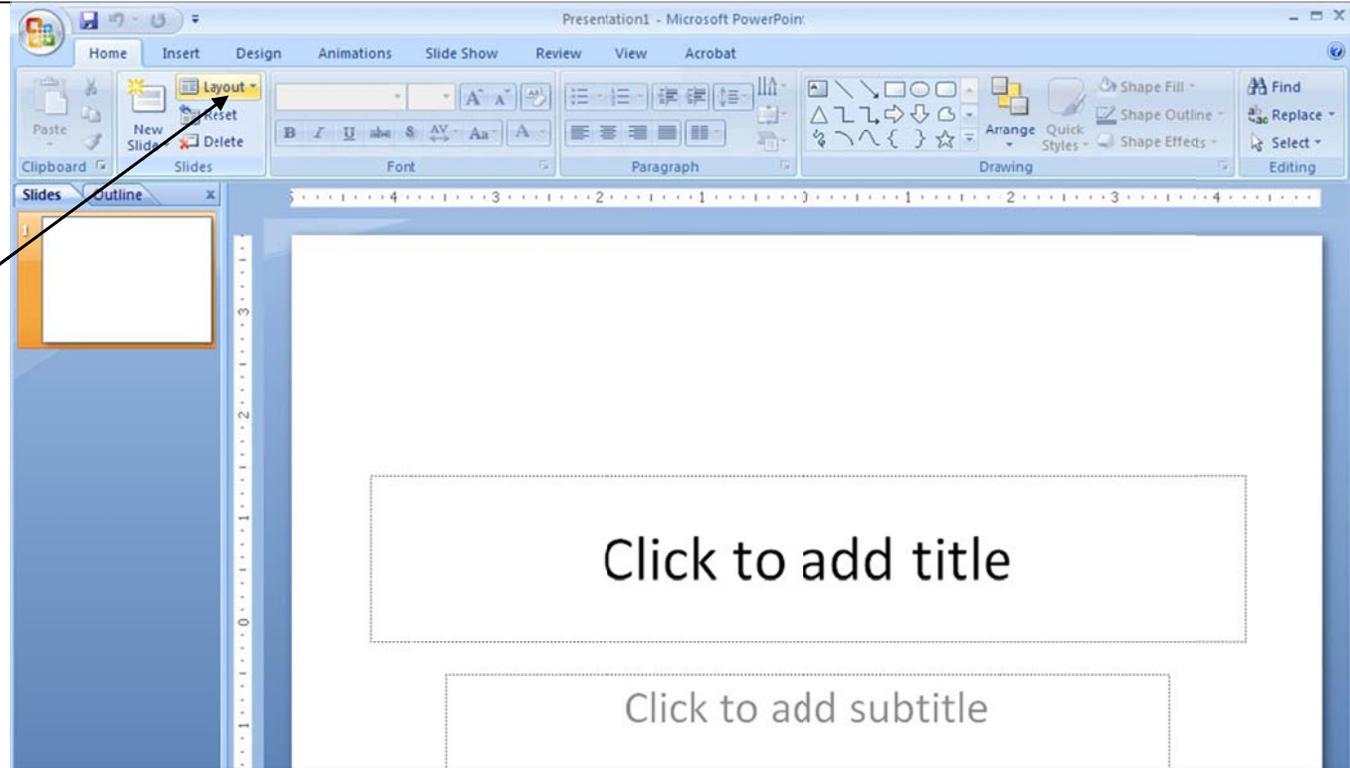
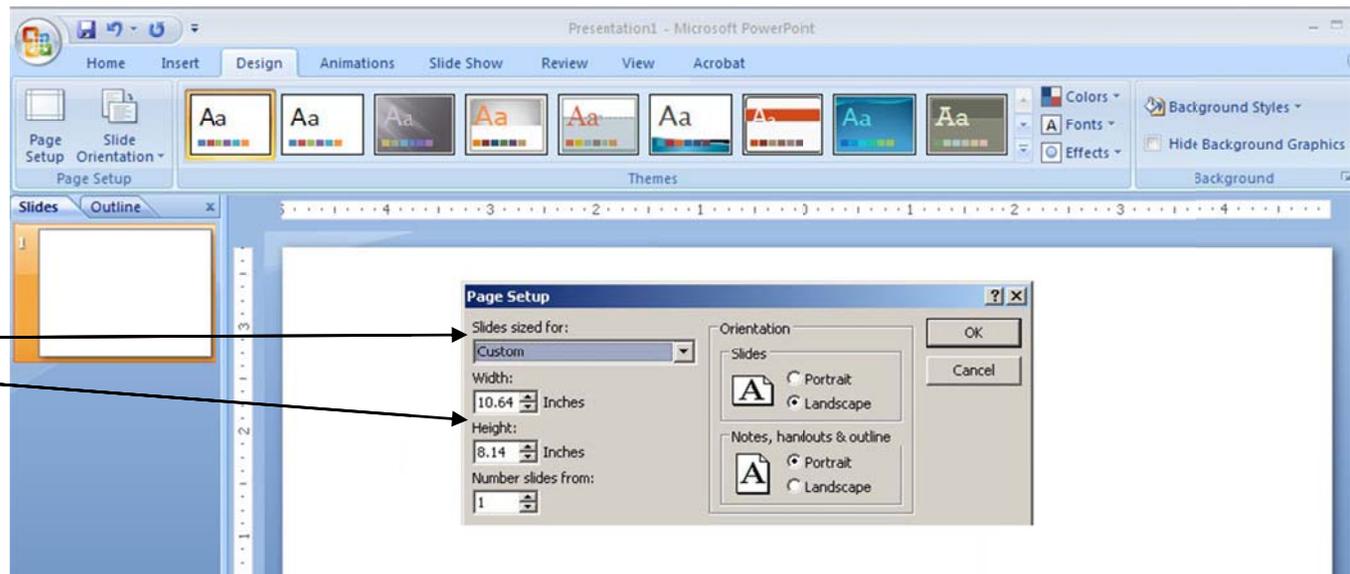


