

How to circle answers in Word, Excel, PowerPoint

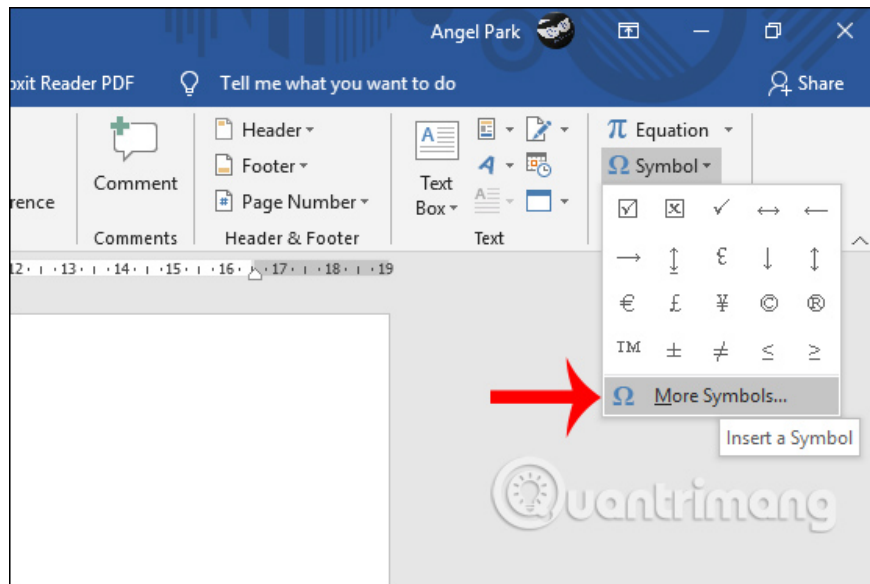
To circle the answer in Word, Excel, PowerPoint is very simple, you can use the Symbol tool or draw a circle in the content you are editing.

When editing content in Word or data on Excel, PowerPoint, the use of characters is a basic operation and the content is very simple. There are many types of symbols that you can use right in the Symbol tool such as insert traces in Word, insert arrow icons in Word, or use keyboard shortcuts to create icons such as degrees C symbol in Word, Excel . With the circle icon often found when preparing lesson plans, or polls, you can also use the Symbol tool or create a circle around the answer yourself. The following article will guide you to read 2 ways to circle answers in Word, Excel, PowerPoint.

