

# Instructions for inserting checkmarks in PowerPoint

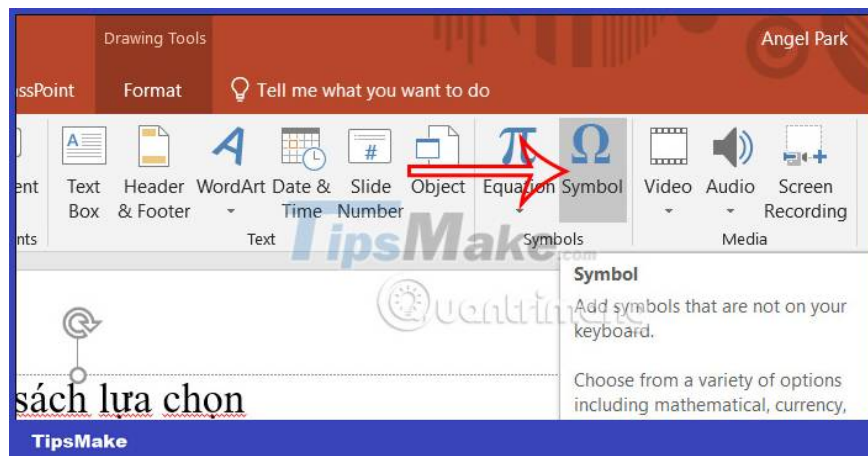
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To insert a checkmark in PowerPoint, users can use many different tools available in PowerPoint with a very simple implementation. Checkmark is a v for you to mark the content that has been done, or which content is correct when we make a survey list, to-do list, etc. The following article will guide you to insert a checkmark in PowerPoint.

## How to insert a checkmark in PowerPoint with the font Wingdings

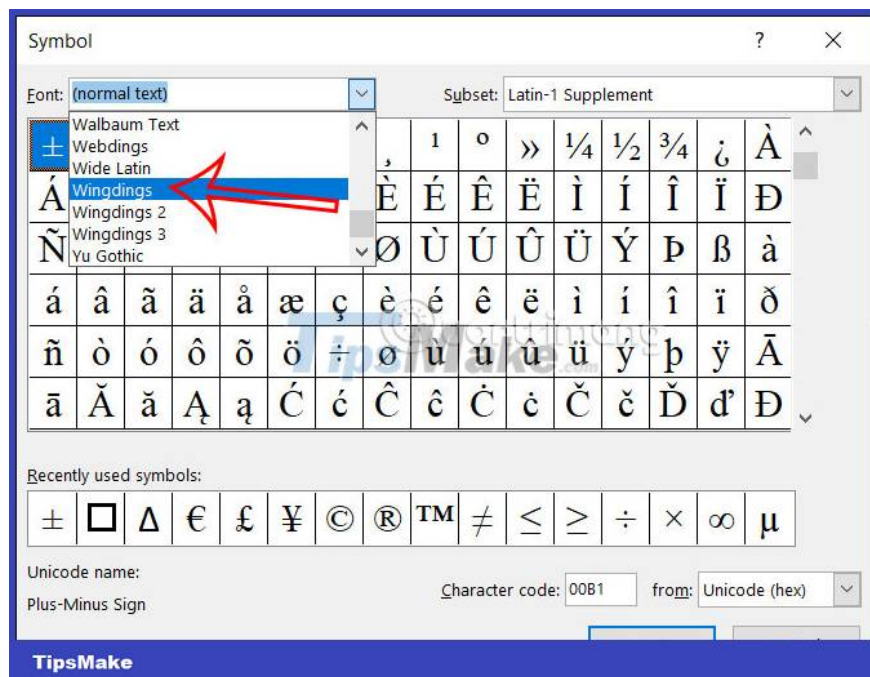
### Step 1:

At the interface in the PowerPoint slide, the user clicks on **the Insert item** , then clicks on **the Symbol** in the displayed list.



