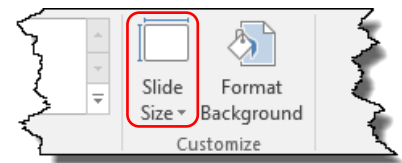


## Creating a Poster

PowerPoint is a presentation application, but it can also be used to create academic posters. The first thing you will need to do, is to create a blank slide with the correct dimensions.

### Setting up the slide

1. Click the down arrow next to **Layout**, located in the **Slides** group, on the **Home** tab. Select **Blank** from the available layouts.
2. Click the **Design** tab. Click **Slide Size** located in the **Customize** group. Click **Custom Slide Size...** This opens the **Slide Size** dialog box.
3. Type in the required measurements in the **Width:** and **Height:** boxes. Click **OK**.



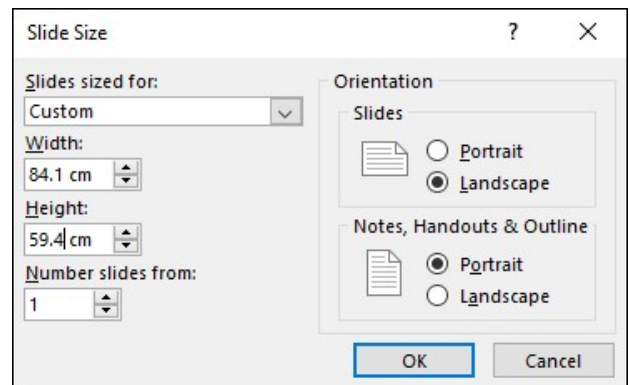
#### Note:

Check your assignment brief for the size your poster should be. Common poster sizes include:

A0 - 118.9 x 84.1cm or 46.8 x 33.1 inches

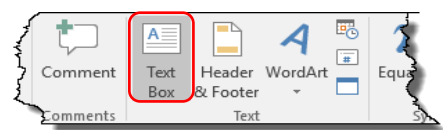
A1 - 84.1 x 59.4 cm or 33.1 x 23.4 inches

A2 - 59.4 x 42 cm or 23.4 x 16.5 inches



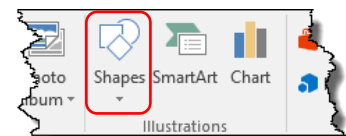
### Adding text to your poster

1. Click the **Insert** tab, then click **Text Box** located in the **Text** group.
2. Click in the slide and drag your text box to the required size. Click inside the box and type or paste your text.



### Adding shapes to your poster

1. To add shapes to your poster, click the **Insert** tab, then click **Shapes** located in the **Illustrations** group.
2. Click in the slide and drag the shape to the required size. To add text, click on the shape and start typing.



#### Note:

See the self help guides **Inserting graphics** and **Inserting charts** to find out how to add images and charts to your poster.