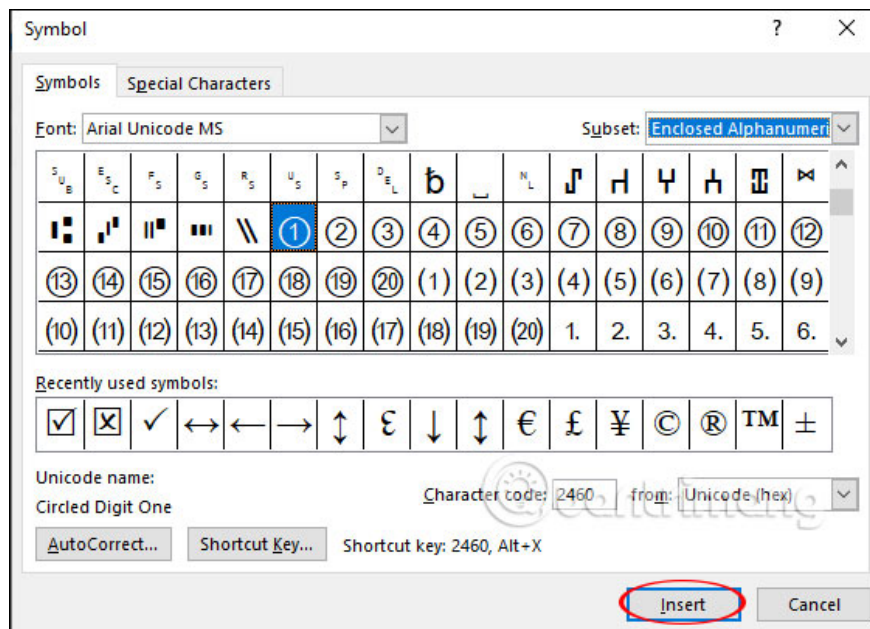
1. Circle the answer in Word

Method 1: Use Symbol to circle the answer

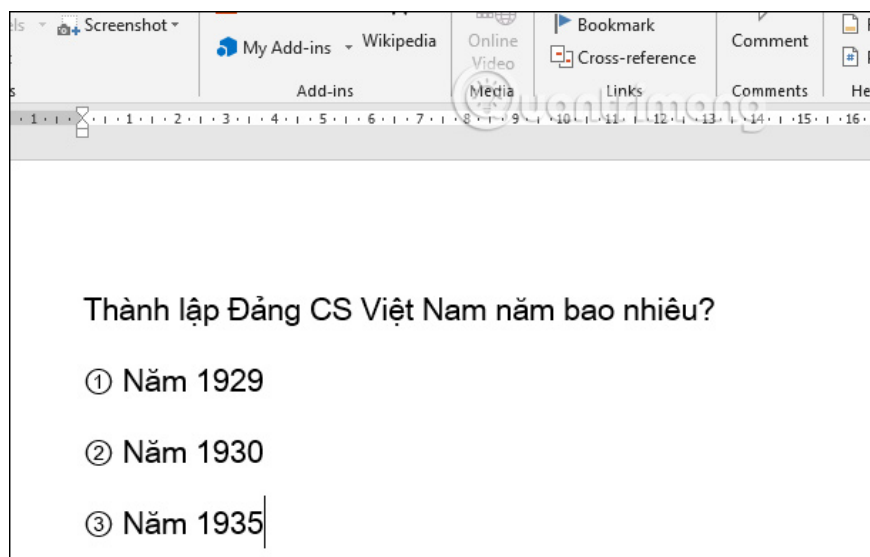
At the interface in Word, click **Insert** and select **Symbol** , then **More Symbols** to expand the tool panel.



Then in the character interface view, users **choose Font Arial Unicode MS** , **Subset select Enclosed Alphanumerics** . You will immediately see **the circled numeric answers** as shown below. Select the type of circle you want to use and **click Insert** to use.



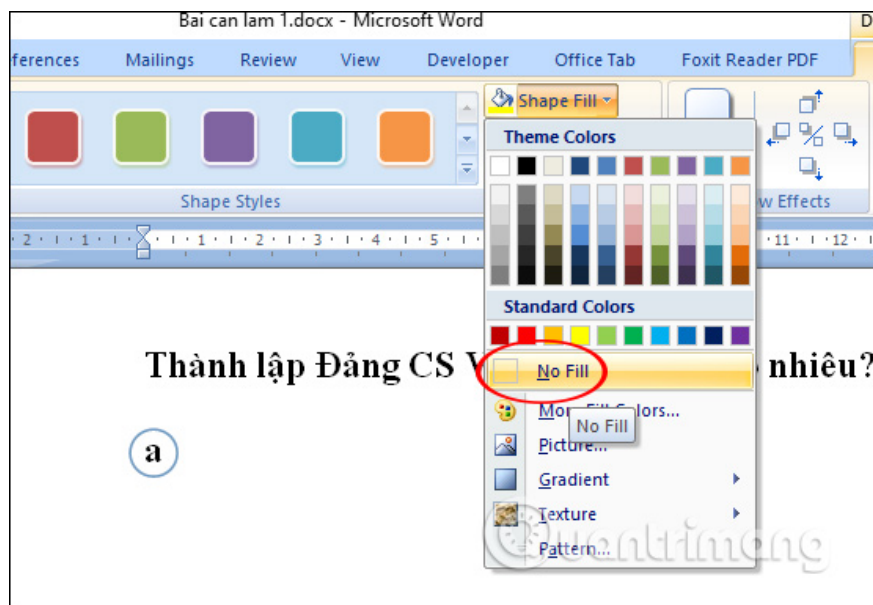
Our results are circled below.



