# Introduction

To create effective PowerPoint presentations, it's 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**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph—automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet **style** or by switching to a **numbered list**.

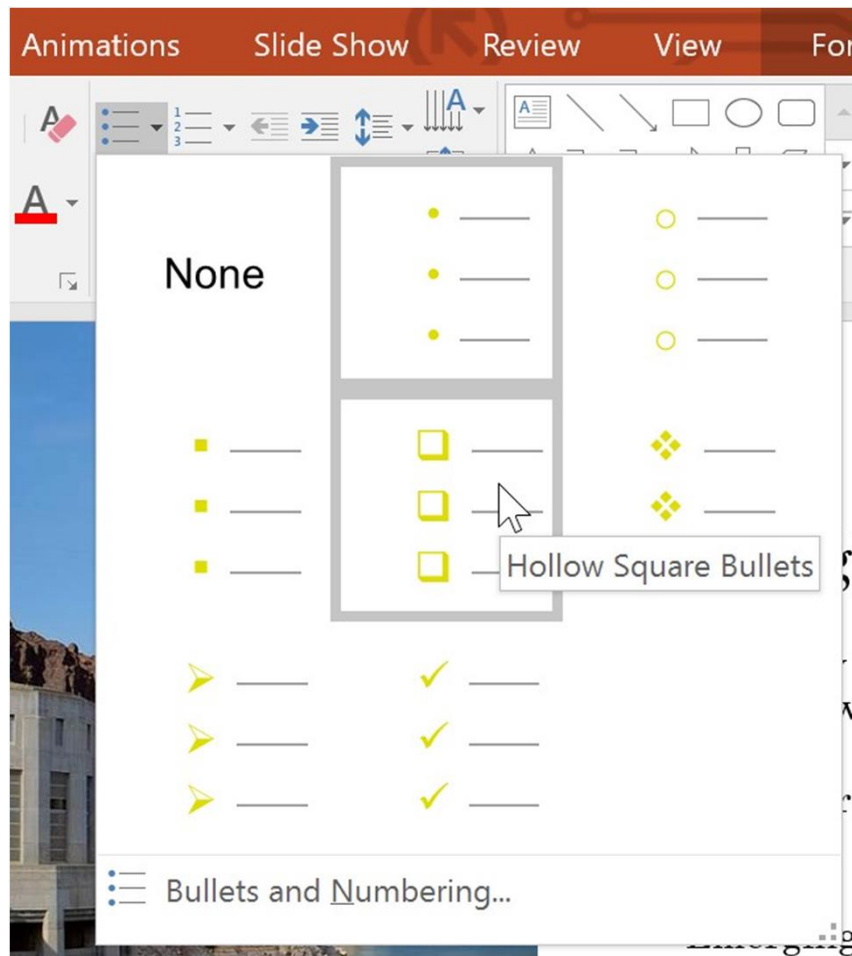Optional: Download our **[practice presentation](#)**.

Watch the video below to learn more about creating bulleted and numbered lists in PowerPoint.

To modify the bullet style:

