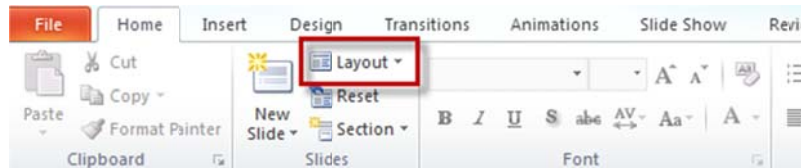


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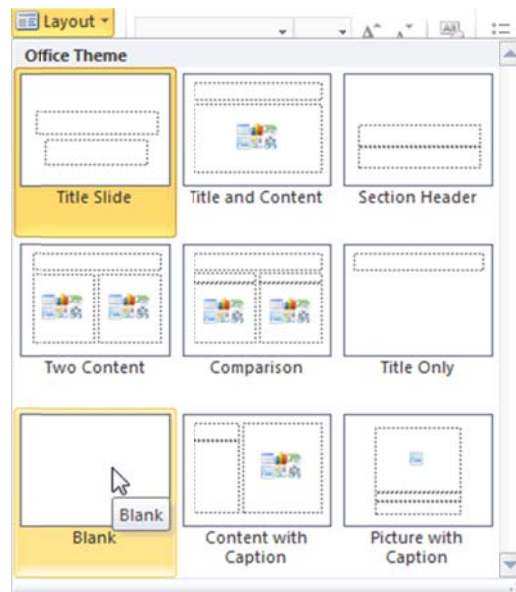
Step 1: Launch the PowerPoint application

Step 2: Change the layout of your presentation file

1. Click **Layout** on the Home ribbon

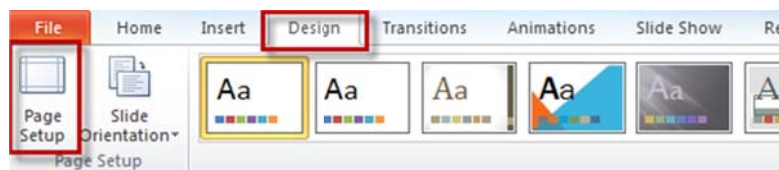


2. Select **Blank** from the Office Theme drop-down list



Step 3: Change the page setup your presentation file

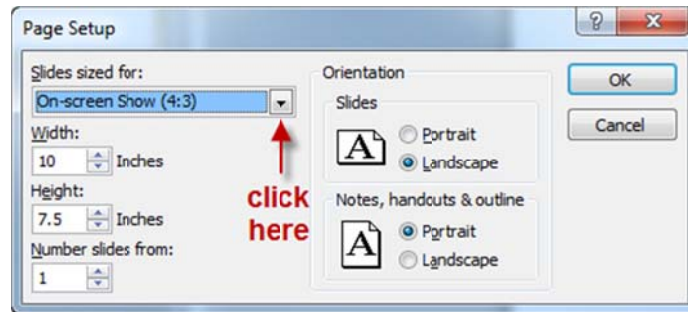
1. Click the **Design** tab to bring the Design ribbon forward



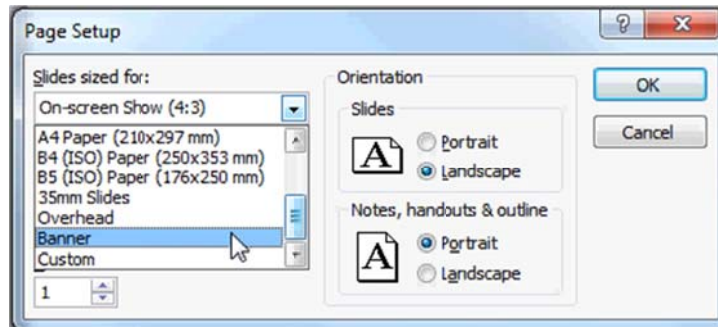
Creating a Banner Using MS PowerPoint 2010

Step 3: Change the page setup your presentation file (cont.)

