



Bullets & Numbering

- ❑ Bullets & Numbers are often used in presentations to help organize information and make it easier to read or understand.
- ❑ A bullet is an asterisk, black dot, circle, or other mark that is found before the text.
- ❑ Highlight the text or place the cursor where you wish to insert a bulleted list. Go to Home tab, in “Paragraph” section, click the Bullets or numbers as per your wish.

Examples

Without bullets	With bullets	With Numers
Moral	❖ Moral	1. Moral
Rhym	❖ Rhym	2. Rhym
Enjoy	❖ Enjoy	3. Enjoy

