



UNIVERSITY OF
LIVERPOOL

COMPUTING
SERVICES



Creating a Poster in Powerpoint

January 2013

Contents

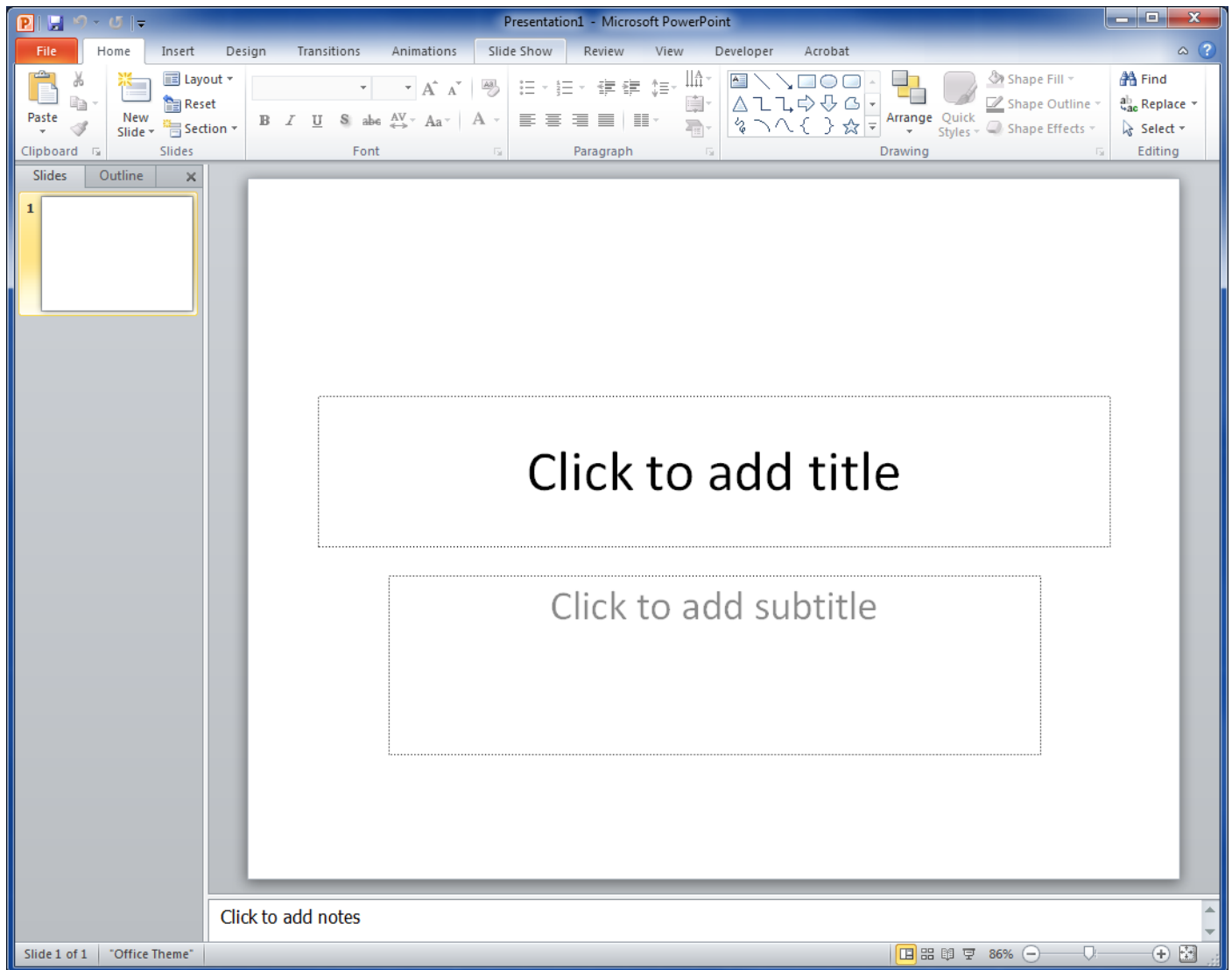
1. Starting Powerpoint
2. Setting Size and Orientation
3. Display a Grid
- 4.
5. Apply a background
- 6.
7. Add text to your poster
- 8.
9. Add WordArt to your poster
10. Add Pictures
- 11.
12. Working With Excel

Starting PowerPoint

- Double click the PowerPoint Icon on your desktop.



- You will be taken to the PowerPoint Workspace



Setting the Size and Orientation of your Poster

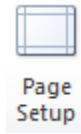
The most common size of poster is A0 (84.1 cm x 118.9 cm), the maximum poster width and height that PowerPoint will allow is 140cms or 56 ins.

