

# Create bullets using Bullets in PowerPoint

Introduce how to create bullet points using Bullets in PowerPoint. There are 2 ways to create bullet points for text: Option 1: Enter text content - select bullet points. Method 2: Select the first bullet character - enter the text content.

The following article details you how to create bullet points using Bullets in PowerPoint.

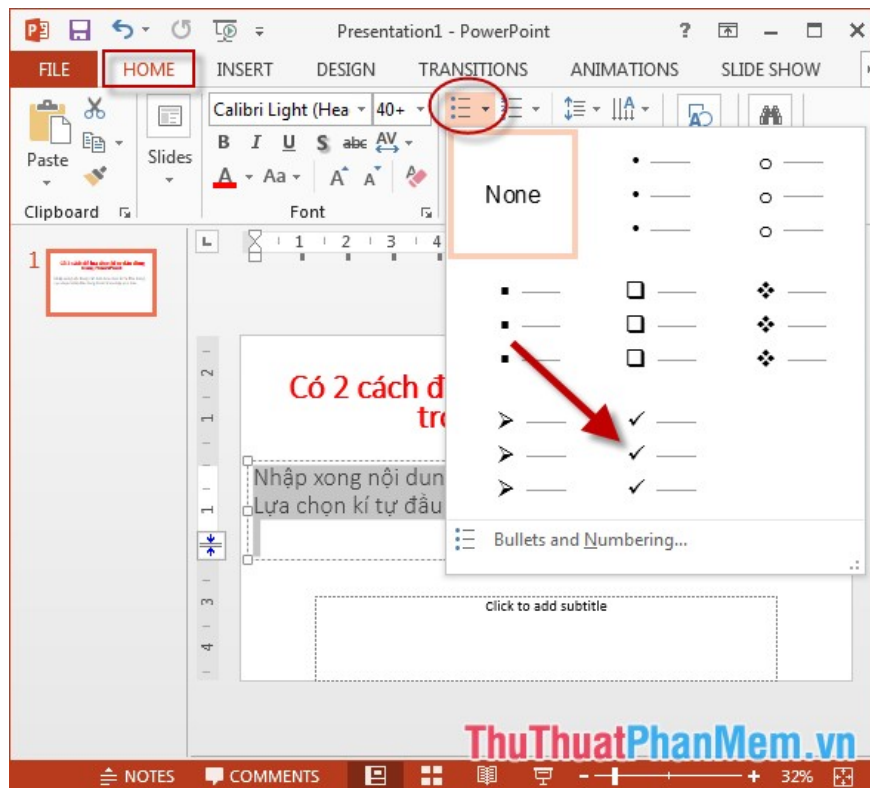
There are 2 ways to create bullet points for text:

**Method 1:** Enter the text content -> select the leading character.

**Method 2:** Select the first bullet character -> enter the text content.

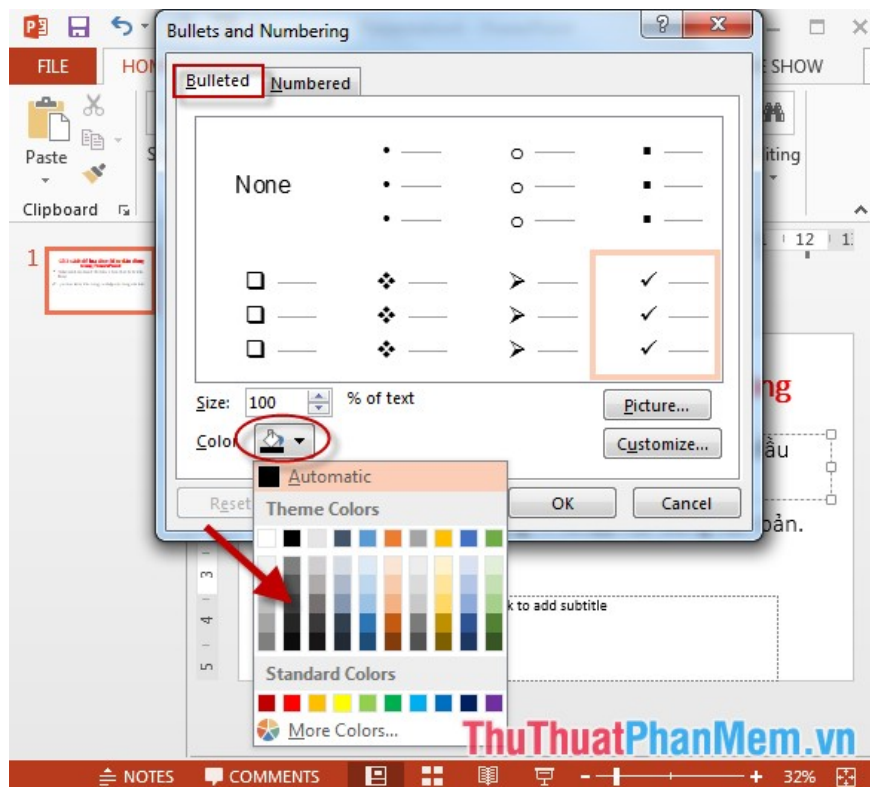
**Method 1: Enter the text content -> select the leading character.**

