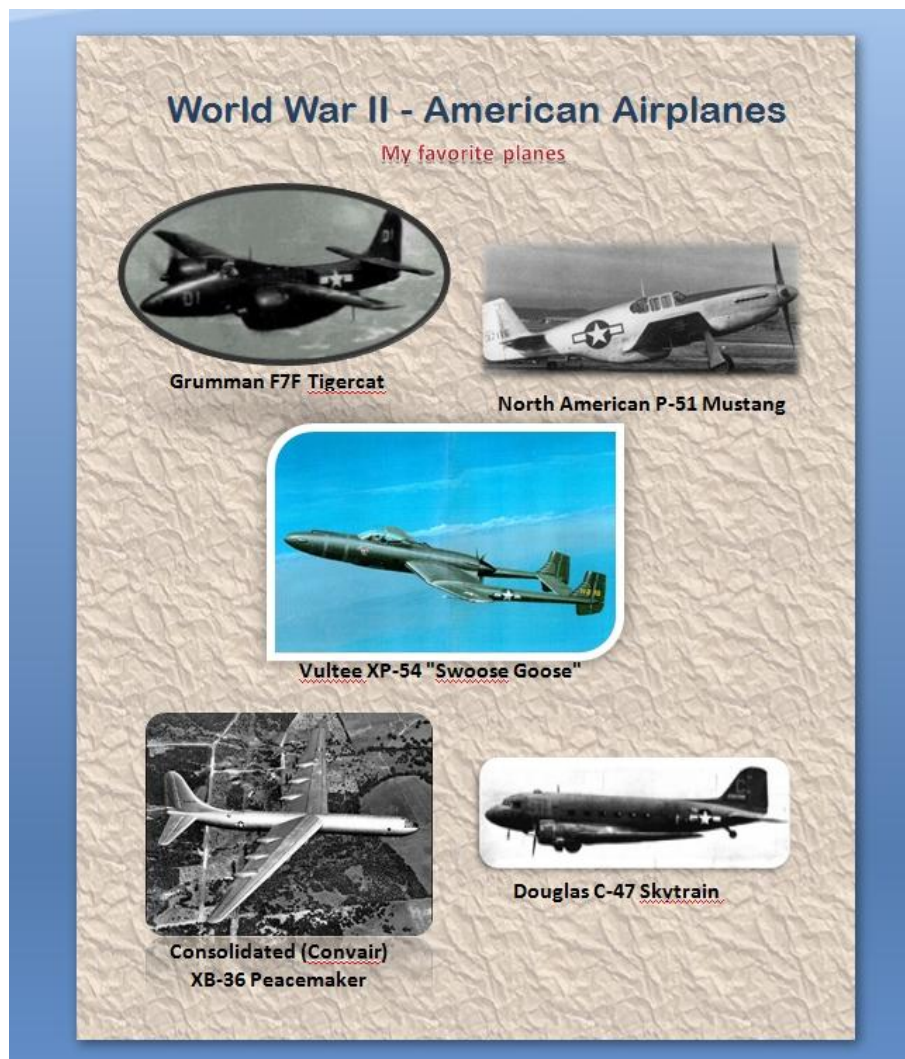# PowerPoint Posters

PowerPoint, PPT, is a great program for creating presentations and for making other types of documents as well – like posters. Directions for getting started in PowerPoint 2007 are below. Click on the links for directions and tips.

[Getting Started](#)
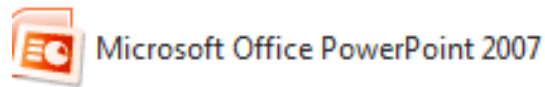[Background](#)
[Pictures](#)
[Text Boxes](#)

An Example Poster

Getting Started

First, open PowerPoint on your computer – the 2007 icon looks like this.

Microsoft Office PowerPoint 2007

(Click Start, or the round button on the bottom left of your computer, click "All Programs", go to "Microsoft Office," and there you will see "Microsoft PowerPoint.)

