

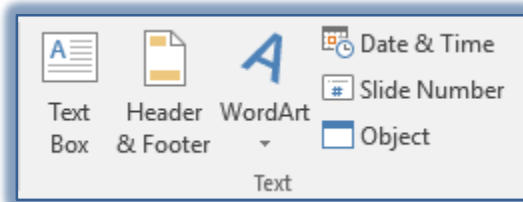
Create Bulleted and Numbered Lists

In PowerPoint it is possible to use both bullets and numbers in a presentation. The color, size, and appearance of bullets may be modified. In addition, the distance between a bullet or number and its text can also be modified. When a new Title and Content slide is created, bullet lists are automatically created.

Create Text Box

Most of the content placeholders in PowerPoint have bulleted lists. However, on a slide that doesn't have a placeholder, a textbox must be inserted before a bullet or number list can be inserted.

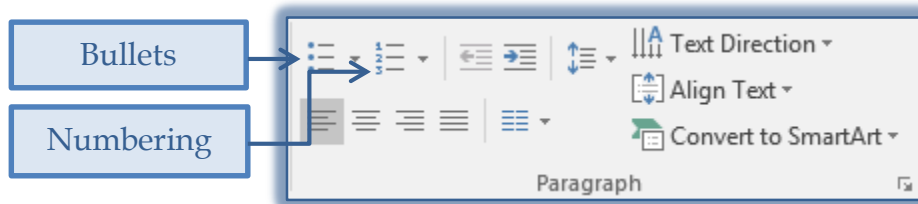
- ✦ Go to the slide where the bullets are to be added.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Text Box** button.



- ✦ Click and drag to draw a text box the width needed for the bullets or numbers.

Add Bullets in Text Box

- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Bullets** button.
- ✦ Input some text for the bullet.
- ✦ Press the **Enter** key and input an additional line of text.
- ✦ Do one of the following:
 - ✦ Press the **Enter** key twice to end the bullet list.
 - ✦ Press the **Enter** key once and then click the **Bullet** button to turn off the feature.
- ✦ The bulleted list will be ended.



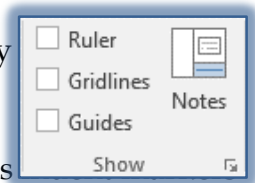
Add Numbered List in Text Box

- ✦ Click the **Number** button in the **Paragraph Group**.
- ✦ Input the text after the number.
- ✦ Press **Enter** to start a new line.
- ✦ The numbering will continue automatically.
- ✦ When all the items have been added, do one of the following:
 - ✦ Press **Enter** and then click the **Number** button to turn off the feature.
 - ✦ Press **Enter** twice to remove the number option.

Change the Spacing between Bullets or Numbers and Text

Before doing this procedure, the ruler must be displayed. If necessary, display clicking the **Ruler** check box in the **Show Group** on the **View Tab**.

- ✦ In the slide pane, select the bulleted text that is to be changed.
- ✦ If the text contains more than one level of bulleted items, the ruler displays for each level.
- ✦ Drag the indent marker (the upward triangle on the bottom of the ruler) to a new position on the ruler.
- ✦ All bulleted items at that level change to the new position.
- ✦ Repeat the same steps for each level of bulleted item that needs to be changed.