1. Select an existing list you want to format.
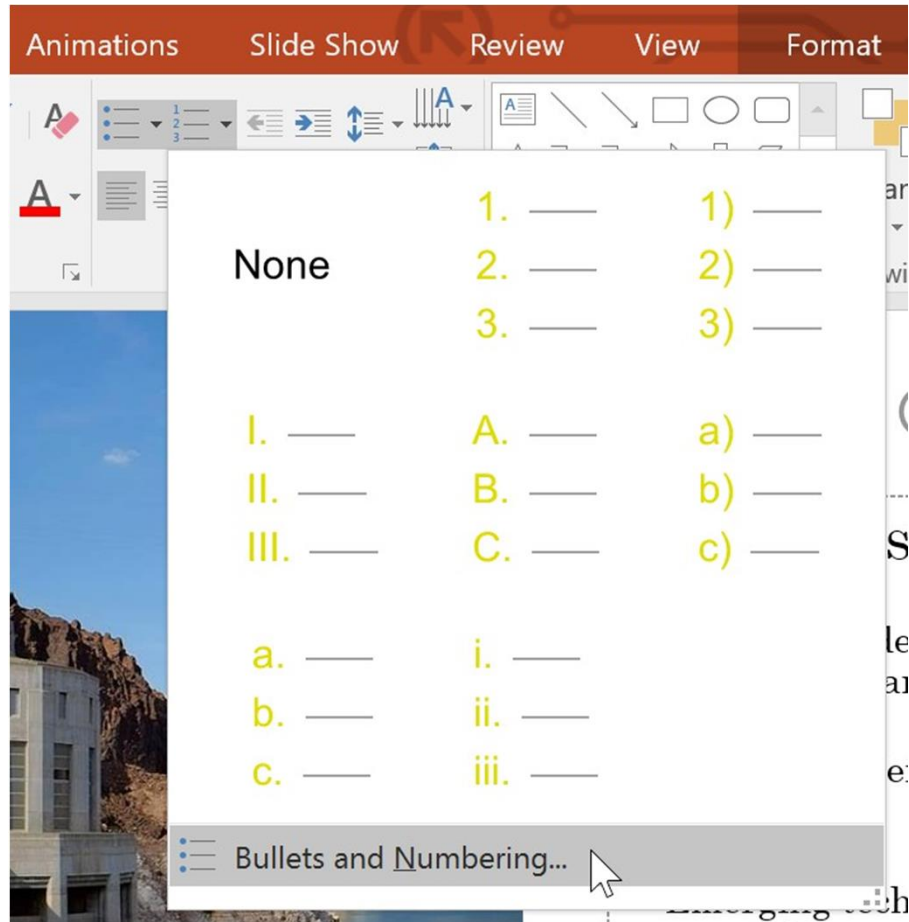2. On the **Home** tab, click the **Bullets** drop-down arrow.
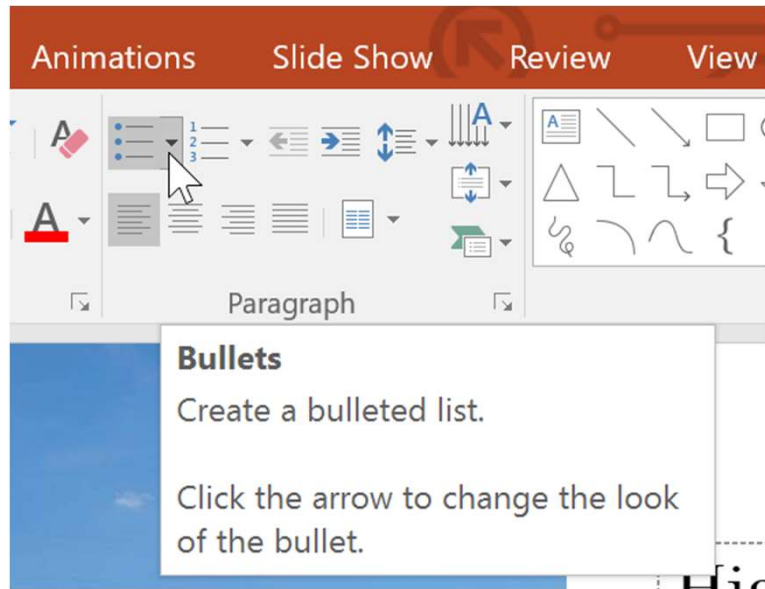
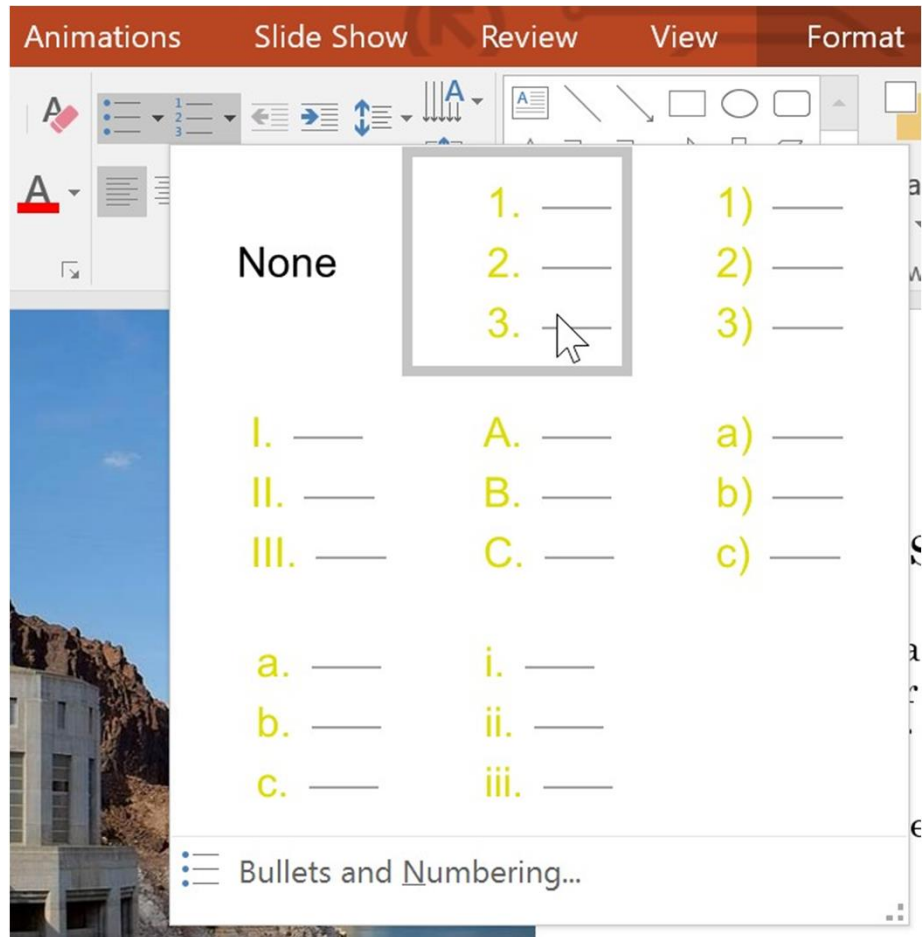3. Select the desired **bullet style** from the menu that appears.

4. The bullet style will appear in the list.

