# **PowerPoint for Poster Creation**



# <u>Agenda</u>

- Create a blank slide
- Changing slide dimensions
- Changing Background
- Insert text
- Insert a Picture
- Use shapes
- Use smart art
- Arranging
- Save as a .pptx
- Save as a PDF

# **Getting Started**

- 1. Sketch your poster on a piece of paper before you start
- 2. Save all of your content (pictures or charts) into one place
- 3. Make your poster on one slide

## Setting up your document

## Create a blank slide

- 1. Click the "home tab"
- 2. Under slides New Slide
- 3. Click on Blank Slide

## **Change slide dimensions**

On Mac:

- 1. Go to file
- 2. Page setup
- 3. Enter height and width that you would like your poster to be

On Windows:

- 1. Click the design tab
- 2. Click Slide Size
- 3. Click custom size
- 4. Enter height and width that you would like your poster to be

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#### Activity 1: Change slide dimensions

## Showing Rulers and guidelines

- 1. Click on the view tab
- 2. Under show Click on "Ruler" and "Guides"

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## TIP: For Printing of a poster you need a .5" margins all around the poster

## **Changing Background**

- 1. Click the Design tab
- 2. Click Background Styles
- 3. Click Format Background
- 4. Format Background options
  - a. Solid fill: Allows you to pick one color as the background (recommended)
  - b. Gradient: Allows you to pick several colors and have a smooth transition between them
  - c. Picture or texture file: Allows you to insert a picture to use as a background
- 5. Click Apply to All to insert the background

## Activity 2: Change the Background

#### Insert text

- 1. Go to the insert tab
- 2. Click on text box
- 3. Click and drag and use the handles to resize

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Figure 3. Insert a text box in the Insert tab.

Activity 3: Insert text

#### **Insert a picture**

- 1. Go to the insert tab
- 2. Click on picture
- 3. Browse to the location your picture is saved and press open
- 4. Use the handles in the corner of the image to resize or rotate

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#### Figure 4. Insert images through the Insert tab.

Tips: When looking for a picture on Google go to search tools and change the size too large to find the highest quality images.

We Recommend 1000x1000 or 300 DPI

#### **Image Effects**

- 1. Picture styles
- 2. Artistic Effects
- 3. Remove Background
- 4. Corrections
- 5. Color

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#### Activity 4: Insert a Picture

## **Shapes**

- 1. Go to the home tab
- 2. Under insert you will see a bunch of shapes
- 3. Click on desired shape
- 4. Click and drag on page to desired location

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Figure 5. Insert shapes through the Home tab.

Activity 5: Insert shapes

## Smart Art

- 1. Go to insert
- 2. Under illustrations click on Smart Art
- 3. Choose a Smart Art graphic



Figure 6. Smart Art helps you visually organize information.

Activity 6: Insert a Smart Art graphic

#### Arranging

- 1. Go to the home tab
- 2. Under Drawing Go to arrange
- 3. Select if you need to "Bring to front" or "send to the back"

## **Saving**

#### How to save so you can edit latter

- 1. Go to file and click Save as
- 2. Click on Browse
- 3. Put the file name as your Sac State user name
- 4. Select the destination
- 5. Click save

File name:	Sac State UserName
Save as type:	PowerPoint Presentation (*.pptx)

Figure 7. Remember to save often. Save as PowerPoint (\*.pptx).

#### How to save so you can email or print

1. Go to file and click on "Save as Adobe PDF" option



- 2. Put the file name as your Sac State user name
- 3. Select a destination
- 4. Click save

Activity 7: Save your poster