To change the size and orientation

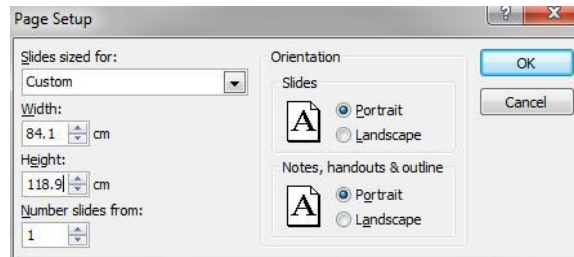
- Click the Design tab on the ribbon



- Click Page Setup



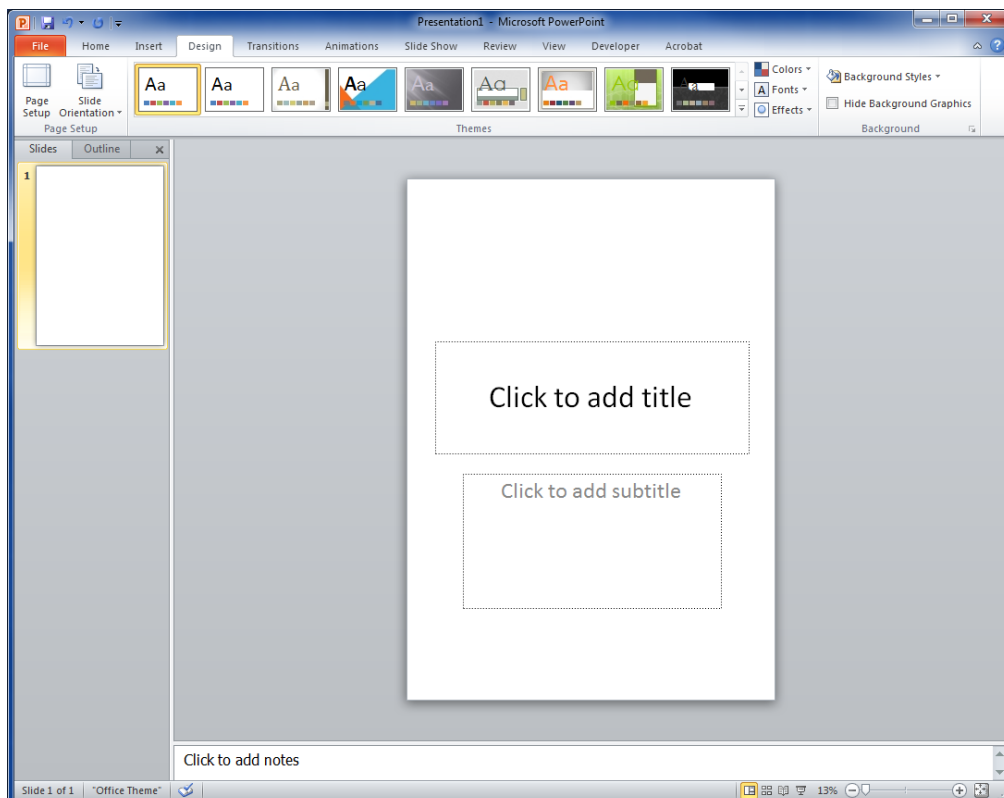
- A dialog box will appear:



- In the 'Slides sized for:' drop down menu, select 'Custom'
- Type **84.1** in the width box and **118.9** in the height box for an A0 Portrait poster.

If your poster requirement is for a portrait style poster (tall and thin), then click the portrait orientation button to swap the values around for a portrait layout.

- Click OK to see your new A0 slide. Your workspace should now look similar to the picture below.

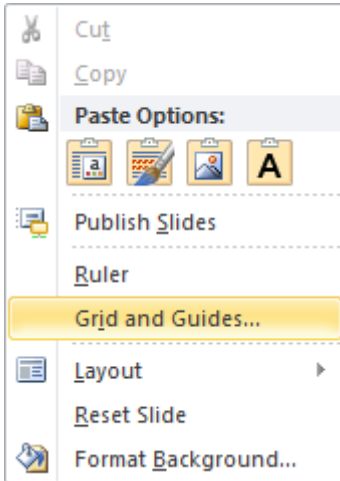


Display a Grid

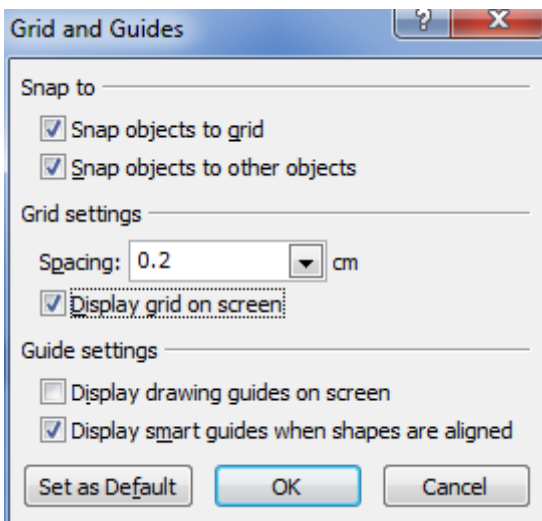
When we come to introduce the different elements to our poster, it is beneficial to use a grid and to help us align our images and text.

