

How to add bullet in Google Sheets

To add a list of forms in Google Sheets, the user will do it via a shortcut or by the command.

To create content in the form of lists, bullet or number format in Word or Docs is very simple. Users just need to click on Bullets & Numbering to apply. However, in Google Sheets or Excel, there is no such option for creating lists, so users cannot create lists manually. So how to create bullets in Google Sheets?

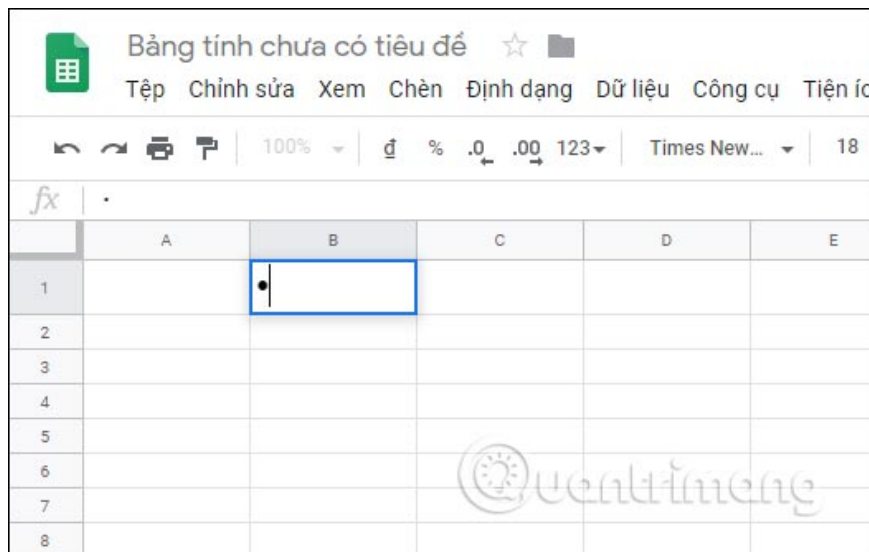
If you want to add a bulleted list in Google Sheets, you need to use the shortcut combination, or use the execute function. With the implementation function, users have many different types of bullet characters, such as stars, circles, squares, . The following article will guide you how to create bullet lists on Google Docs.

1. Complete Word 2016 Tutorial (Part 8): Make lists
2. How to create bulleted lists in Excel
3. How to create bullet points in PowerPoint
4. MS Word - Lesson 15: Numbering with bullet points

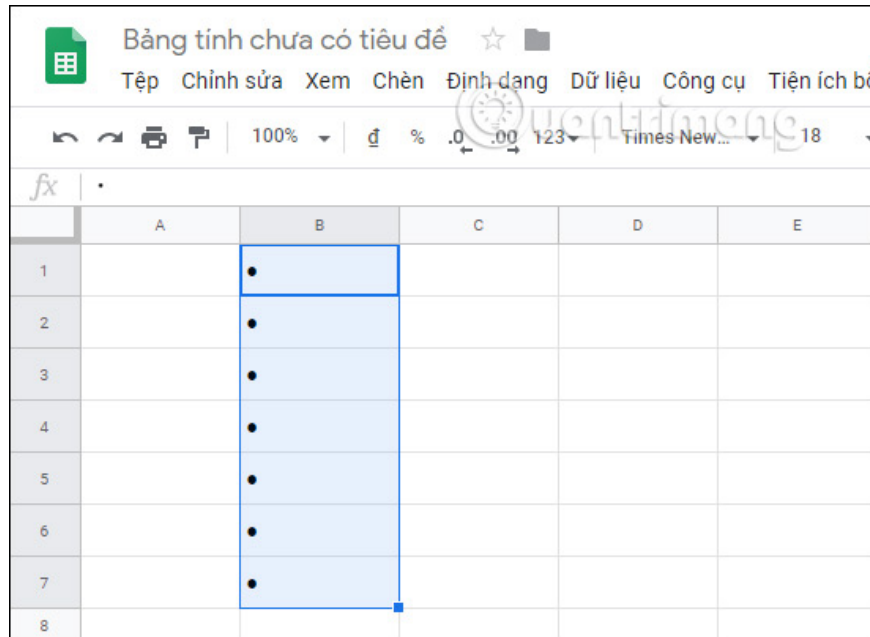
Method 1: Create Google Sheets bullet with shortcut

To create a bullet, the user will **use the numeric keypad** on the computer, not the numeric keypad in the array above the keyboard. We need to **turn on the Num Lock key** first to activate numeric keypad mode.