To modify a numbered list:

1. Select an existing list you want to format.

2. On the **Home** tab, click the **Numbering** drop-down arrow.

3. Select the desired **numbering option** from the menu that appears.

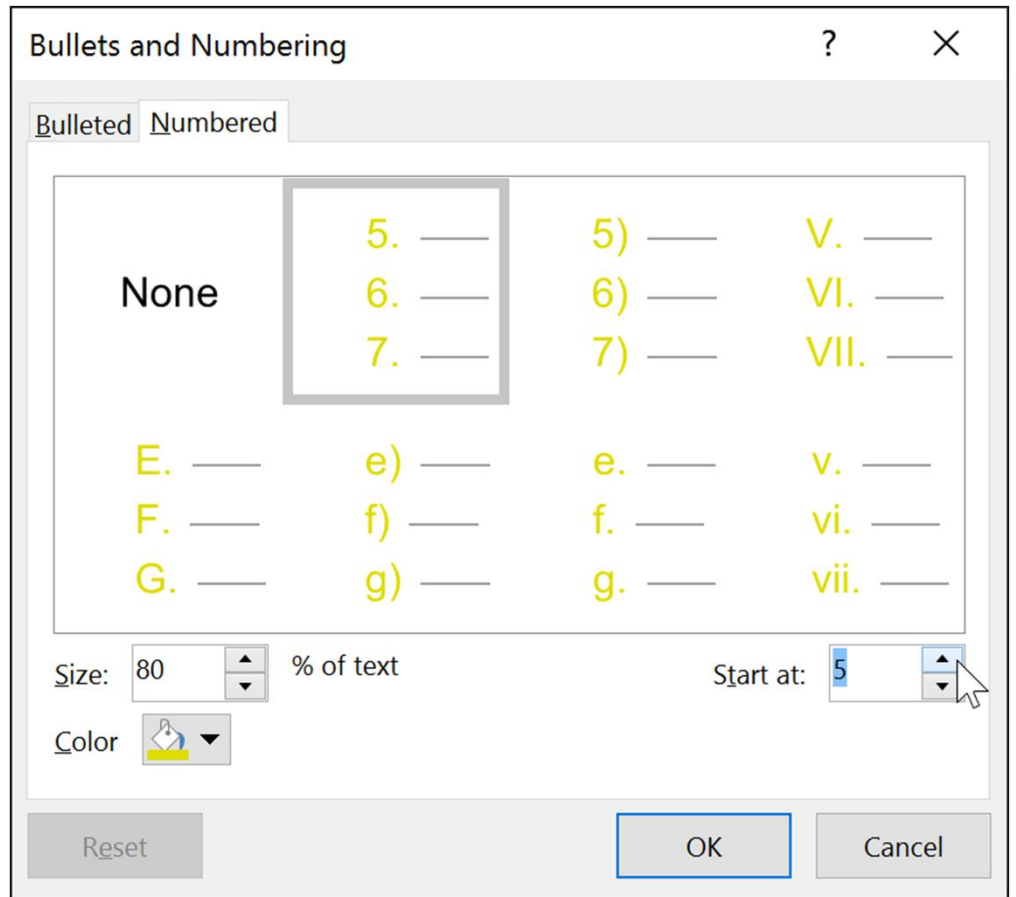4. The numbering style will appear in the list.