Turn on the Grid

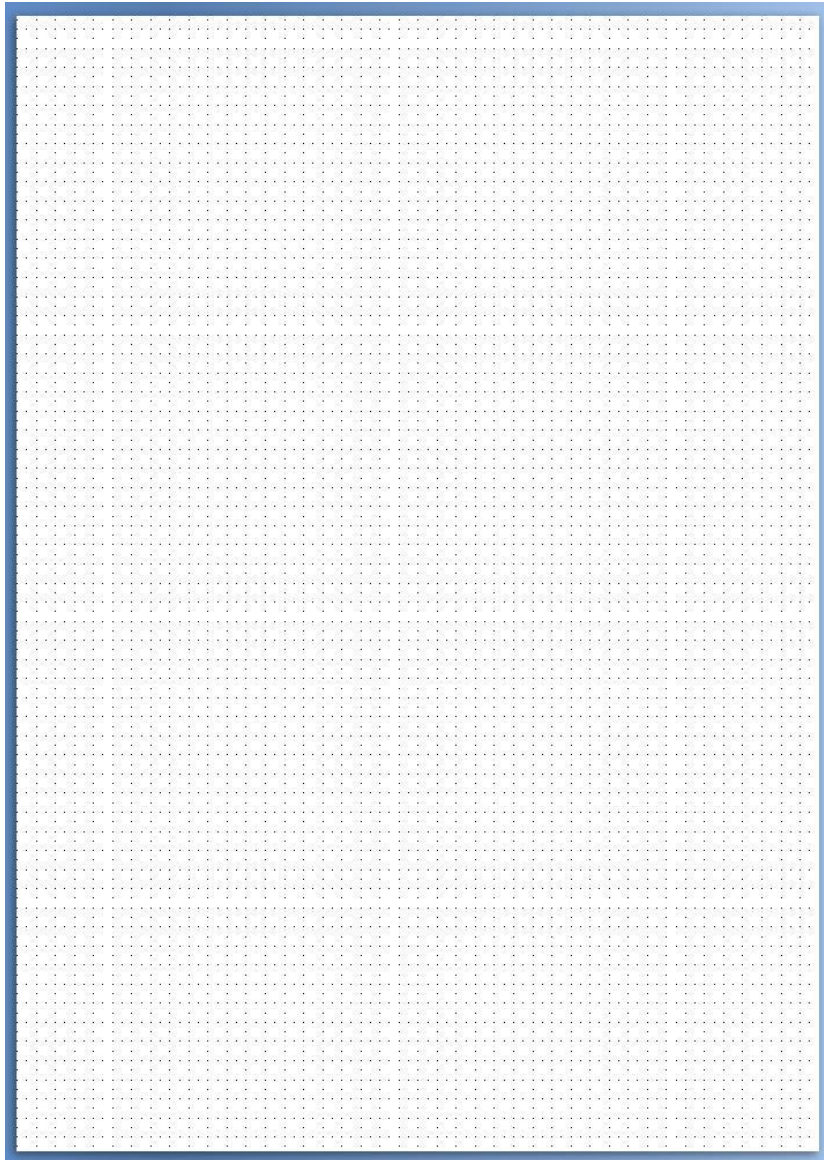
- Right click on any blank part of the slide and left click Grid and Guides....



- In the Grid and Guides dialog box, leave the spacing as is and put a tick in all the boxes except the one named 'Display drawing guides on screen'.
- Click OK



