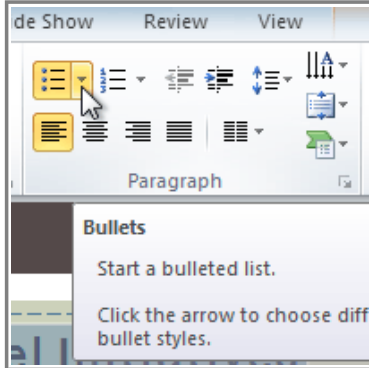




Introduction



In order to create effective PowerPoint presentations, it is important to make your slides **easy for the audience to read**. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. In this lesson, you will learn how to **modify** existing bullets, change the **bullet style**, switch to a **numbered list**, **remove bullets and numbers**, and select **symbols** as bullets.

Modifying Lists

By default, when you type text into a placeholder, a **bullet** will be placed at the beginning of each paragraph. This is called a **bulleted list**. If you want, you can modify a list by choosing a different bullet style, or by switching to a **numbered list**.

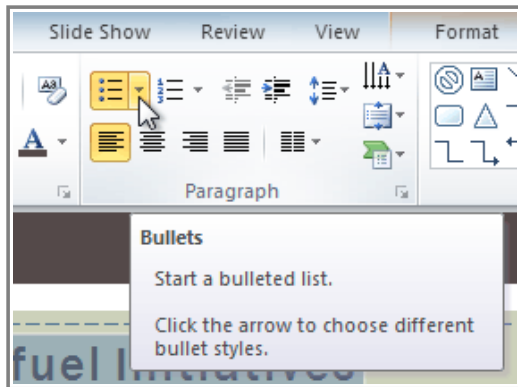
Watch the video to learn about modifying lists.



Watch the video (2:54). [Need help?](#)

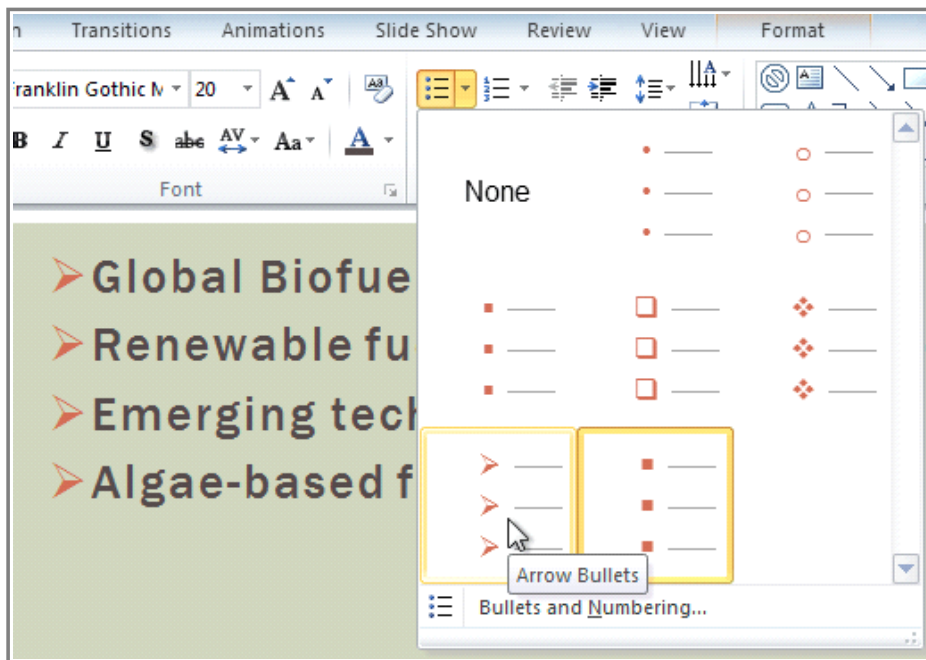
To Modify the Bullet Style:

1. Select all the text in an existing list.
2. On the **Home** tab, click the **Bullets** drop-down arrow. A menu of bullet options will appear.