Ruler

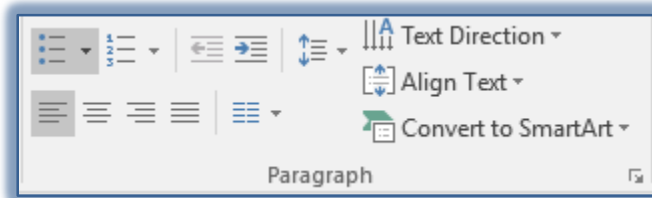


Indent Markers

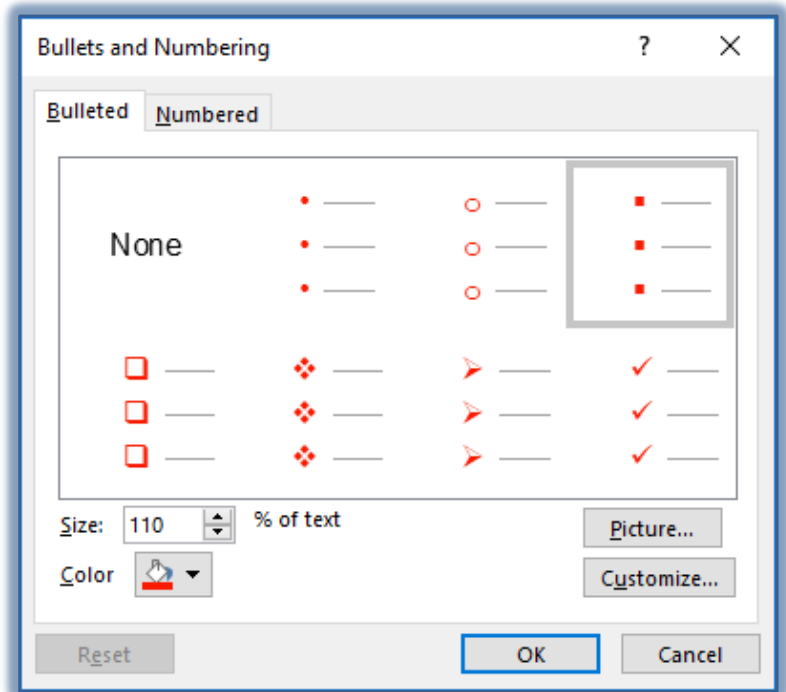
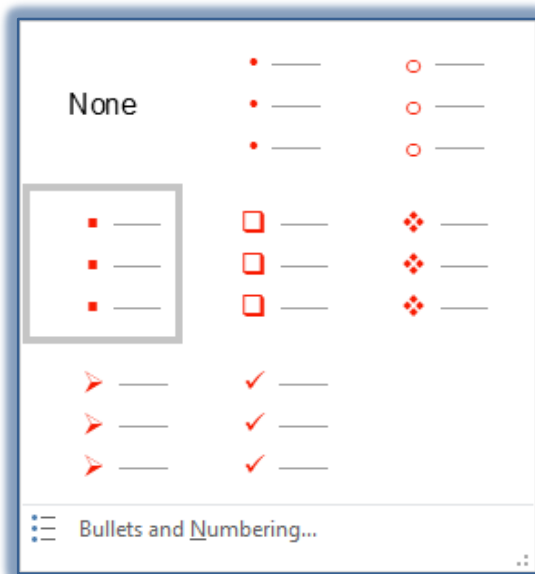
Change the Size or Color of Bullets

When working with bullets in a presentation placeholder, it is possible to change the size and color of the bullet. It is also possible to change the appearance of the bullet.

- ✦ Select the text or placeholder whose bullets are to be changed.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Bullet** list arrow.



- ✦ Click **Bullets and Numbering** at the bottom of the gallery of buttons.
- ✦ The **Bullets and Numbering** dialog box will display.



- ✦ Enter a percentage in the **Size** box to change the size of the bullets.
- ✦ Click the arrow next to **Color** to change the color of the bullets.

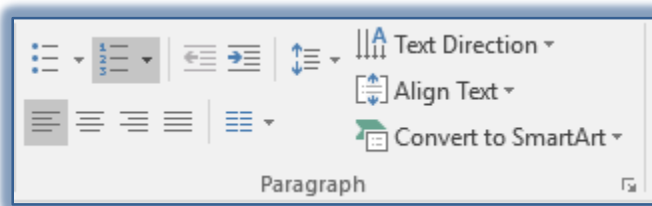
- ✦ Complete one of the following:
 - ✦ To change to the default color, click **Automatic**.
 - ✦ To change to a color in the color scheme, click one of the colors below **Automatic**.
 - ✦ To change to a color that isn't in the color scheme, click **More Colors**.
 - ▣ On the **Standard** tab, click the color wanted.
 - ▣ Click the **Custom** tab to mix colors.
- ✦ Click **OK** to exit the **Color** dialog box.
- ✦ Click **OK** again to exit the **Bullets and Numbering** dialog box.