PowerPoint automatically opens a new presentation (or if not, click the round circle in the upper right-hand corner and then click "New," then "Blank Document.")
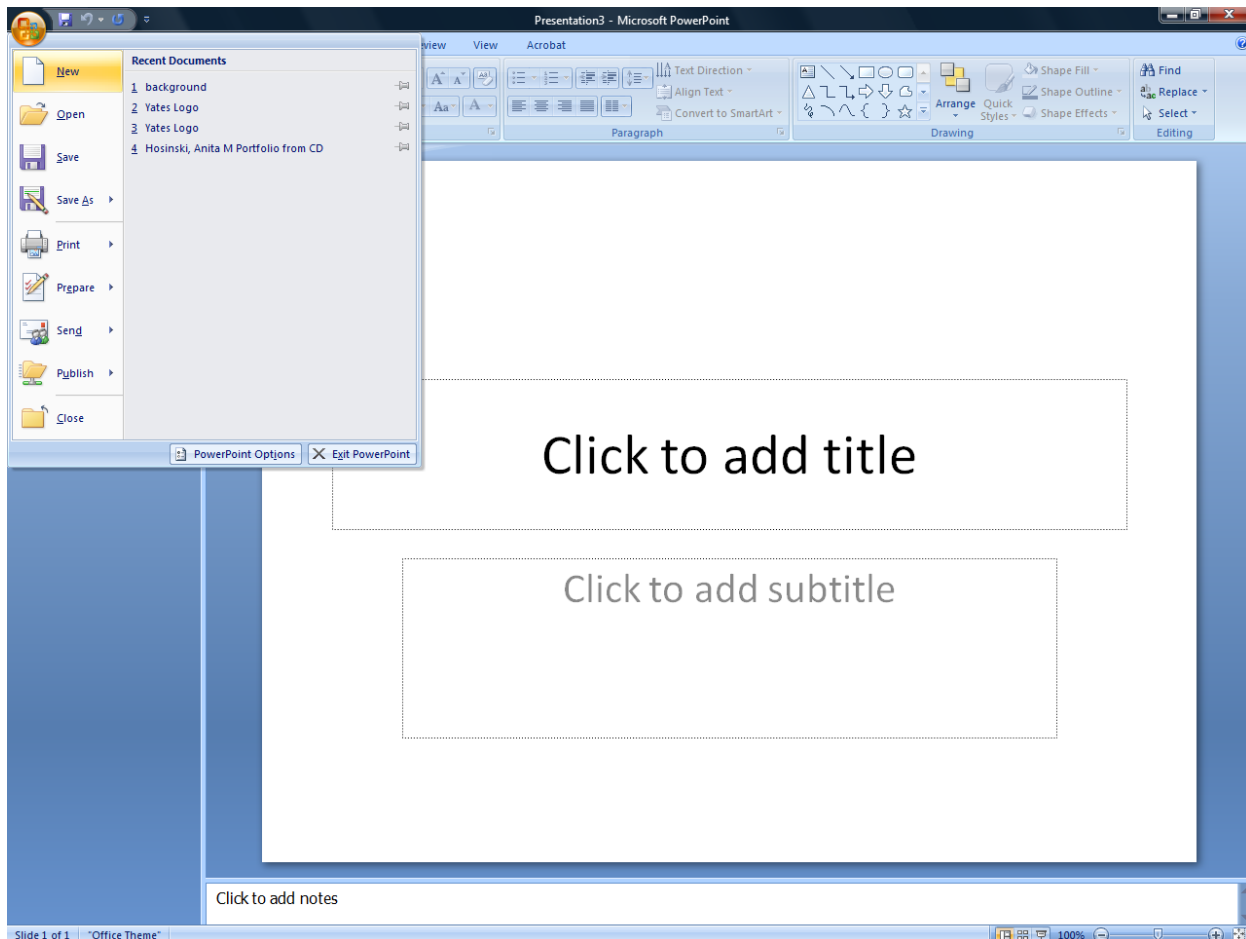
To create a poster that will print on one page, you need to change the size of the document. To do this in PPT 2007: Click the "Design" tab.

Then, click "Page Setup"

