# PowerPoint without Bullets

This short guide offers suggestions on how to create a presentation without resorting to bullet points. Although bullet points are extremely useful to clearly present information to viewers, they may tend to get a bit boring after a while. These suggestions will help you to spice up your next PowerPoint presentation, while maintaining readability.

1.) Here is an example of a typical PowerPoint slide. I'm using bullet points and a standard PowerPoint design as a background. Let's take a look at a way to maintain readability, without using bullet points.
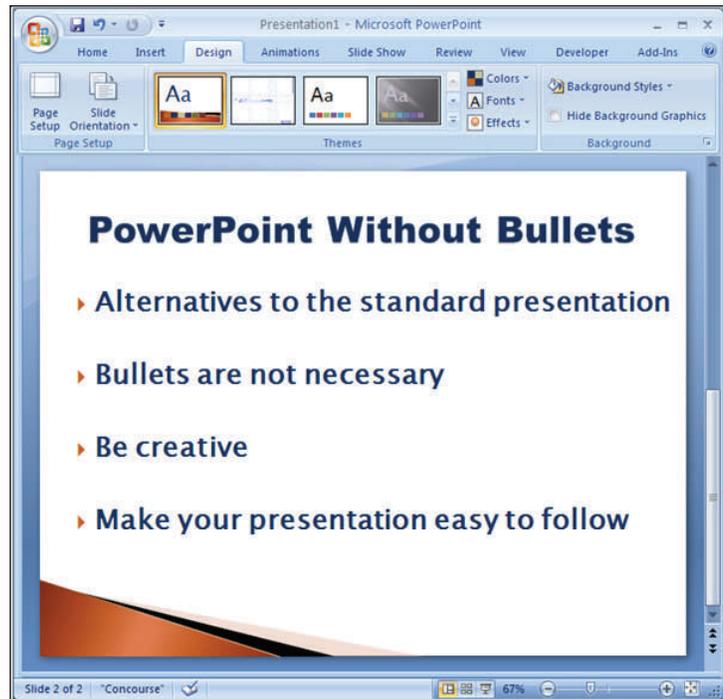
2.) I'm going to delete the bullet points and change the color of every other presentation point so that they stand out

My first step is to place my cursor directly after each of the bullet points, and left-click the mouse to place a text insertion point there.

Then pressing the Backspace key will delete each bullet point, in turn.
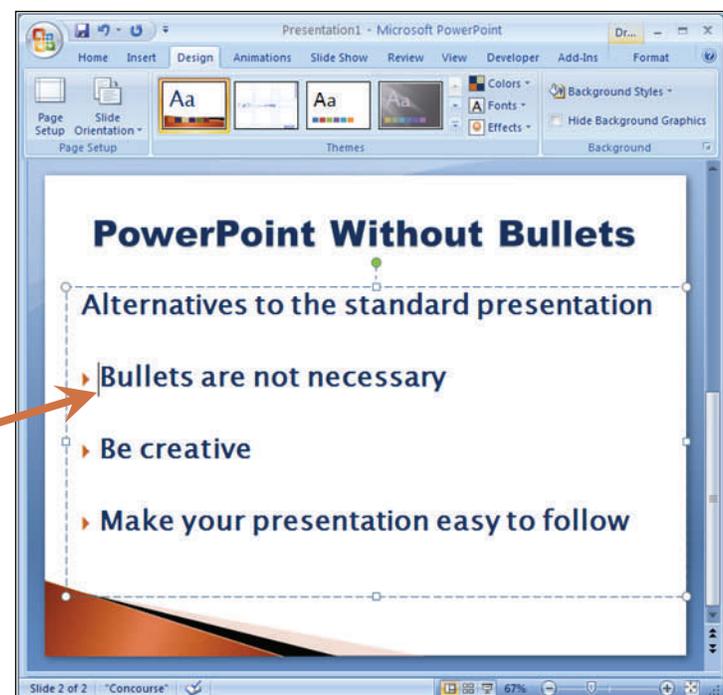
3.) I highlight the first line by dragging my cursor across the words. Then I go to the "Font Color" icon in the **Font** section of the **Home** tab of the **Office Ribbon**, and click on the drop-down menu arrow — — to its right.