Open up MS Powerpoint and look at the top toolbar – or top of the Ribbon as MS calls it. HOME is the tool selected and under it you will see a grouping of tools labeled SLIDE. Select LAYOUT from this group. Open the pull down menu and select the BLANK layout.



We are creating posters that are 4' wide and 3' high.

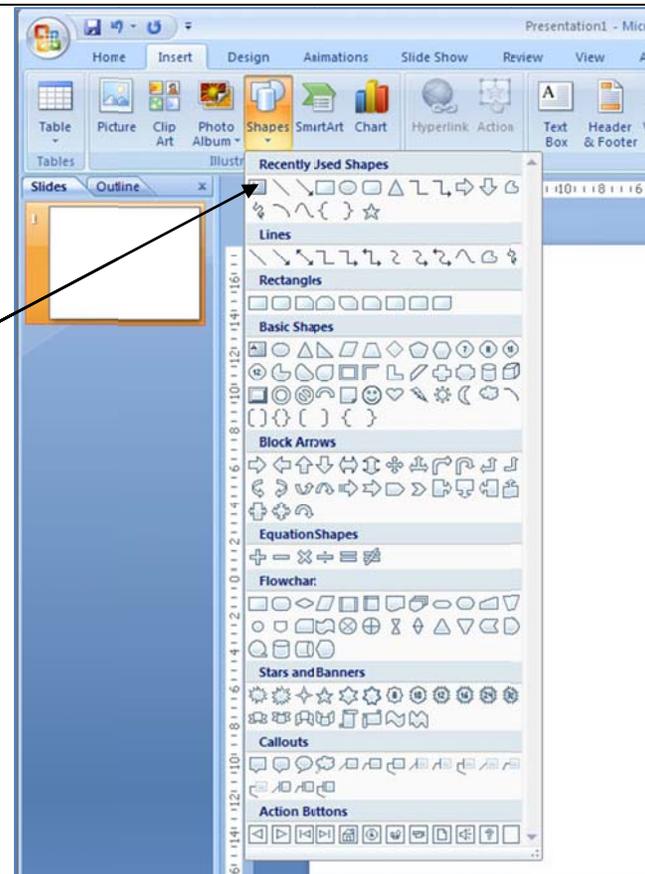
Select DESIGN from the Ribbon and the PAGE SETUP. Open the pull down menu under SLIDES SIZED FOR: and select CUSTOM. Type in the 4' X 3' in the appropriate boxes – in inches. Select OK.