Clicking the Bullets drop-down arrow

3. Hover over each menu option to display a live preview of the bullet on the slide.

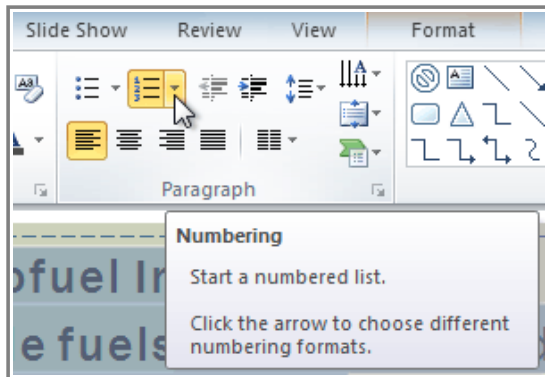


Selecting a new bullet type

4. Select the desired **bullet option**.

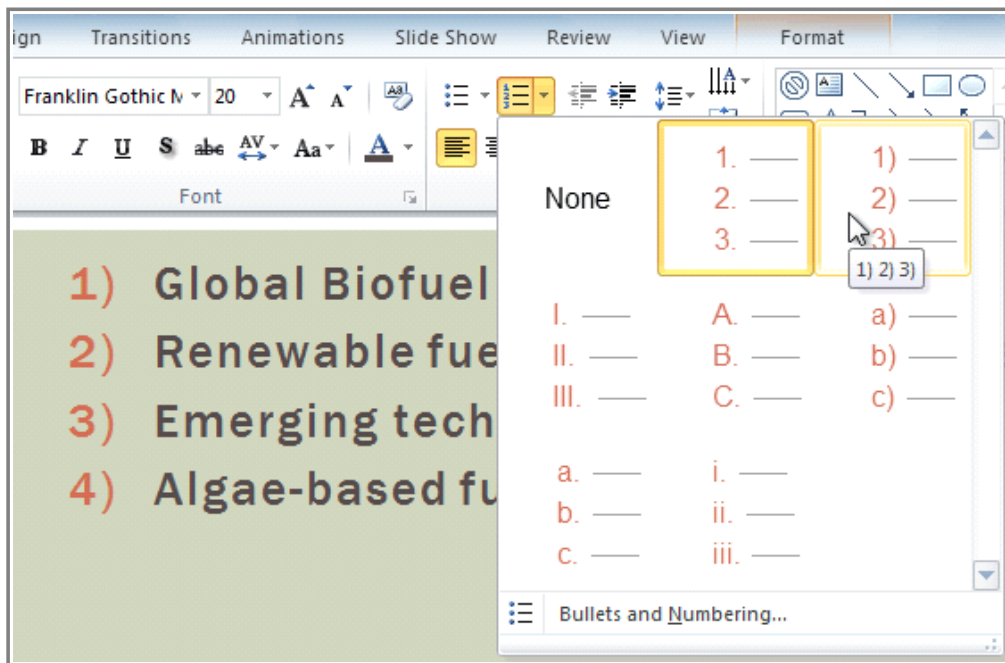
To Modify a Numbered List:

1. Select all the text in an existing list.
2. On the **Home** tab, click the **Numbering** drop-down arrow. A menu of numbering options will appear.



Clicking the Numbering drop-down arrow

3. Hover over each **menu option** to display a live preview of the list on the slide.



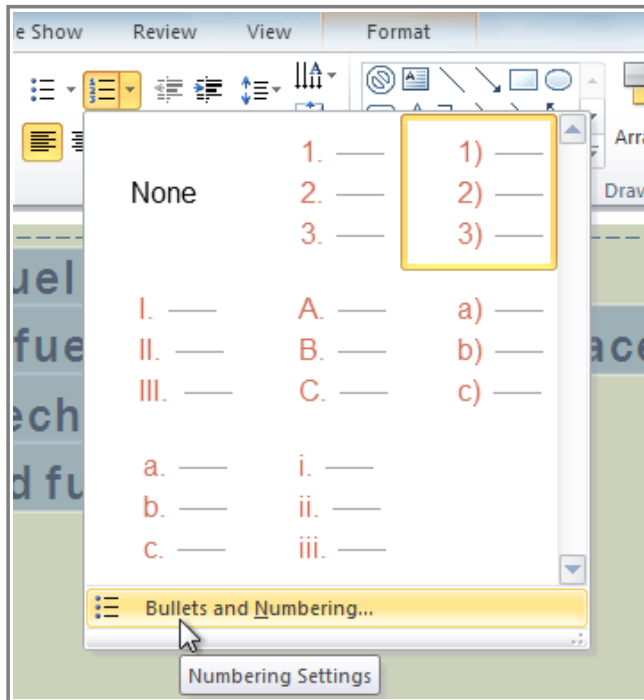
Selecting a new numbering type

4. Select the desired **numbering option**.

To Change the Starting Number:

