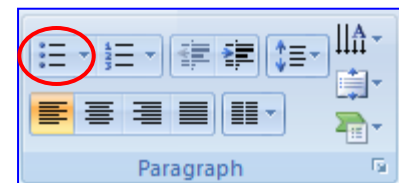
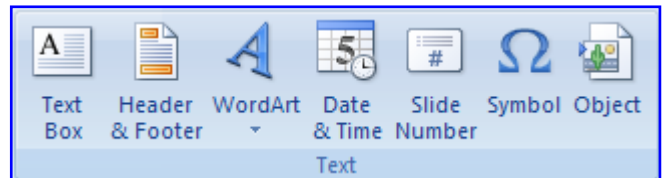


Creating Bulleted and Numbered Lists

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. When a new Title and Content slide is created, bullet lists are automatically created.

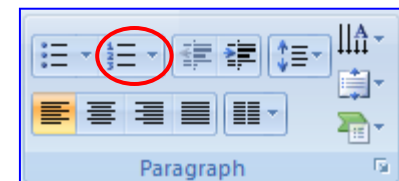
Adding Bullets or Numbering to Text

- ✦ 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 **Home Tab** in the **Slides Group**.
- ✦ Choose the **Title Only Slide Layout** for this slide.
- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Text Box** button (see illustration at right).
- ✦ Draw a text box the width of the slide under the **Title** box.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Bullets** button (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 to turn off the feature.
- ✦ The bulleted list will be ended.



Typing a Numbered List

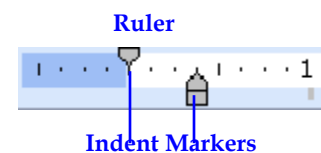
- ✦ In the same slide, click the **Number** button in the **Paragraph Group** (see illustration at right).
- ✦ Input the text after the number.
- ✦ Press **Enter** to start a new line.
- ✦ The numbering will continue automatically.
- ✦ When all the items have been added, do one of the following:
 - ✦ Press **Enter** and then click the **Number** button to turn off the feature.
 - ✦ 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** check box in the **Show/Hide Group** on the **View Tab**.

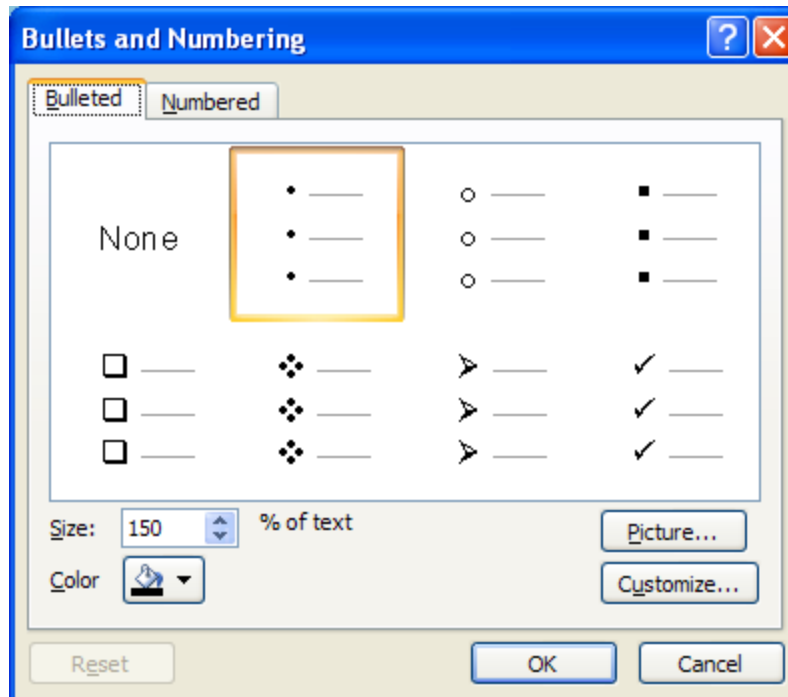
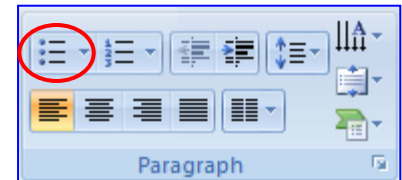
- ✦ In the slide pane, select the bulleted text that is to be changed.
- ✦ If the text contains more than one level of bulleted items, the ruler displays indent markers for each level.
- ✦ Drag the indent marker (the upward triangle on the bottom of the ruler) to a new position on the ruler.
- ✦ All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