Note

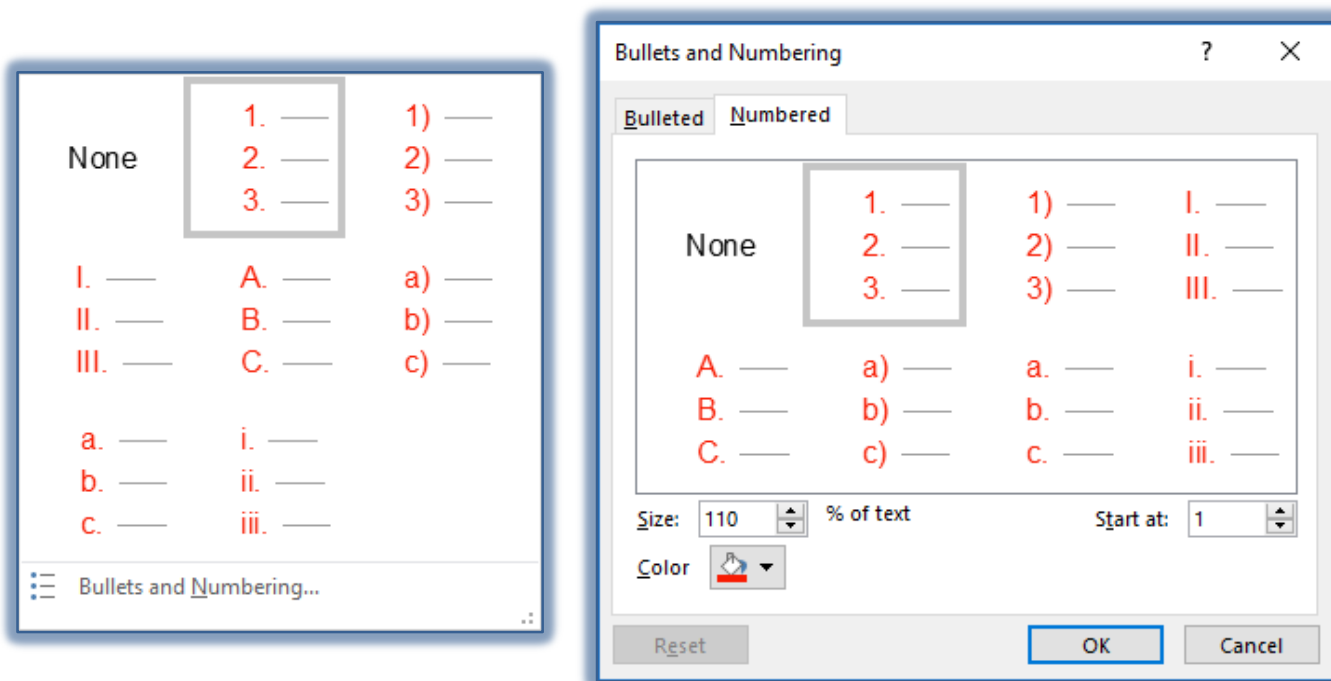
- ✓ If a picture was used as a bullet character, it might not be possible to change its color with this procedure.
- ✓ Open the picture in a graphics program, such as Microsoft Photo Editor, change the colors, save the picture, and then reapply the picture as the bullet in PowerPoint.

Change the Size or Color of Numbers

- ✦ Select the text in the placeholder whose numbering is to be changed.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Numbers** list arrow.



- ✦ Choose **Bullets and Numbering** at the bottom of the gallery.
- ✦ The **Bullets and Numbering** dialog box will display.



- ✦ Enter a percentage in the **Size** box to change the size of the numbers.
- ✦ Click the arrow next to **Color** to change the color of the numbers.

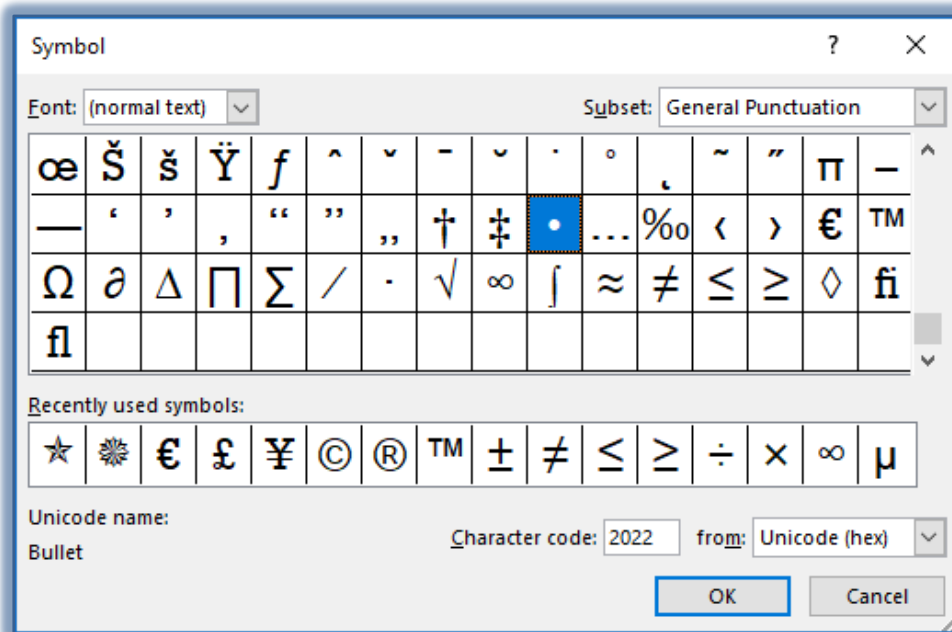
- ✦ Complete one of the following:
 - ✦ To change to the default color, click **Automatic**.
 - ✦ To change to a color in the color scheme, click one of the colors below **Automatic**.
 - ✦ To change to a color that isn't in the color scheme, click **More Colors**.
 - ▣ On the **Standard** tab, click the color wanted.
 - ▣ Click the **Custom** tab to mix colors.
- ✦ To choose which number the list will start with, click the **Start at** spinning arrow until the desired number is reached.
- ✦ Click **OK**.

