

PowerPoint for Poster Creation



Agenda

- 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

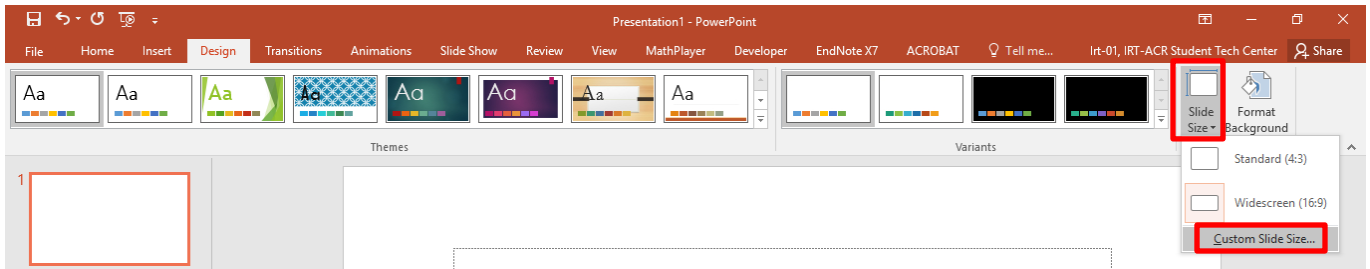


Figure 1. Editing your slide sizes.

Activity 1: Change slide dimensions

Showing Rulers and guidelines

1. Click on the view tab
2. Under show Click on “Ruler” and “Guides”

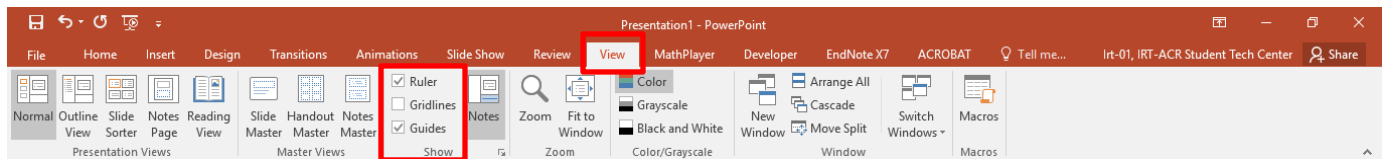


Figure 2. Show/hide rulers and guides.

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

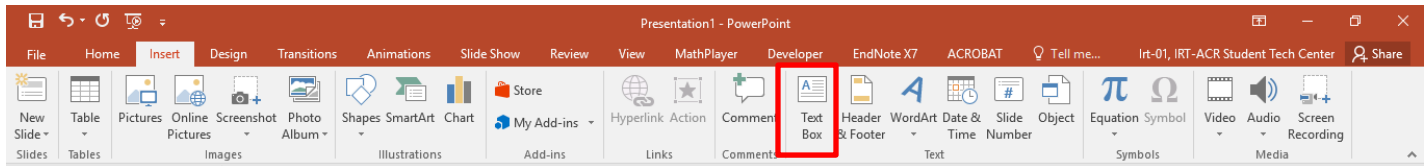


Figure 3. Insert a text box in the Insert tab.

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

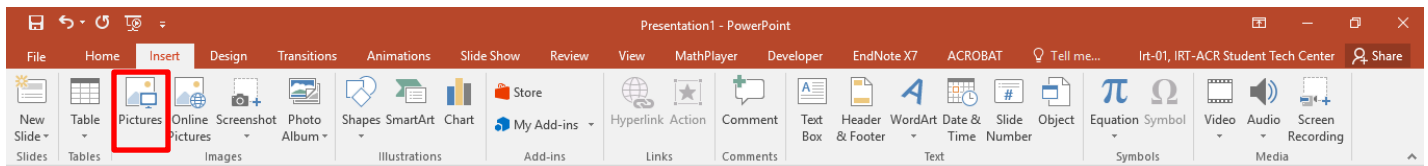


Figure 4. Insert images through the Insert tab.

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

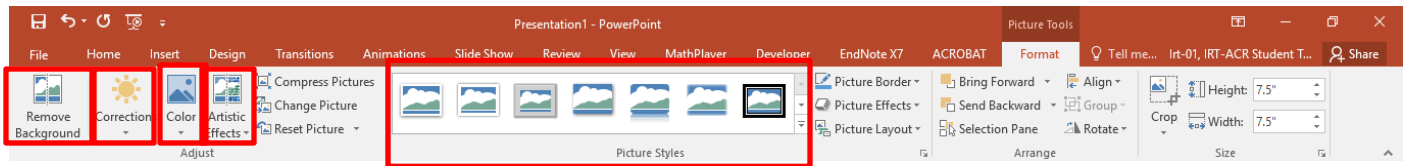
We Recommend 1000x1000 or 300 DPI

Image Effects

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

3 4 5 2

1



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

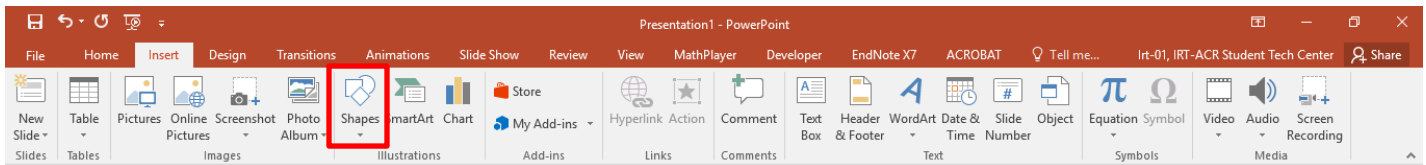


Figure 5. Insert shapes through the Home tab.

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

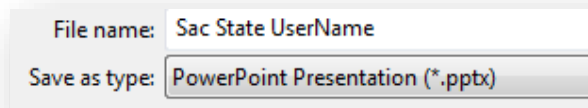


Figure 7. Remember to save often. Save as PowerPoint (*.pptx).

How to save so you can email or print

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

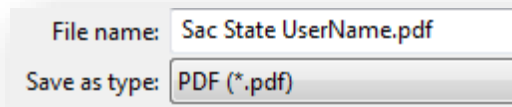
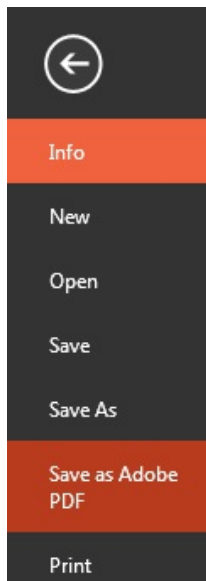


Figure 8. Remember to save often. “Save as PDF” (*.pdf).

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

Activity 7: Save your poster