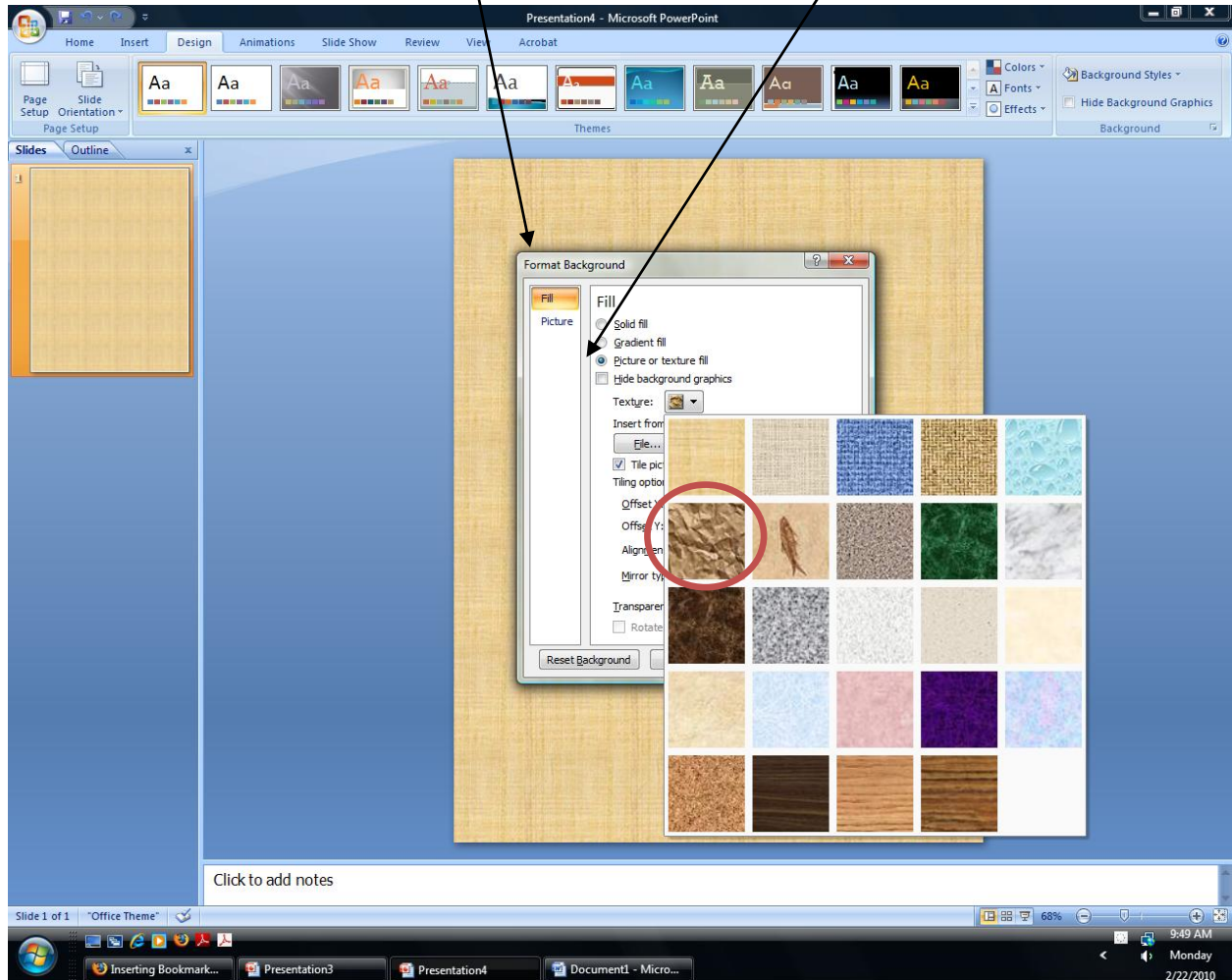This box comes up. Put "8.5" in the "Width" box, and "11" in the "Length" box.
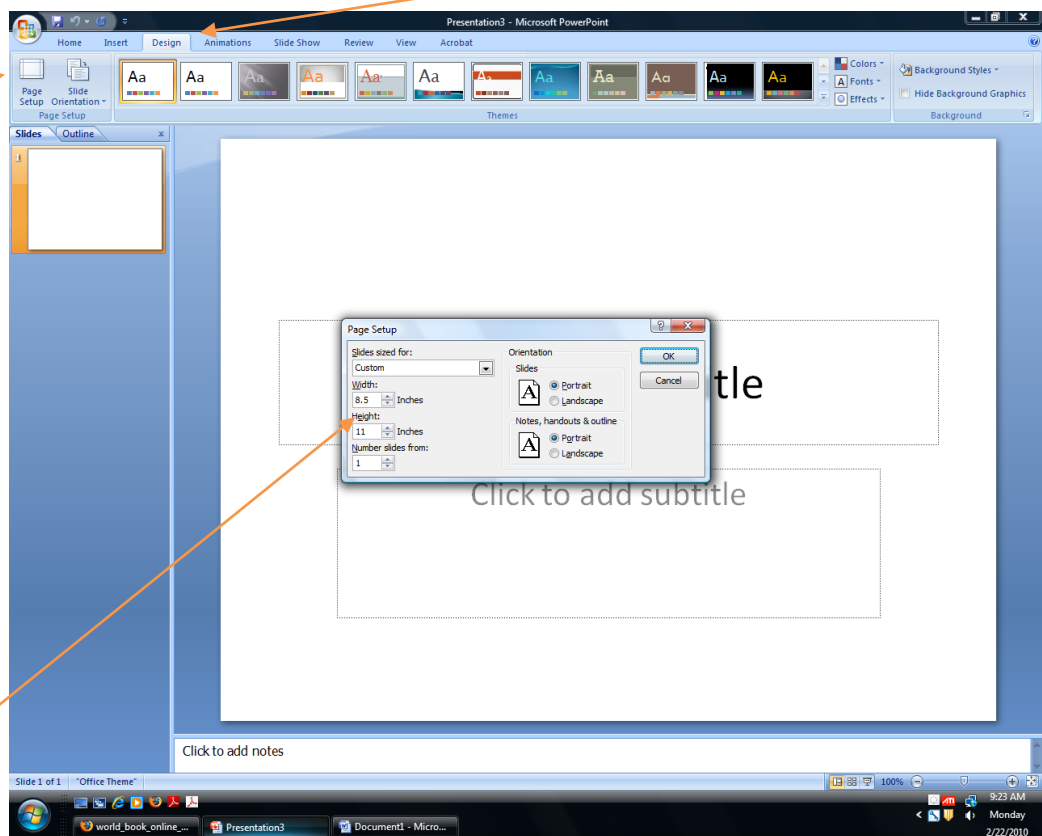
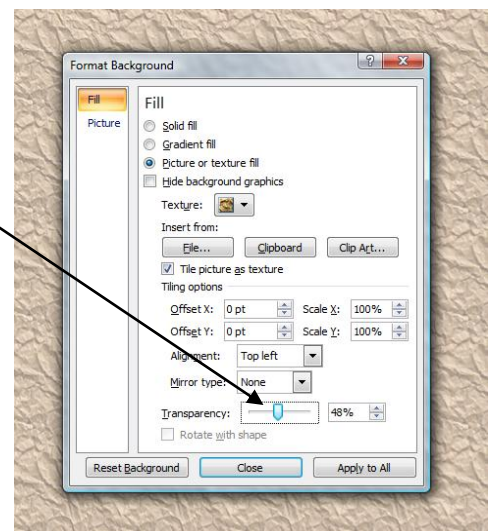Now you are ready to create your poster!

