

8



**SELF-LEARNING PACKAGE IN**

# **ICT 8**

Quarter 1 | Week 5

**Text and Objects**

**Learning Competency:**

**Adding numbered and bulleted lists.**

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**WRITERS**

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## Ready to Launch!

To create effective PowerPoint presentations, it's important to make your slides **easy for the audience to read**. One of the most common ways of doing this is to format the text as a **bulleted or numbered list**. By default, when you type text into a placeholder, a **bullet** is placed at the beginning of each paragraph, automatically creating a **bulleted list**. If you want, you can modify a list by choosing a different bullet **style** or by switching to a **numbered list**.



## Aim at the Target!

*At the end of this module you are expected to:*

1. Add numbered and bulleted list to slides.

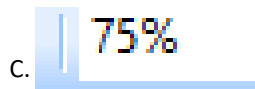
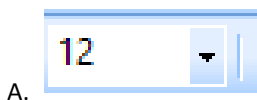


## Try This!

**Gear Up! Let's see if you have ideas regarding this topic.**

Direction. Select the correct answer.

1. Which button bellow is used to apply for numbering?



2. From the choices in number 1, which button is used to apply bullet lists?
3. Symbols can also be used as bullets.
  - a. True
  - b. False
4. Maria is having a hard time in making her guest list for her birthday party. Using MS PowerPoint, she is asking your help to locate in which group she can find the Numbering option?
  - a. Paragraph
  - b. Styles
  - c. Font
  - d. Editing
5. A small graphic symbol used to identify an item in a list.
  - a. Border
  - b. Clipart
  - c. Bullet
  - d. Shading



## Keep This in Mind!

Direction. Observe the contents of each boxes below.

### Activity. Organizing text

**A**

Sporting Equipment  
Baseball  
Baseball glove  
Baseballs  
Bats  
basketball  
basketballs  
Golf  
Golf clubs  
Golf balls  
Miscellaneous Equipment  
Pool  
Pool float (small)  
Pool float(medium)  
Water volleyball kit  
Others  
Hula hoops  
Horseshoes  
Sidewalk chalk

**B**

A. Sporting Equipment  
1. Baseball  
➤ Baseball glove  
➤ Baseballs  
➤ Bats  
2. basketball  
➤ basketballs  
3. Golf  
➤ Golf clubs  
➤ Golf balls  
B. Miscellaneous Equipment  
1. Pool  
➤ Pool float (small)  
➤ Pool float(medium)  
➤ Water volleyball kit  
2. Others  
➤ Hula hoops  
➤ Horseshoes  
➤ Sidewalk chalk

### Analysis.

1. What is the content of the box all about?
2. How will you differentiate the arrangements of the contents in each box?
3. Which box do you think is more organized ? Why?

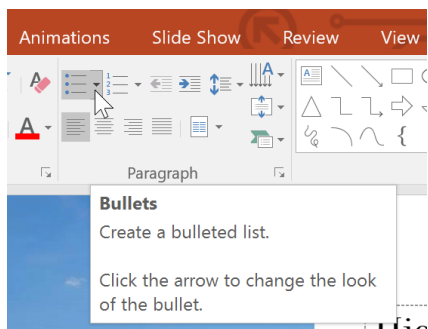
# Abstraction and Generalization

## Create a Bulleted and numbered list

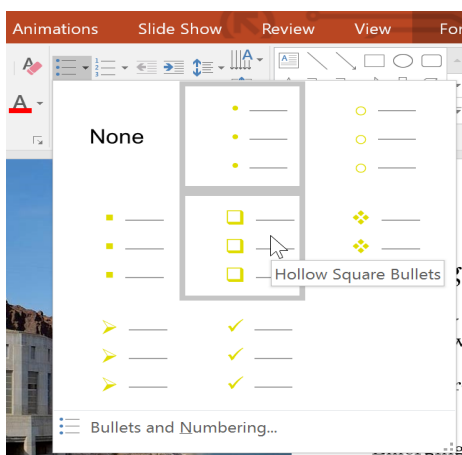
In bulleted lists, each paragraph begins with a bullet character. In numbered lists, each paragraph begins with an expression that includes a number or letter and a separator such as a period or parenthesis. The numbers in a numbered list are updated automatically when you add or remove paragraphs in the list. You can change the type of bullet or numbering style, the separator, the font attributes and character styles, and the type and amount of indent spacing.

