

Work with lists in PowerPoint 2016

To create effective PowerPoint presentations, it is important to make the slides really readable. One of the most common ways to do this is to format the text as a bulleted or numbered list.

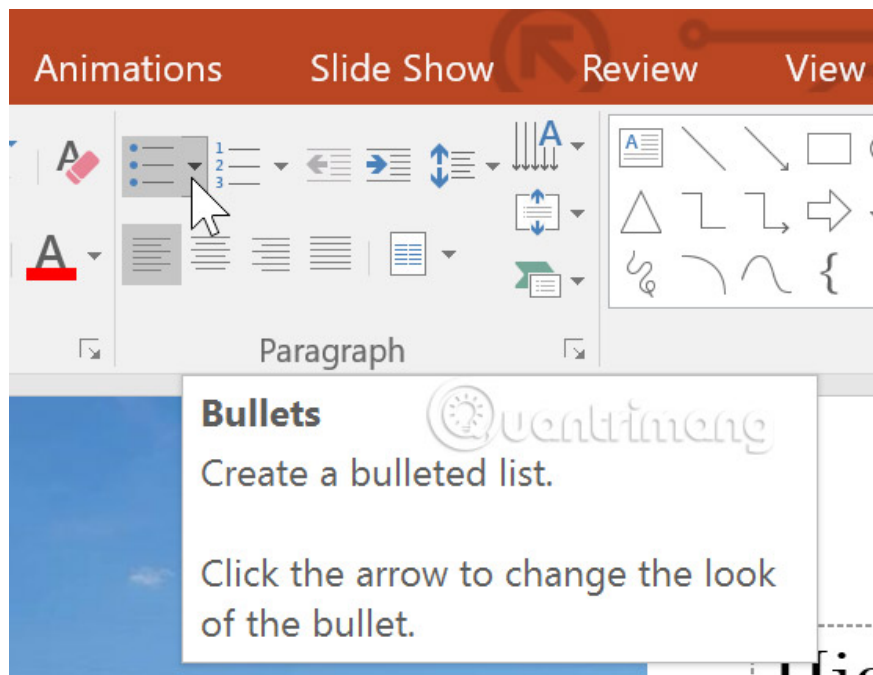
To create effective PowerPoint presentations, it is important to make the slides really readable. One of the most common ways to do this is to format the text as a bulleted or numbered list. By default, when you enter text into a placeholder, a bullet will be placed at the top of each paragraph, to automatically create a bulleted list. If you want, you can modify the list by selecting another bullet type or by switching to the numbered list.

Customize lists in PowerPoint 2016

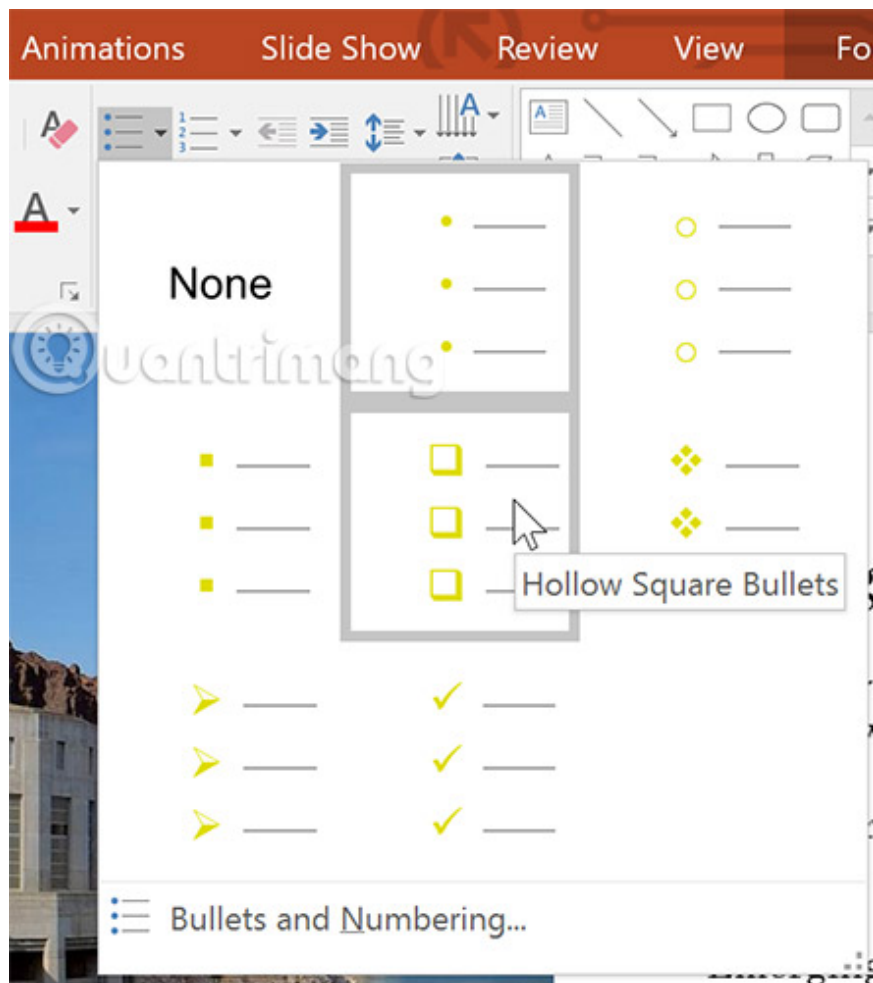
1. How to edit bullet changes
2. How to modify the numbered list
3. How to change the number starts
4. Change the appearance of the list
 1. How to modify size and color
 2. Customize the bullet