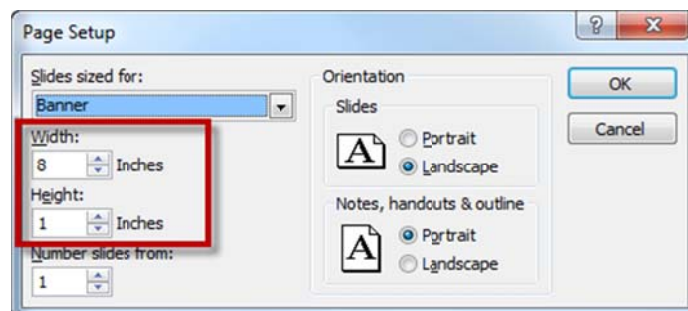
2. Select **Page Setup** on the Design ribbon to open the Page Setup dialog box



3. Click the drop-down list arrow under “**Slides sized for:**”
4. Select the **Banner** option from the drop-down list



5. Adjust the **width** and **height** of your banner



– *I'd suggest you adjust the height to 2-inches*

6. Click the **OK** button

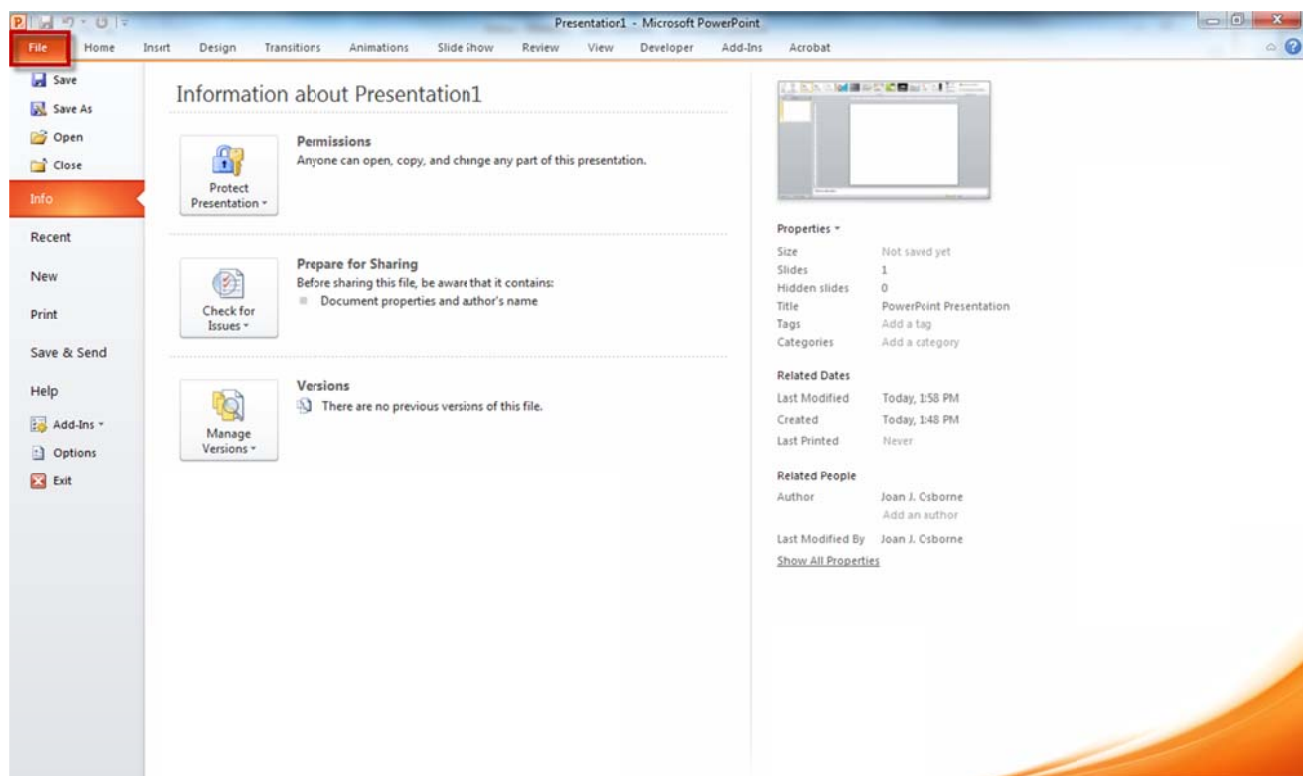
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Step 4: Design your banner

Design your banner using the features of PowerPoint. Add text and graphics that you feel are appropriate for your audience.