To change the starting number:

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.
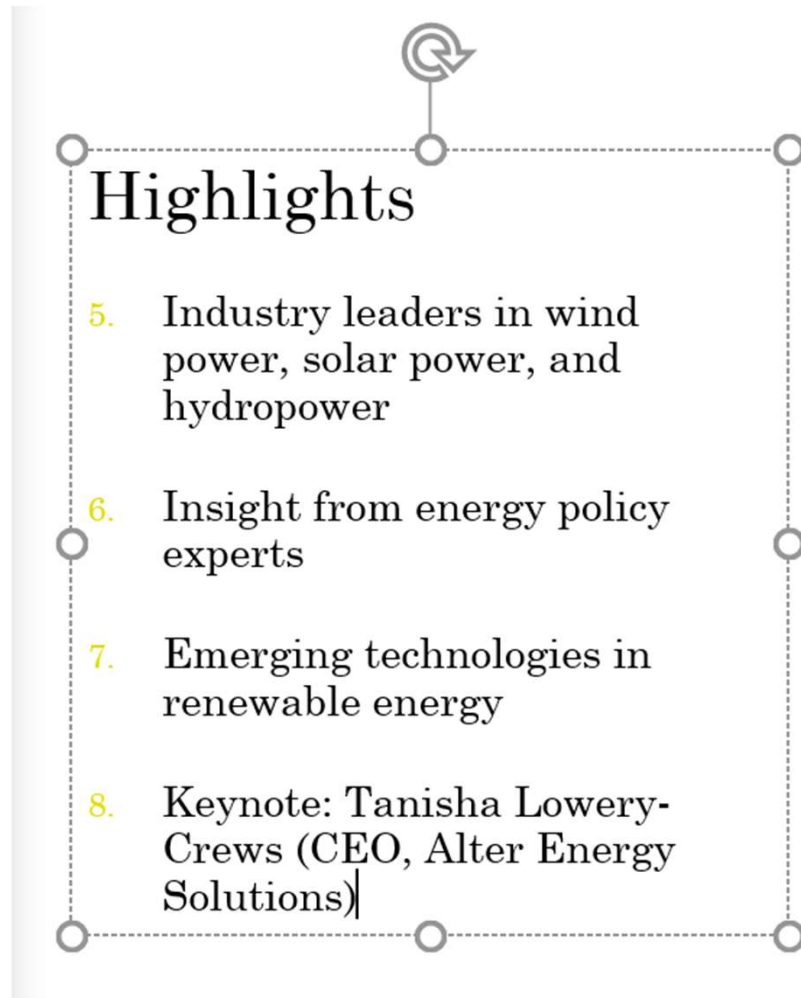
1. Select an existing numbered list.

2. On the **Home** tab, click the **Numbering** drop-down arrow.

3. Select **Bullets and Numbering** from the menu that appears.
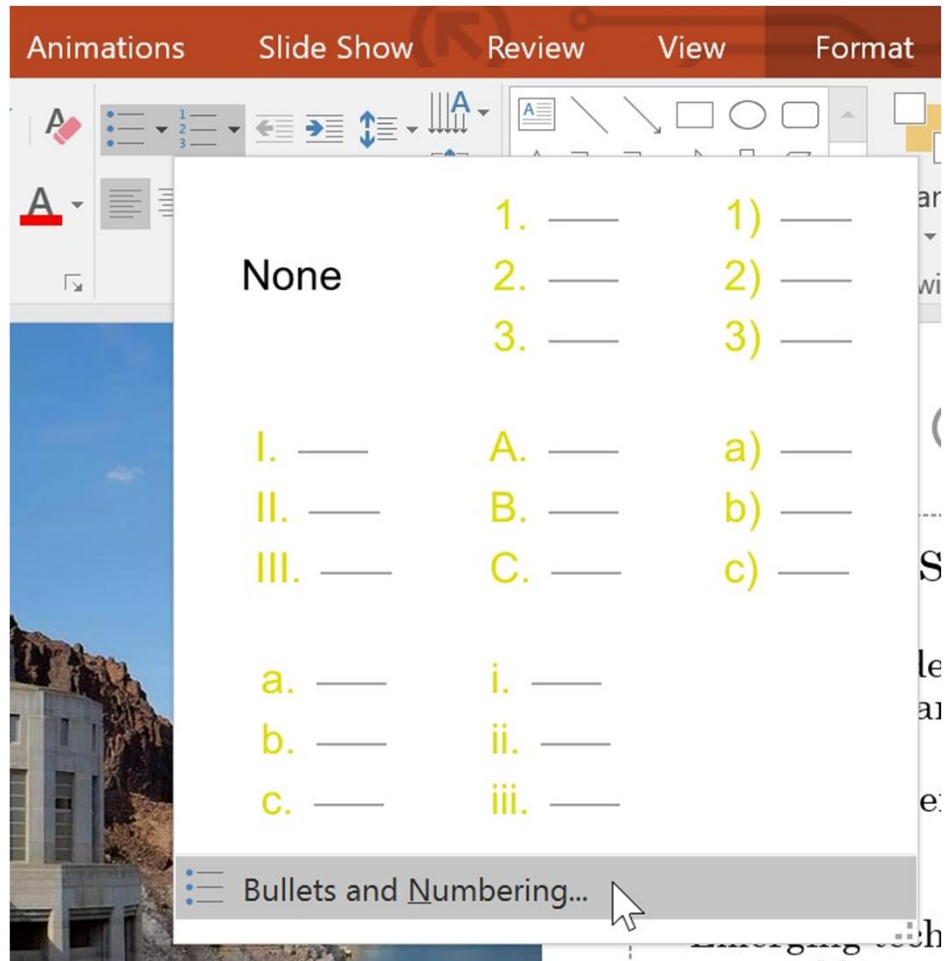
4. A dialog box will appear. In the **Start At** field, enter the desired starting number.