Background

To set a background, right-click on the page and then left-click on "Format Background." This box comes up, and you can choose from several options for your background. I chose a "picture or texture fill."
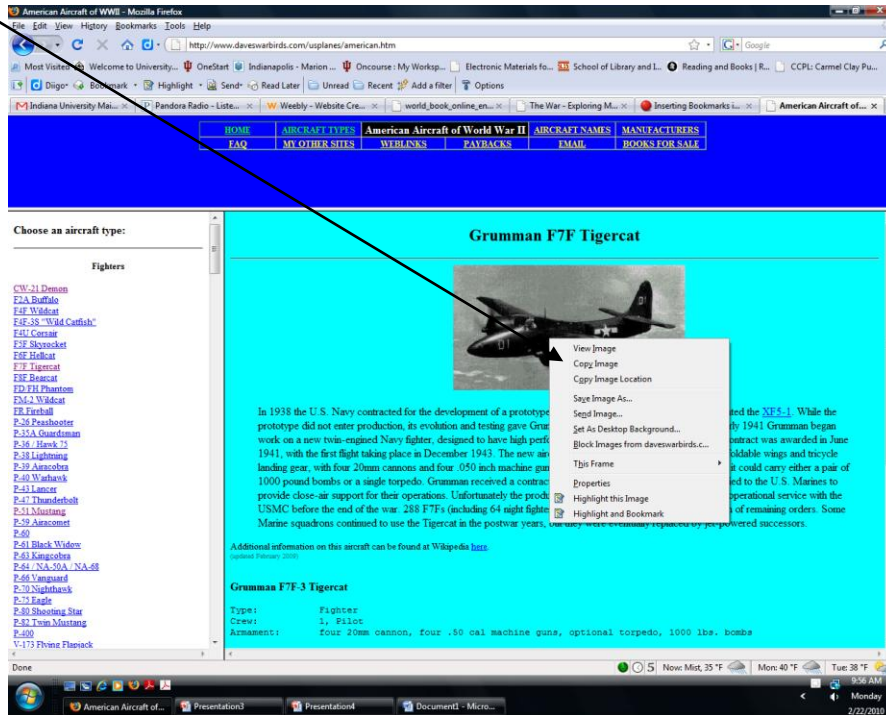
I did not want the background as dark as it was, so I also increased the "Transparency"