Change the Bullet or Number Character

- ✦ Select the text in the placeholder whose numbering is to be changed.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Numbering** list arrow.
- ✦ Click **Bullets and Numbering** from the bottom of the list.
- ✦ The **Bullets and Numbering** dialog box will appear.
- ✦ Click the **Bulleted** or **Numbered** tab.
- ✦ Click one of the predefined styles.

Change the Bullet Character

- ✦ Select the bullet or bullets whose **Character** is to be changed.
- ✦ Open the **Bullets and Numbering** dialog box using the procedure described in the previous section.
- ✦ Click **Customize** and then click the character to be used.
- ✦ The **Symbol** dialog box will appear.

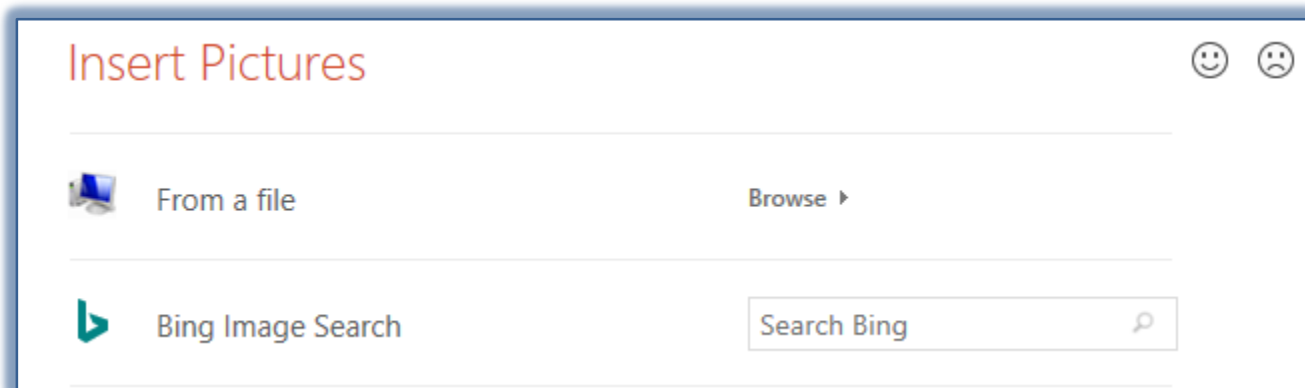


- ✦ To choose a list from which to select the **Character** such as Webdings or Wingdings, click the **Font** drop-down list.
- ✦ Choose a **Symbol** from the selected list.
- ✦ Click the **OK** button to accept the selected symbol.
- ✦ The **Bullets and Numbering** dialog box will display.

- ✦ Click the **Color** list arrow to select the color to be used for the bullet.
- ✦ Enter a **percentage** in the **Size** box to change the size of the bullet.
- ✦ When all the changes have been made, click **OK**.

Change the Bullet Picture

- ✦ Open the **Bullets and Numbering** dialog box.
- ✦ Click the **Bullets** tab, if necessary.
- ✦ To change the bullet to a picture, click the **Picture** button.
- ✦ The **Insert Pictures** window will appear (see illustration on next page).



- ✦ Search for a picture using one of the two options listed.
 - ✦ **From a File** - This option can be used to insert a picture that is stored on your computer.
 - ✦ **Bing Image Search** - To search for images on the Bing Image Search Web page, select this option.
- ✦ Click the **Insert** button to select the picture and exit the folder or Web site.
- ✦ The **Bullets and Numbering** dialog box will appear.
- ✦ Click **OK** again to exit this dialog box and apply the **Picture Bullet** to the slide.
- ✦ The image will be applied to the selected bulleted items.