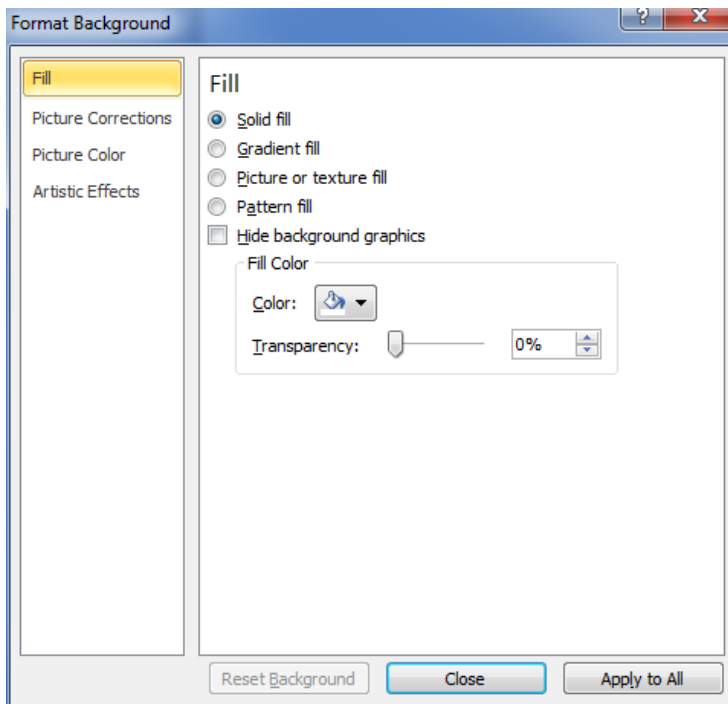
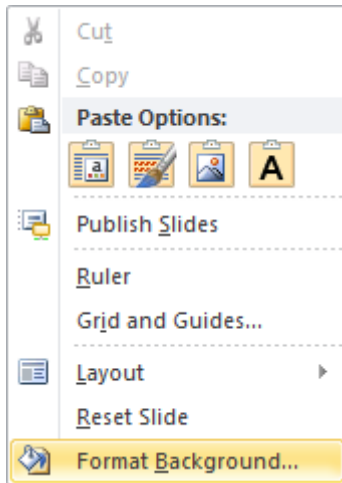
You should see the grid overlay on the workspace



Apply a Background to your poster

To access the options for changing the background,

- Right click on the slide and left click 'Format Background...'

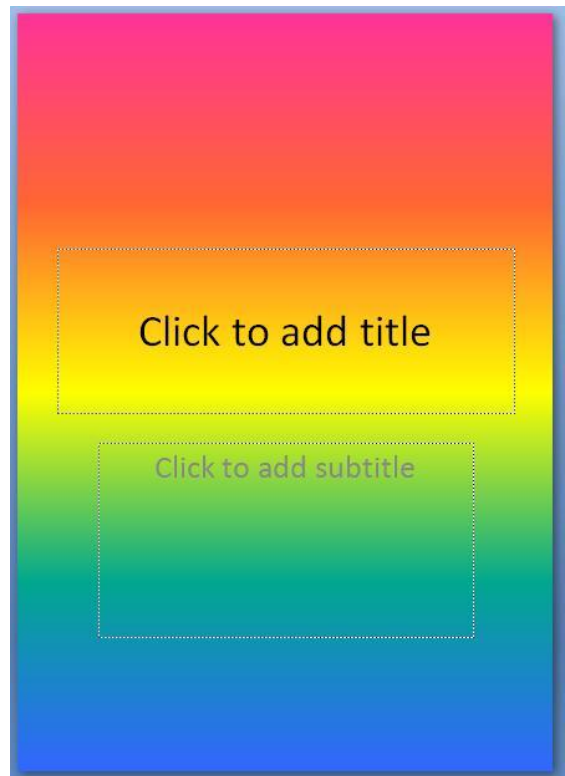
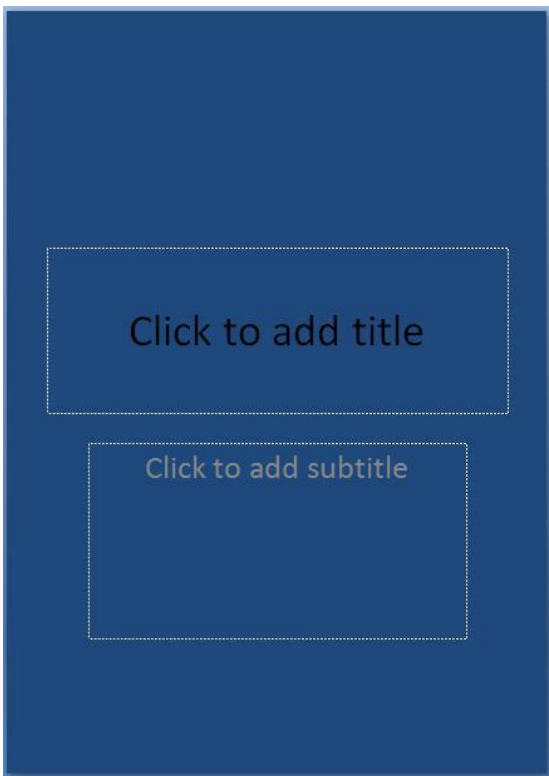
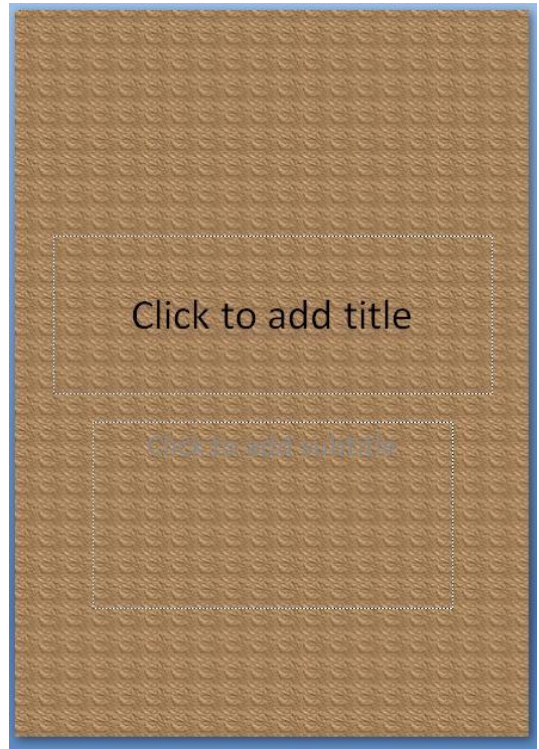
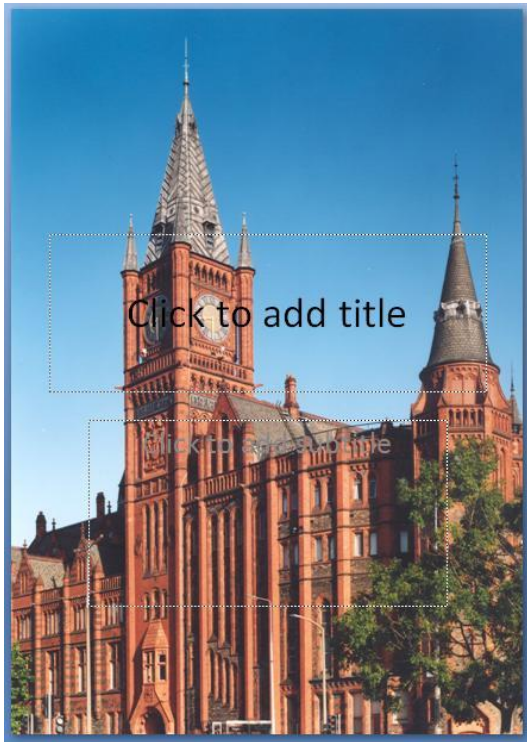


