

## Working with Bullets and Numbering

PowerPoint allows you to apply bullets or numbering to text in any text box. These features can help you organize your presentation's lists, steps, and instructions.

### Understanding Bullets, Numbering, and List Levels

Bullets and numbering allow you to organize text in lists. Bullets are useful for unordered lists in which each item is not significantly more important than others are. Numbering is useful for lists in which each item is part of a sequence of steps and ought to be followed in that order. By using list levels, you can organize bullets and numbering into categories. List levels can express categories through any combination of indentation, font size, and bullet styles or list styles.

EXAMPLE: The lists below are examples of bulleted and numbered lists. Each list has three list levels: The bulleted list's first list level is represented by a filled-in bullet, the second with a blank bullet, and the third with a square bullet. The numbered list's first list level is represented by Arabic numerals, the second by alphabet, and the third by roman numerals.

#### The Science and Technical Writing major's curriculum

- Core classes
  - Engl 210
  - Engl 221
  - Engl 285
  - Capstone
- Literature classes
  - Minimum of six credits at the 200 level
  - Minimum of six credits at the 400 level
    - Select from 484, 451, 452, 459, 440, 448, 430, 468
- Sci/Tech Writing classes
  - Engl 305
  - Engl 308
  - One STW seminar at the 400 level
- Minimum of six credits from Engl 307, 309, 409, or 498

#### Demographical questions from a survey about H5N1 avian influenza



1. What is your gender?
2. What is your age?
3. Are you a citizen of the United States?
  - a. If yes, were you born in the United States?
  - b. Do you currently reside in either Wisconsin or Minnesota?
    - i. If yes, what city do you live in?
4. What is the highest level of education you have completed?
5. How many times per week do you spend at least 15 minutes reading or watching news?
6. Do you have prior scientific or medical knowledge of H5N1 avian influenza?
  - a. If yes, how have you received this scientific or medical knowledge?

List items on the first list level (e.g., *Core classes*, *Are you a citizen of the United States?*) are categories of items on the second list level (e.g., *Engl 210*, *Do you currently reside in either Wisconsin or Minnesota?*), and are expressed through indentation and bullet or list styles.

In addition, in these examples, list items on the third list level (e.g., *Select from 484... 468, If yes, what city do you live in?*) cannot be understood alone without the context of the second list level item above them. These two lists are organized by their bullets or numbering, and are categorized by their list levels.



## Applying Bullets and Numbering

Creating bulleted or numbered text is simple. If you create a new slide that contains a text box, it may have bullets automatically formatted for you.

1. On the desired slide, select the text to which you want to add bullets or numbering
2. For a bulleted list, from the **Home** command tab, in the **Paragraph** group, click **BULLETS**   
For a numbered list, from the **Home** command tab, in the **Paragraph** group, click **NUMBERING** 
3. OPTIONAL: Format your bullets or numbering



## Adjusting List Levels

Complete the following steps to adjust list levels.

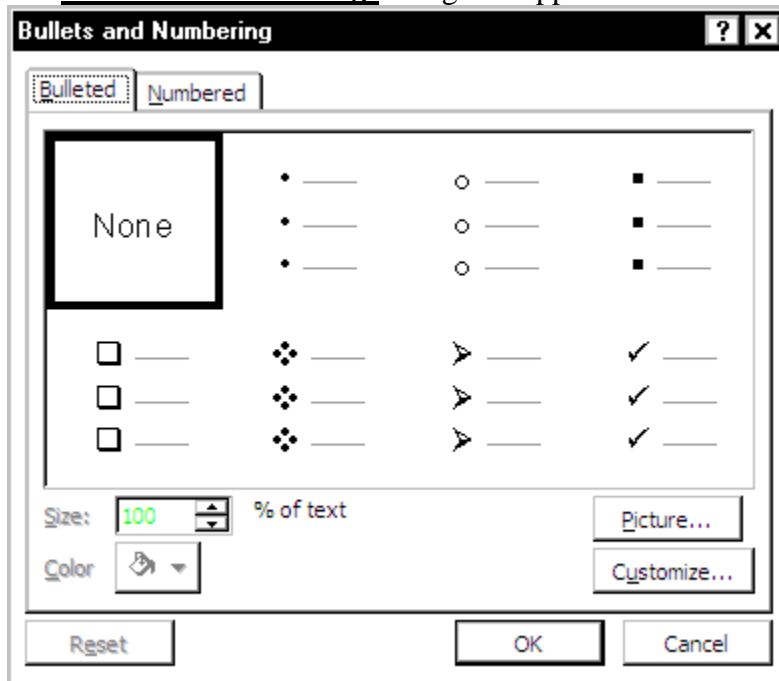
1. Create a bulleted or numbered list
2. Select the list item(s) for which you want to adjust the list level
3. To move the selected item ahead one list level, from the **Home** command tab, in the **Paragraph** group, click **INCREASE LIST LEVEL**   
**OR**  
Press [Tab]
4. To move the selected item back one list level, from the **Home** command tab, in the **Paragraph** group, click **DECREASE LIST LEVEL**   
**OR**  
Press [Shift] + [Tab]