Step 5: Save your banner

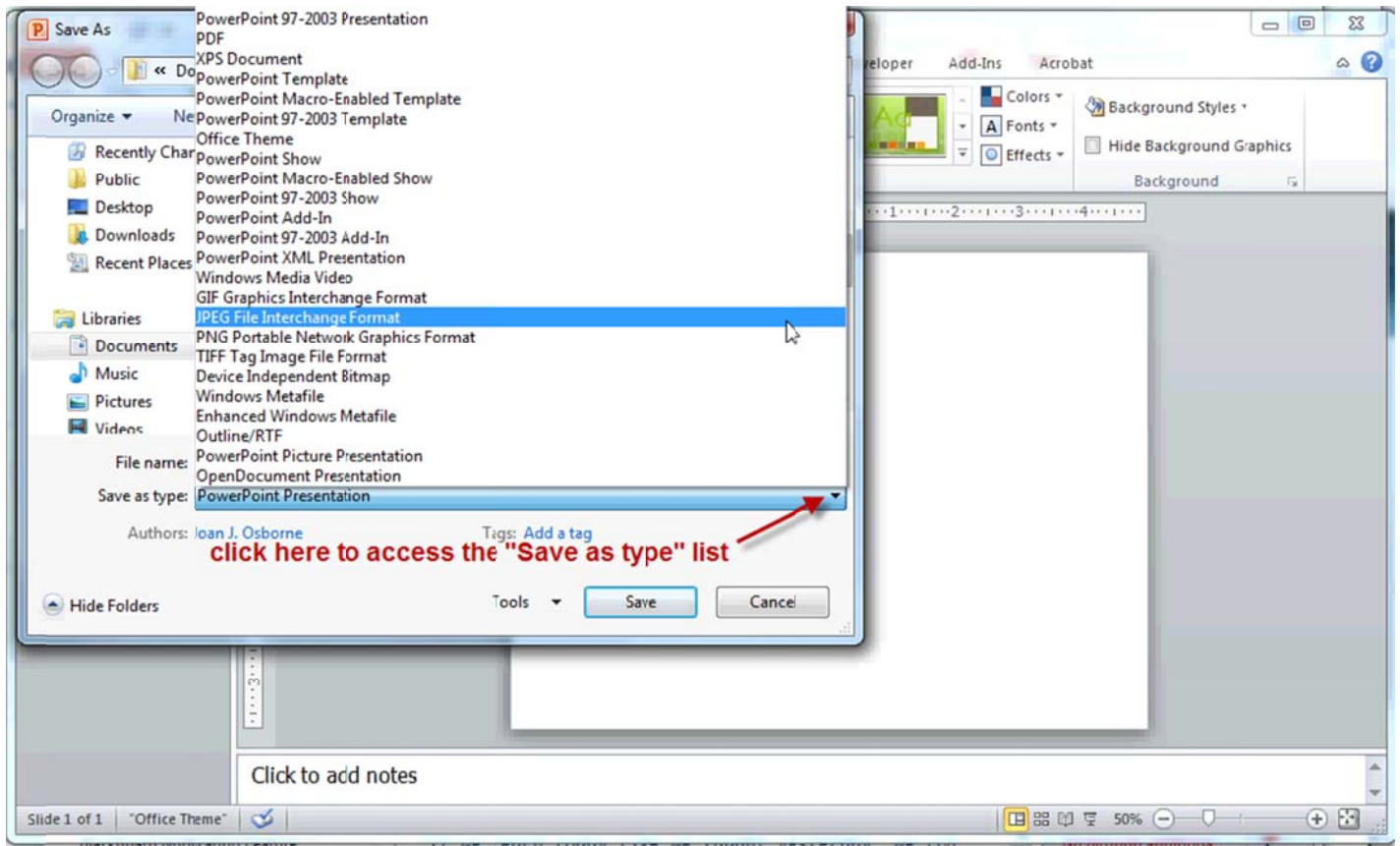
When you have completed designing your banner, you will want to save it in two formats: as a PowerPoint presentation file that you can easily copy and modify at a later time and as a JPEG file that can be posted on the Web (for example, in Blackboard or on a Google Site).



1. Click the **File tab** to access the file options
2. Click **Save** to save your PowerPoint presentation
 - *I'm assuming you know now to use the Save As dialog box to save your presentation to a location on your personal storage medium (for example, your hard disk)*
3. Click **Save As** to save your banner as a JPEG image file

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Step 5: Save your banner (cont.)



4. Select **JPEG File Interchange Format** from the list
5. Give the JPEG file a meaningful and appropriate name
6. Click the **Save button** to save the JPEG file

Step 6: Exit the PowerPoint application