I then choose a color for this first presentation point from the resulting palate.
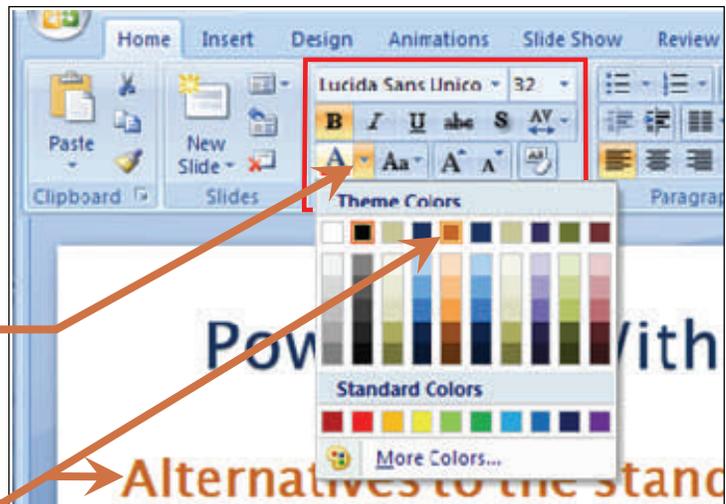
4.) I change the color for every other presentation point. Since I chose a hue already included in the Theme Colors designated for this PowerPoint, I'm assured of selecting a color that is complimentary to my color scheme.