Then press **ALT + 7** to create a bullet symbol for the ordered list. As a result, you get a dot symbol as shown below.

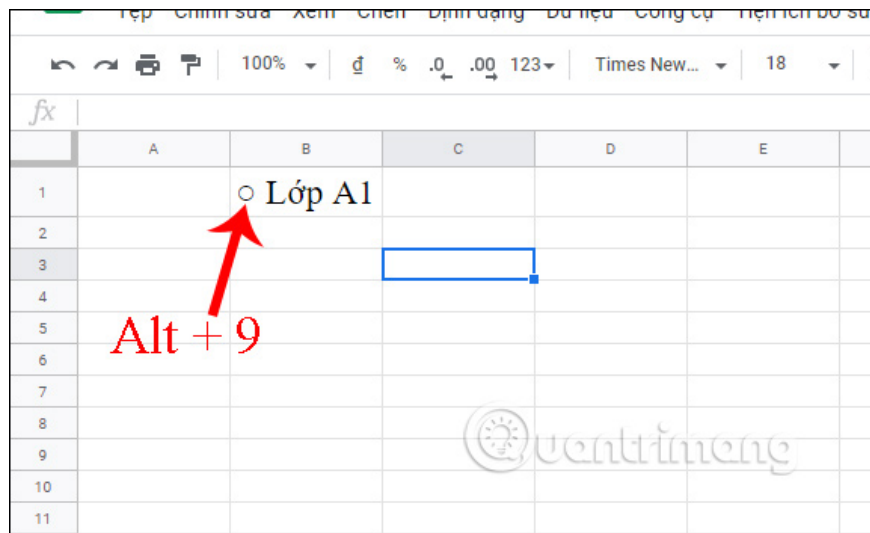


To create dots for a user list, just drag the first cell downwards. Then you just need to enter the content.

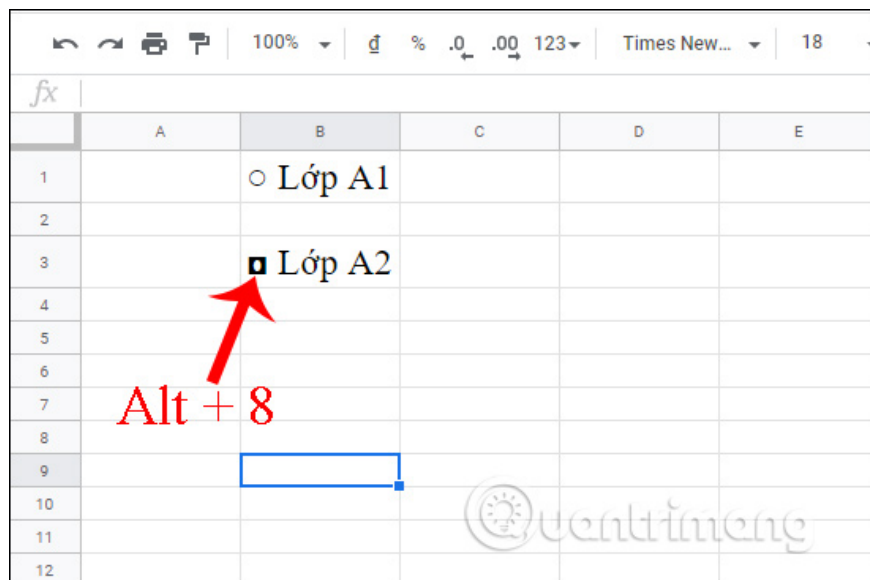


There are also a number of other keyboard shortcuts for some different bullet styles. You read the reference through the image below.