Pictures
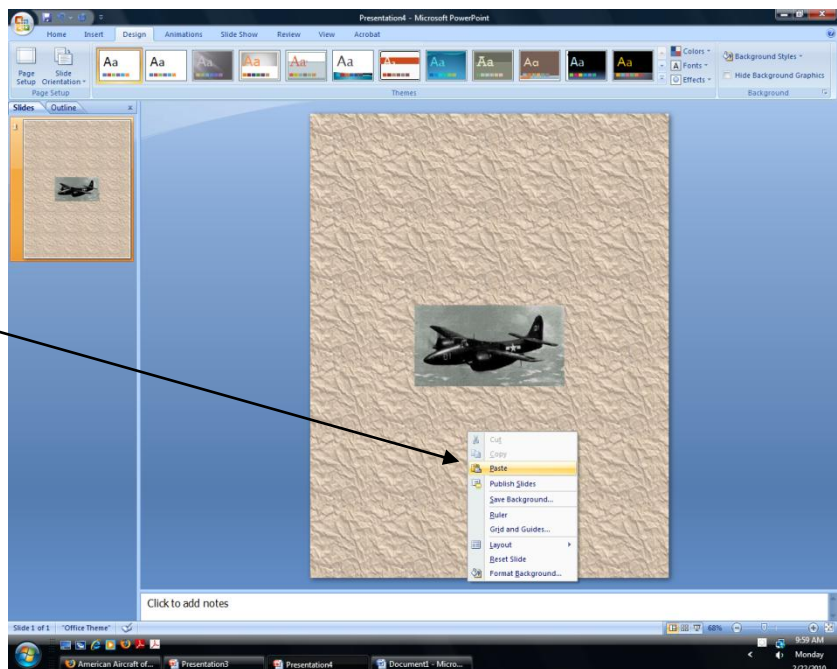
The fastest way to insert pictures into your poster is to first go to the picture you want (I used the [American Aircraft of World War II](#) site). Right-click on a picture you like, and left-click "Copy Image."
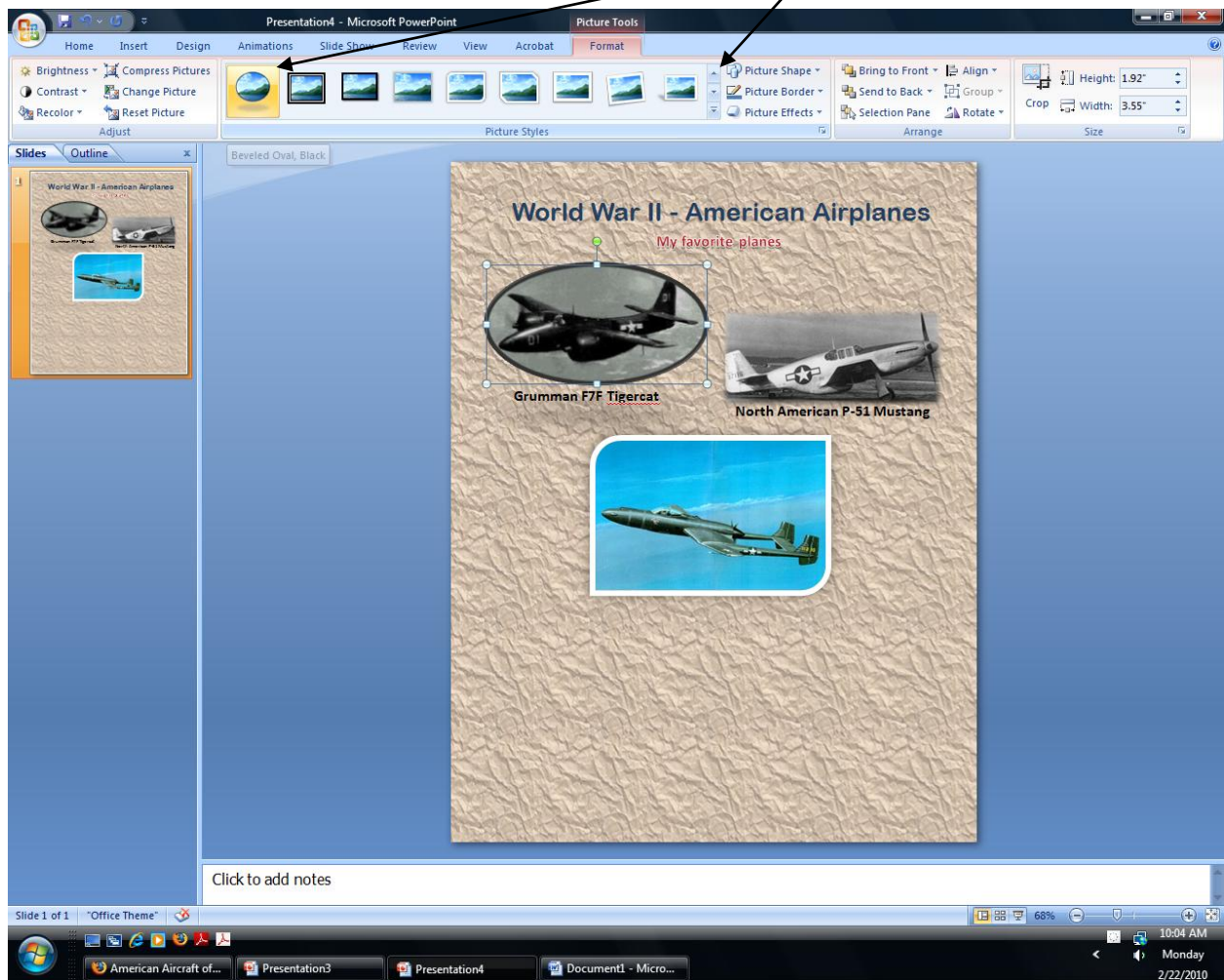