How to edit bullet changes

1. Select an existing list that you want to format.
2. On the **Home** tab , click the drop-down **Bullets button**.



3. Select the desired bullet type from the menu that appears.

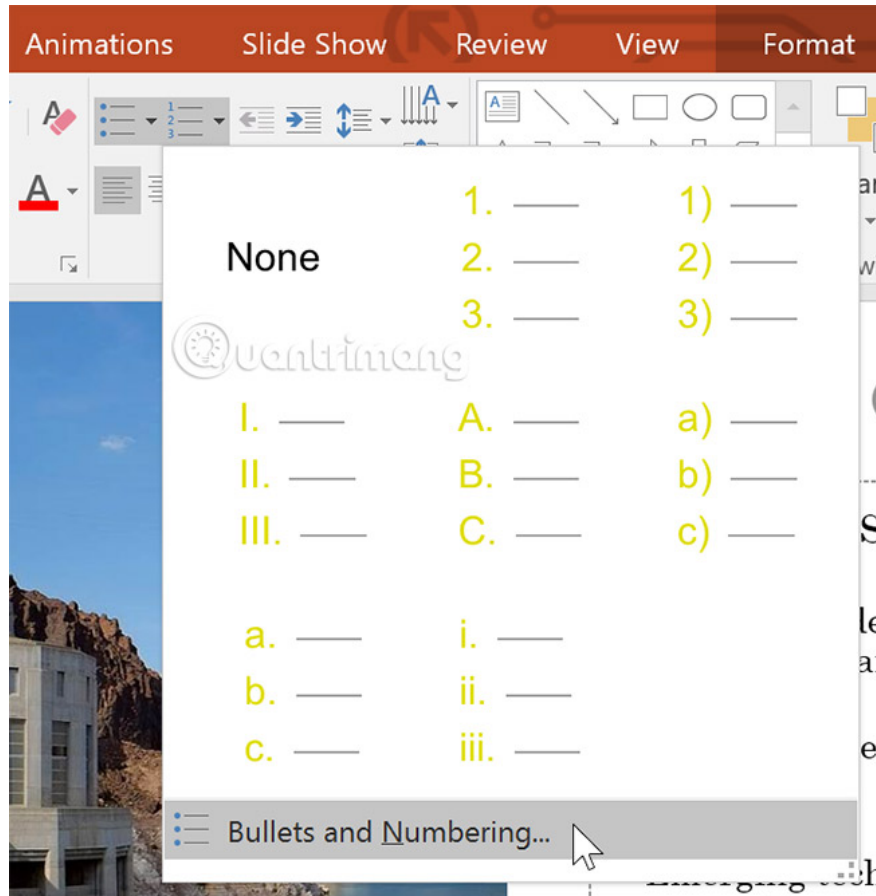


4. The selected bullet type will appear in the list.

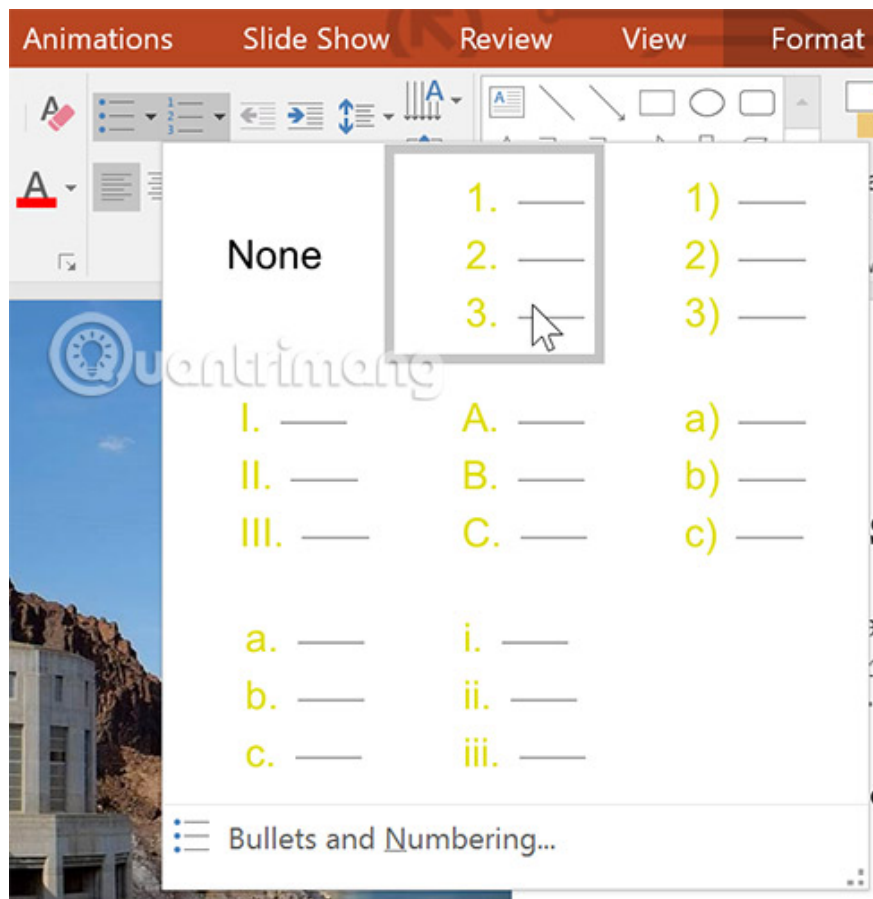
How to modify the numbered list

