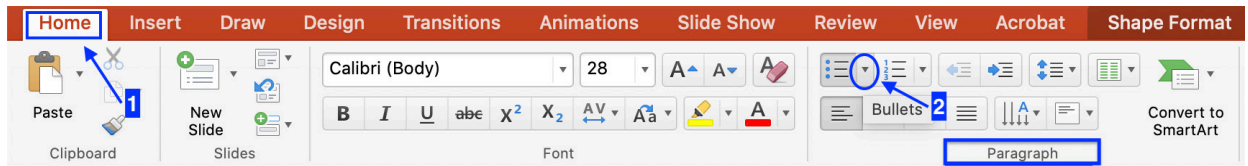


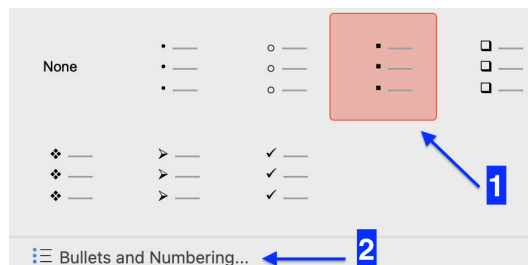
Steps:

To create an unordered list:

1. Within your PowerPoint document, in the text box or placeholder, place your cursor or highlight the text where you wish to insert an unordered list.
2. From the Home tab (1), in the Paragraph section, click the “Bullets” dropdown menu (2).

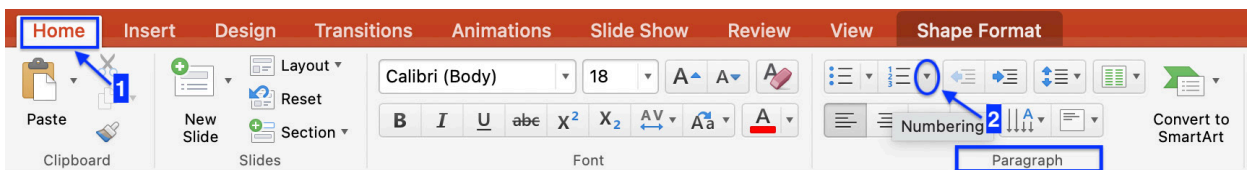


3. Choose a bullet style from one of the premade options (1), or click “Bullets and Numbering” (2) to create a customized bullet style. You can customize the bullet color, size or image.



To create an ordered list:

1. From the Home tab (1), in the Paragraph section, click the “Numbering” dropdown menu (2).

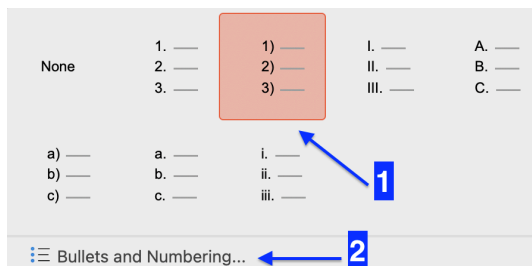


For assistance, contact the eLC at 972.881.5870 or eLC@collin.edu

eLC faculty resources are available in CougarWeb

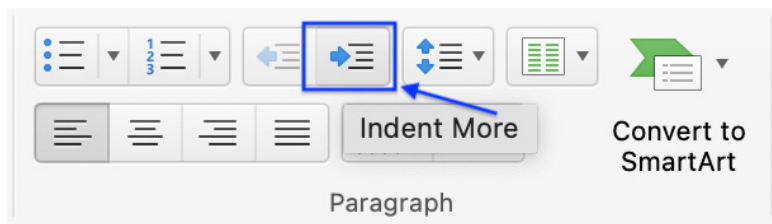
<http://inside.collin.edu/elc>

- Choose a number style from one of the premade options (1), or click “Bullets and Numbering” to create a customized number style. You can customize the number color, size and starting point.



To create a sub-list:

- From the Home tab, in the Paragraph section, click on “Indent More” OR
- Press <tab> on your keyboard



To continue to the main list after completing a sub-list:

- From the Home tab, in the Paragraph section, click on “Indent Less” OR
- Select the desired line and press <Shift + Tab> on your keyboard.