### To modify the bullet style:

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



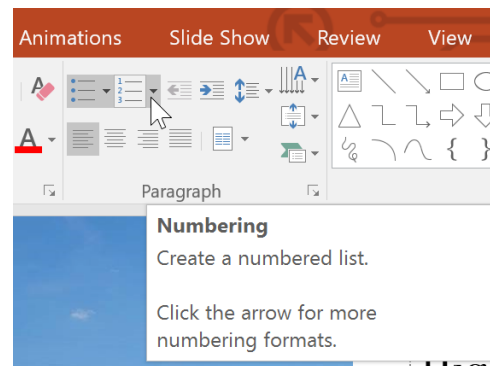
3. Select the desired **bullet style** from the menu that appears.



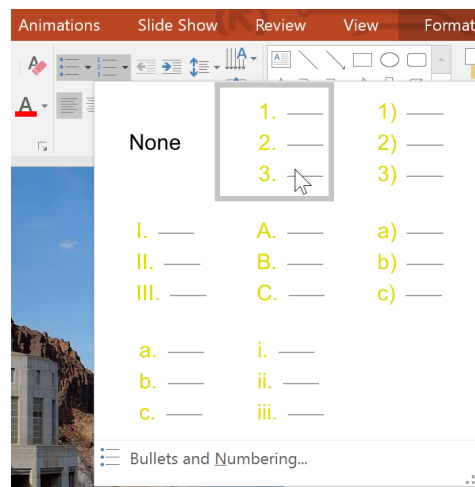
4. The bullet style will appear in the list.

### To modify a numbered list:

1. Select an existing list 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.

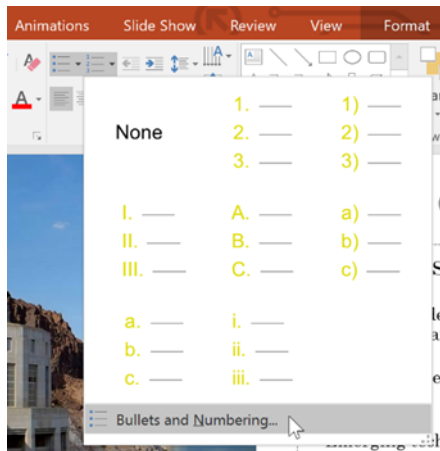


4. The numbering style will appear in the list.

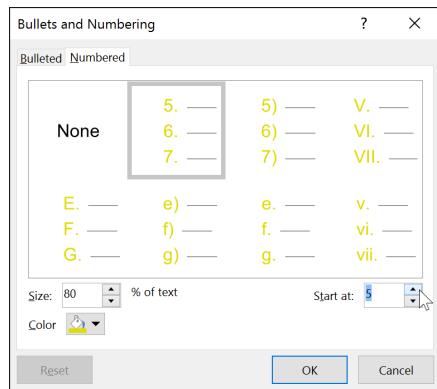
### To change the starting number:

By default, numbered lists count from the number 1. However, sometimes you may want to start counting from a different number, like if the list is a continuation from a previous slide.

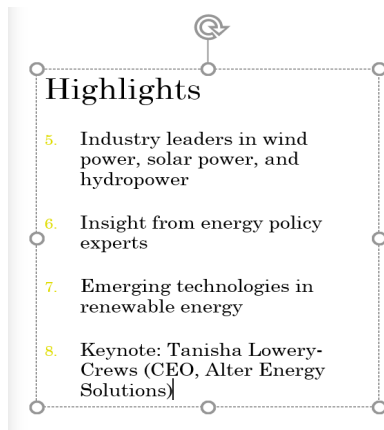
1. Select an existing numbered list.
2. On the **Home** tab, click the **Numbering** drop-down arrow.
3. Select **Bullets and Numbering** from the menu that appears.