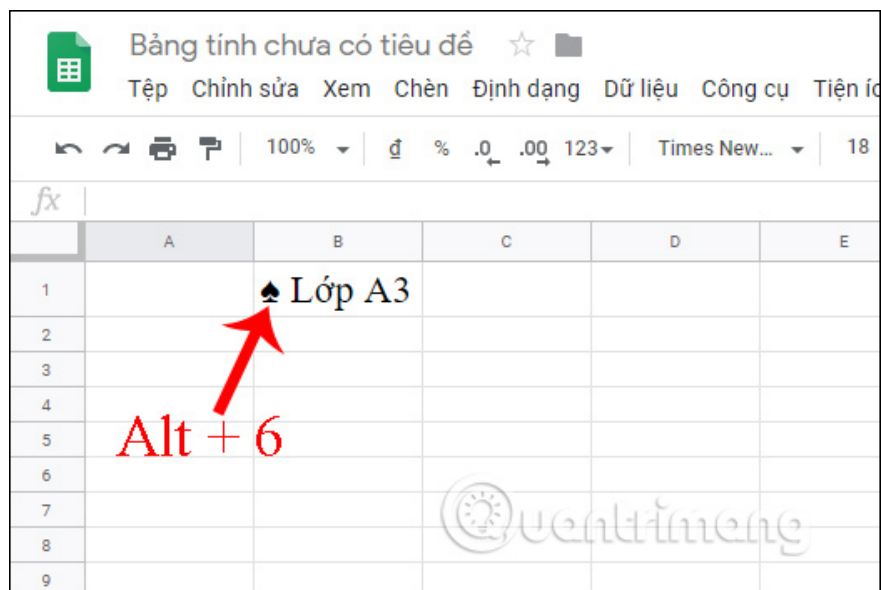
Alt + 9 key combination



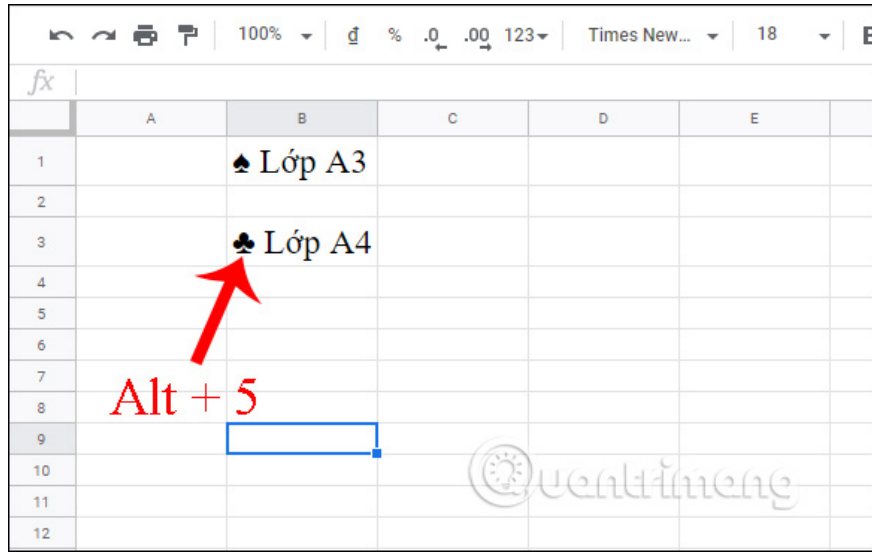
Alt + 8 key combination



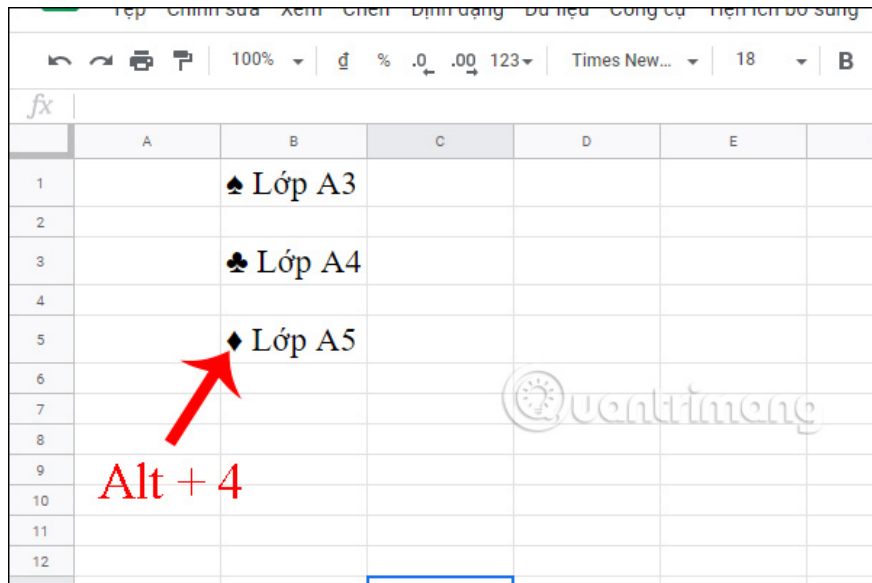
Alt + 6 key combination



Alt + 5 key combination



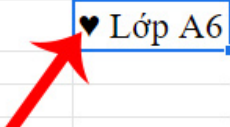
Alt + 4 key combination



Alt + 3 key combination

	A	B	C	D	E
1		♠ Lớp A3			
2					
3		♣ Lớp A4			
4					
5		♦ Lớp A5			
6					
7		♥ Lớp A6			
8					
9					
10					
11					
12					
13					
14					
15					


Alt + 3



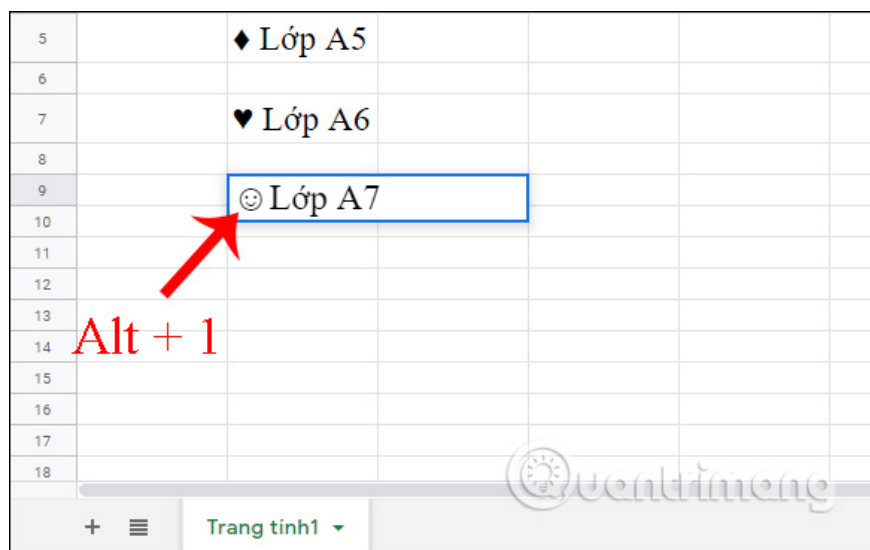