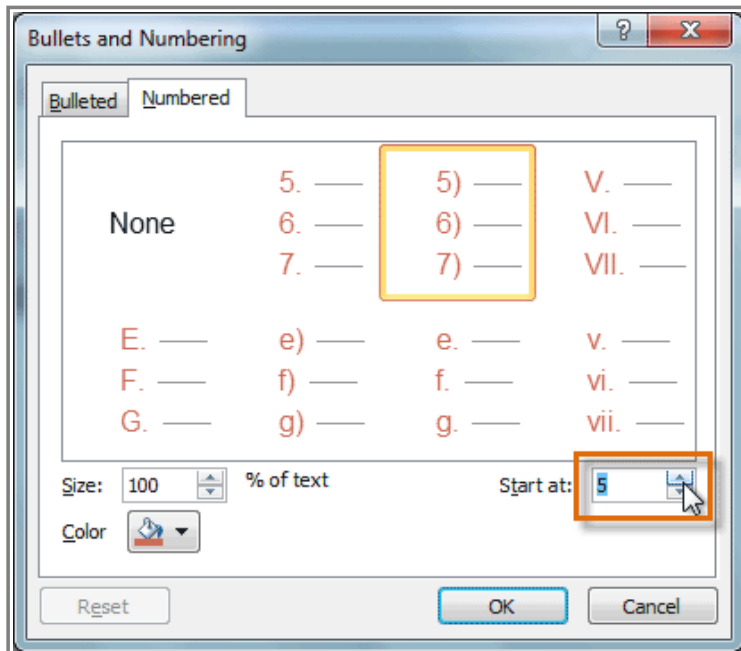
By default, numbered lists count from the number one. However, sometimes you may wish to start counting from a different number, for example if the list is a continuation from a previous slide.

1. Select an existing numbered list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.
3. From the drop-down menu, select **Bullets and Numbering**. A dialog box will appear.



The Bullets and Numbering option

4. In the **Start At** field, enter the desired starting number.



Entering a new starting number

5. The list will update the numbering to begin with the new number.

- 5) Global Biofuel Initiatives
- 6) Renewable fuels for aircraft and
- 7) Emerging technologies
- 8) Algae-based fuels

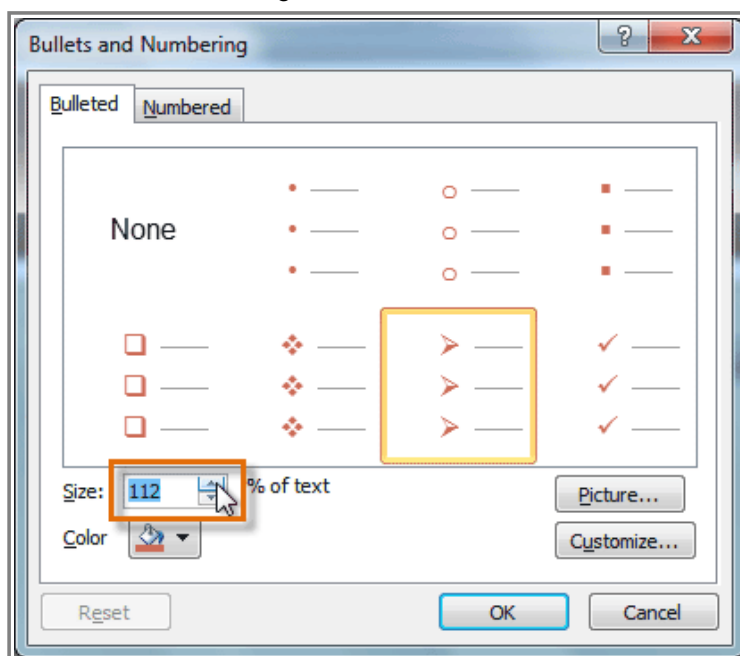
The updated list

Modifying the List's Appearance

Whether you're using a bulleted or numbered list, you may want to change the appearance by adjusting the size and color of the bullets or numbers. This can make your list stand out better, and it can also help it match the appearance of your presentation.