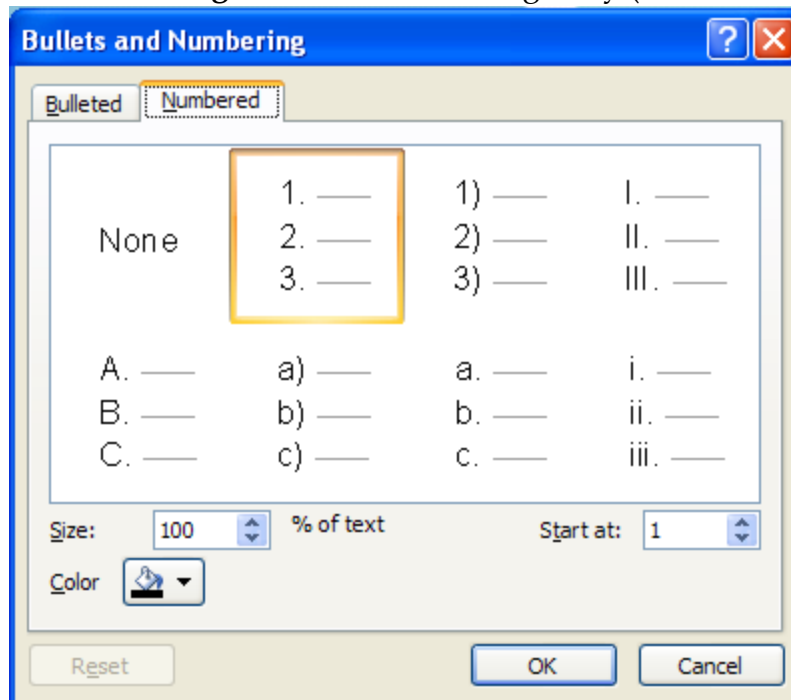
- ✦ Click the tab for the **bulleted** list, if necessary.
- ✦ Enter a percentage in the **Size** box to change the size of the bullets.
- ✦ Click the arrow next to **Color** to change the color of the bullets.
- ✦ Complete one of the following:
 - ✦ To change to the default color, click **Automatic**.
 - ✦ 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 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).



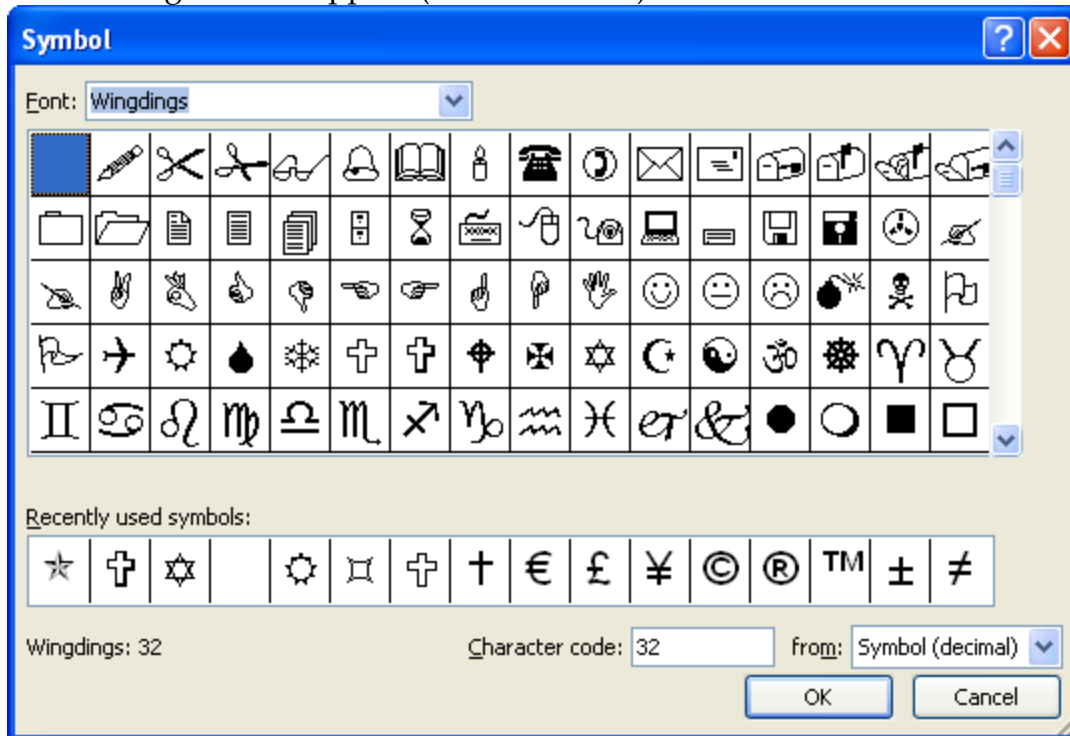
- ✦ Click the tab for the **Numbered** list, if necessary.
- ✦ Enter a percentage in the **Size** box to change the size of the numbers.
- ✦ Click the arrow next to **Color** to change the color of the numbers.
- ✦ Complete one of the following:
 - ✦ To change to the default color, click **Automatic**.
 - ✦ 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 in the placeholder whose numbering is to be changed.
- ✦ Click the **Home Tab**.
- ✦ In the **Paragraph Group**, click the **Numbers** 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.

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 (see illustration).



- ✦ 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.