



Slide orientation

PowerPoint supports two orientations

Landscape

- ❖ It is the default PowerPoint layout and it is probably the more commonly used one.
- ❖ In the landscape layout, the longer edge is horizontal.

Portrait

- ❖ The Portrait layout is where the shorter edge is horizontal.

Page setup

- ❖ Page setup is used to customize the slide size to that of a paper size, width, number of slides to be printed. It also defines how to print the notes, handouts and slides.
- ❖ Click the Design Tab. Click the Page Setup button;
- ❖ In the Page Setup dialog adjust the settings on this menu as needed. Once you are finished, click the ok button at the bottom of the window.

