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A numbered list in Word is simply a series of numbered paragraphs. There may be times when you want to have a paragraph or two without numbering in the middle of a numbered list and then start the numbering again after the unnumbered paragraphs. Removing numbers from items in a numbered list is easy. To do this, format your numbered list using the “Numbering” button in the “Paragraph” section of the “Home” tab or using the keyboard shortcut you set up for creating numbered lists. So, for the moment, the paragraphs you don’t want to be numbered will be numbered, but we’ll fix that. To remove a number from a paragraph in your numbered list, put the cursor on that item and click the “Numbering” button in the “Paragraph” section of the “Home” tab. The number is removed from the paragraph and the text most likely moves back to the left margin. To line the text up with the numbered item above it, click the “Increase Indent” button in the “Paragraph” section of the “Home” tab until the text is indented as far as you want.

NOTE: You may have to adjust the paragraph formatting once you remove a number from a list item. Remember, if you’ve set up a keyboard shortcut to apply numbering to a paragraph, you can use that keyboard shortcut to turn off the numbering as well. Leaning to alphabetize a list of words is one of the first skills students learn in primary grades, particularly kindergarten through first or second grade. Before they alphabetize words, of course, students need to know the alphabet. They should be able to use the alphabet in order to assimilate new vocabulary and ask spelling questions about new vocabulary they will be learning in future lessons. Before tackling the mini-lessons and tips on how to alphabetize, post an alphabet chart in the classroom, home, or wherever the students are studying. The chart should have pictures of various objects beginning with the letters of the alphabet. You can even start this process in preschool. Review the alphabet chart with students to ensure they have a basic understanding of the correct order of letters. You can also use alphabet flashcards—these are plentiful and free online—to teach the alphabet. Alphabet songs also work well for motivating young students to learn the letters. All About Learning Press suggests having students practice with alphabet letter tiles, using word-game tiles or downloading free ABC caterpillar letter tiles, which the curriculum-materials website offers on its site. Once students are able to place the letters in the alphabet in the correct order, use the lessons below to teach them how to alphabetize lists of words. To alphabetize a list of words or names, tell students they will start by placing them in A-B-C order according to the first letter of each word. Tell students to recite the alphabet silently to themselves, or have the class recite the alphabet in unison before tackling this task. As you did with letters of the alphabet, you can also download Dolch sight words for students to use. The Dolch Word Lists were developed by Edward W. Dolch. He researched English texts published in the United States and found those words that show up the most often. By using these words, your alphabetization lesson will serve a dual purpose: You’ll be helping students learn to alphabetize word lists while at the same time reviewing the most important words they’ll need to know through their years of education. Once you’ve downloaded the words, have students put them in order based on the first letter of each word. If two or more words begin with the same letter, tell students to look at the second letter. Ask them: Which of the second letters comes first in the alphabet? If the first and second letters are the same, go to your third letter. Students may have some difficulty with this task because they have to focus on multiple tasks: They need to first alphabetize the terms by the first letter of each word and then focus on the second letter (or the third) if the first letters of two or more words are the same. If students are struggling to remember the alphabet as they focus on these new tasks, review the alphabet and the proper order of letters as explained in the introduction. The “A” words shown here are alphabetized according to the second letter. They are in order using the letters P-T-X. When alphabetizing titles, tell students they will not consider the words a, an, and the as part of the title. They will place those words at the end of a title and set them off with a comma. Use the image in this section to explain how to separate the articles and move them to the back of the titles before alphabetizing. Teaching this particular skill may take a bit of preparation. First, download a free list of book titles such as one from Teachers First, which is divided according to age recommendations, or another from the New York Public Library. Copy and paste the lists onto a word-processing file and enlarge them. Cut out the titles and have students place them in order. While you’re at it, check out one or two of these books from your school or city library and read them to students. This way you’ll bundle your lesson on alphabetizing words with teaching reading and listening skills. Tell students that if they find that two words are spelled the same way at the beginning, but one stops and the other continues, the shorter comes first. Explain that this is because a “blank” space is alphabetized before a letter space. For example, in the list on this image, B-E-E comes before B-E-E-S because there is a blank space after the word bee, whereas, the word bees ends with an “s.” By default, Word uses Arabic numbers (1, 2, 3, etc.) when you create numbered lists. However, you can change the numbers to a different type or to letters. The character after the number or letter can also be changed. NOTE: We used Word 2016 to illustrate this feature, but this procedure works in 2013 as well. Highlight the text you want to convert to a numbered list. Click the down arrow on the “Numbering” button in the “Paragraph” section of the “Home” tab. Some number formats are available in the “Numbering Library” section on the drop-down menu that displays. If you’ve created at least one numbered list in the current document, the number formats used in the document display in the “Document Number Formats” section of the drop-down list. Any number formats used recently in the document are listed in the “Recently Used Number Formats” section. You can choose from any of these formats for your current numbered list. If the format you want is not on the drop-down menu, select “Define New Number Format”. On the “Define New Number Format” dialog box, select a style from the “Number style” drop-down list. You can select any of the following number and letter types for use on your numbered lists. Arabic: 1, 2, 3, 4 Uppercase Roman: I, II, III, IV Lowercase Roman: i, ii, iii, iv Uppercase Alphabetic: A, B, C, D Lowercase Alphabetic: a, b, c, d Ordinals: 1st, 2nd, 3rd, 4th Word Numbers: One, Two, Three, Four Word Ordinals: First, Second, Third, Fourth Leading Zeros: 01, 02, 03, 04 In the “Number format” edit box, there is a period after the number or letter by default. If you want to change that to another character, such as a parenthesis (“”), dash (“-”), or colon (“:”), delete the period and type the character you want. The “Alignment” drop-down list allows you to specify whether the number or letter is aligned left, centered, or right in the space allotted for the numbering. The default choice is “Left”. Select “Centered” or “Right” if you want to change the alignment. To change the font of the numbers or letters on your list, use the “Font” button. When you’re finished making your changes, click “OK”. The numbered list is created similar to the example in the image at the beginning of this article. If you’re going to customize the numbering on your list, you might want to turn off automatic numbered lists so Word doesn’t automatically apply the default numbering as you type your items. You can also easily skip numbering in numbered lists and create numbered lists using the keyboard in Word. How-To Geek is where you turn when you want experts to explain technology. Since we launched in 2006, our articles have been read more than 1 billion times. Want to know more? The pen is mightier than the sword. Which is good, because you probably don’t want to threaten prospects into buying at sword-point. As the primary “weapons” to convert prospects into customers, words are incredibly important to salespeople. How sales reps deliver their messages and converse with contacts can have a dramatic effect on the outcome of a conversation. Using the wrong phrase might cast a negative shadow on the proposal, while tweaking just a few words in the pitch might induce a client to buy immediately. The underlying message is certainly critical, but the words used to deliver it are equally so. That’s why all salespeople should become word nerds. Here’s a list of 17 power words that can help you close more deals and earn your prospects’ trust in the process. 1. You Selling is about your prospects — not your company. A simple way to make that clear is by using the word “you” as much as possible. Think back to your childhood. Did your parents ever tell you it was impolite to talk about yourself? Apply that rule here. Every time you might be tempted to phrase a sentence from the perspective of your company, find a way to rework it to make your prospect the subject. 2. Value “Customers don’t care about features and benefits,” Colleen Francis, owner of Engage Selling Solutions, writes in her book Nonstop Sales Boom. “They only care about value and achieving their objectives.” Again, it’s about them, not you. Skip over all the amazing features your product or service contains and instead make it clear how your offering will create value for your prospect’s business. 3. And This is a clever replacement for “but” when dealing with criticisms or objections. The word “but” signals to the prospect that you are about to utter a statement that runs counter to what they’d like to hear. “And” by its very nature is inclusive — you seem to agree even when you’re disagreeing. Consider these two examples from Sales Coach Seamus Brown: “I see that you only have a budget of \$50,000, but let me tell you why our system costs \$100,000.” “I see that you only have a budget of \$50,000, and let me tell you why our system costs \$100,000.” Brown points out that the second sentence acknowledges the prospect’s budget, while the first steamrolls over the problem and makes the buyer feel ignored. What a difference one word can make! 4. Do Many sales experts recommend using “do” instead of “try.” For instance, instead of “I’d like to try ... ” say, “What I’ll do is ... ” This makes you seem competent and trustworthy — boosting your prospect’s confidence in you and your offering in the process. 5. Or If you present a single proposal to a client, you only give them the option of accepting or rejecting. But if you present them with two or three different variations on your proposal, suddenly you’ve doubled or tripled your odds of receiving some form of a “yes.” So in negotiations don’t just ask if they’d like to sign the contract, ask if version A or version B or version C is preferable. 