Bullets and Numbering dialog box showing the Numbered tab selected. Options include None, and numbered styles: 5. 6. 7., 5) 6) 7), V. VI. VII., E. F. G., e) f) g), e. f. g., v. vi. vii. Size: 80 % of text. Start at: 5. Color selector. Buttons: Reset, OK, Cancel.

5. The list numbering will change.

Highlights

5. Industry leaders in wind power, solar power, and hydropower

6. Insight from energy policy experts

7. Emerging technologies in renewable energy

8. Keynote: Tanisha Lowery-Crews (CEO, Alter Energy Solutions)

# Modifying the list's appearance

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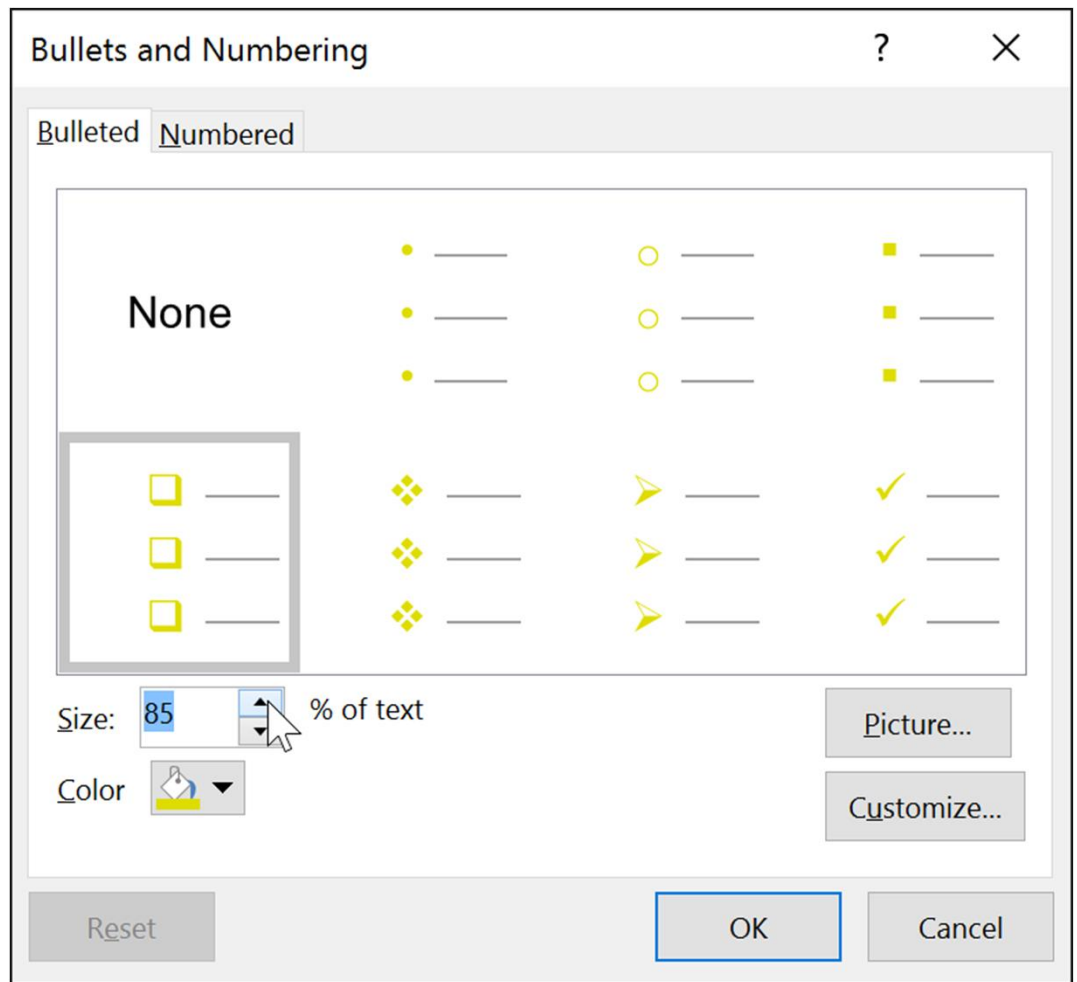
To modify the size and color:

