

Creating 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.

Adding Bullets or Numbering to Text

- ❖ Move to the end of the presentation or insert a new slide into the presentation.
- ❖ Insert a **New Slide** by clicking the **New Slide** button on the **Standard** toolbar.
- ❖ Choose the **Title Only Slide Layout** for this slide.
- ❖ Click the **Text Box** option on the **Drawing** toolbar.
- ❖ Draw a text box the width of the slide under the **Title** box.
- ❖ Click the **Bullets** button on the **Standard** toolbar (see illustration at right).
- ❖ 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 on the **Formatting** toolbar.
- ❖ The bulleted list will be ended.



Typing a Numbered List

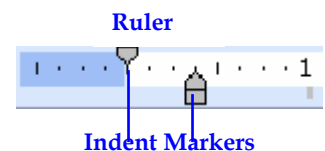
- ❖ In the same slide, click the **Number** icon on the **Formatting** toolbar.
- ❖ Click the **Number** icon on the toolbar (see illustration at right).
- ❖ Input the text after the number.
- ❖ Press **Enter** to start a new line.
- ❖ The numbering will continue automatically.
- ❖ When all the items have been added, do one of the following:
 - Press **Enter** and then click the **Number** button on the **Formatting** toolbar.
 - Press **Enter** twice to remove the number option.



Changing the Spacing between Bullets or Numbers and Text

Before doing this procedure, the ruler must be displayed. If necessary, display the **Ruler** by clicking **Ruler** on the **View** menu.

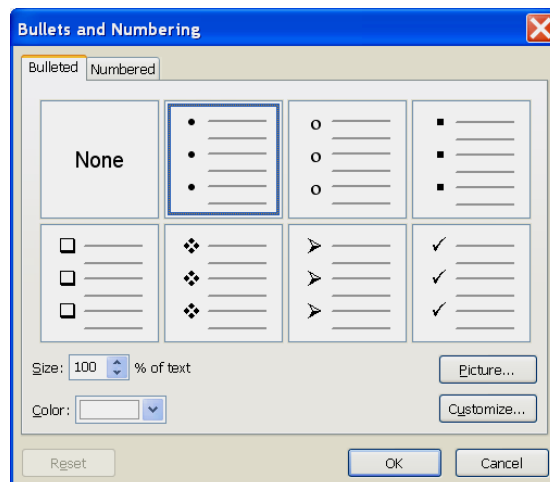
- ❖ In the slide pane, select the bulleted text that is to be changed.
- ❖ If the text contains more than one level of bulleted items, the ruler displays indent markers for each level.
- ❖ Drag the indent marker (the upward triangle on the bottom of the ruler) to a new position on the ruler.
- ❖ All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



Changing 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 or numbering are to be changed.
- ❖ Choose **Format** on the **Menu Bar**.
- ❖ Click **Bullets and Numbering** from the list of choices.
- ❖ Click the tab for the **bulleted** list.
- ❖ 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.

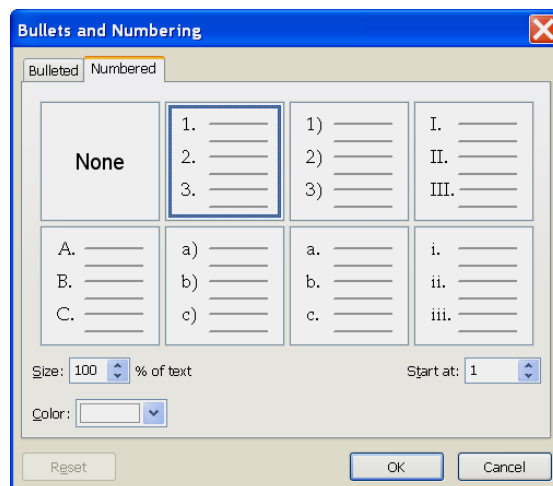


Note

- 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.

Changing the Size or Color of Numbers

- ❖ Select the text in the placeholder whose bullets or numbering are to be changed.
- ❖ Choose **Format** on the **Menu Bar**.
- ❖ Click **Bullets and Numbering** from the list of choices.
- ❖ Click the tab for the **Numbered** list.
- ❖ 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**.

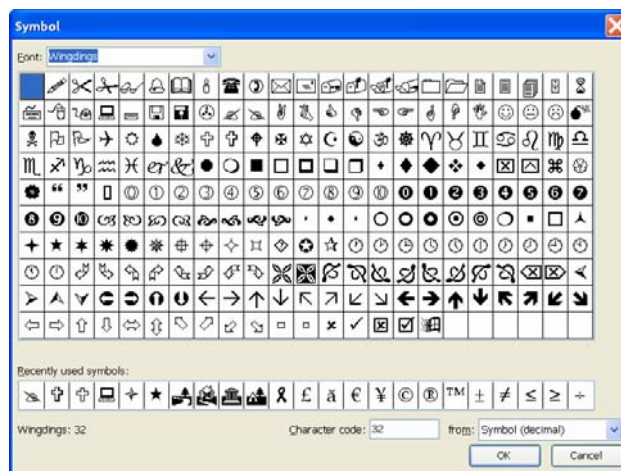


Changing the Bullet or Number Character

- ❖ Select the text or placeholder whose numbering style is to be changed.
- ❖ Choose **Format** from the **Menu Bar**.
- ❖ Click **Bullets and Numbering** from the list of choices.
- ❖ The **Bullets and Numbering** dialog box will appear.
- ❖ Click the **Bulleted** or **Numbered** tab.
- ❖ Click one of the predefined styles.

Changing 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**, click the **Font** drop-down list.
- ❖ Scroll to the bottom of the list to select one of the Webdings or Wingdings from the list.
- ❖ Choose a **Symbol** from this list.
- ❖ Click the **OK** button to accept this option.
- ❖ You will return to the **Bullets and Numbering** dialog box.
- ❖ 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**.



Changing 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** tab.
- ❖ The **Picture Bullet** gallery will appear.
- ❖ Choose a picture bullet to use.
- ❖ To move back to the beginning of the list, hold down the **CTRL** key on the keyboard and then press the **Home** key.
- ❖ To insert the bullet, click the bullet image.
- ❖ Click the **OK** button to select the picture and exit the **Picture Bullet** dialog box.
- ❖ 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.