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



4. The list numbering will

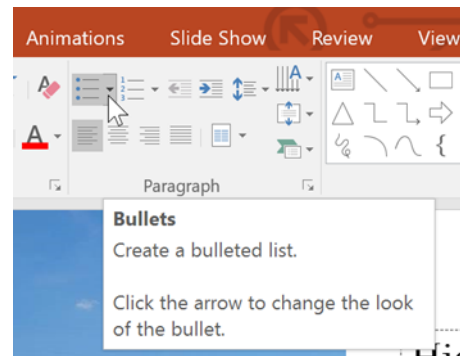


## Modifying the list's appearance

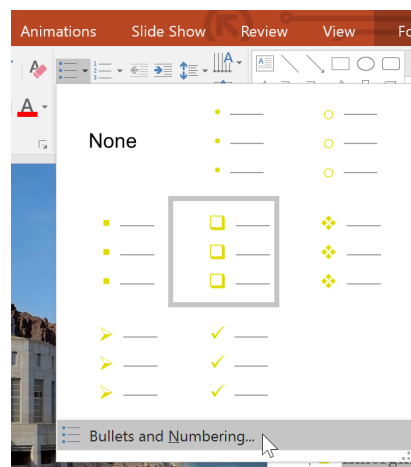
Whether you're using a bulleted or numbered list, you may want to change its appearance by adjusting the size and color of the bullets or numbers. This can make your list stand out and match the appearance of your presentation.

## To modify the size and color:

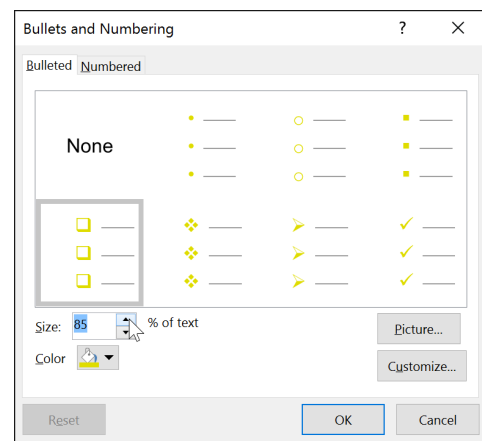
1. Select an existing bulleted list.
2. On the **Home** tab, click the **Bullets** drop-down arrow.



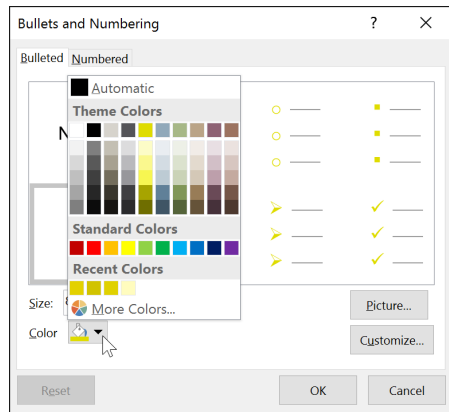
3. Select **Bullets and Numbering** from the menu that appears.



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



- Click the **Color** drop-down box and select a color.



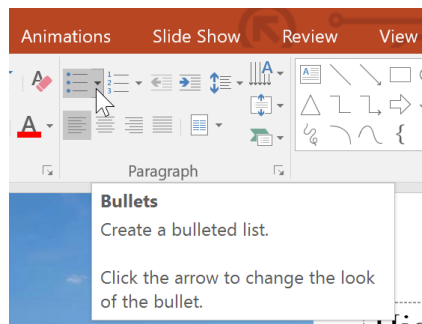
- Click **OK**. The list will update to show the new bullet size and color.

## Customizing bullets

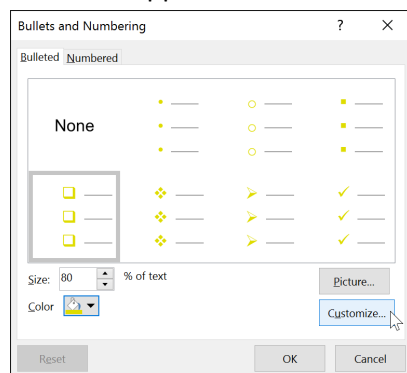
Customizing the look of the bullets in your list can help you emphasize certain list items or personalize the design of your list. A common way to customize bullets is to use **symbols**.

### To use a symbol as a bullet:

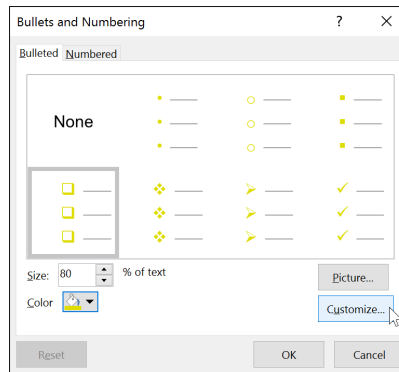
- Select an existing bulleted list.
- On the **Home** tab, click the **Bullets** drop-down arrow.