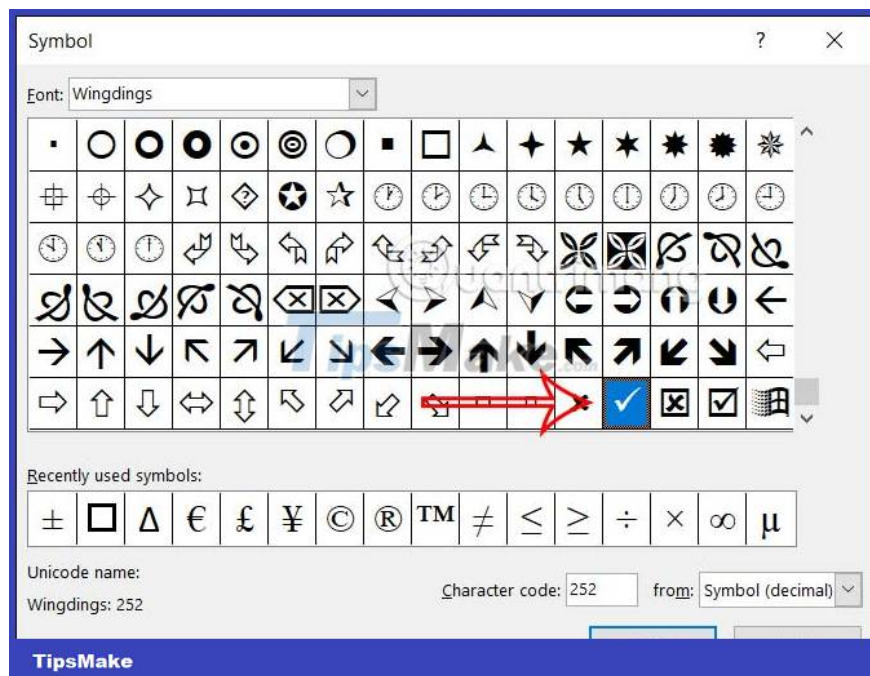
### Step 2:

Display the interface of the selection of icons to insert into PowerPoint slides. In **the Font section** , click on **the Wingdings font** .

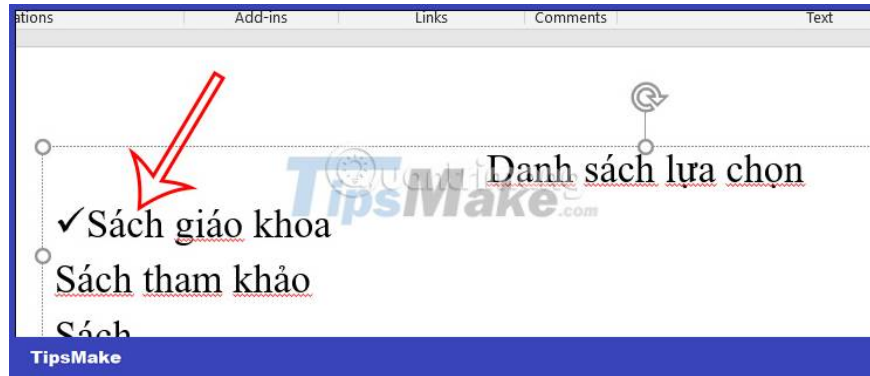


### Step 3:

Look for the icons in this font and you'll see a **checkmark icon** to use. We click on this icon and then **select Insert** to insert the content.



As a result we will see a checkmark displayed in the content interface of PowerPoint.



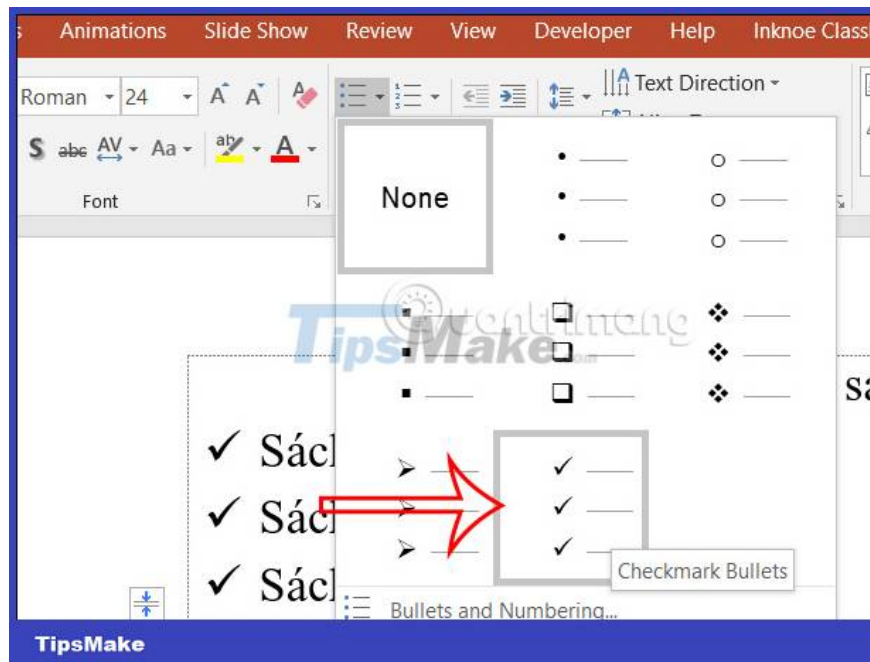
## Insert a checkmark in PowerPoint with Bullets

### Step 1:

First, the user enters the data content into the slide. Next we **highlight the content** that the user wants to have a checkmark.