1. Select an existing bulleted list.

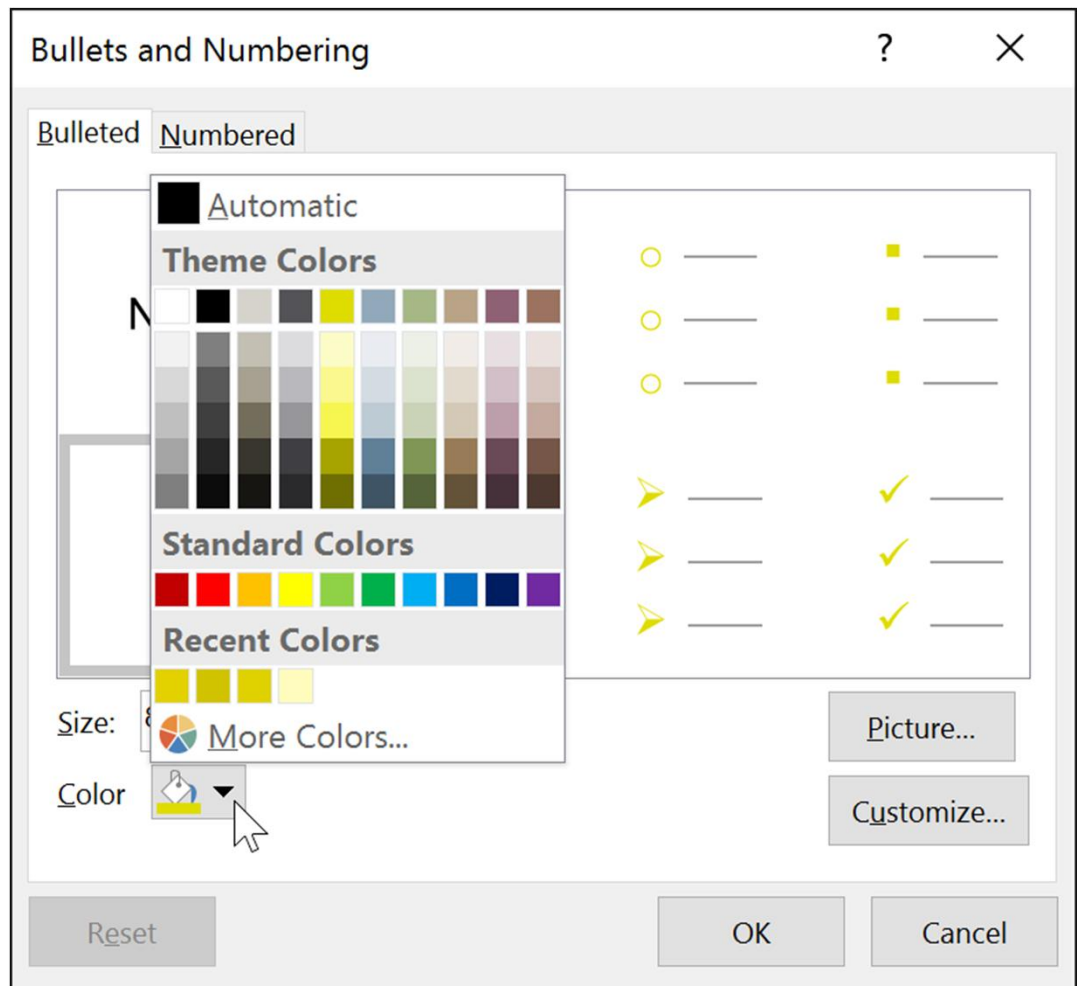2. On the **Home** tab, click the **Bullets** drop-down arrow.
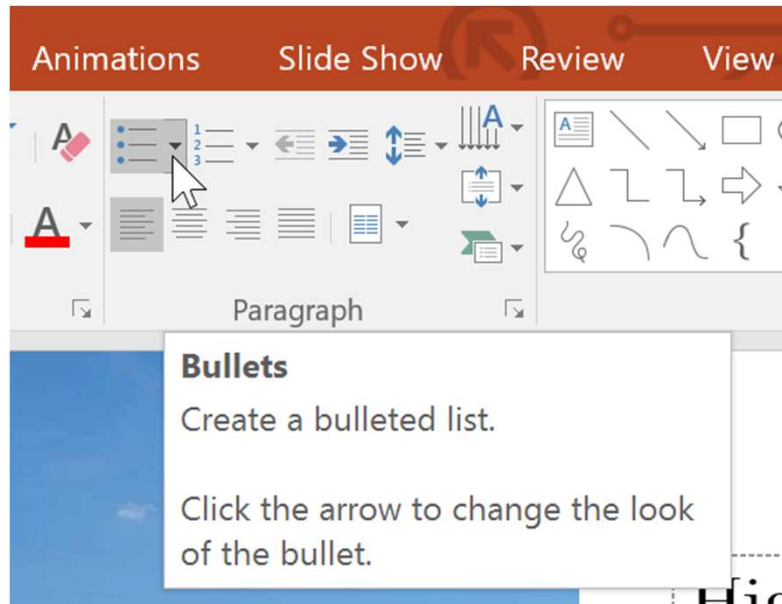
3. Select **Bullets and Numbering** from the menu that appears.
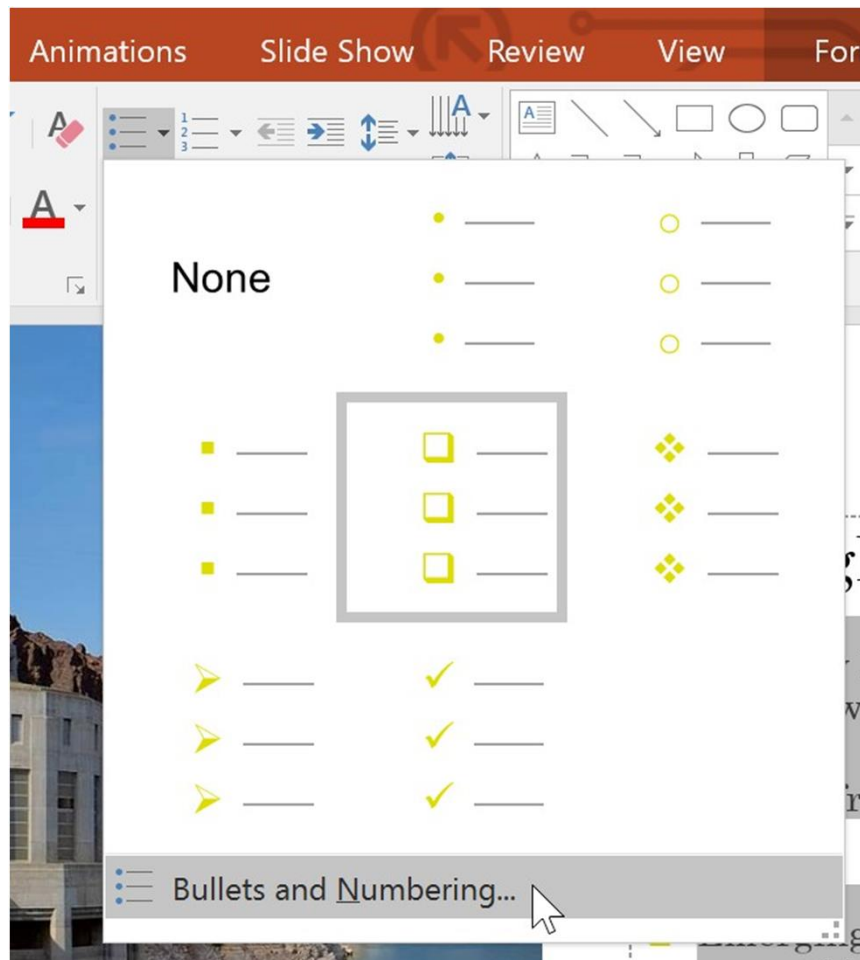
4. A dialog box will appear. In the **Size** field, set the bullet size.

