How to Create a Poster Using PowerPoint

Step 1 Open PowerPoint, choose Blank Presentation and click OK.

Step 2 Choose the Blank slide layout and click OK.

Step 3 Go to File in the toolbar and click Page Setup /Design and Slide size.

Step 4 Choose Custom Slide Size

Step 5 Enter the 11 inches for the width and 17 inches for the height of your poster.

Step 6 To add photos, go to Insert in the menu bar and select Picture, and then From File and browse to your file containing your scanned and saved pictures.

Step 7 To add text, go to Insert in the menu bar and select Text Box, then type in the text you want to use. Highlight the text to change the font and size.

Step 8 Once you have completed your poster design, **save as PDF** onto a jump drive.

Step 9 Take your jump drive to Office Depot or FedEx and get it printed for a nominal charge.