AUTOMATIC NUMBERING IN WORD

Automatic numbering is a very useful and timesaving feature of the Word program. It is particularly helpful when typing your exams. This feature allows you to make corrections, additions, or deletions without having to renumber all of your questions by hand. Also for those of you who like to use questions from the midterms on your final, it will allow you to cut and paste from the midterms into the final exam and still maintain your numbering system. Automatic numbering is also helpful for those of you teaching the very large classes (6M:100, 6F:100, 6J:048, 6E:100, etc.). This feature will aide you in creating multiple forms. You may take whole blocks of questions and move them anywhere in the exam and still maintain the correct numbering sequence.

Now, let’s get started!

1. Open a new word document and type any headings you wish to have at the top (Course Number, instructor, etc.). Space down to where you wish to begin your questions

2. Now, go up to the toolbar and click on the auto number icon.

3. Next, pull down the “Format” toolbar.

4. Click on “Bullets and Numbering”
5. This will allow you to set the type of numbering you wish to use. I chose “Outline Numbered” option 2. This will allow you to create questions with multiple foils.

6. Now, you are ready to begin typing your exam. Type your first question and return.

1. This is the first question of your exam.
2. 

7. Hit the tab key to move you to the foils options. Type your first response and return. Keep doing this until all of your options have been typed.

1. This is the first question of the exam.
   a. I wish I were done typing this.
   b. I wish I had a TA to do this.
   c. I wish for the good old days of ISSO.
   d. All of the above.
   e. 

8. Next, hit “Shift” + “Tab” at the “e” and this will move you back to 2.

1. This is the first question of the exam.
   a. I wish I were done typing this.
   b. I wish I had a TA to do this.
   c. I wish for the good old days of ISSO.
   d. All of the above.
2. 
9. Type the next question of the exam and return. Repeat steps 6 through 8.

10. When you are finished typing your exam you may go back and insert spaces between the questions and insert page breaks where necessary.

   1. This is the first question of the exam.
      a. I wish I were done typing this
      b. I wish I had a TA to do this.
      c. I wish for the good old days of ISSO.
      d. All of the above.

   2. This is the second question of the exam.
      a. I hate exams.
      b. Exams are dumb.
      c. I hope no one cheats.
      d. I can't think of any more answers.

After the last foil (d) on question one return.

   1. This is the first question of the exam.
      a. I wish I were done typing this
      b. I wish I had a TA to do this.
      c. I wish for the good old days of ISSO.
      d. All of the above.

   2. This is the second question of the exam.
      a. I hate exams.
      b. Exams are dumb.
      c. I hope no one cheats.
      d. I can't think of any more answers.

Now, put your cursor behind foil “e.” in question one and hit your backspace key. This will remove the foil letter.

   1. This is the first question of the exam.
      a. I wish I were done typing this
      b. I wish I had a TA to do this.
      c. I wish for the good old days of ISSO.
      d. All of the above.

   2. This is the second question of the exam.
      a. I hate exams.
      b. Exams are dumb.
      c. I hope no one cheats.
      d. I can't think of any more answers.

This is all you need to know for basic numbering of your exam. The following page will show you some special instructions for inserting pictures, equations, or tables/graphs into the document.
To insert a picture into a document using auto numbering it is necessary to type the beginning of the next question to keep your numbering sequence intact. Then, go back to the end of the previous question and add extra spaces to allow room for the insertion.

1. This is the first question of the exam.
   a. I wish I were done typing this
   b. I wish I had a TA to do this
   c. I wish for the good old days of ISSO.
   d. All of the above.

2. This is the second question of the exam.
   a. I hate exams.
   b. Exams are dumb.
   c. I hope no one cheats.
   d. I can’t think of any more answers.

Now, paste your picture in just like you would in any document.

1. This is the first question of the exam.
   a. I wish I were done typing this
   b. I wish I had a TA to do this
   c. I wish for the good old days of ISSO.
   d. All of the above.

2. This is the second question of the exam.
   a. I hate exams.
   b. Exams are dumb.
   c. I hope no one cheats.
   d. I can’t think of any more answers.

3.