This dialog box contains three main options

- Solid fill : Applies a wash of a single colour across the background
- Gradient fill : Applies a blend of two or more colours gradually across the background
- Picture or Texture fill : Applies a large single picture background or a regular tiled picture background

We do not recommend using the transparency function to lighten the background image of a poster as this has proved to print unpredictable results

Examples of each are shown below (without the grid showing for clarity)

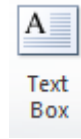


Add Text to your Poster

- Click the Insert tab



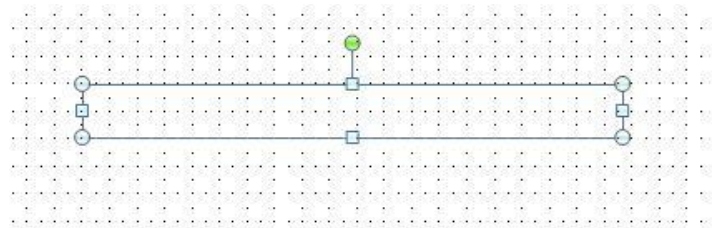
- click on Text Box



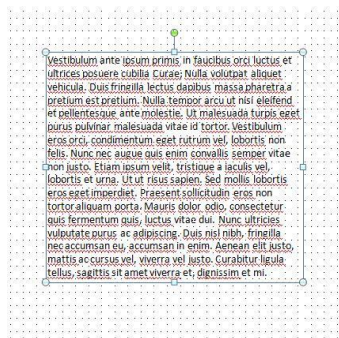
- The cursor will change shape to that of a long cross
- left click anywhere on the slide to place the text box.



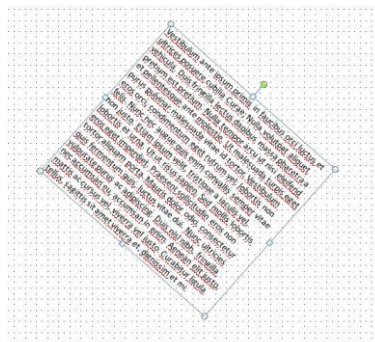
- Click the bottom right hand circle on the text box, hold, and drag it to the right to make it larger.



- Click inside the text box to start typing.
- You can also copy and paste text into the text box from other packages.

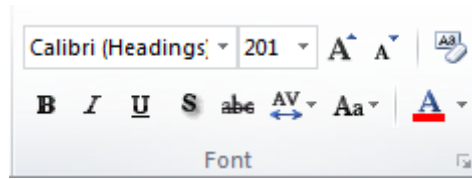
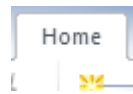


- To rotate the text box click and drag the green control circle at the top of the box in a circular motion.



To change the font, colour, and size of the text in the text box, highlight the text:

- Click on the Home tab
- All the options are under the Font section on the ribbon.