The poster is 4'X3', but the screen is a lot smaller so we are going to add some lines to help guide us. To add a line Select INSERT from the Ribbon and then SHAPES. While it is open take a look at all the shapes you can potentially use in the design the poster.

Select the line without the arrow head. As you use the different shapes MS will list them in the RECENTLY USED SHAPES so you don't have to go looking again.

All shapes can be altered by adding color to the outline or filling them in, adding thickness and design to the outlines and adding a third dimension and shadows.



Once you select the line click the cursor at the location in the poster you want to start the line and then stretch to where you want it to end. For now run a line across the top of the poster about 6" down from the top. Then add two more lines perpendicular and below the first line. Evenly space these two lines so you have three columns.

HINT: To ensure the line is straight, hold down the CNTL key before completing the line.



After drawing the three lines you are ready to start adding information to the poster. Start by placing the information on the poster and then position the different sections so that you have about 20% text, 40% graphics and 40% white space. Afterwards you can add color and design.

The 6 inches of space at #1 is for the title of the poster, your name and the name of any co-author(s), your affiliation, and the departmental and University logos. Go to INSERT→ TEXTBOX and draw a box in #1. Then type in the information. Go to INSERT →Picture to insert the logos. Space the text and logos so they are appealing.

#### Font sizes

Title should be at least 72 points

Headings for the different sections should be at least 30 points

Body of each section should be at least 24 points

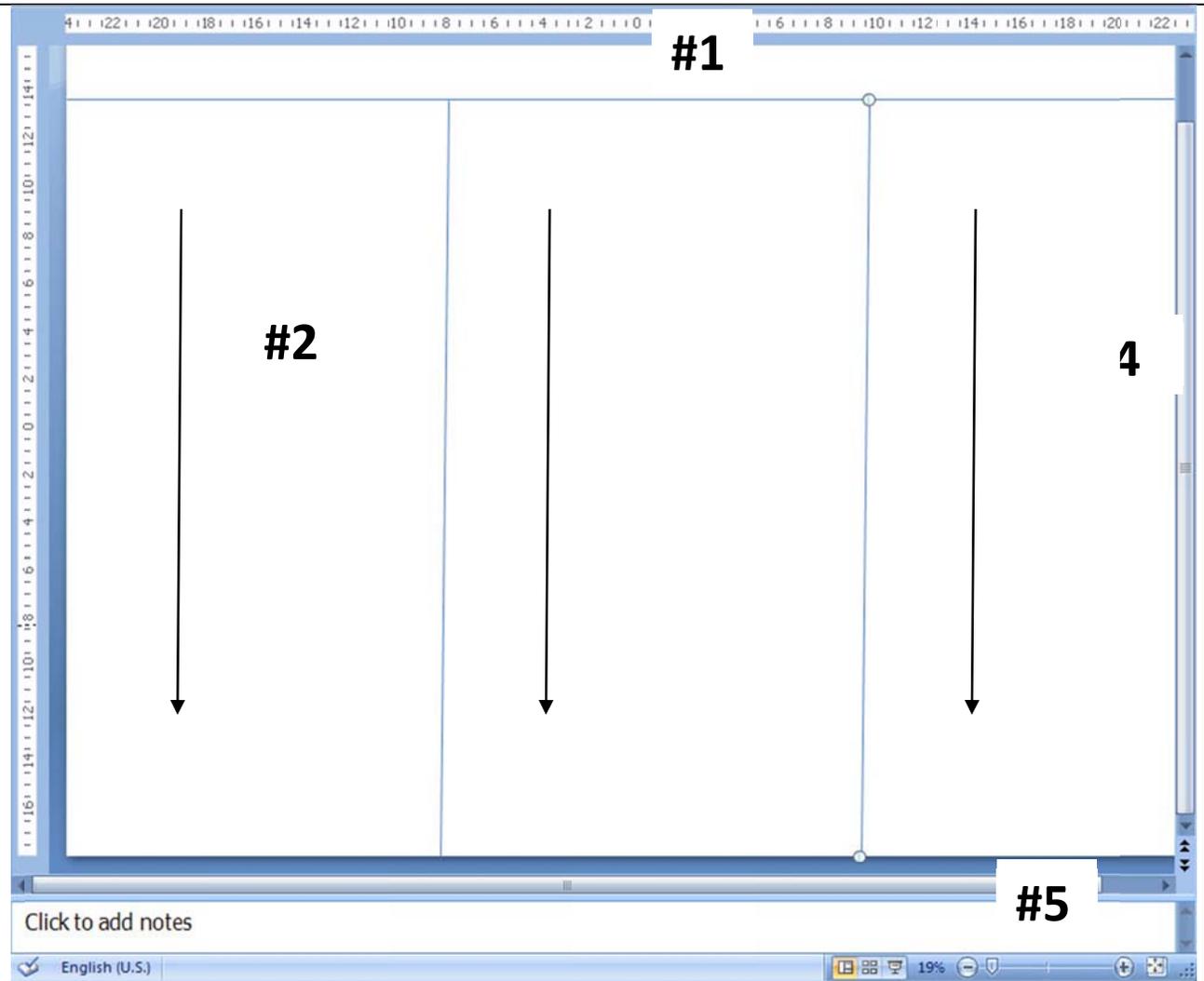
#### Fonts to use

San-serif for the main title

Serif for the body

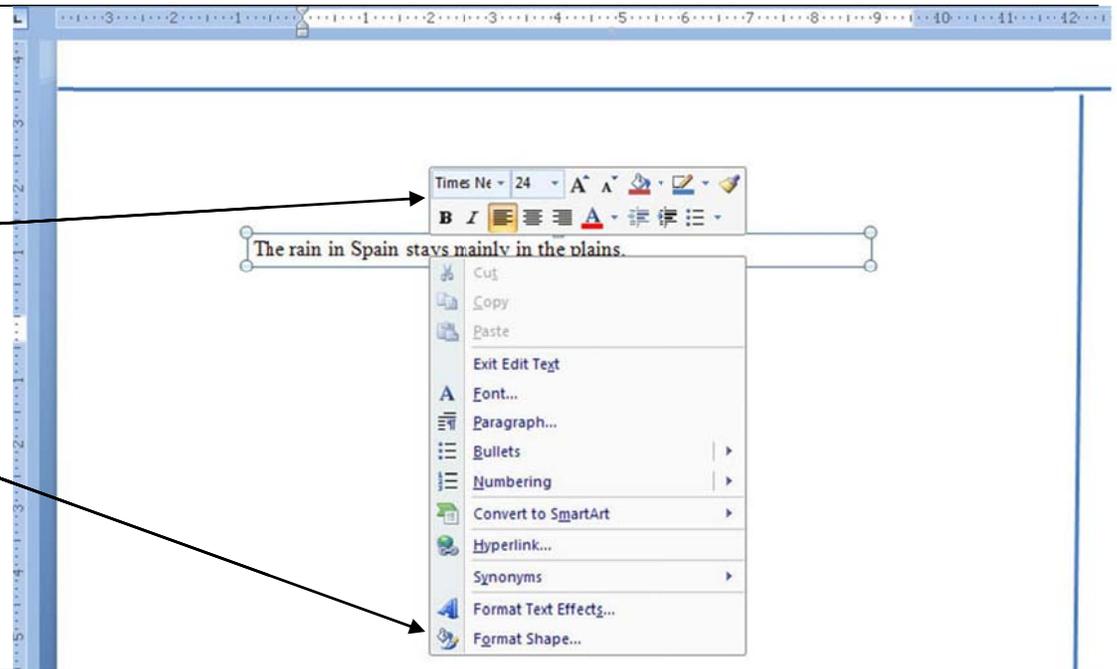
Start the abstract in #2 using a text box. You can either cut and paste the text from a Word document or type the abstract in. Using a different text box for each, add the Introduction, materials and methods, results (graphs, photos, etc) and discussion and conclusions in the three areas #2, #3 and #4. Space them among the columns so equal amounts of white space are throughout the poster.