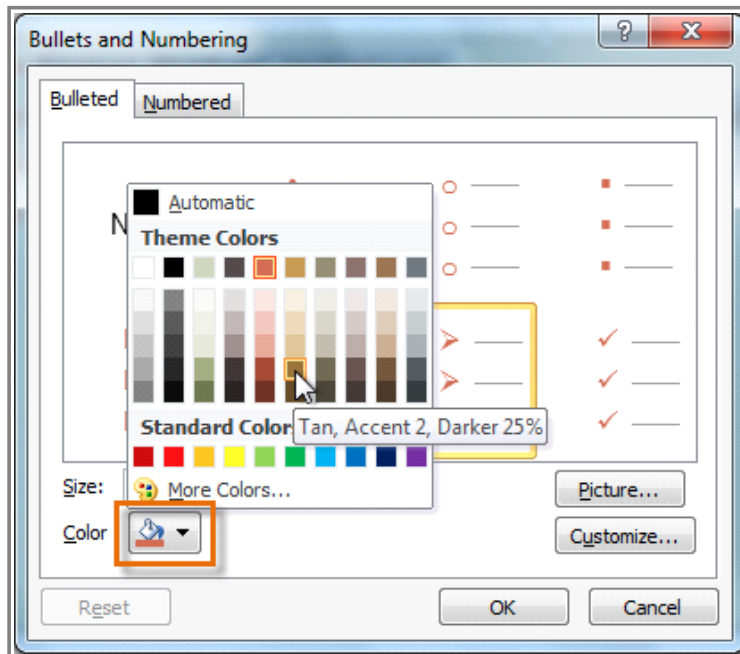
To Modify the Size and Color:

1. Select an existing bulleted list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.
3. From the drop-down menu, select **Bullets and Numbering**. A dialog box will appear.
4. Set the bullet size using the **Size** field.



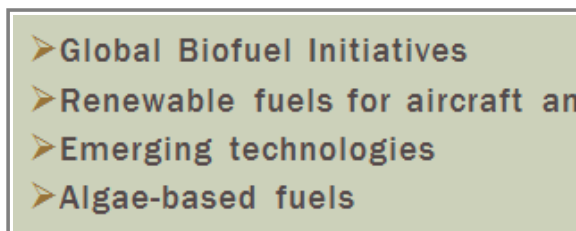
Changing the bullet size

- Click the **Color** drop-down box and select a color.



Changing the bullet color

- Click **OK**. The list will update to show the new size and color.



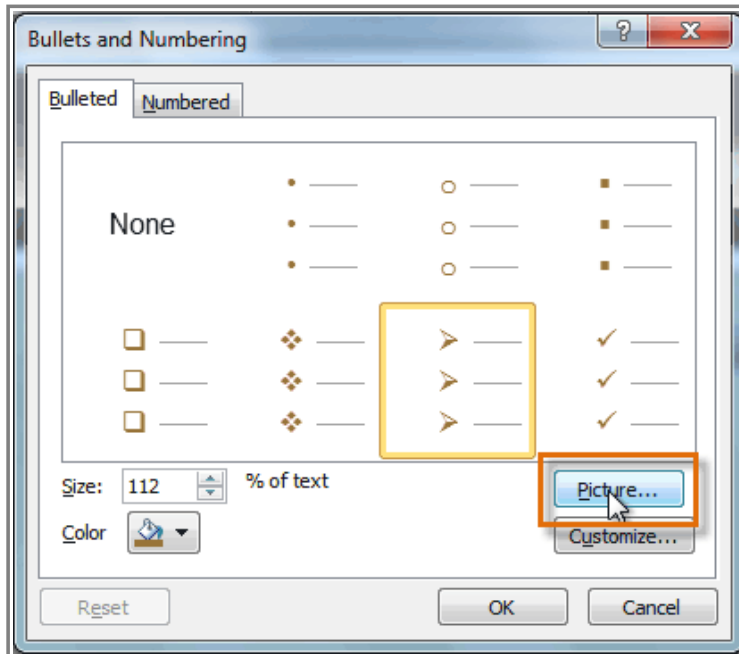
The updated bullets

Customizing Bullets

To Use a Picture as a Bullet:

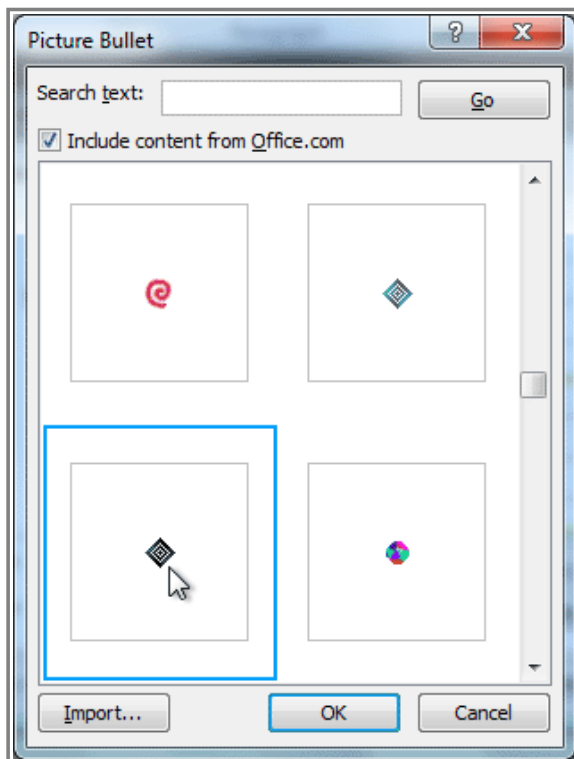
- Select an existing bulleted list.
- On the **Home** tab, click the **Bullets** drop-down arrow.
- From the drop-down menu, select **Bullets and Numbering**. A dialog box will appear.

4. Click **Picture** on the Bulleted tab. The **Picture Bullet** dialog box will appear.



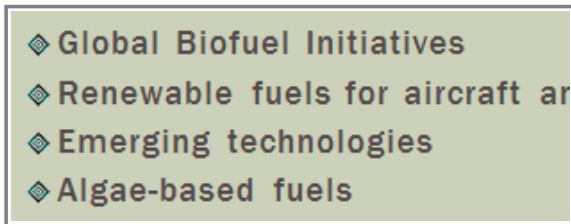
Clicking the Picture command

5. Select the desired picture and click **OK**.



Selecting a picture

- The list will update to show the new bullets.

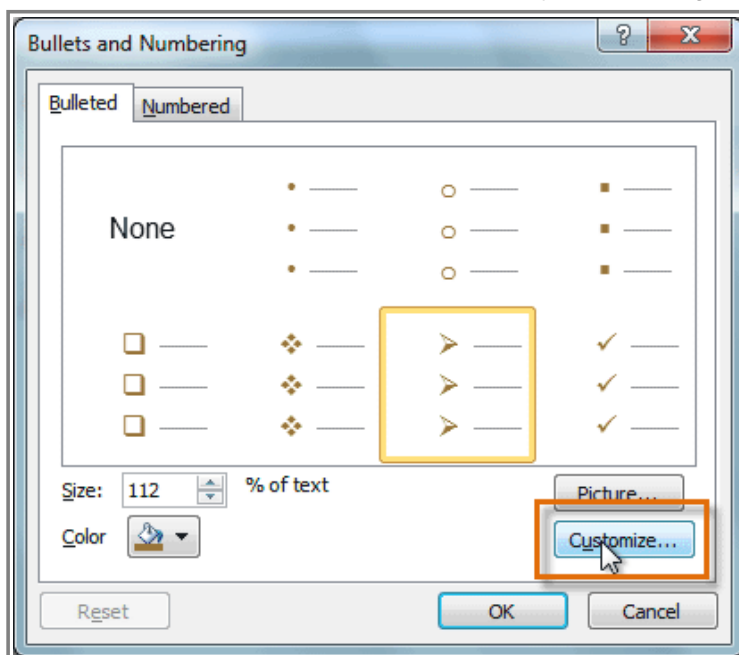


The updated bullets

You can also click **Import** to use one of your own pictures as a bullet.