Then, go to your poster and right-click, then choose "Paste."

(OR: Go hold down the "Ctrl" key on your keyboard and hit the "V" key at the same time.)

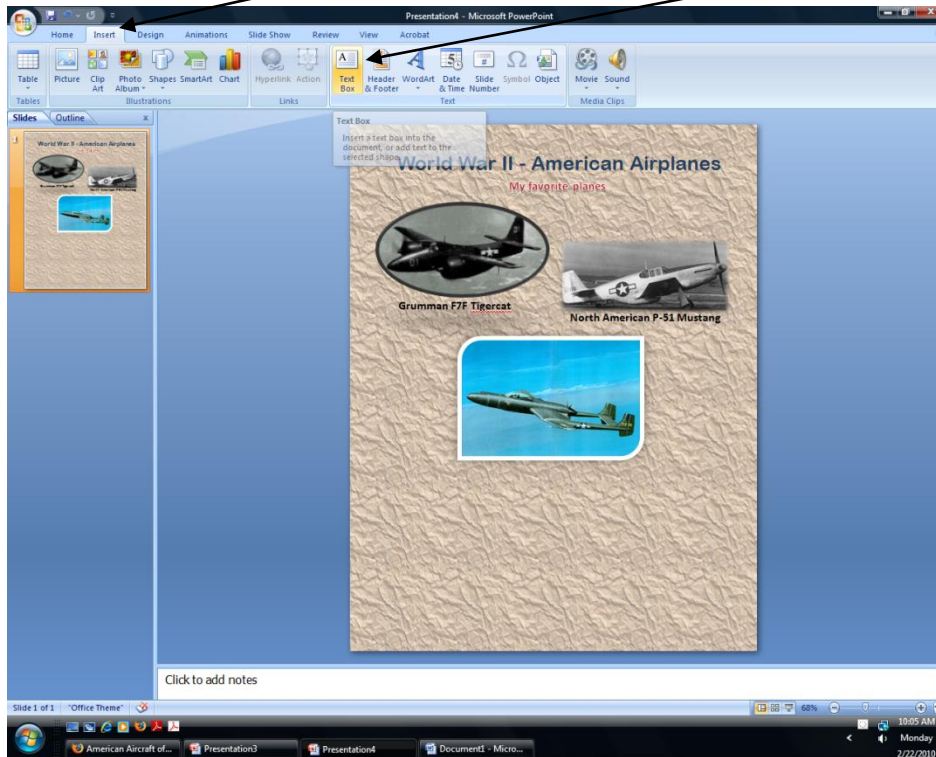*Click and drag to move your image*

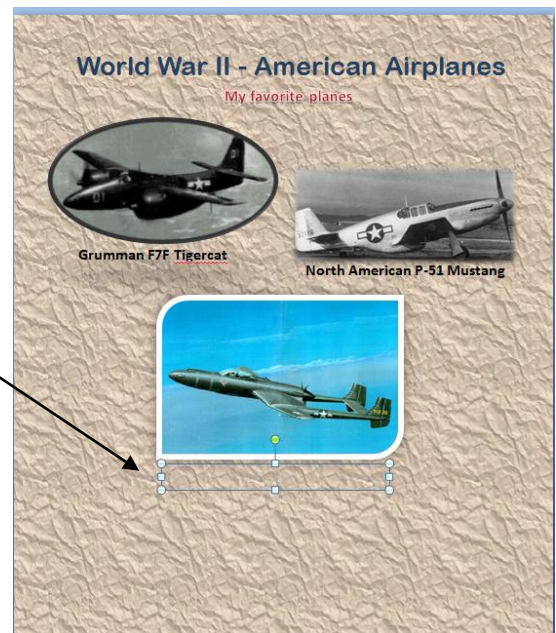To add fun borders to your pictures, click on the picture. Then you can choose from the many borders and effects!

Text Boxes