1. Select an existing list that you want to format.

2. On the **Home** tab , click the **Numbering** drop-down arrow .



3. Select the desired numbering option from the menu that appears.

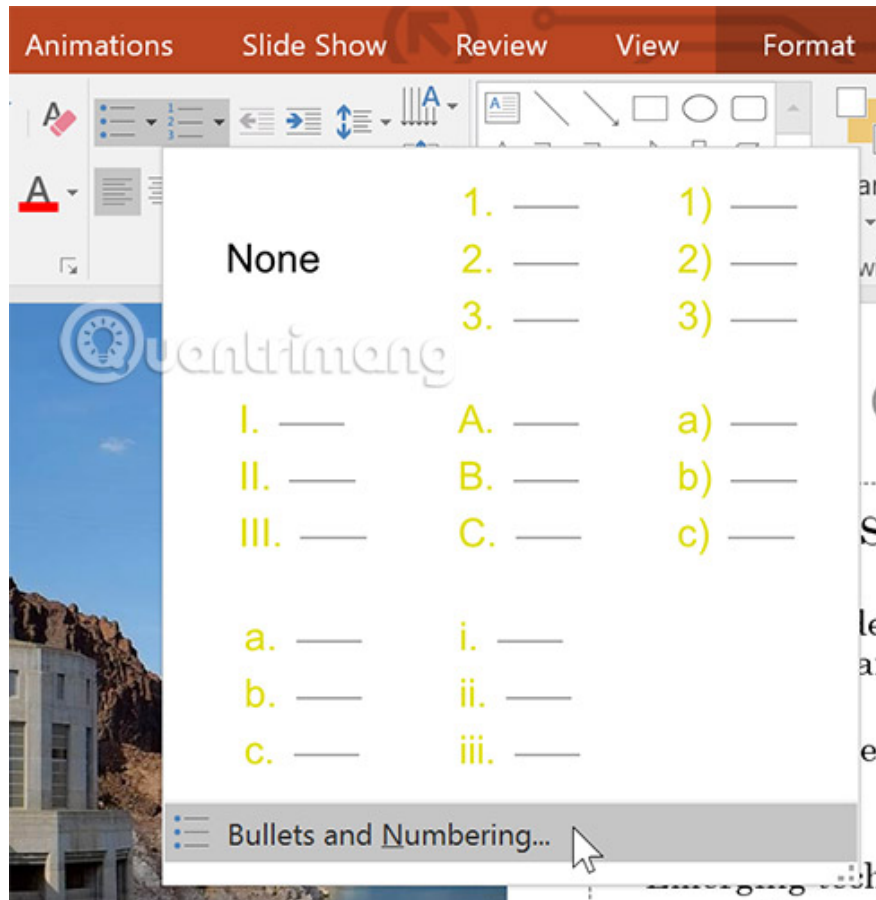


4. The numbering type will appear in the list.

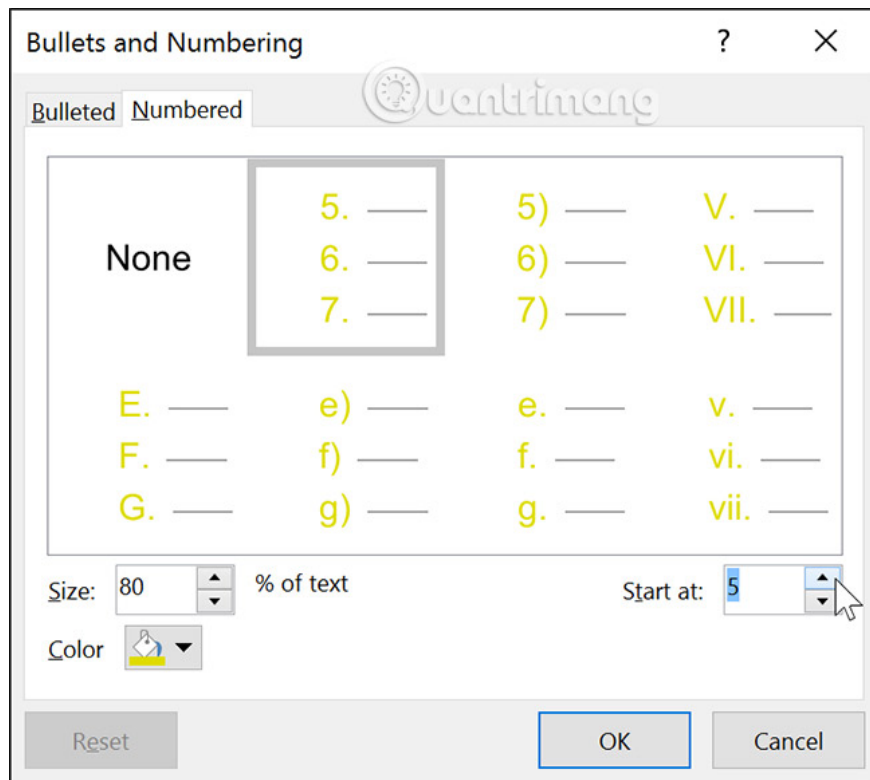
How to change the number starts

