

PowerPoint Functions

Metric to Imperial Measurement Standards

In PowerPoint click on PowerPoint → Preferences. Under the View tab → Ruler units, change from centimetres to inches or vice versa.

If that doesn't work you can also try: Control panel → Regional and Language → Customize button → Measurement System → select US

It may also be under Language and Text → Formats. Select US or Metric in the Measurements field at the bottom.

PowerPoint 2007

If you are using a version of PPT that has a menu bar that looks like the image below, you may have difficulty locating some of the functions. I have tried to include location directions for as many of the functions that you need to create your poster as possible.



Set Dimensions

Change page setup – Design tab → Page Setup → 106 cm” x 106 cm” (106 cm = 42”)

View Rulers

View tab → Show/Hide → Ruler

Drawing Guides

Home tab → Drawing group → Arrange → Align → Grid settings → Display drawing guides on screen

On a PC, to create more drawing guides: CTRL + ALT + click on a drawing guide and drag to create more guides. The keys you will need to press to perform this function may vary on different computers.

If you are on a Mac press the Option + click and drag.

When copying or moving a guide, make sure that your cursor is situated on the slide. If you move the guide outside the boundary of the slide it will be deleted. On a Mac, you can have a maximum of eight horizontal and eight vertical guides.

Background colour

Design → Background styles → Select a colour

Background columns/boxes for text

NOTE: It is very important to create your text separately from the coloured box or column behind the text. If you do not do this, your text will be attached to the background shape and you will have limited control repositioning it.

Shapes

Home tab → Drawing group → Shapes → Select a shape → Click and drag your cursor on the slide to create the desired shape. Do not worry about being exact. Once you have drawn a shape you can always resize and reposition it.

Colour

Highlight the shape. Home tab → Drawing group → Shape fill → Select a colour

To change or add an **outline colour**:

Highlight the shape. Home tab → Drawing group → Shape outline → Select a colour and weight. If you do not want an outline colour, select No outline.

Text Boxes

Insert tab → Text group → click Text box icon → click and drag your cursor on the slide to create the approximate size of box for your text → paste or type in text. If there is no flashing cursor in the text box, click Insert tab again → click Text box icon → click in the text box on slide → type.

NOTE: If the text box fills with a colour and/or outline, click on the text box to highlight it and then follow the same steps as you would with an object. Click Home tab → Drawing group → Shape fill → Select no fill

Layering shapes and text

When you are creating shapes and text you are actually creating layers. Therefore the first item you create will be on the bottom. The next item you create will layer on top of that...and so on and so on. Sometimes when you are working on your poster you will need to rearrange the layers. For example, if you create a text box and then decide to make a shape to sit behind it. Click on the item you want to bring forward or move back to highlight it.

Home tab → Drawing group → Arrange → Select the action you wish to perform from Order Objects.

Paragraph spacing

Home tab → Paragraph → Line spacing icon → Line spacing options.

Formatting text around an object

Paragraph: Align text icon → more options → wrap text to shape – then stretch text box to whatever length you want.

Moving objects and text boxes:

Objects and text boxes can be moved incrementally by first selecting the object or text box and then using the arrow keys to move the item one a small amount at a time.