Add a WordArt Title

- Click the Insert tab and click WordArt



. You will be presented with a list of text styles of different colours and shadows.



- Select anyone of these letter 'A's and left click anywhere on the slide

You should see something that looks like this:

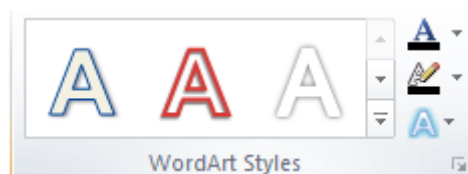


If you decide that you would like to change the colours or style of the word art later,

- click on the text.
- Another option called Drawing Tools will appear on the ribbon:



Clicking on the Format tab will open all the drawing tools on the ribbon. To alter the WordArt text we need to use the section marked 'WordArt Styles.'



Clicking on the letter 'A's in this box will automatically alter the text.

Add a picture

There are two ways to add pictures to a PowerPoint slide.

You can either drag an image from the desktop or

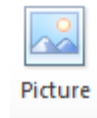
You can use the Insert Picture function.

To insert a picture:

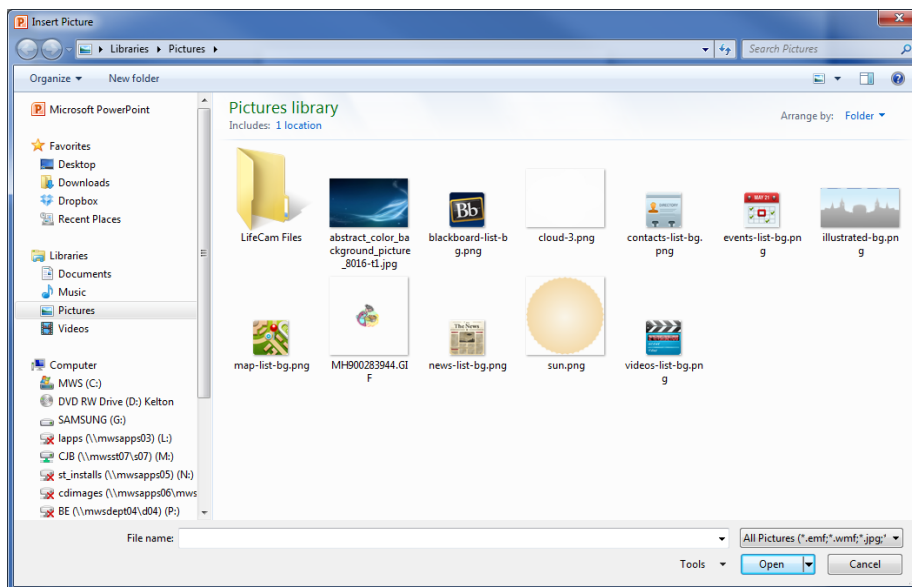
- Click the Insert tab



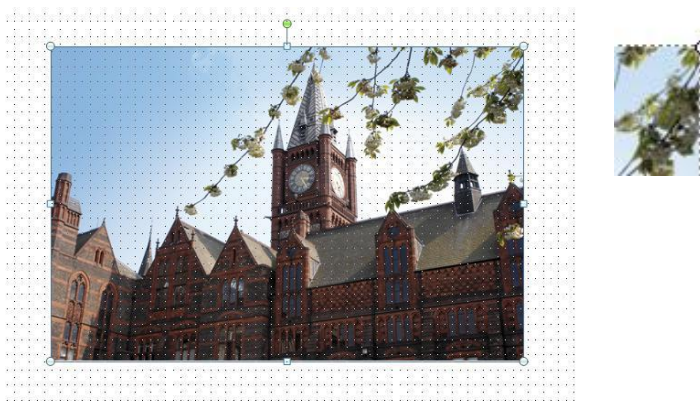
- Click Picture



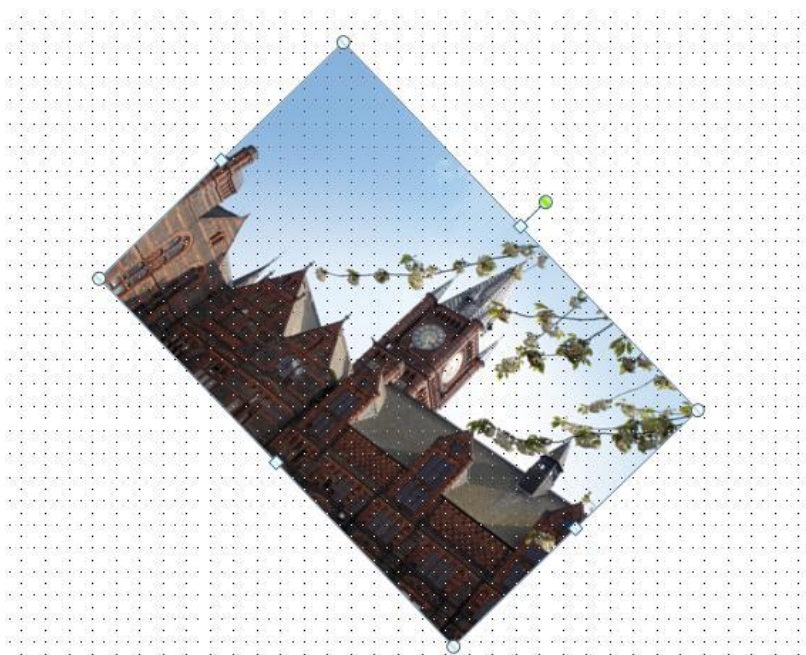
- This will open a browser window to 'Pictures'. You can however, navigate to other folders from here.