Here's what the completed slide looks like:
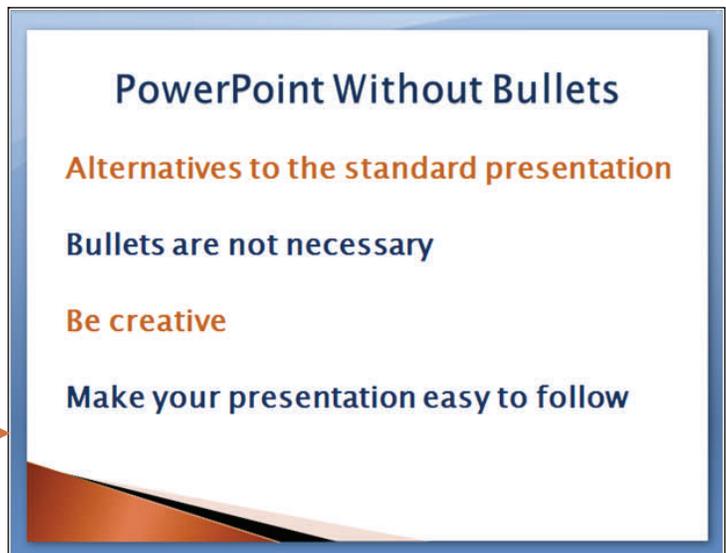
5.) Let's look at another approach that's a little more creative, while still maintaining the readability of the presentation. This example uses one of the Shapes available in MS Office to frame each of the points. This is the final product; now I'll go back to the beginning to show how I arrived at it.
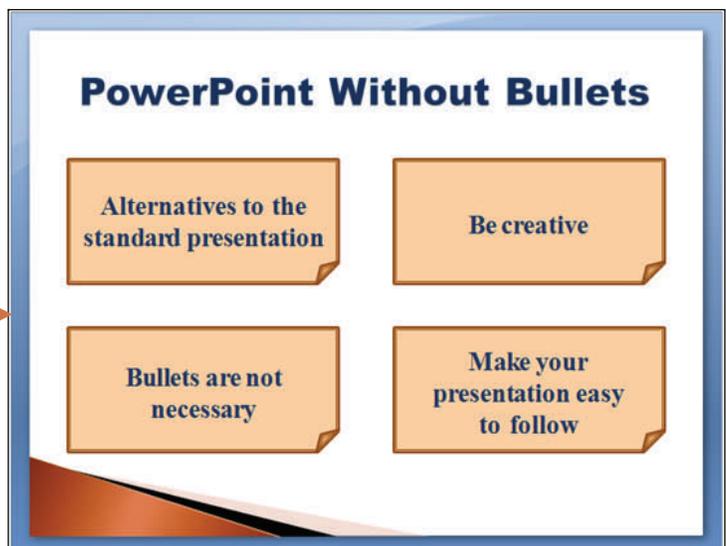
6.) Starting with a blank slide, except for my title, I click on the "Shapes" icon in the **Illustrations** section of the **Insert** tab on the **Ribbon**, and select a shape that I like. Here I've chosen the "Folded Corner" shape. After selecting it, I click on the slide, and drag my cursor to create a copy of the right size.
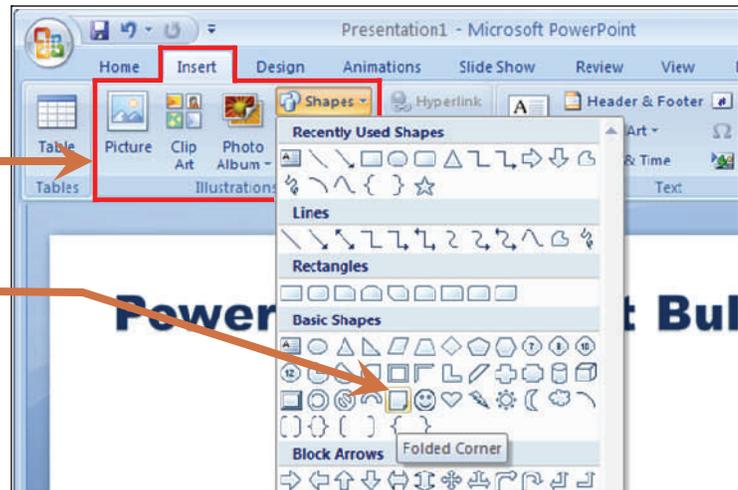
7.) I right-click on the shape, and use the "**F**ormat Shape" function to select a complimentary color and transparency.
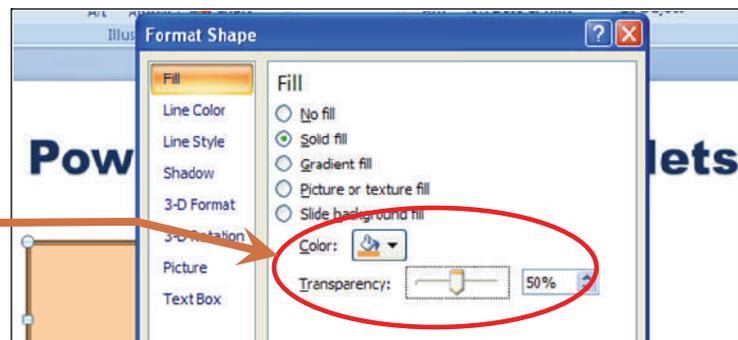
8.) Another right-click allows me to **Copy** the form, and **Paste** three duplicates of it, as shown here. Then I click on each in turn, and use my mouse cursor to position them evenly around the slide, as shown in **5.)** above.
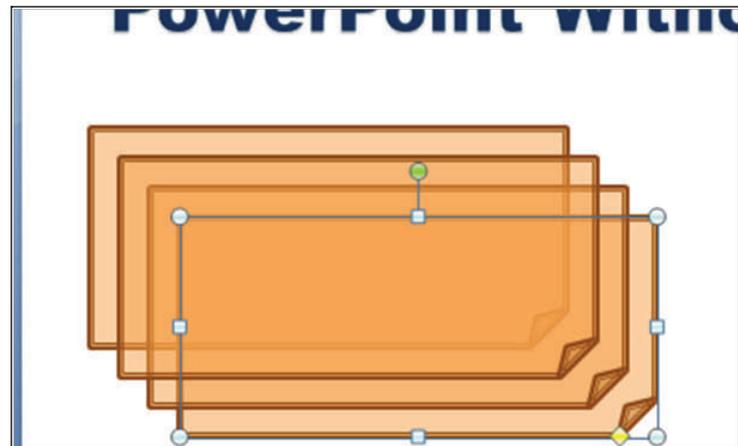
9.) To enter the four presentation points into the Folded Corner Shapes, I select each in turn, and click on the "Text Box" icon in the **Text** section of the **Insert** tab, which allows me to insert text into a shape.