.5Click the **Color** drop-down box and
   select a color.

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

Customizing bullets

Customizing the look of the bullets in your list can help you emphasize
certain list items or personalize the design of your list. A common way
to customize bullets is to use **symbols**.

To use a symbol as a bullet:

1. Select an existing bulleted list.

2. On the **Home** tab, click
   the **Bullets** drop-down arrow.
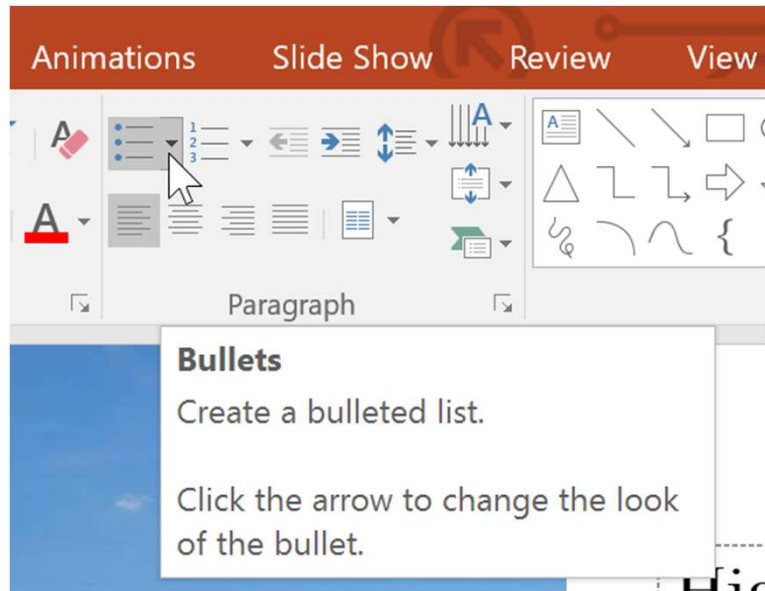
3. Select **Bullets and Numbering** from
   the menu that appears.
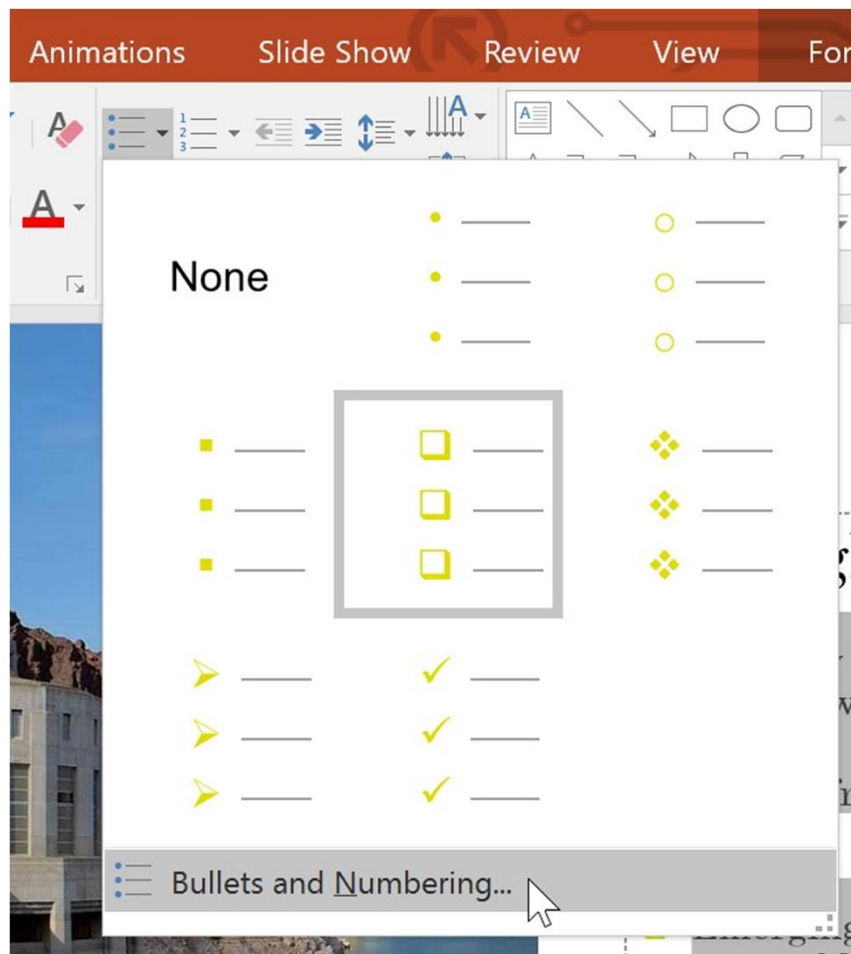
4. A dialog box will appear. On the
   Bulleted tab, click **Customize**.
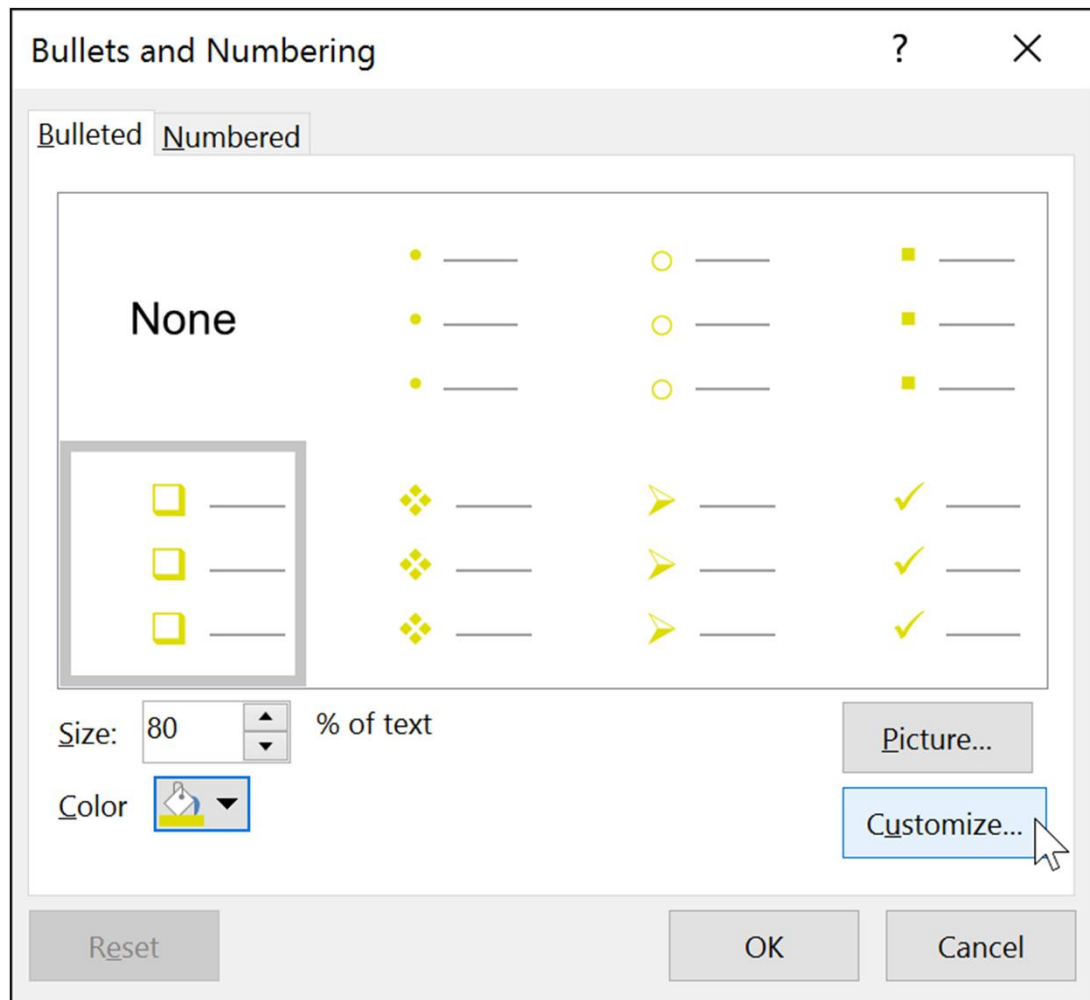
5. The **Symbol** dialog box will appear.

