

PowerPoint: How to Make a Poster

[Queen's Learning Commons Workshop]

GETTING STARTED

- *CREATING A NEW DOCUMENT*
 - CLICK ON THE ROUND OFFICE BUTTON (UPPER LEFT-HAND CORNER OF WINDOW)
 - CLICK [NEW] → DOUBLE-CLICK ON [BLANK PRESENTATION]

- *PAGE SET-UP*
 - GENERAL DIMENSION GUIDELINES: 24" x 36" (61 x 91.4 CM)
 - TO SET POSTER DIMENSIONS: CLICK ON [DESIGN] TAB AT THE TOP OF THE WINDOW
 - CLICK ON [PAGE SETUP] AT THE TOP LEFT-HAND CORNER OF WINDOW
 - SELECT [CUSTOM] FROM DROP-DOWN MENU THEN SET POSTER DIMENSIONS

SLIDE DESIGN & LAYOUT

- *SLIDE LAYOUT (LAYOUT OF TEXT)*
 - CLICK [HOME] TAB → CLICK [LAYOUT] FROM [SLIDES] BOX → SELECT APPROPRIATE LAYOUT

- *SLIDE DESIGNS/THEMES/BACKGROUNDS*
 - CLICK [DESIGN] TAB → CLICK ON DESIRED BACKGROUND DESIGN TO APPLY TO PRESENTATION
 - FOR MORE DESIGN OPTIONS: CLICK ON [BACKGROUND STYLES] AND CLICK [FORMAT BACKGROUND] TO FURTHER PERSONALIZE BACKGROUND DESIGN

- *GRIDS*
 - TO APPLY GRIDS, CLICK ON [VIEW] TAB AND CHECK OFF [GRIDLINES] IN THE [SHOW/HIDE] BOX
 - TO ADJUST GRID SPECIFICATIONS: RIGHT-CLICK SCREEN → CLICK [GRIDS AND GUIDES]

- *TEXTBOXES*
 - CLICK ON [INSERT] TAB AT TOP OF SCREEN → CLICK ON [TEXTBOX]
 - USE CURSOR TO DRAG TEXTBOX TO APPROPRIATE LOCATION; CLICK ON TEXTBOX EDGE TO ADJUST ITS DIMENSIONS
 - CLICK IN THE TEXTBOX TO TYPE TEXT
 - TEXTBOX CAN BE MANIPULATED [E.G. BACKGROUND, BORDER, SHAPES] WITH FUNCTIONS LISTED UNDER THE [FORMAT] AT THE TOP OF THE SCREEN
 - TEXT CAN BE ADJUSTED USING THE TOOLBAR UNDER THE [HOME] TAB
 - CAN ADJUST FONT, TEXT SIZE, ALIGNMENT ETC.
 - USE SHORT-CUT KEYS IN THIS TAB TO APPLY BULLETS, INDENTATION ETC.

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- *INSERTING CLIP ART/IMAGES*
 - CLIPART: CLICK ON [INSERT] TAB AND CLICK [CLIPART] TO INSERT AN IMAGE OFFERED BY POWERPOINT
 - IMAGES: CLICK ON [INSERT] TAB AND CLICK [INSERT PICTURE FROM FILE] → FIND SAVED PICTURE AND INSERT IT INTO SLIDE
 - USE PICTURE TOOLS TAB TO FORMAT PICTURE
 - RIGHT-CLICK IMAGE AND CLICK [SIZE AND POSITION] → CHECK OFF [LOCK ASPECT RATIO] TO RESIZE PICTURE LENGTH AND WIDTH PROPORTIONALLY

- *DRAWING TOOLBAR*
 - DRAWING TOOLBAR CAN BE USED TO CREATE AND EDIT GRAPHICS
 - TO FIND: CLICK [VIEW] TAB → CLICK [TOOLBARS] → CLICK [DRAWING]
 - CAN ALSO BE FOUND AT BOTTOM OF SCREEN

- *CHARTS*
 - CLICK ON [INSERT] TAB → CLICK [CHART] → CLICK [SELECT CHART STYLE] → CLICK [ENTER DATA]
 - THERE IS AN OPTION TO IMPORT DATA FROM EXCEL AS WELL
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- *ORDERING POSTER ELEMENTS*
 - FOR OVERLAPPING ASPECTS OF POSTER: RIGHT-CLICK ON DESIRED ELEMENT AND SELECT [BRING TO FRONT]

FINISHING UP

- FOLLOW PROF INSTRUCTIONS FOR SAVING AND PRINTING
- FOR MORE RESOURCES CHECK OUT THE FOLLOWING:
 - ONLINE VIDEO TUTORIAL:
 - [HTTP://WWW.QUEENSU.CA/QLC/WORKSHOPS/ONLINE-TUTORIALS/VIDEOS.HTML](http://www.queensu.ca/qlc/workshops/online-tutorials/videos.html)
 - MICROSOFT POWERPOINT ONLINE HELP:
 - <http://office.microsoft.com/en-ca/powerpoint/FX100648951033.aspx>