By default, numbered lists will start at number 1. However, sometimes you may want to start numbering from another number, such as if the list is the next part from the previous slide.

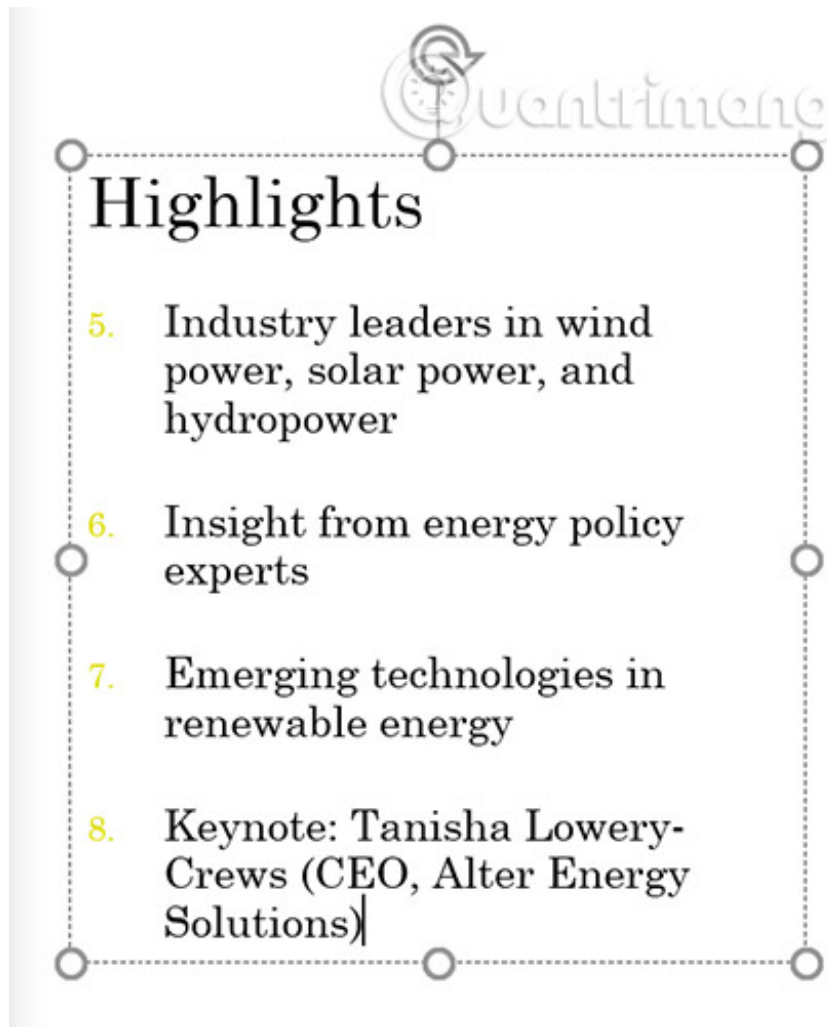
1. Select an existing numbered list.
2. On the **Home** tab , click the **Numbering** drop-down arrow .
3. Select **Bullets and Numbering** from the menu that appears.



