

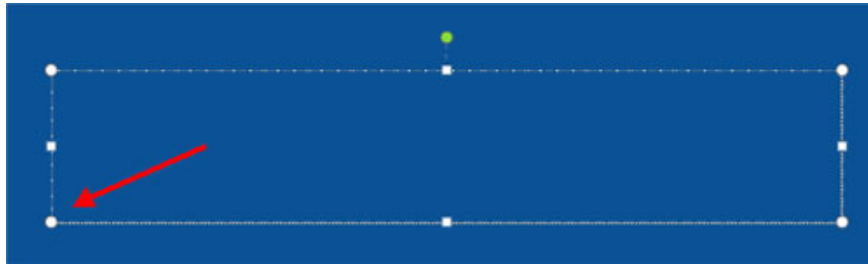
# MS PowerPoint 2007 - Lesson 6: Add content in PowerPoint

To create a presentation vividly and get the best effect. You can insert content and create order lists automatically, or insert videos and audio into the slideshow.

## TipsMake.com - Adjust the text box size

To adjust the text box size:

- Click on the text box
- Click on the corner of the box and drag the cursor to the desired size

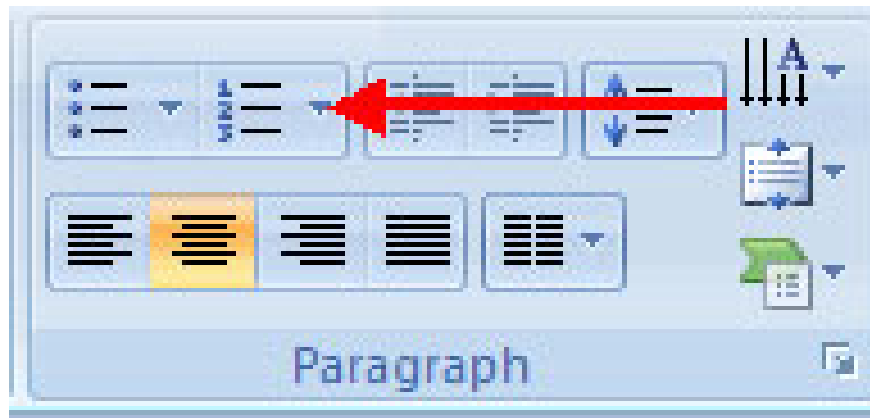


## Insert automatic order list for text

**Bulleted** lists often have round bullet points, the **Numbered** list has numbers and a list of **Outlines** is a combination of numbers and characters depending on how the list is organized.

To add an order list automatically to the existing text:

- Select the text you want to create an automatic order list
- Click **Bulleted or Numbered Lists** button



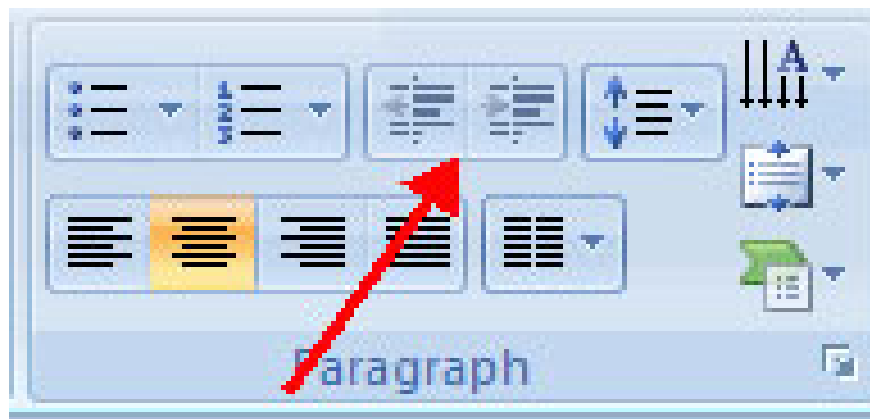
To create a new automatic order list:

- Place the cursor where you want to create the list
- Click Bulleted or Numbered Lists button
- And start typing content

#### **Automatic nested order list**

A nested automatic order list is a list that has several levels. To create a nested list:

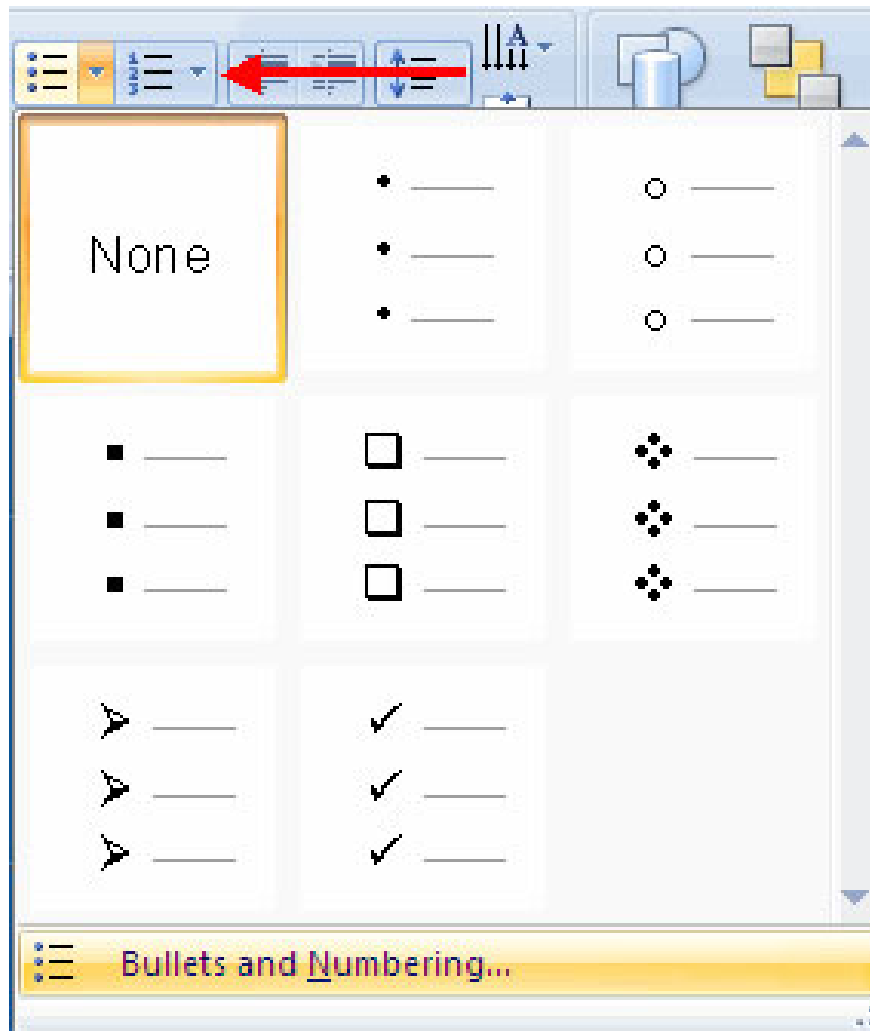
- Create a list in the ways described above
- Click **Increase** or **Decrease Indent** button



Automatic order list format

Bullet and numbering image formats can be changed using **Bullets or Numbering** dialog

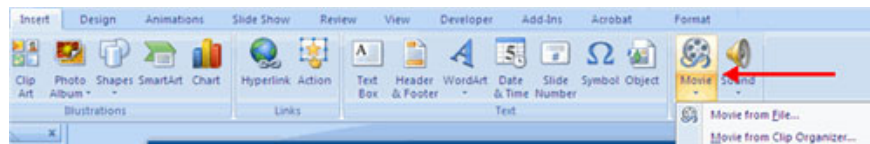
- Select the entire list to change all bullets or numbers, or place the cursor on a line in the list to change a single bullet.
- Click the arrow next to the bulleted or numbered list and select a bullet or numbering style.



## Insert Video

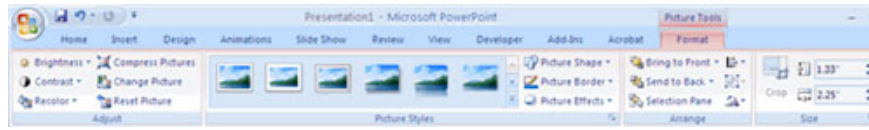
Video clips can be added to the slideshow. To add a video clip:

- Click the **Movie** button on the **Insert** tab
- Select **Movie from File** or **Movie from Clip Organizer**



To edit video options:

- Click the movie icon
- Click the **Format** tab



## Insert Audio

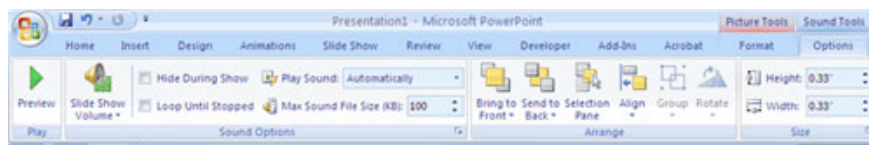
Audio clips can be added to the slideshow as follows:

- Click the **Audio** button on the **Insert** tab
- Select **Sound from File** , **Sound from Clip Organizer** , **Play CD Audio Track** or **Record Sound**



To edit audio options:

- Click the audio icon
- Click the Format tab.



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