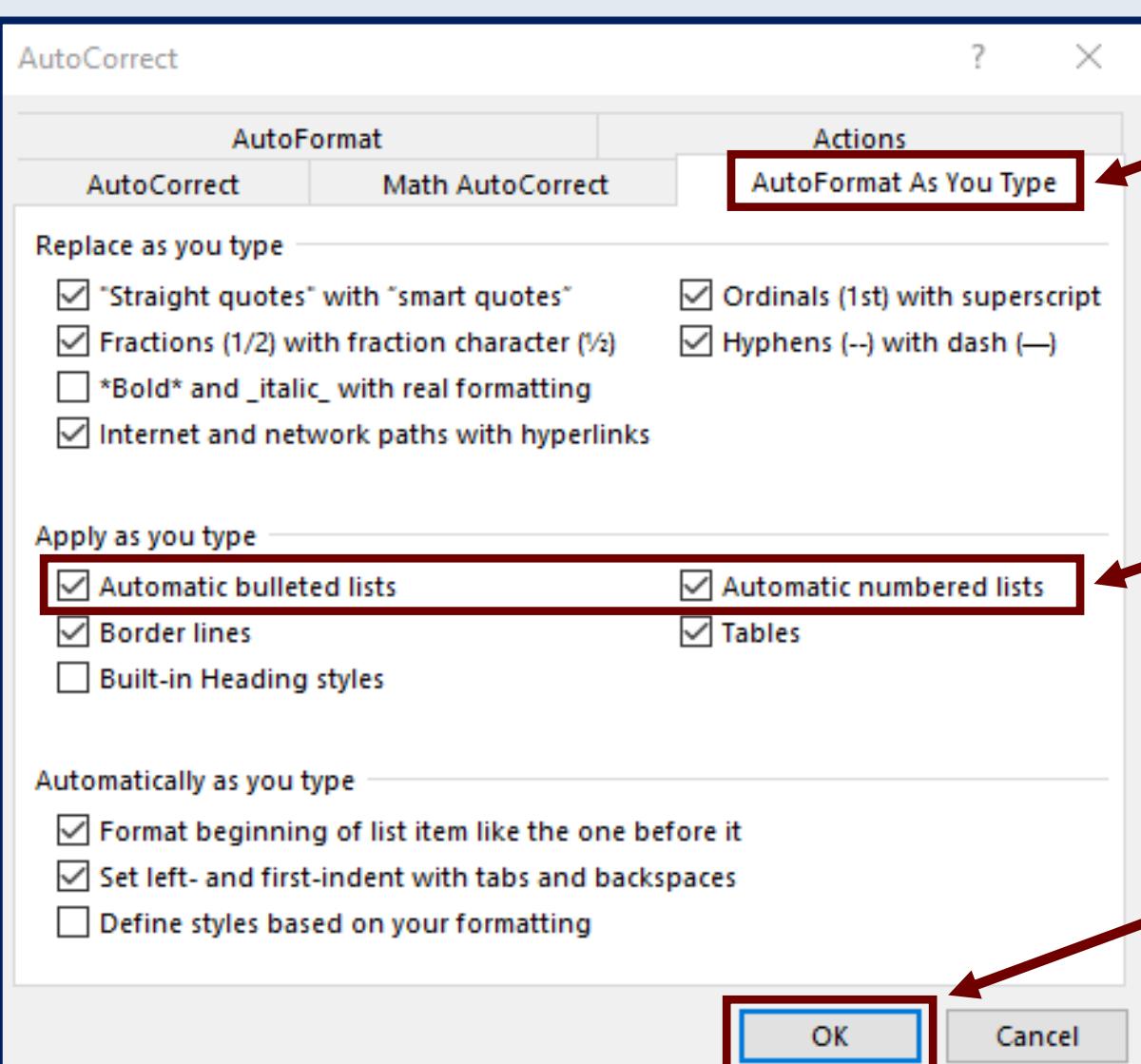
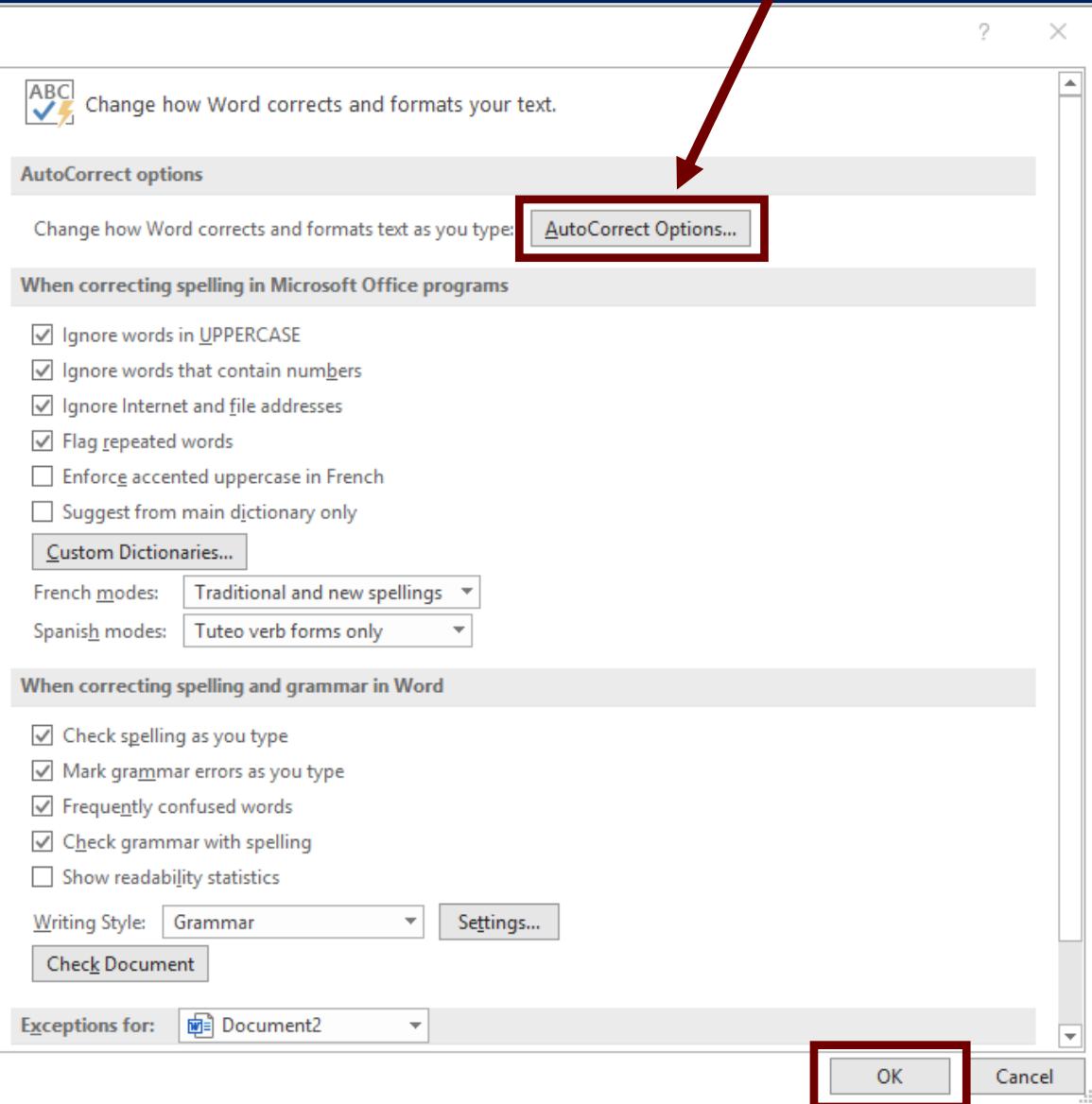
STEP 2: Select "Options" at the bottom of the list



STEP 3: Select "Proofing" on the left pane



STEP 4: Select the "AutoCorrect Options" button



STEP 5:
Select the
"AutoFormat As You Type"
tab

STEP 6:
Uncheck the
"Automatic bulleted lists"
and/or
"Automatic numbered
lists"
according to your
preferences

STEP 7:
Select "OK" on both the
"AutoCorrect" dialog box
and
then the "Options" dialog
box