4. A dialog box will appear. In the **Start At** field , enter the desired start number.



5. Numbering lists will change.

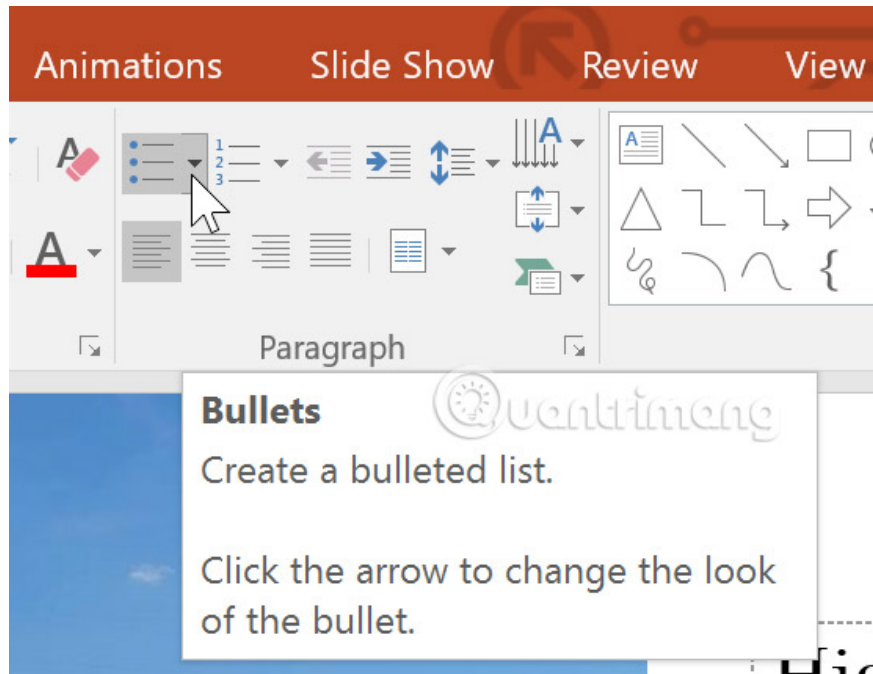


Change the appearance of the list

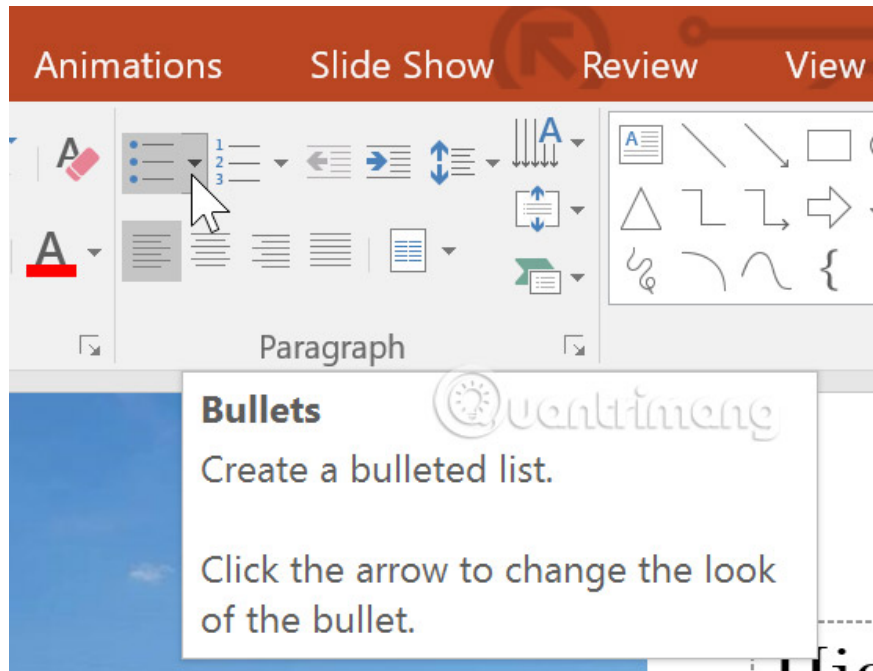
Whether you are using bulleted or numbered lists, you may want to change its look by adjusting the size and color of the bullet or number. This can make the list stand out and match the look of the entire presentation.

How to modify size and color

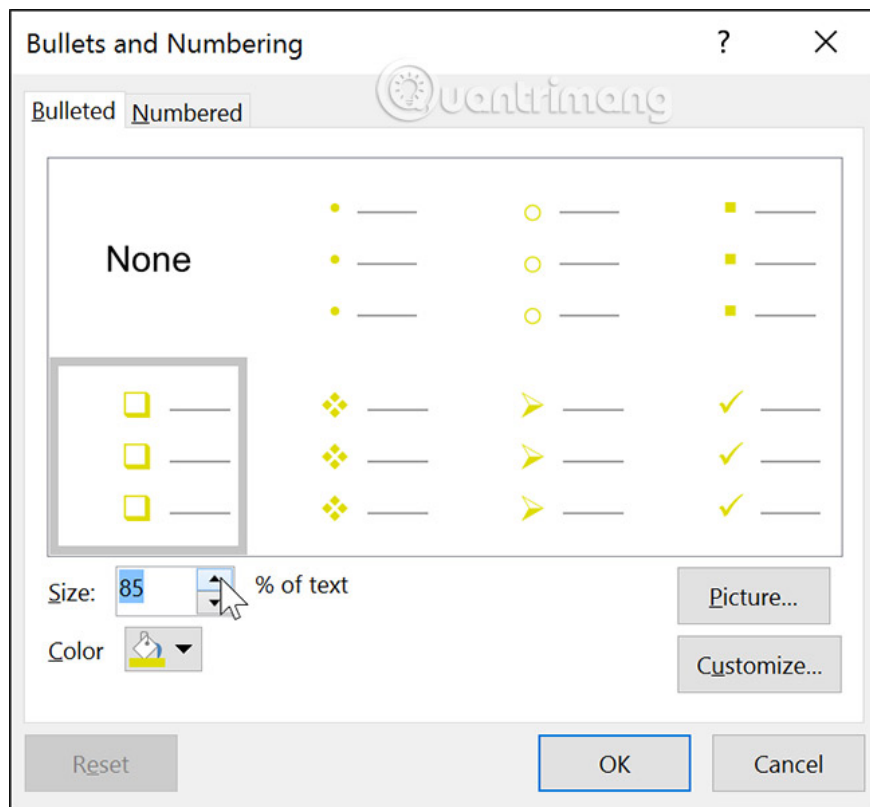
1. Select an existing bullet line list.
2. On the **Home** tab , click the drop-down **Bullets** arrow .