Don't worry if the text, etc. looks smaller than it should. Below #5 is a gauge that indicates how much the poster has been reduced in size (19% here). Remember it is actually 3'X4'. Play with it to see the how it changes. Use the scroll bars to navigate to the different areas of the poster.

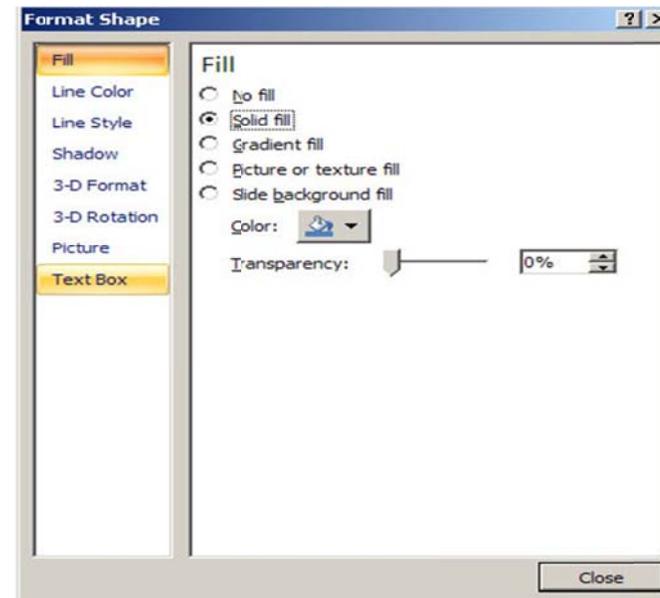


Notice that I have zoomed in to 50%. The font size of the text is 24.

To add color, etc to the text boxes, place the cursor on the box and right click. A drop down menu appears. Select the bottom tool **FORMAT SHAPE** or you can use the **TEXTBOX BAR**.



Opening up the **FORMAT SHAPE** reveals the different ways the text box can be altered. Play with the different options until you feel comfortable. Solid light colors are better for the background of the textboxes. The text should be in a dark color. Dark on light is easier to read. Reversing to light text on a dark color for the poster title adds an interesting touch.



Insert a chart or graph in your presentation

Do the following when you want to create a new chart or graph in PowerPoint:

In PowerPoint, click the placeholder that you want to contain the chart.

On the **Insert** tab, in the **Illustrations** group, click **Chart**.

In the **Insert Chart** dialog box, click a chart, and then click **OK**.

Office Excel 2007 opens in a split window and displays sample data on a worksheet.

	A	B	C	D
1	Column1	East	West	North
2	1st Qtr	20.4	35.6	22.9
3	2nd Qtr	27.4	38.9	33
4	3rd Qtr	90	40.6	49.5
5	4th Qtr	20.4	45	51

Sample data on an Excel worksheet

In Excel, to replace the sample data, click a cell on the worksheet, and then type the data that you want.

You can also replace the sample axis labels in **Column A** and the legend entry name in **Row 1**.

**NOTE** After you update the worksheet, the chart in PowerPoint updates automatically with the new data.

When you are finished inputting the data in Excel, on the **File** menu, click **Close**.

**NOTE** To change the data in a chart you've inserted, use the **Edit Data** command.

Inserting a graph or a chart that has already been created is the same as **INSERTING** a picture from a file if it's in a gif or jpg format.

Insert a picture from a file

Click where you want to insert the picture.

On the **Insert** tab, in the **Illustrations** group, click **Picture**.



Locate the picture that you want to insert, and then double-click it.

To add multiple pictures, press and hold **CTRL** while you click the pictures that you want to insert, and then click **Insert**.

**NOTE** Pictures that you insert from a file are embedded in your worksheet or presentation. You can reduce the size of a file by linking to a picture instead. In the **Insert Picture** dialog box, click the picture that you want to insert, click the arrow next to **Insert**, and then click **Link to File**.

Paste an Excel chart or graph into your presentation and link to data in Excel

You create and copy the chart or graph in Office Excel 2007 and then paste it into your PowerPoint presentation. When you update the data in the linked Office Excel 2007 file, you can update the chart in PowerPoint by using the **Refresh Data** command.

**NOTE** If you want to be able to automatically update or refresh the data in your chart or graph, you must save the Excel file before inserting the chart or graph.