6. Should we ... ? Most people balk at being told what to do — especially when the person dishing out orders is not a member of their organization. With this in mind, the phrase “you should” can come off as arrogant and presumptive. Reformulating suggestions as questions helps the prospect keep an open mind and diminishes the potential for the conversation to take a nasty turn. 7. Consensus According to The Challenger Sale, “Widespread support for a supplier across their team is the number one thing senior decision makers look for in making a purchase decision.” So words that express agreement among stakeholders — such as “support” or “consensus” — could have a significant impact on your primary buyer’s mindset. If you have backing from the entire team, play it up as much as possible. If you don’t, stress how you’re going to attain it. 8. Imagine Stories stick in people’s mind more readily than straight sales messaging. So the best reps don’t only use stories in their speech, they also make sure prospects see themselves as the protagonists. The word imagine can be helpful in this aim. Suddenly, the prospect isn’t just hearing about a better future enabled through a new product or service — they’re actually picturing themselves living it. That makes for a shared vision — not one that exists exclusively in the salesperson’s mind. 9. See; Show; Hear; Tackle Okay, so this isn’t one word, but they’re all part of one family. Each of these words evokes a sense, and sensory language grabs people’s attention. Think about how the words you use relate to visual, auditory, and kinesthetic triggers. 10. Their Name Just like you, using your prospect’s name makes them feel like they’re the focus of your attention, and your presentation is customized just for them. People also naturally pay attention better when their name is sprinkled throughout a speech. 11. Because Ellen Langer, a social psychologist and professor at Harvard University, conducted a study where she tested the impact of phrasing on people’s willingness to let someone cut them in line. Here are the variations she used: “Excuse me, I have five pages. May I use the Xerox machine?” “Excuse me, I have five pages. May I use the Xerox machine because I have to make some copies?” “Excuse me, I have five pages. May I use the Xerox machine because I’m in a rush?” While only 70% agreed to let her cut in line when she used the first question, upwards of 90% let her skip when she used either the second and third phrasings. The takeaways? When asking people to do something, always include a reason. Don’t just request that your prospect introduce you to another stakeholder or fill out a survey — explain why you’d like them to take these actions. 12. Opportunity Problems are bound to crop up in the sales process, but that doesn’t mean you should acknowledge them as such. The word “problem” has a negative connotation, and can make the prospect feel as if the process is difficult and unpleasant. With this in mind, replace it with more positive words. Instead of saying “no problem,” for example, say, “it’s my pleasure.” “I understand the problem” can become “I see an opportunity to make this run more smoothly.” 13. Results Prospects want solutions with some degree of certainty behind them. They want to know that the products or services they will deliver. That’s why describing the definitive, impressive results you can promise potential customers can carry tremendous weight when trying to woo them. 14. Premium Talking up an offering’s prestige is an effective means of capturing a prospect’s interest, retaining it, and ultimately translating it into hard sales. People respond to the concepts of high-esteem and quality. If you can convey those factors tastefully and convincingly with words like premium, you’ll be able to string together a compelling pitch that can have high returns. 15. Risk-Free Sales is, in large part, the art of putting prospects at ease. That’s why words like risk-free are valuable. You need to do what you can to allay stress and skepticism. You can get a lot of mileage out of this term with prospects — whether it be by describing a free, no-strings-attached trial or assuring them that you have full confidence in your offering. 16. Exclusive Being a part of the in-crowd is an attractive prospect in any context — and sales is no exception. Luxury and prestige are powerful motivators, and this term is tailored to play on both. Creating the impression that your product or service is special and only available to a select few can spur some serious interest and action from potential buyers. 17. Safe In a similar vein as risk-free the term safe can be leveraged to put prospects at ease. It reinforces the notion that your product or service is proven, effective, and decisively able to deliver. Safe tells prospects they’re in good hands — that you can promise they’ll see the results they’re looking for. People want solutions they can believe in. Safe assures them they can by alluding to the others already do. Now, this list of power words for sales isn’t exhaustive, but that doesn’t make it any less useful or significant. Having a grasp on these words and how to use them in your sales efforts can pay off in spades. Language is crucial in sales, so it serves you to bolster your vocabulary with words that will elicit the right responses from prospects. Editor’s note: This post was originally published in December 2014 and has been updated for comprehensiveness. Originally published Nov 24, 2020 3:15:00 PM, updated November 25 2020

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