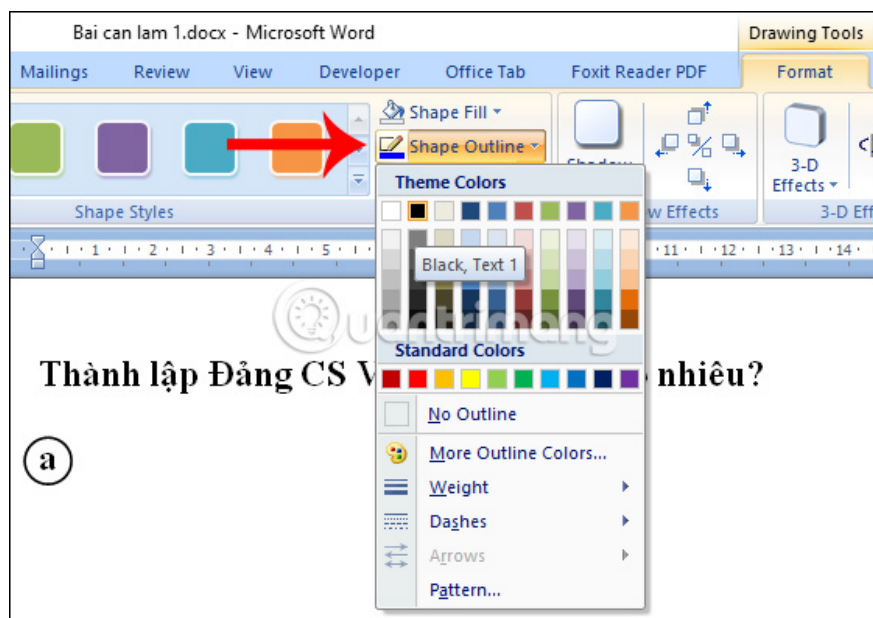
Method 2: Circle the answer with Shapes

With the drawing tool, you can circle the answers in the order of letters, instead of just numbers like Symbol.

First of all we write the answer order and **select Insert** , choose **Shapes** , select **the oval** . Then **hold down shift and draw a shape** to create a circle. The figure will now overlap the letter order. Click on the graphics and select **Shape Fill** , select **No Fill** as shown. Then the circle will be made transparent as below.



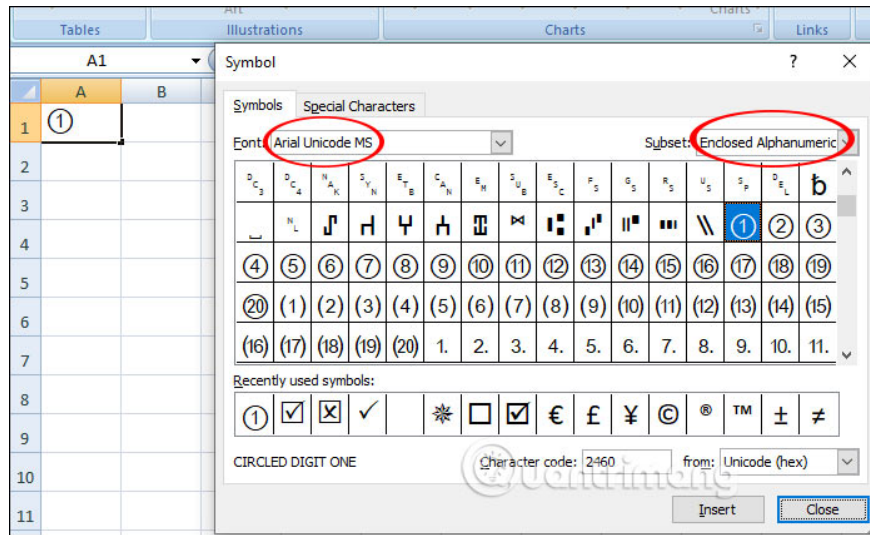
If you want to **change the color of the drawing** , select **Shape Outline** and select the border color for the circle.



2. Circle the answer in Excel

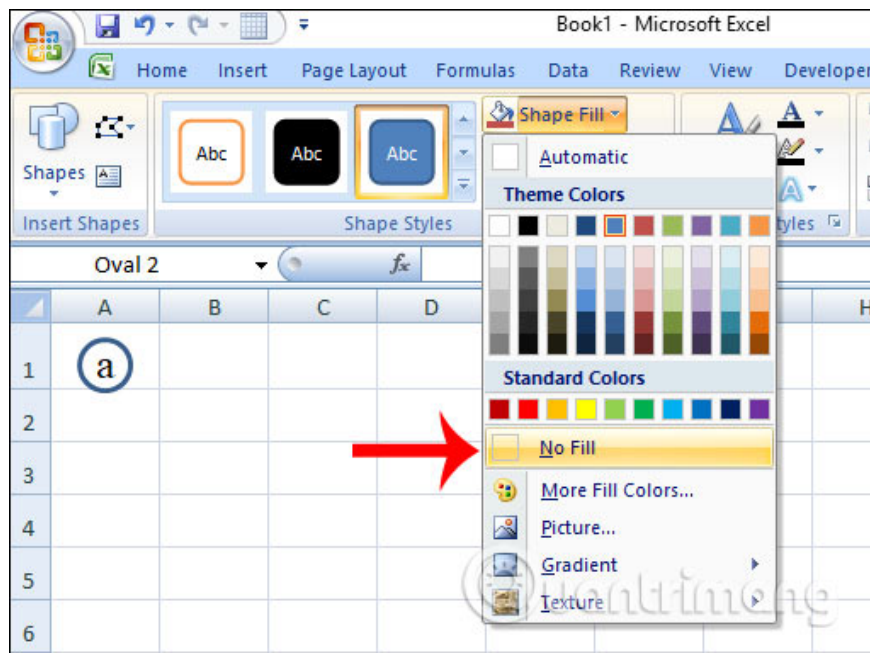
Method 1: Use the Symbol to create a circle

We also press **Insert> Symbols** , choose font **Arial Unicode MS**, **Subset select Enclosed Alphanumerics** . Then also select the circular number in the table.