## Accessing the Bullets and Numbering Dialog Box

The **Bullets and Numbering** dialog box will be the most helpful tool you can use for formatting bullets or numbering. With it, you can change the style of your bullets or numbering, as well as change their size and color.

1. From the **Home** command tab, in the **Paragraph** group, click the ▾ beside **BULLETS**   
or **NUMBERING**  » select **Bullets and Numbering...**  
**OR**  
On the slide, in any text box, right click » select **Bullets or Numbering** » select **Bullets and Numbering...**

The *Bullets and Numbering* dialog box appears.



## Formatting Bullets

If you are using a slide theme, PowerPoint will apply the theme's preformatted bullet styles to your presentation. Despite the slide theme, you can change these styles to your preference.

### Applying Preformatted Bullet Styles

1. Select the list items for which you want to change bullet styles
2. Access the Bullets and Numbering dialog box
3. Select the **Bulleted** tab
4. From the display pane, select the desired preformatted bullet style
5. Click **OK** the bullet style is changed for all selected list items.

### Applying a Picture Bullet

1. Select the list items for which you want to change bullet styles
2. Access the Bullets and Numbering dialog box
3. Select the **Bulleted** tab
4. Click **PICTURE...**  
The **Picture Bullet** dialog box appears.
5. To add a picture bullet from the list,
  - a. Scroll to and select the desired picture bullet
  - b. Click **OK** the **Picture Bullet** and **Bullets and Numbering** dialog box closes.  
The bullet style is changed for all selected list item

#### **OR**

To import your own picture bullet,

- c. Click **IMPORT...**  
The **Add Clips to Organizer** dialog box appears.
- d. From the **Look in** pull-down list, navigate to and select the desired picture
- e. Click **ADD** the picture appears in the list of picture bullets.
- f. Scroll to and select the desired picture bullet
- g. Click **OK** the **Picture Bullet** and **Bullets and Numbering** dialog boxes close.  
The bullet style is changed for all selected list items.

### Applying Bullet Styles from the Symbols Gallery

1. Select the list items for which you want to change bullet styles.
2. Access the Bullets and Numbering dialog box
3. Select the **Bulleted** tab.
4. Click **CUSTOMIZE...**  
The **Symbol** dialog box appears.

5. From the ***Font*** pull-down list, select the desired font for your bullet.
6. From the scroll list, navigate to and select the desired bullet.
7. Click **OK** the ***Symbol*** dialog box closes.
8. Click **OK** the ***Bullets and Numbering*** dialog box closes.  
The bullet style is changed for all selected list items.

## Formatting Numbers

If you are using a slide theme, PowerPoint will apply the theme's preformatted number styles to your presentation. Despite the slide theme, you can change these styles to your preference.

1. Select the list items for which you want to change number styles.
2. Access the Bullets and Numbering dialog box
3. Select the ***Numbered*** tab.
4. From the display pane, select the desired preformatted number style.
5. Click **OK** the number style is changed for all selected list items.