**Step 1:** Select the content to create bullet points -> **Home** -> click on the **Bullets** icon -> select the available templates:

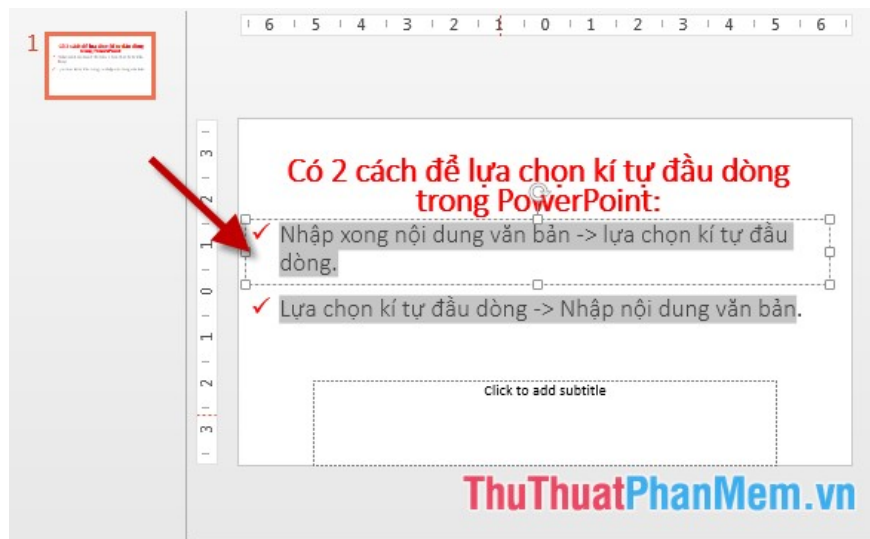


- Result has created the first letter:

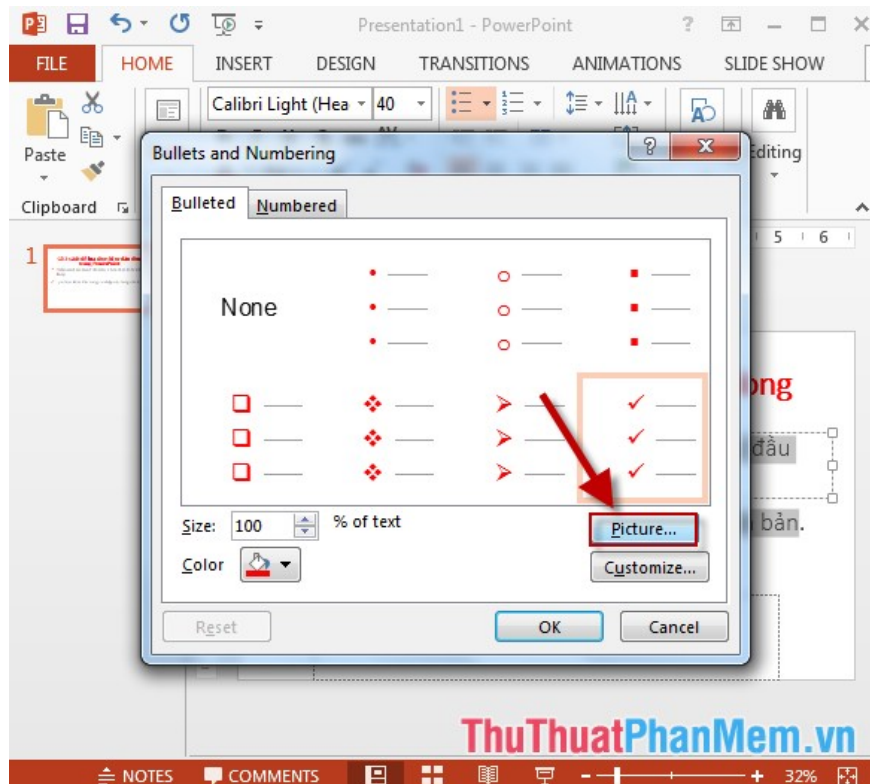




- Result of the leading character:



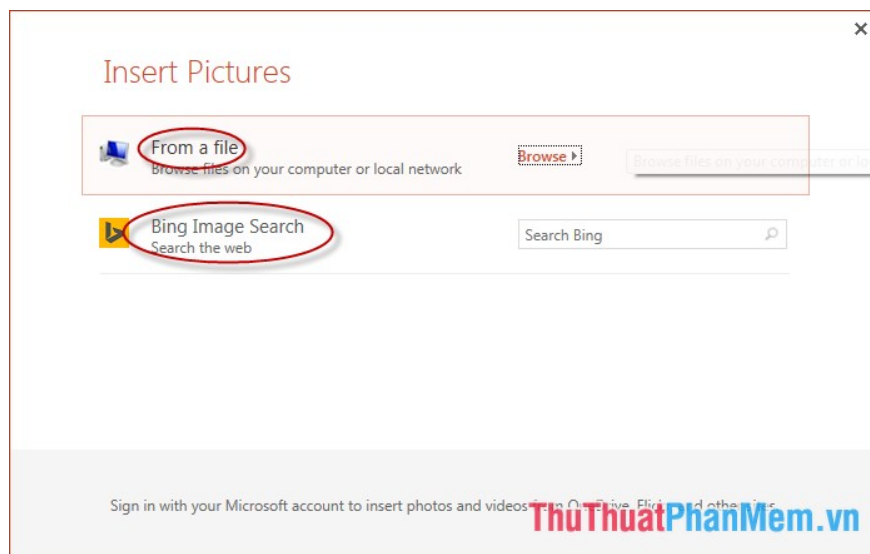
**Step 4:** If you want to use the image as a bullet, click **Picture**:



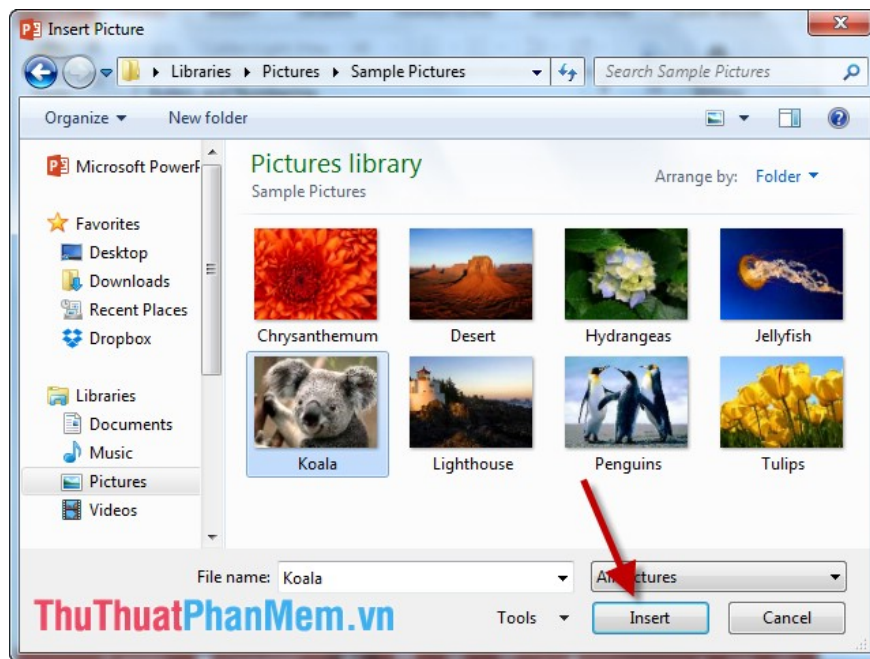
**Step 5:** A dialog box appears with 2 options:

- **From a File:** Select images available in the computer.
- **Bring Image Search:** Search images on the **Internet**.