Method 2: Draw a circle to create the answer

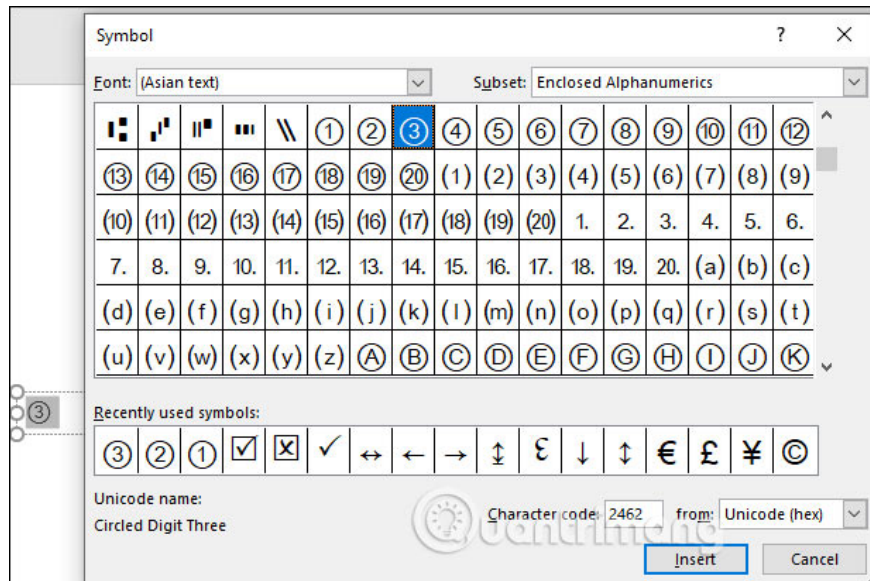
First enter the letter order, then press **Insert > Shapes > oval** and then hold shift and create a circle to insert on the letter order. Next, select Shape Fill > No Fill to remove the border in the circle and Shape Outline to choose the color for the circle.



3. How to circle answers in PowerPoint

Option 1: Use Symbol to select the circled answer

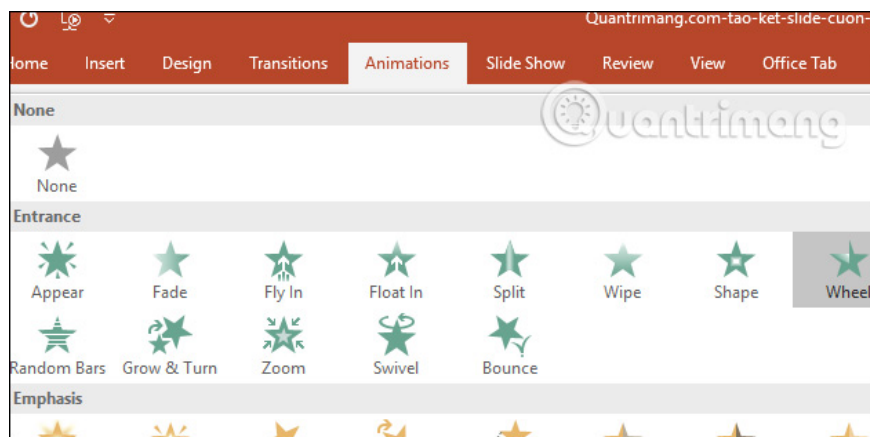
This is similar to the way 1 of Word and Excel, select **Font Arial Unicode MS**, **Subset select Enclosed Alphanumerics** in Symbol table.



Method 2: Use Shapes to circle the answer

With PowerPoint, you have the option of dynamic effects in slides to show a dynamic circle. First, you also **use Shapes to draw circles** to overlap with letters and ordinal numbers.

Also use **Shape Fill and Shape Outline** to adjust the appearance of the circle. Then click on the circle, select **Animations** and then select **the Shape or Wheel effect** as you like. At this time the circle will display the effect.



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