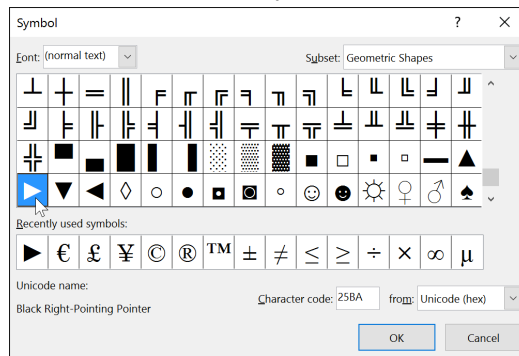
- Select **Bullets and Numbering** from the menu that appears.



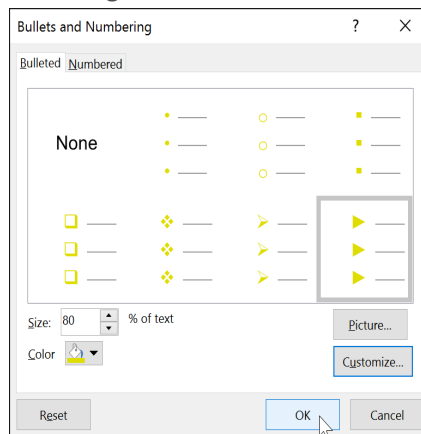
- A dialog box will appear. On the **Bulleted** tab, click **Customize**.



- The **Symbol** dialog box will appear.
- Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices because they have a lot of useful symbols.
- Select the desired symbol.



- Click **OK**. The symbol will now appear as the selected bullet option in the Bullets and Numbering dialog box.



- Click **OK** again to apply the symbol to the list in the document.

**NOTE:** To change the distance between the bullets and the text, you can move the **first-line indent marker** on the Ruler.

## Application.

Direction: Perform the practice task given below:

1. Open our practice presentation.
2. On the first slide, change the bullet list into numbered list.
3. Change the numbered color to black.
4. On the second slide, Customize the bullets with the symbol of your choice.
5. Change the bullet color to Olive Green.
6. Change the bullet size to 115% of the text.



### Reflect

Complete the statements below.

I understand \_\_\_\_\_

I don't understand \_\_\_\_\_

I need more information about \_\_\_\_\_



### Reinforcement & Enrichment

Direction. Follow the instruction given below.

#### Activity: My Fifth Navigation

Make a simple infographics about the Do's and Don'ts during the 2019 COVID Pandemic. Apply bulleted or numbered list in style in designing your text. Choose your own pictures.

#### Do's and Don'ts during the 2019 COVID Pandemic

The Do's

The Don'ts



## Assess Your Learning

Direction. Select the best answer. Chose the letter only.

1. How do you remove a number from a certain item in a list of numbered text?
  - A. select that line item, and turn off (click) the Numbering button.
  - B. Hit enter two times, then Retype the line item with no number.
  - C. Delete the list and start over
  - D. None of the above
2. A small graphic symbol used to identify an item in a list.
  - a. Border
  - b. Clipart
  - c. Bullet
  - d. Shading
3. What is the difference between numbered list and bulleted list?
  - A. bulleted list should contain complete sentences, and numbered lists do not have to contain complete sentences.
  - B. bulleted list specify the order that the list items must follow, and numbered list do not have to follow a specific order
  - C. numbered list can only be used for giving instructions, and bulleted lists should be used for everything else.
  - D. numbered lists specify the order that the list items must follow, and bulleted lists do not have to follow a specific order.
4. On the Home menu, under what grouping of commands will you find the Bulleted command ?
  - A. Illustration
  - B. Paragraph
  - C. Design
  - d. Bulleted and numbering
5. What can you do in the Bullets and Numbers option box?
  - A. Change the color of the symbol and bullet.
  - C. select a different bullet symbol
  - B. Change the size of the symbol and bullet.
  - D. All answers are correct



## References & Photo Credits

<https://edu.gcglobal.org/en/powerpoint/getting-started-with-powerpoint/1/>  
<https://quizizz.com/admin/quiz/5c8f88939791fa001e0974c5/using-ms-word-2019>  
<https://www.electriceacher.com/ptransitions.htm>  
<https://app.quizalize.com/view/quiz/powerpoint-animation-and-transition>  
<https://study.com/academy/practice/quiz-worksheet-customizing-nesting-bulleted-lists-in-powerpoint.html>  
<https://opentextbc.ca/learningpowerpoint/chapter/slide-transitions-and-animations/>