There are already a couple of text boxes on the blank page, but if you want to add more, go to the "Insert" tab and click on "Text Box."
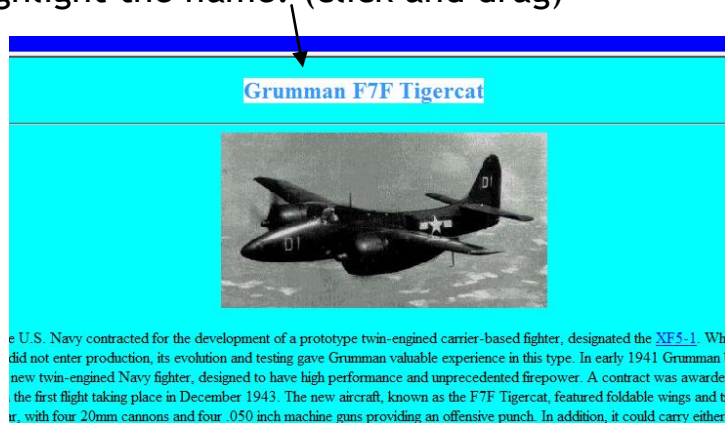

Then click and drag your mouse to create the size text-box you want.

You can copy and paste the plane's name into the text box:

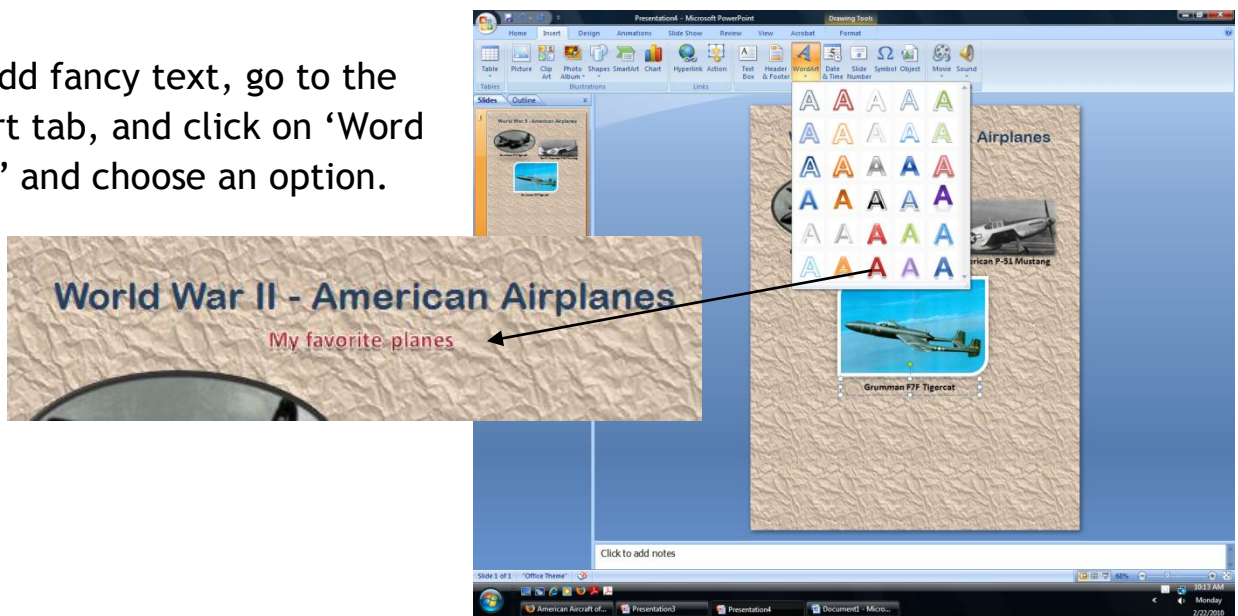Go to the website, and highlight the name. (click and drag)

While it's highlighted, hold down the "Ctrl" key on your keyboard and hit the "C" key at the same time.

