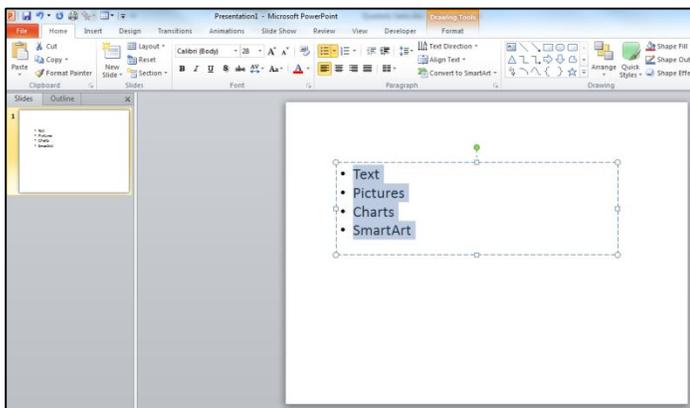


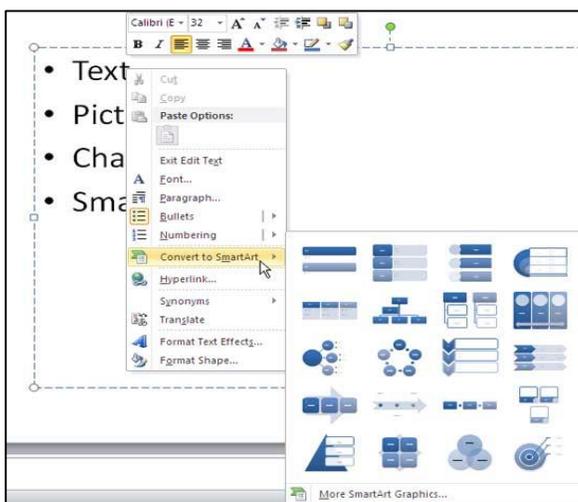
Convert Bulleted Text to SmartArt in PowerPoint 2010

Presentations often contain slides with bulleted lists. Here's a quick way to convert the text in a bulleted list to a SmartArt graphic to show your message visually in PowerPoint. A SmartArt graphic is a visual representation of your information that you can fully customize with just a few clicks. Follow these steps to convert existing bulleted text on a slide to a SmartArt graphic in PowerPoint 2010:

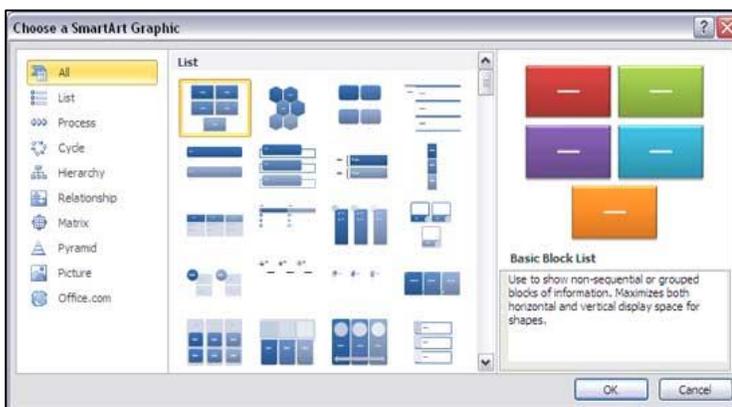
1. Select a bulleted text in a slide within PowerPoint 2010, as shown below.



2. Select the bulleted text by highlighting it, then right-click to bring up the context menu shown below and choose the **Convert to SmartArt** option.



- This will bring up the SmartArt gallery in a submenu, giving you options of different SmartArt layouts and categories.
- Just hover your cursor on the available SmartArt to see a live preview of the change happening. Click to choose the SmartArt graphic you want to apply. If you want to get more SmartArt graphics, click the More Smart Art Graphics option located at the bottom of the SmartArt gallery.
- This will bring up the Choose a SmartArt Graphic dialog box that you can see below.



Select any of the SmartArt graphic layouts you want to insert, and click OK.

- This will show the same bulleted text in step one (above) converted to a Vertical Block List SmartArt graphic.