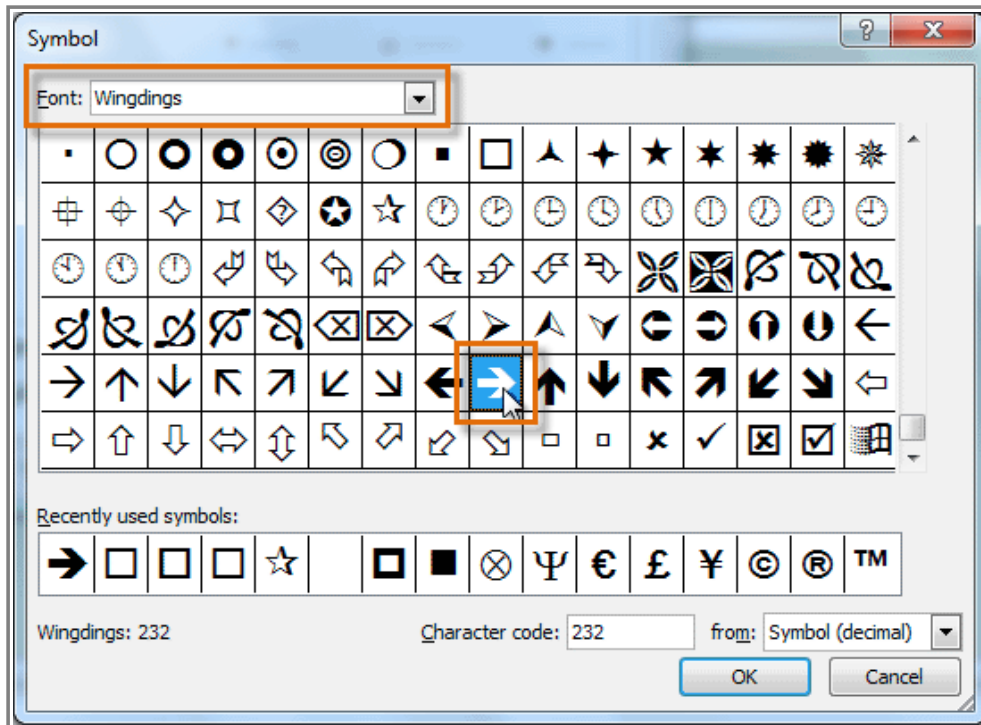
To Use a Symbol as a Bullet:

- Select an existing bulleted list.
- On the **Home** tab, click the **Bullets** drop-down arrow.
- From the drop-down menu, select **Bullets and Numbering**. A dialog box will appear.
- Click **Customize** on the Bulleted tab. The **Symbol** dialog box will appear



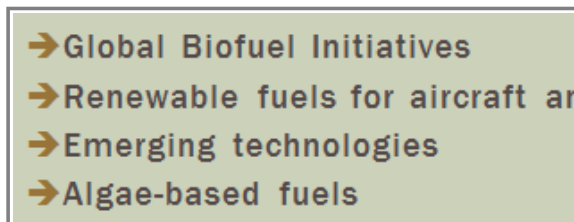
Clicking the Customize command

- Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices as they have a large number of useful symbols.
- Select the desired symbol.



Selecting a symbol

7. Click **OK**. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.
8. Click **OK** again to apply the symbol to the list in the document.



The updated bullets

Challenge!

1. Open an **existing PowerPoint presentation**. If you want, you can use this



example.

2. Change a bulleted list to a **numbered list**. If you are using the example, use the list on Slide 4.
3. Change the **color** of the numbered list.
4. Change another list to a different **bullet style**. If you are using the example, use the list on Slide 3.
5. Change the bullet **color**.
6. Change the bullet to a **symbol**.