- Select the picture file that you want to use and click insert.
- Resize the picture using the controls on each corner and edge of the box surrounding the picture.



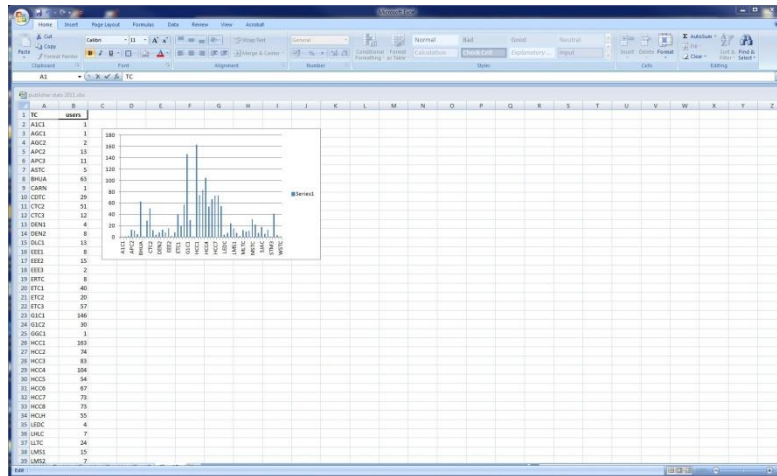
- You can rotate the picture by clicking and holding the green control at the top of the picture and dragging around it.



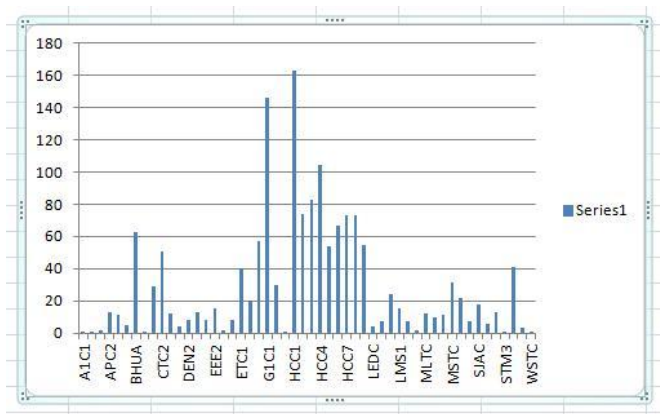
Working with Excel

Insert a Chart into a PowerPoint slide

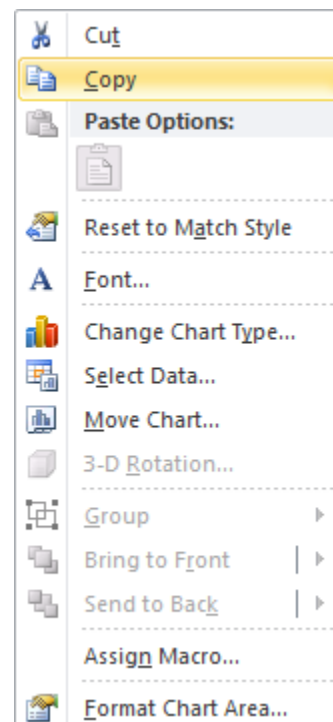
In this example, there is an Excel file with some data and a chart on the same worksheet. This is shown in the screenshot below.




- Left click on the chart, so a box appears around it.