1. In Excel, select the chart by clicking its border, and then on the **Home** tab, in the **Clipboard** group, click **Cut**.
2. In PowerPoint, click the placeholder on the slide or notes page that you want to insert the chart on.
3. On the **Home** tab, in the **Clipboard** group, click the arrow under **Paste**, and then click **Paste**.

## Copy worksheet data to a PowerPoint presentation

In Excel, select the worksheet data that you want to copy to a PowerPoint presentation. On the **Home** tab, in the **Clipboard** group, click **Copy**. Click in the PowerPoint presentation where you want to paste the copied worksheet data. On the **Home** tab, in the **Clipboard** group, click **Paste**.



want to paste the copied

Click **Paste Options** next to the data, and then do one of the following:

- To use the original format of the copied data, click **Keep Source Formatting**.
- To use the document theme that is applied to the PowerPoint presentation, click **Use Destination Theme**.
- To paste table data that you copied as text, click **Keep Text Only**.

**NOTES** If you don't see the **Paste Options** button, you may have to turn it on. Click the **Microsoft Office Button**, and then click **PowerPoint Options**. In the **Advanced** category, under **Cut, Copy, and Paste**, select the **Show Paste Options buttons** check box. If you paste the data into a PowerPoint table, the **Paste Options** button is not displayed.

### TIPS

- To paste the data in another format (such as a worksheet object, HTML format, bitmap, picture, or to text format) or to paste a link to the source data in Excel, on the **Home** tab, in the **Clipboard** group, click the arrow on the **Paste** button, and then click **Paste Special**. In the **As** list, click the format that you want to use.
- If you want to edit the entire worksheet later, click **Microsoft Office Excel Worksheet Object**. Clicking **Microsoft Office Excel Worksheet Object** provides access to the entire worksheet in the presentation, including data that you may want to keep private. To automatically update the table in the presentation when changes are made to the source data in Excel, click **Paste link**. Both of these options also preserve the Excel formatting, even when the formatting features that are used are not supported in PowerPoint. If you saved the source workbook before you copied the data, you can also click **Attach Hyperlink** to insert a hyperlink in your presentation that directs you to the source data in Excel.
- To paste the content as an Object Linking and Embedding (OLE) PowerPoint application icon (rather than pasting the actual content), click **Microsoft Office Excel Worksheet Object**, and then select the **Display as icon** check box. You can click the icon to open the application and then view the content.
- If you want to use HTML to copy the data to PowerPoint into a PowerPoint table, click **HTML format**.
- To paste a static picture, click **Device Independent Bitmap** or **Bitmap**, or to paste a picture that can be ungrouped, click **Picture (Enhanced Metafile)** or **Picture (Windows Metafile)**.
- To paste the data as formatted or unformatted text, click **Formatted Text (RTF)** or **Unformatted Text**.
- To paste the data as a hyperlink that directs you to the source data in Excel, click the arrow on the **Paste** button, and then click **Paste As Hyperlink**. If the workbook that contains the source data has not been saved yet, this option is unavailable.
- If you want the range of data that you paste as a **Microsoft Excel Worksheet Object** into a PowerPoint presentation to expand when the corresponding data expands on the Excel worksheet, you can define a name for the range of data in Excel before you copy the data. You can then paste a link to the named range by using the **Paste Special** command. On the **Home** tab, in the **Clipboard** group, click the arrow on the **Paste** button, click **Paste Special**, and then click **Paste link**. This works only when you copy data that is not in table format in Excel.

## Copy a chart to a PowerPoint presentation

In Excel, select the embedded chart or chart sheet that you want to copy to a PowerPoint presentation.

On the **Home** tab, in the **Clipboard** group, click **Copy**.

Click in the PowerPoint presentation where you want to paste the copied chart.

On the **Home** tab, in the **Clipboard** group, click **Paste**.