Go to your poster, click on the text box, hold down the "Ctrl" key and hit the "V" key. Voila!

To add fancy text, go to the Insert tab, and click on 'Word Art," and choose an option.

To change your text, click on the "Home" tab, and you will see that it looks like Microsoft Word. Highlight the font you want to change. You can then change the **font type**, font size , font color, center your text, and more.
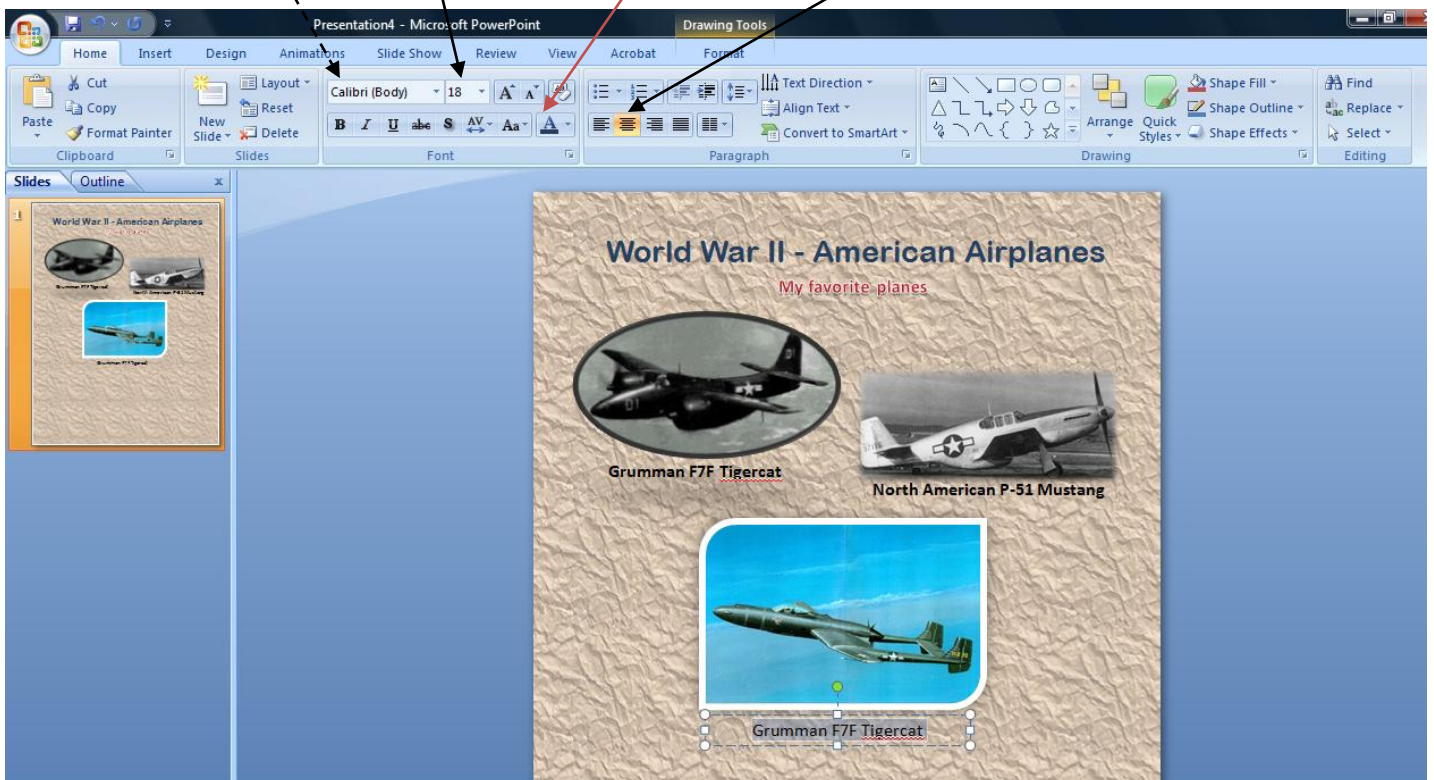
Now it's your turn! Play around and have fun!

(You can also add facts about the plans in text boxes, too, if you want!)

World War II - American Airplanes
My favorite planes

Grumman F7F Tigercat

North American P-51 Mustang

Vultee XP-54 "Swoose Goose"

Consolidated (Convair) XB-36 Peacemaker

Douglas C-47 Skytrain