For example, select an image in your computer and click **Browse:**



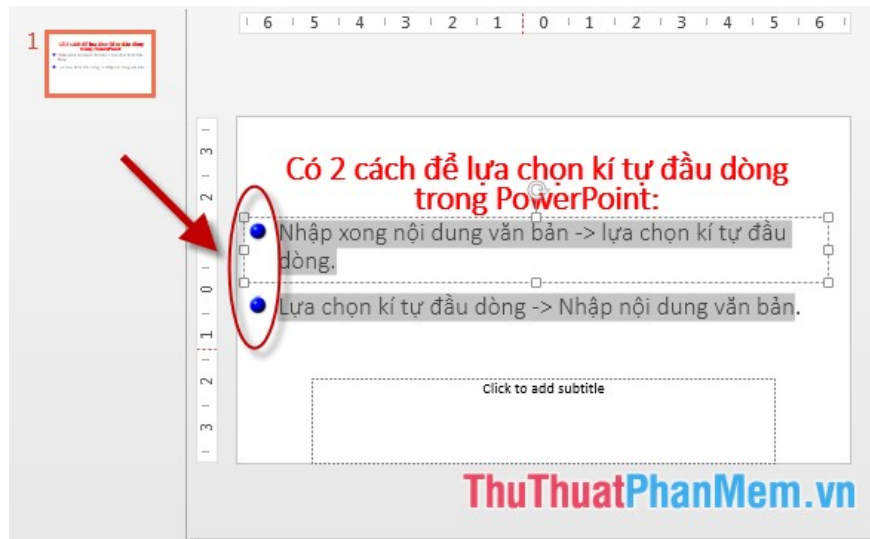
**Step 6:** A dialog box appears that selects the image you want to set as a bullet -> click **Insert:**



**Step 7:** If you want to search for images on the Internet, enter the search term in the **Search field** -> press **Enter** -> search results are displayed -> select the image you want to set as the first letter -> click **Insert** :

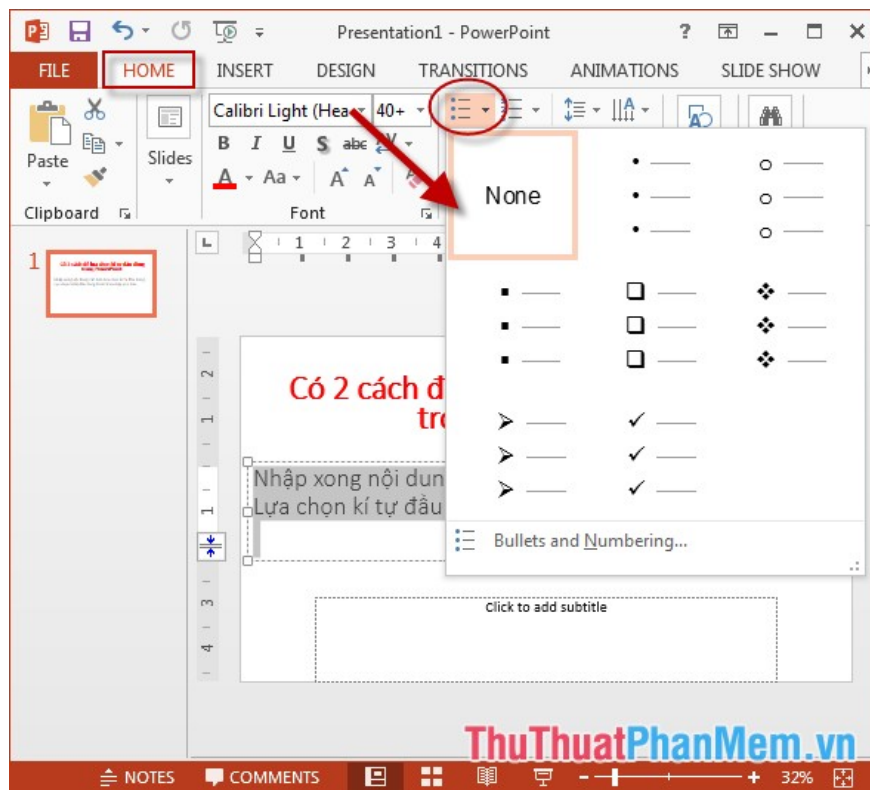


- Results of inserting search image as bullet points:



**Method 2: Select the first line character before entering text:** Similar to the way 1 only differs from the first letter selection and then enter the text.

- In case you do not want to use the leading characters -> on the **Home** tab -> click the **Bullets** icon -> click **None**:



The above is a detailed guide on how to create bullet points using Bullets in PowerPoint.

Good luck!

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