Click **Paste Options** next to the chart, and then do one of the following:

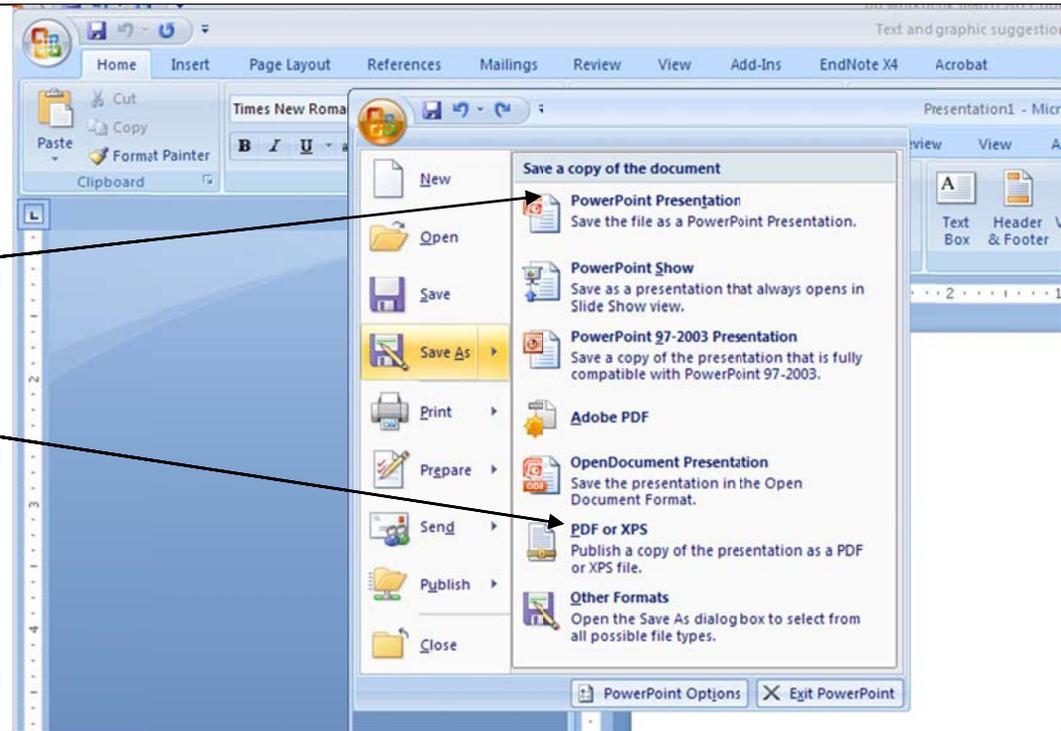
- To paste the chart with a link to its source data, click **Chart (linked to Excel data)**.
- To paste the chart and to include access to the entire workbook in the presentation, click **Excel Chart (entire workbook)**.
- To paste the chart as a static picture, click **Paste as Picture**.
- To paste the chart in its original format, click **Keep Source Formatting**.
- To paste the chart and format it by using the document theme that is applied to the presentation, click **Use Destination Theme**.

### TIPS

- To paste a chart in another format, click the arrow on the **Paste** button, and then click **Paste Special**. In the **As** list, select the format that you want to use.
- To paste a chart as a static picture, click any **Picture** or **Bitmap** option. Picture format generally provides better display quality than Bitmap format.
- Click **Microsoft Office Graphic Object** to paste a chart as a graphic object that can be edited by using the chart tools in PowerPoint. This option is not available when you are using Compatibility Mode in PowerPoint.
- Click **Microsoft Office Excel Chart Object**, and then click **Paste link** to paste a chart as an embedded object that is linked to the source data of the original Excel chart so that it is updated when the chart data changes. **Microsoft Office Excel Chart Object** is not available when you are using Compatibility Mode in PowerPoint.
- To paste the chart as an Object Linking and Embedding (OLE) PowerPoint application icon (rather than pasting the actual chart) into a presentation, click **Microsoft Office Excel Chart Object**, and then select the **Display as icon** check box. You can click the icon to open the application, and then view the chart. **Microsoft Office Excel Chart Object** is not available when you are using Compatibility Mode in PowerPoint.

As you are working on the poster save it as a Powerpoint presentation.

If a PDF is what you need for printing by BYU Print&Mail , then when the poster is completely finished and ready to be printed, then save it as a PDF.



Remember, save the poster to your Flashdrive.

select STANDARD (PUBLISHING ONLINE AND PRINTING)