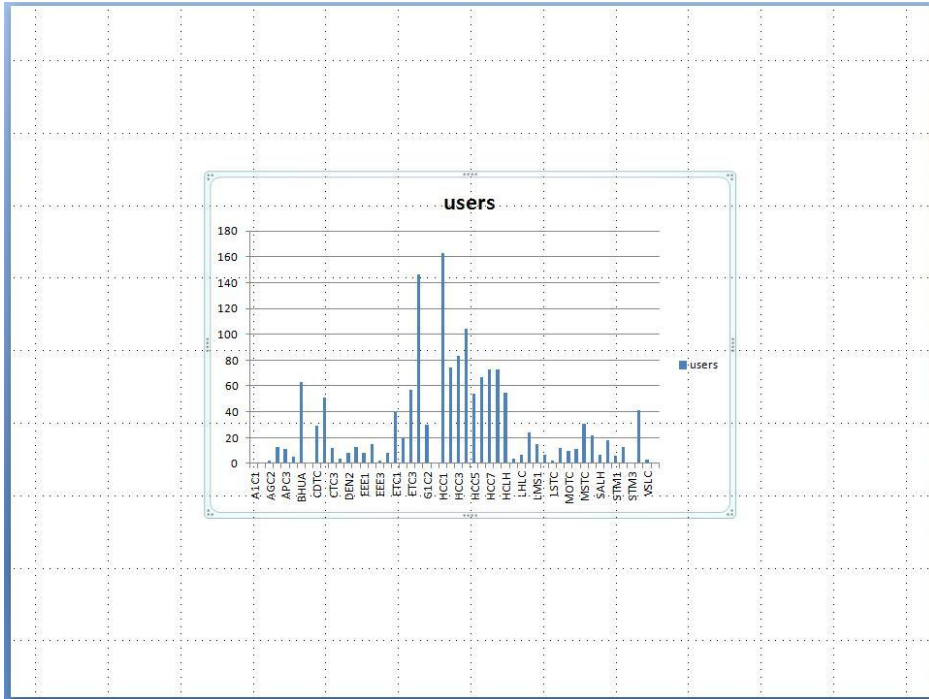


- Right click inside the chart and select Copy from the menu.



- Switch to your PowerPoint document,
- Right click anywhere on the slide and click  under **Paste Options**.

Your graph should appear on the PowerPoint slide.



The data on this graph is linked to the Excel spreadsheet as long as the file locations are kept as they were when the PowerPoint was created. If the file has moved, you will need to update the link between the chart in PowerPoint and the data in Excel. To do this, open the PowerPoint slide and take the following steps:

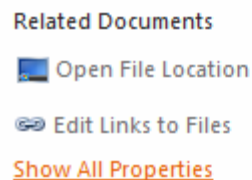
- Click the **File** tab



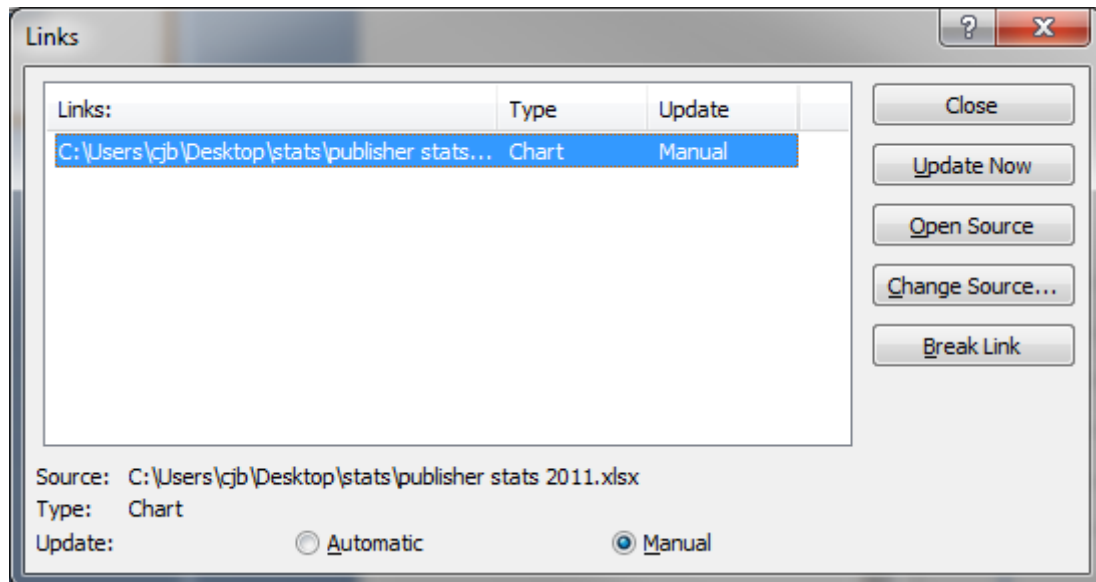
- Expand the menu under **Info**



- Click **Edit Links to Files** under **Related Documents**



A dialog window will pop up showing the links to files embedded in the PowerPoint document.



In this example, there is only one link. If you have several charts from several different excel sheets, please be careful when changing any of these link settings.

- Highlight the link to our chart as shown in the graphic.
- Click the 'Change Source' button.
- A file browser window will pop up, navigate to the Excel file's new location.
- Clicking Open will close the file browser and take you back to the Llinks' window.
- Click the 'Update Now' button and close.

If all is successful the graph should now be linked again to the Excel page.