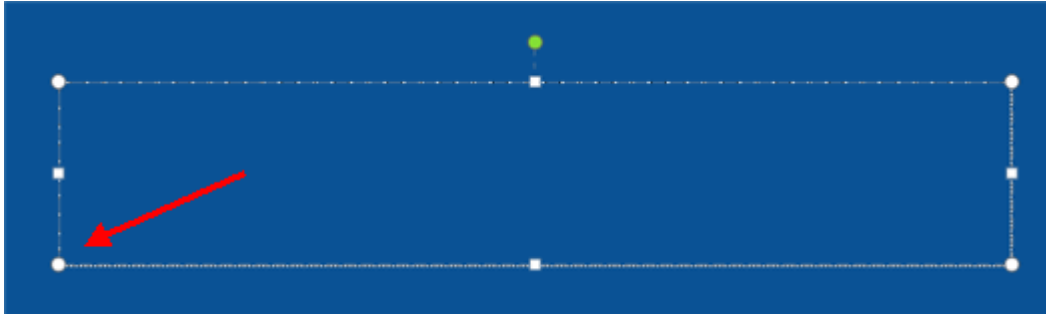


## PowerPoint 2007- Adding Text, Lists, & Multimedia

### Resize a Textbox

To resize a textbox:

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

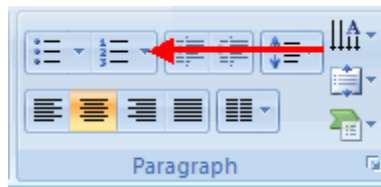


### Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list
- Click the **Bulleted or Numbered Lists** button



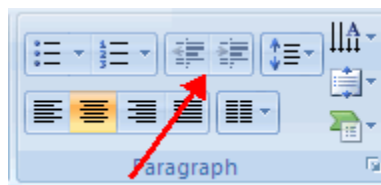
To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

### Nested Lists

A nested list is list with several levels of indented text. To create a nested list:

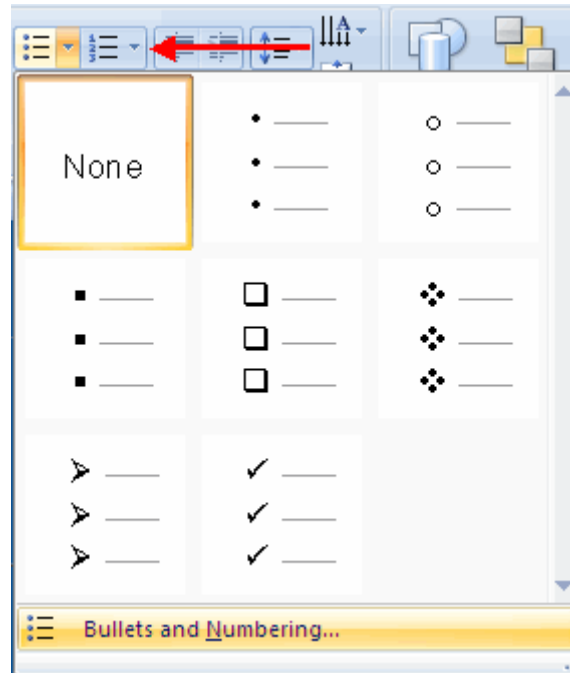
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



## Formatting Lists

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

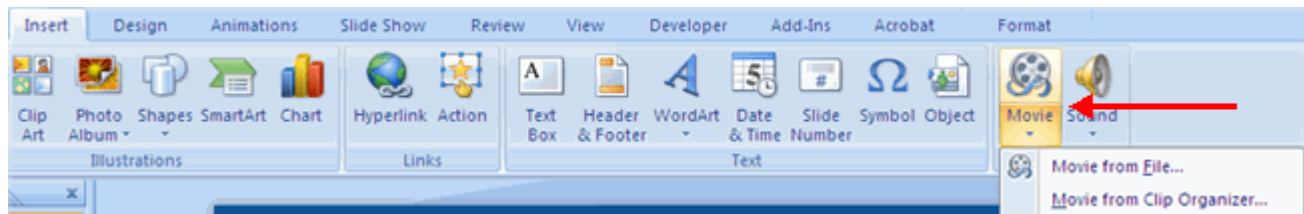
- Select the entire list to change all the bullets or numbers, or  
Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



## Adding Video

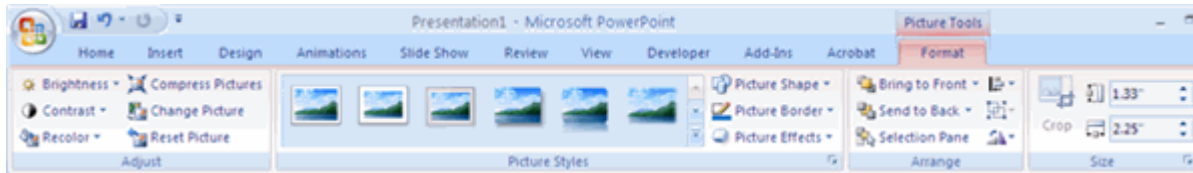
Video clips can be added to the presentation. To add a video clip:

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



To edit the video options:

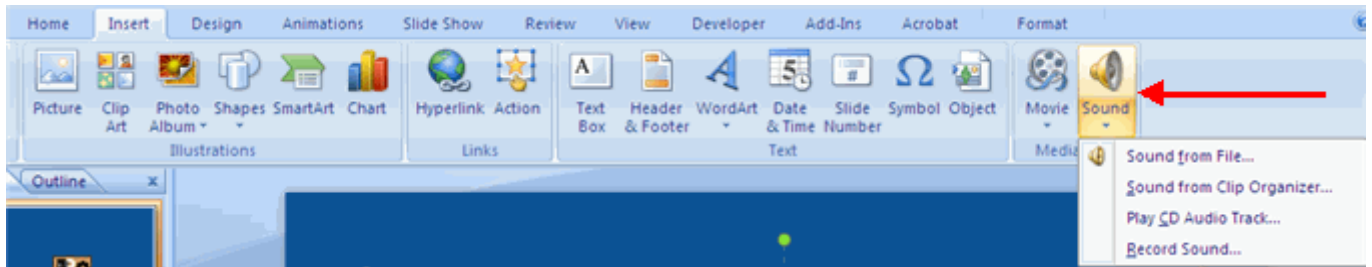
- Click the movie icon
- Click the **Format** tab



## Adding Audio

Audio clips can be added to the presentation. To add an audio clip:

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



To edit the audio options:

- Click the audio icon
- Click the **Format** tab