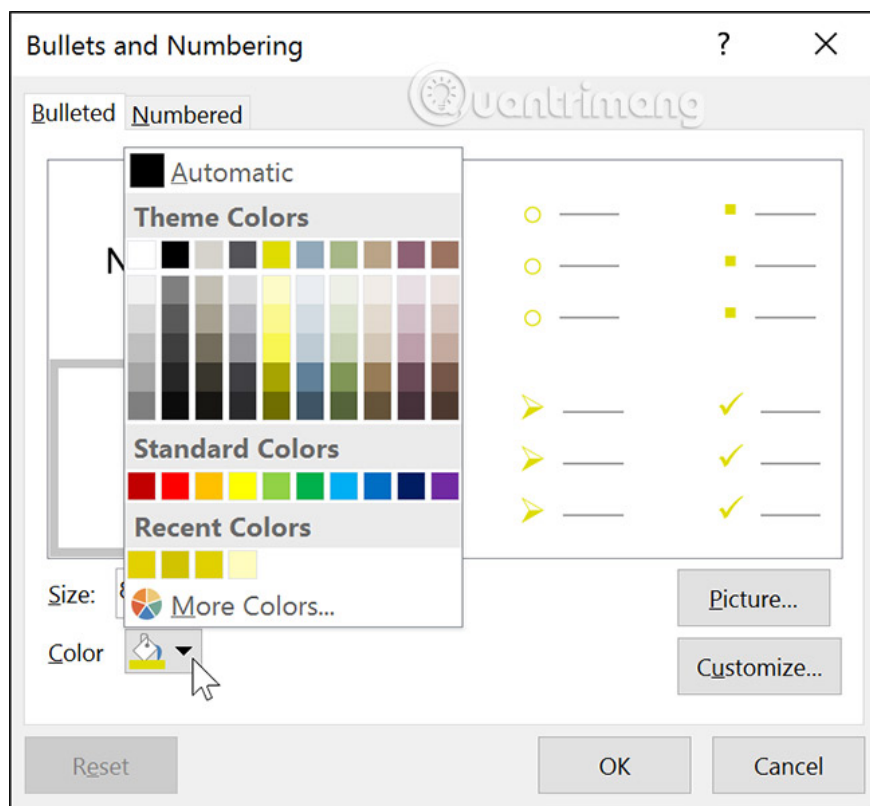
3. Select **Bullets and Numbering** from the menu that appears.



4. A dialog box will appear. In the **Size** field , select the size for the bullet.



5. Click the **Color** drop-down box and select your favorite color.



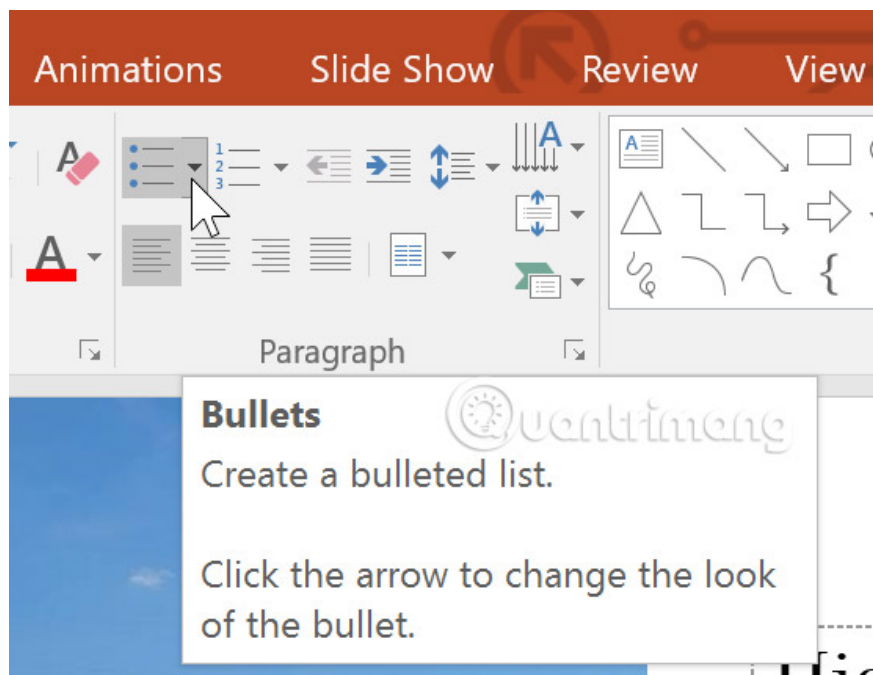
6. Click **OK**. The list will update to display the new bullet size and color.