6. Click the **Font** drop-down box and
   select a font.
   The **Wingdings** and **Symbol** fonts are
   good choices because they have a lot
   of useful symbols.

7. Select the desired symbol.

Symbol

Font: (normal text) ⌄   Subset: Geometric Sha
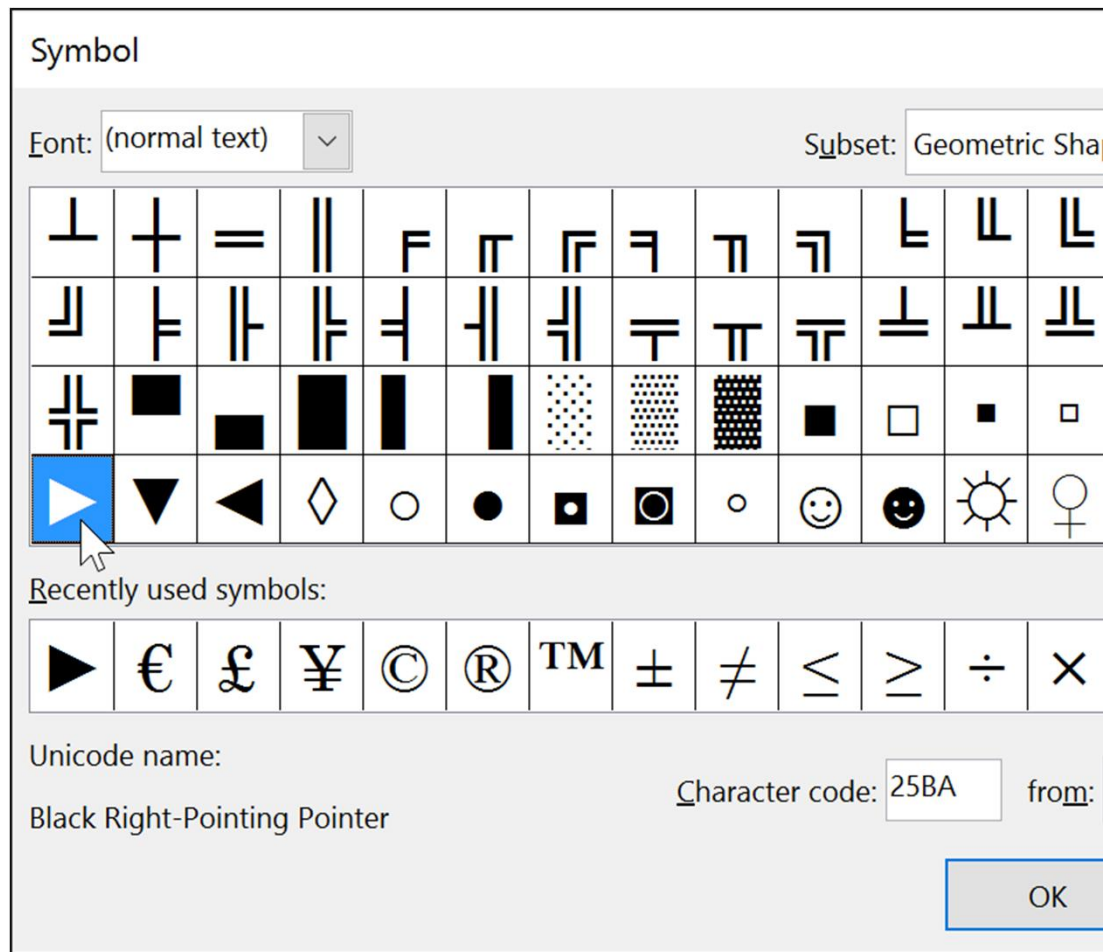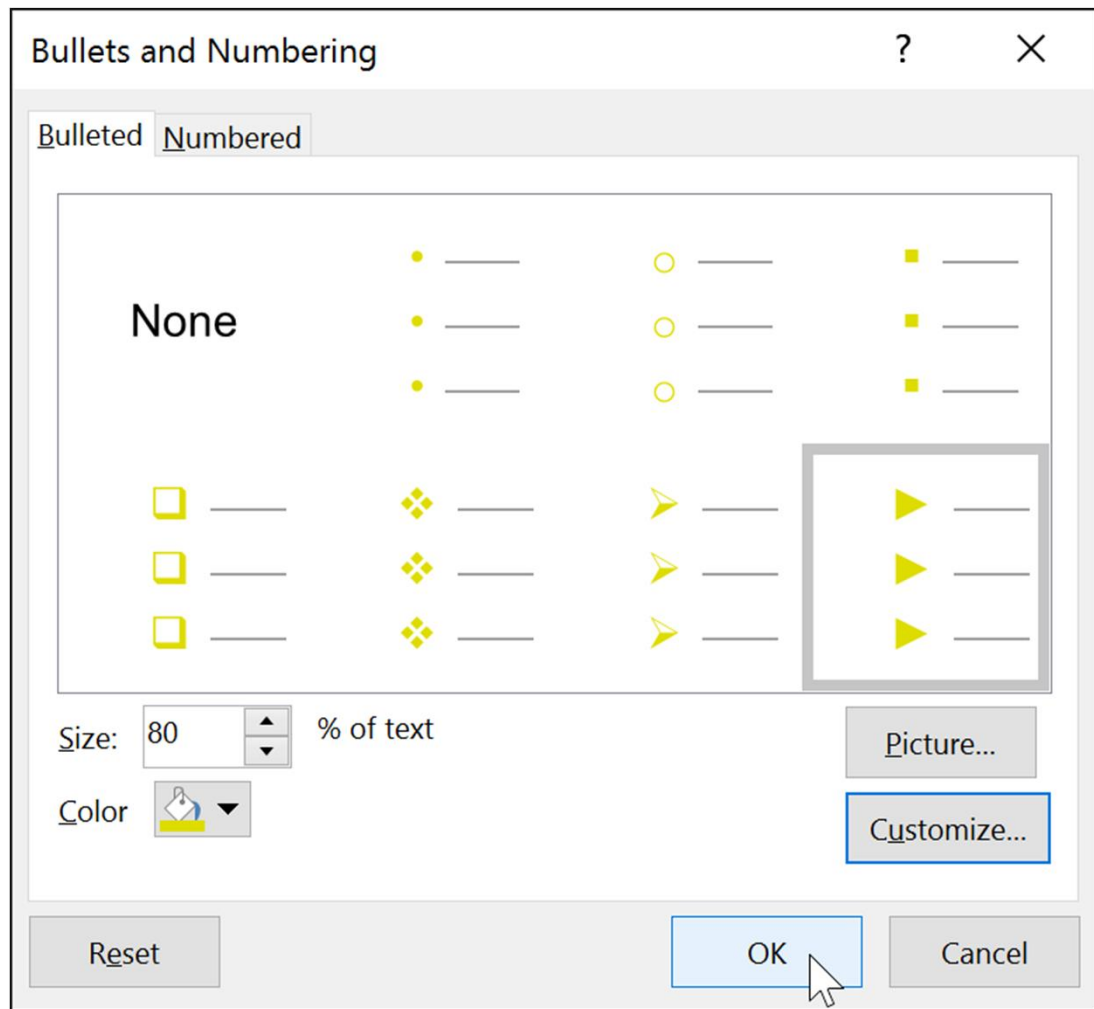
⊥	+	=	‖	F	ᴦ	⌐	⌐	⊓	⊓	⊢	⊩	⊩
⌐	⊢	⊩	⊩	⊣	⊣	⊣	⊤	⊤	⊤	⊥	⊥	⊥
⊢	■	■	■	▌	▐	▒	▓	▓	■	□	▪	▫
▶	▼	◀	◇	○	●	◘	◙	○	☺	☻	☼	♀

Recently used symbols:

| ▶ | € | £ | ¥ | © | ® | ™ | ± | ≠ | ≤ | ≥ | ÷ | × |

Unicode name:

Black Right-Pointing Pointer

Character code: 25BA   from:

OK

8. Click **OK**. The symbol will now
   appear as the selected bullet option in
   the Bullets and Numbering dialog
   box.

9. Click **OK** again to apply the symbol
   to the list in the document.

To change the distance between the bullets and the text, you can move
the **first-line indent marker** on the Ruler. For more information, visit
our **Indents and Line Spacing** lesson.

Challenge!

1. Open our **practice presentation**.
2. On the last slide, select all of the text
   in the bulleted list.

3. **Customize the bullets** with the
   symbol of your choice.

4. Change the **bullet color** to Olive
   Green.

5. Change the **bullet size** to 115% of the text.

6. When you're finished, your slide should look something like this (your symbol may vary):

Agenda

☼**8:00 – 9:00a.m.** Breakfast and Meet-and-Greet *(Hotel Lobby)*

☼Come meet our featured speakers! Complimentary Continental style breakfa available

☼**9:15 – 10:15a.m.** Keynote Address- Tanisha Lowery-Crews *(Grand Confe*

☼**10:15 – 11:15a.m.** Panel Discussion *(Grand Conference Room)*

☼**11:15 – 11:45a.m.** Q&A *(Grand Conference Room)*

☼Please use our question submittal form found on our conference website. Tim given at the end of the panel to write and submit your questions.

☼**12:00 -1:00p.m.** Lunch *(Conference Room II)*

☼Lunch will be catered by a local company. Vegetarian options available.

☼**1:00 – 3:00p.m.** Afternoon Workshop *(Locations Vary)*

☼Please find your small group assignment in your welcome packet. A list of sm meeting locations is also included in the packet.

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