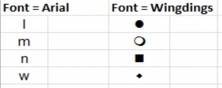
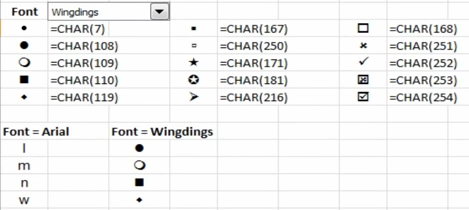
**Bullet Points in Microsoft Office**

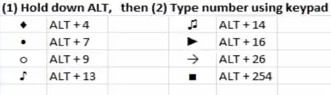
* Go to Wingdings font



**IN Excel**



Press Alt key and number pad numbers for bullets



* Or insert Symbols – Wingdings font is great for items to choose.