Customize the bullet

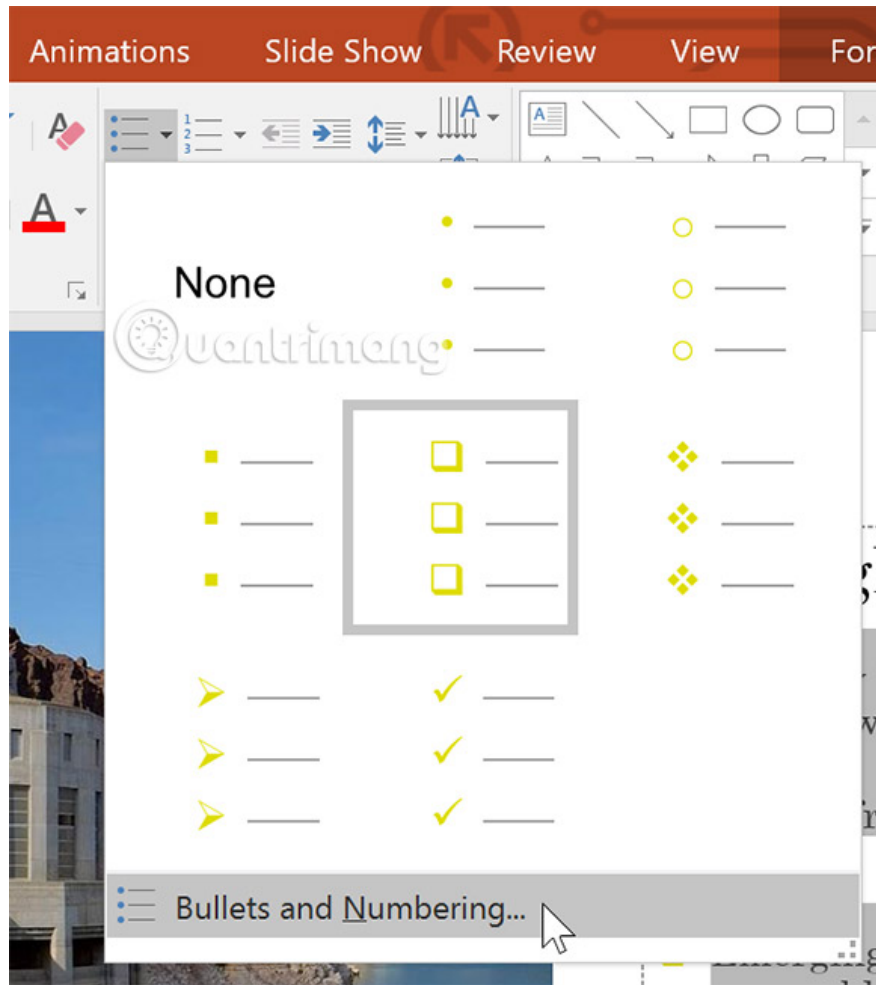
Customizing the 'appearance' of bullets in the list can help users emphasize certain items in the list or personalize their list design. A common way to customize the bullet is to use symbols.

How to use an icon like a bullet

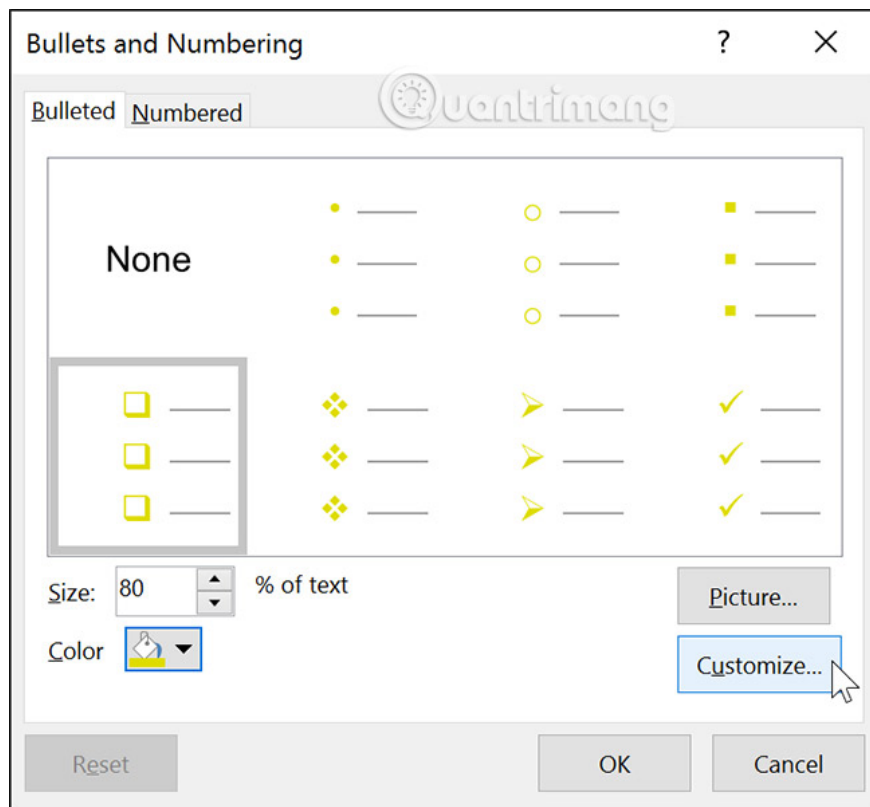
1. Select an existing bullet list.
2. On the **Home** tab , click the drop-down **Bullets** arrow .



