Step by Step with PowerPoint -- Adding a Bulleted List

If you can add a Text Box, you can add a Bulleted List to PowerPoint. PowerPoint offers you many formatting options that make a dull list, a graphic wonder.

1) First select the slide with which you want to work.

2) Insert a Text Box.

3) Select Bulleted List under Home on the Ribbon. Click on the little triangle next to the Bulleted List icon, to see a limited choice of bulleted list styles.

4) Click Bullets and Numbering at the bottom of the dialog box under the little triangle, and then Picture, to select from a nearly limitless array of bullets.

5) You can also create a bulleted list with Smart Art which is available under the Insert Tab. You can recolor and resize most Smart Art to fit your background. Please make sure Smart Art lists are acceptable with your professor before adding one to your assignment.