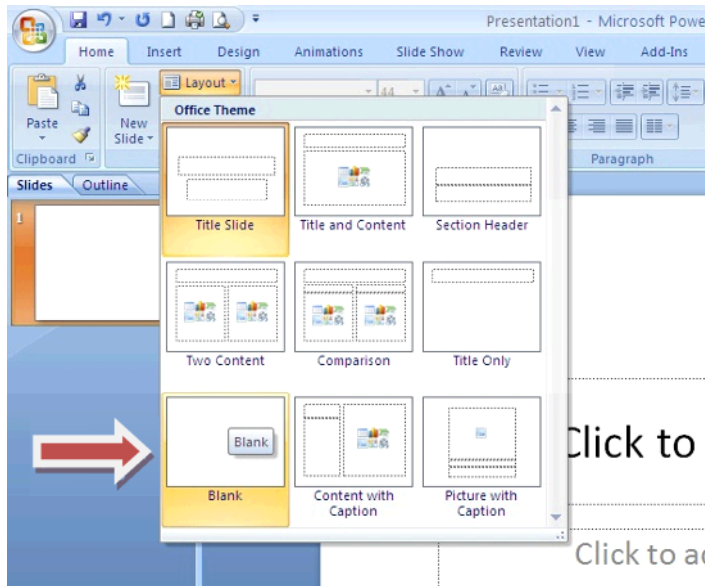
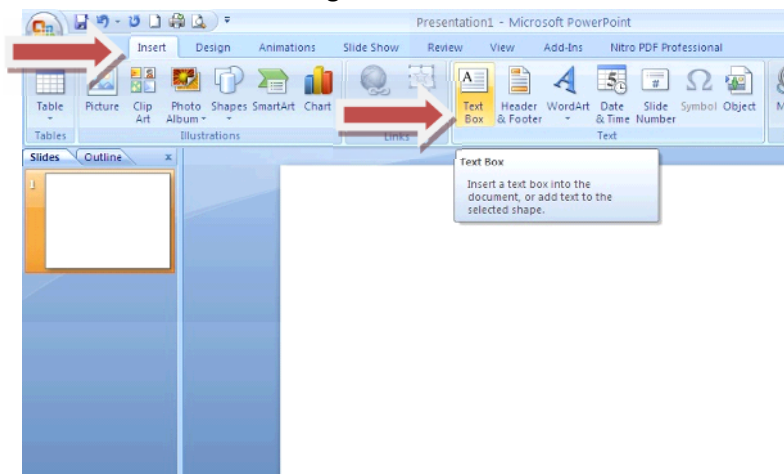


Inserting a Bullet List in PowerPoint 2007

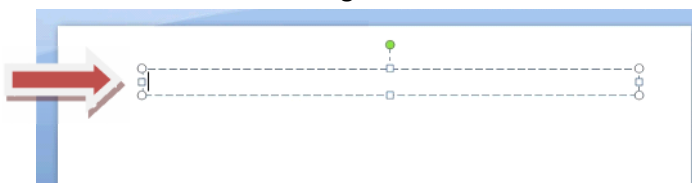
- Choose a layout for your slide. From the “HOME” tab, click on the “LAYOUT” button. Move your cursor over the different options and click on the layout you want to use. (For this example, a Blank page will be used.)



- Insert a “TEXT BOX” onto your blank page. Click on the “INSERT” tab, click on the “TEXT BOX” option.
- Place your cursor anywhere on the blank page, hold the mouse button and drag to create your text box.
- Your cursor will be blinking within the text box.

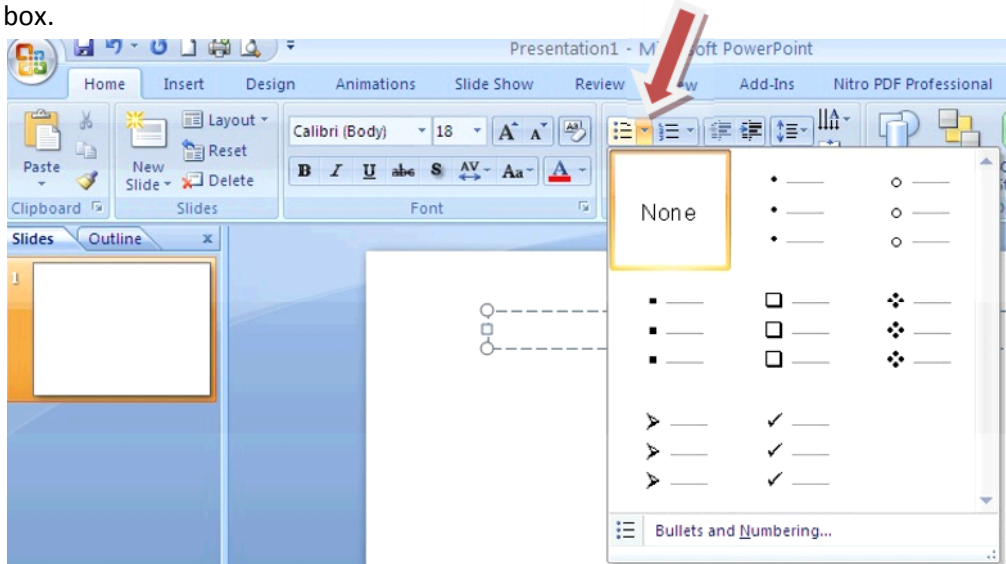


- Your cursor will be blinking within the text box.



Adding Your Bullet List

- From the “HOME” tab, locate the “PARAGRAPH” section and click on the down arrow to the right of the “BULLET” list button.
- Drag your cursor over the type of bullet list you would like and click on it.
- Depending on what type of bullet you chose, the first bullet point will appear within your text box.



- Begin typing your list.

- Add as many bullet points as you want.
- Change the font and font size to your preference.
- Change the length of your text box by dragging the “squares” with your cursor.
- Move the text box around your screen by placing your cursor anywhere along the dotted line and hold your mouse button down and drag.

- To change the type of bullet list or to change to a numbered list, highlight all your text.
- Click on the down arrow to the right of either the “BULLET” or “NUMBERED” button
- Drag your cursor over the bullet list or numbered list you would like and click on it to change your look.

Remember to “SAVE” your project before closing!!