Alt + 2 key combination

	A	B	C	D	E
1		♠ Lớp A3			
2					
3		♣ Lớp A4			
4					
5		♦ Lớp A5			
6					
7		♥ Lớp A6			
8					
9		♠ Lớp A7			
10					
11					
12					
13					
14					
15					
16					
17					

Alt + 2

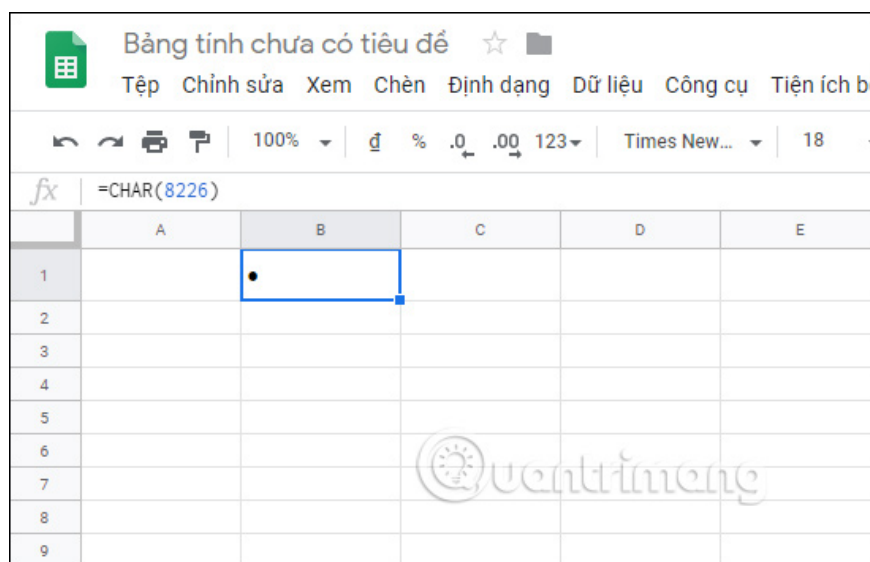


Alt + 1 key combination



Method 2: Create bullet on Sheets with formula

We will use the **CHAR** formula to return the correct character with the entered number. To create bullet points, enter the formula = **CHAR (8226)** and Enter the bullet marks as shown.