### Step 2:

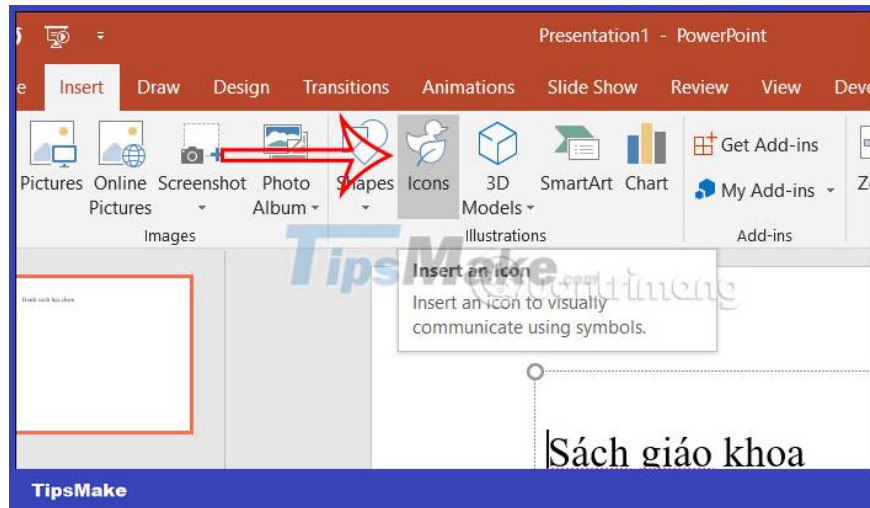
Next in the Paragraph group, we click on **the Bullets tool** . Now you will see that there are many different types of list creation, we will click on **the checkmark type** .



## Insert checkmark in PowerPoint with Icon

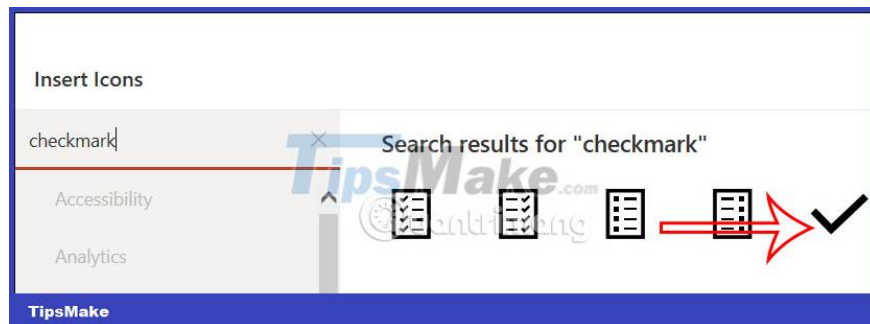
### Step 1:

First you need to select the location where you want to insert the checkmark in the slide. Next we click on **the Insert tab** and then look down at the Illustrations group, the user **clicks on Icons** .



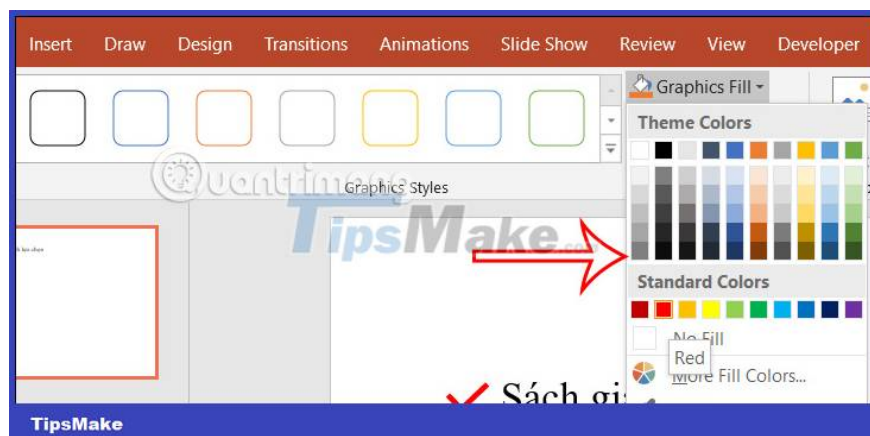
### Step 2:

Displaying the new interface, we **enter the keyword checkmark** in the search bar and will immediately see the results next to it. Click **the checkmark icon** and then click **Insert** to use in the slide.



### Step 3:

Next you can adjust the icon like shrinking the size, changing the color if needed.



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