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.

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Go to the slide where the bullets are to be added.
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Click the Insert Tab.
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In the Text Group, click the Text Box button (see illustration below).

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

Add Bullets in Text Box

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

Add Numbered List in Text Box

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Click the Number button in the Paragraph Group (see illustration above).
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Input the text after the number.
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Press Enter to start a new line.
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The numbering will continue automatically.
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When all the items have been added, do one of the following:
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Press Enter and then click the Number button to turn off the feature.
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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 the Ruler by clicking the Ruler check box in the Show/Hide 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 indent markers for each level.
❖ Drag the indent marker (the upward triangle on the bottom of the ruler) to a new position on the ruler (see illustration at right).
❖ 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.

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 (see illustration below left).

❖ The Bullets and Numbering dialog box will display (see illustration above right).
❖ 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 (see illustration below left).

![Bullets and Numbering dialog box](image)

- ✩ The **Bullets and Numbering** dialog box will display (see illustration above right).
- ✩ 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 (see illustration below).

![Symbol dialog box](image)

- 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 three options listed.
  - **From a File** – This option can be used to insert a picture that is stored on your computer.
  - **Office.com Clip Art** – Select this option to search for images in the Office.com gallery.
- **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.