3. Select **Bullets and Numbering** from the menu that appears.



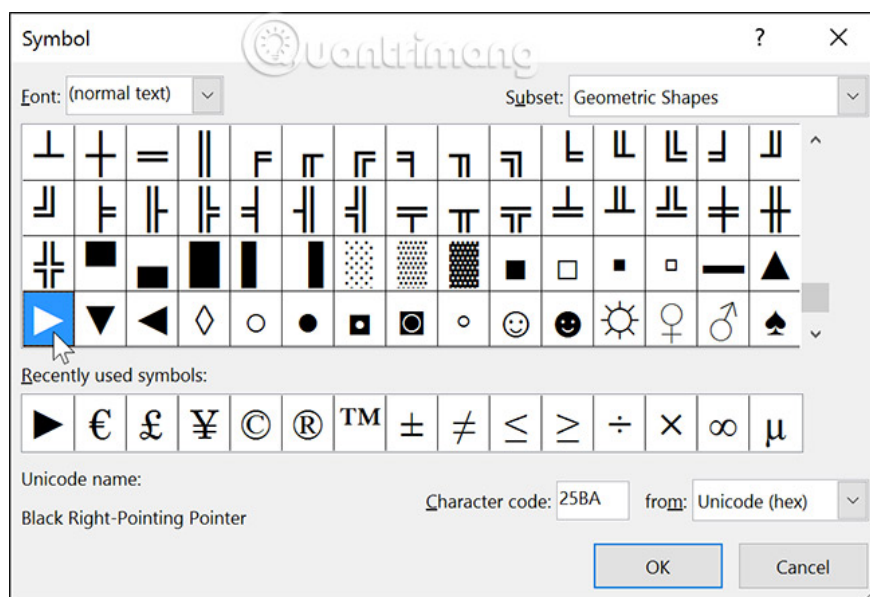
4. A dialog box will appear. On the **Bulleted** tab , click **Customize**.



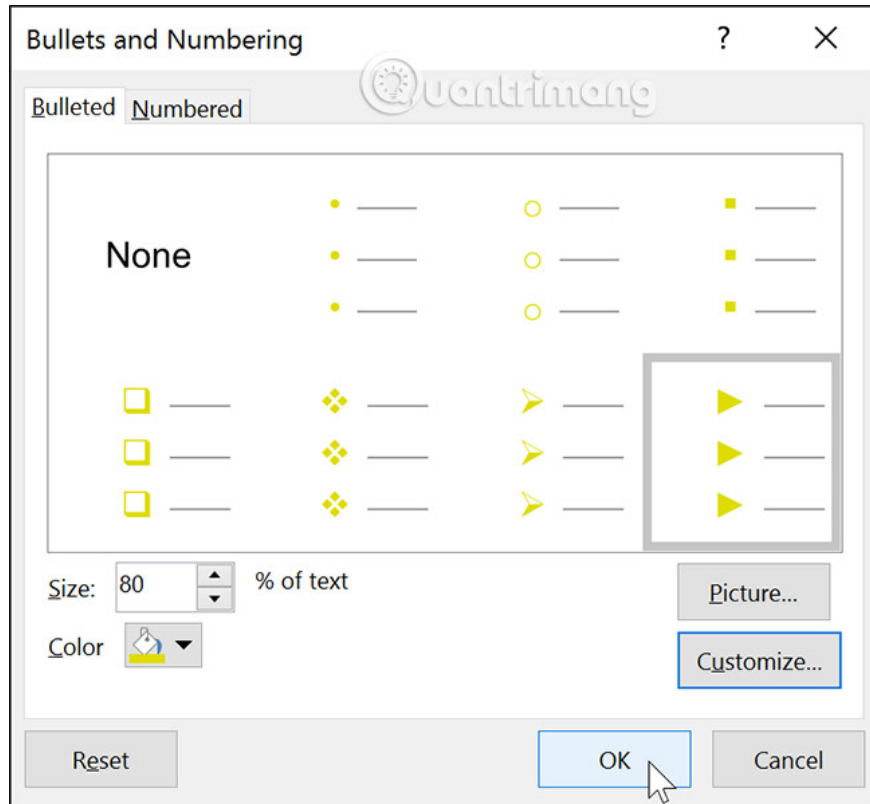
5. The **Symbol** dialog box will appear.

6. Click the **Font** drop-down box and select a font. **Wingdings** and **Symbol** fonts are worth considering because they have a lot of useful icons.

7. Select the desired icon.



8. Click **OK**. The icon will now appear as a bulleted option, selectable in the **Bullets and Numbering** dialog box.



9. Click **OK** again to apply the icon to the list in the document.

To change the spacing between bullet and text, you can move the first-indent marker on the Ruler tool. For more details, please refer to the article: [How to align and stretch lines in PowerPoint 2016](#).

See more:

1. [How to insert videos into PowerPoint 2016](#)
2. [Use the Find & Replace feature in PowerPoint 2016](#)
3. [Manage slides in PowerPoint 2016](#)

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