In case the user already has the list and wants to create a bullet list next to it, we enter the formula = **CHAR (8226) & " & B1** and press Enter. When that is the result of bullet list.

	A	B	C	D	E
1		Lớp A1		• Lớp A1	
2		Lớp A2			
3		Lớp A3			
4		Lớp A4			
5		Lớp A5			
6		Lớp A6			
7		Lớp A7			
8					

We just need to drag the first cell down to the remaining cells to complete the list.

	A	B	C	D	E
1		Lớp A1		• Lớp A1	
2		Lớp A2		• Lớp A2	
3		Lớp A3		• Lớp A3	
4		Lớp A4		• Lớp A4	
5		Lớp A5		• Lớp A5	
6		Lớp A6		• Lớp A6	
7		Lớp A7		• Lớp A7	
8					
9					
10					

In addition, users can use a number of different formulas below to produce different types of bullet icons.

Dot bullet in Google Sheets

Bullet Name	Formula	Symbol
Bullet	=char(9679)	•
White Bullet	=char(9675)	◦
Triangular Bullet	=char(8227)	▸
Hyphen Bullet	=char(8259)	-
Inverse Bullet	=char(9688)	◼
Inverse White Bullet	=char(9689)	◻
Circle White Bullet	=char(9678)	◉
Circled Bullet	=char(9673)	◉

Star-shaped bullet for Sheets

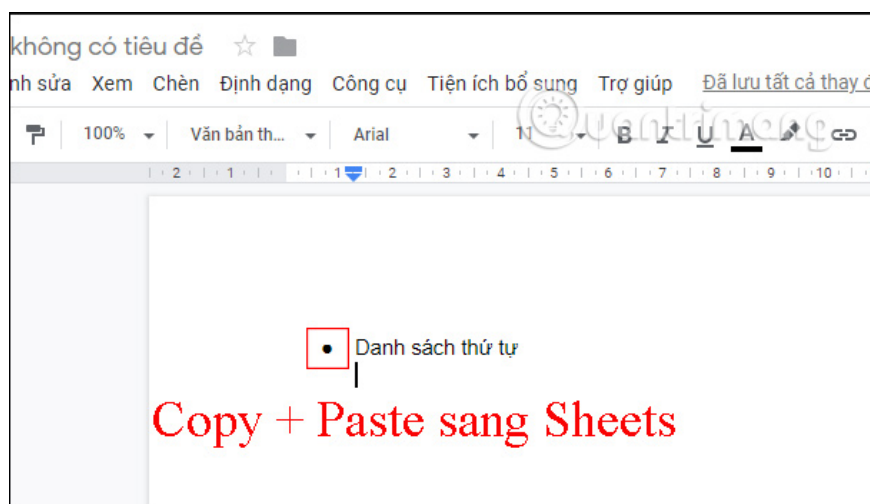
Bullet Name	Formula	Symbol
Star Bullet	=char(9733)	★
White Star Bullet	=char(9734)	☆
Inverse Star Bullet	=char(10026)	⊛

Bullet is frequently used in Sheets

Bullet Name	Formula	Symbol
Star Bullet	=char(9733)	★
White Star Bullet	=char(9734)	☆
Inverse Star Bullet	=char(10026)	⊛

Method 3: Create bullet in Sheets with Docs

If you don't remember the keyboard shortcuts or CHAR functions that come with the numbers to create bullet icons, you can **create bullet lists in Word, or in Docs** and **copy them to Sheest** to use. This approach is certainly a lot simpler and there are many different bullet styles available on the list to choose from, without us having to manually search for bullet styles.



So users have 3 ways to create bullets in Google Sheets. In case your computer does not have a numeric keypad to perform the Alt key combination, you can use the CHAR function or copy characters from other editing tools that support bullet creation.

I wish you successful implementation!

You finished reading the article "**How to add bullet in Google Sheets**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.