Slide Orientation

Slide Orientation

PowerPoint supports two orientations

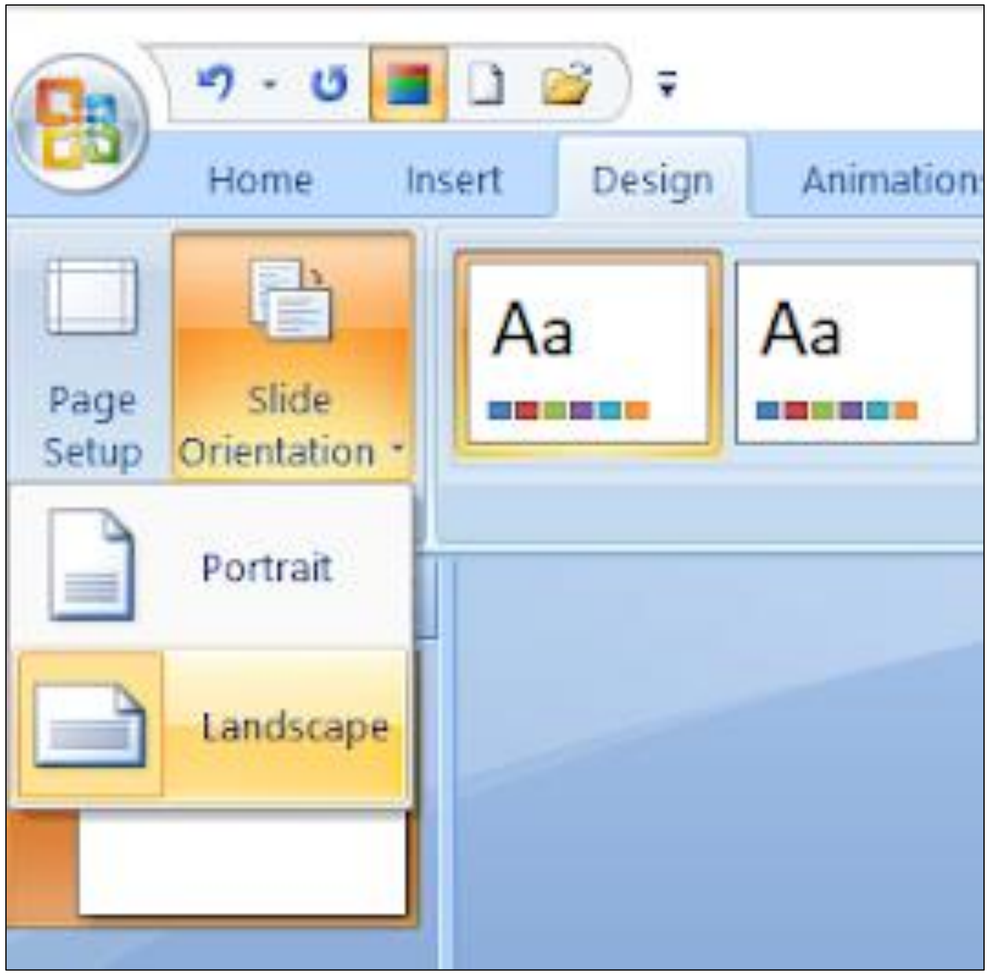
1. Landscape
2. Portrait

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.


Home
Insert
Design
Animation
Page Setup
Slide Orientation
Aa
Aa
Portrait
Landscape

Landscape

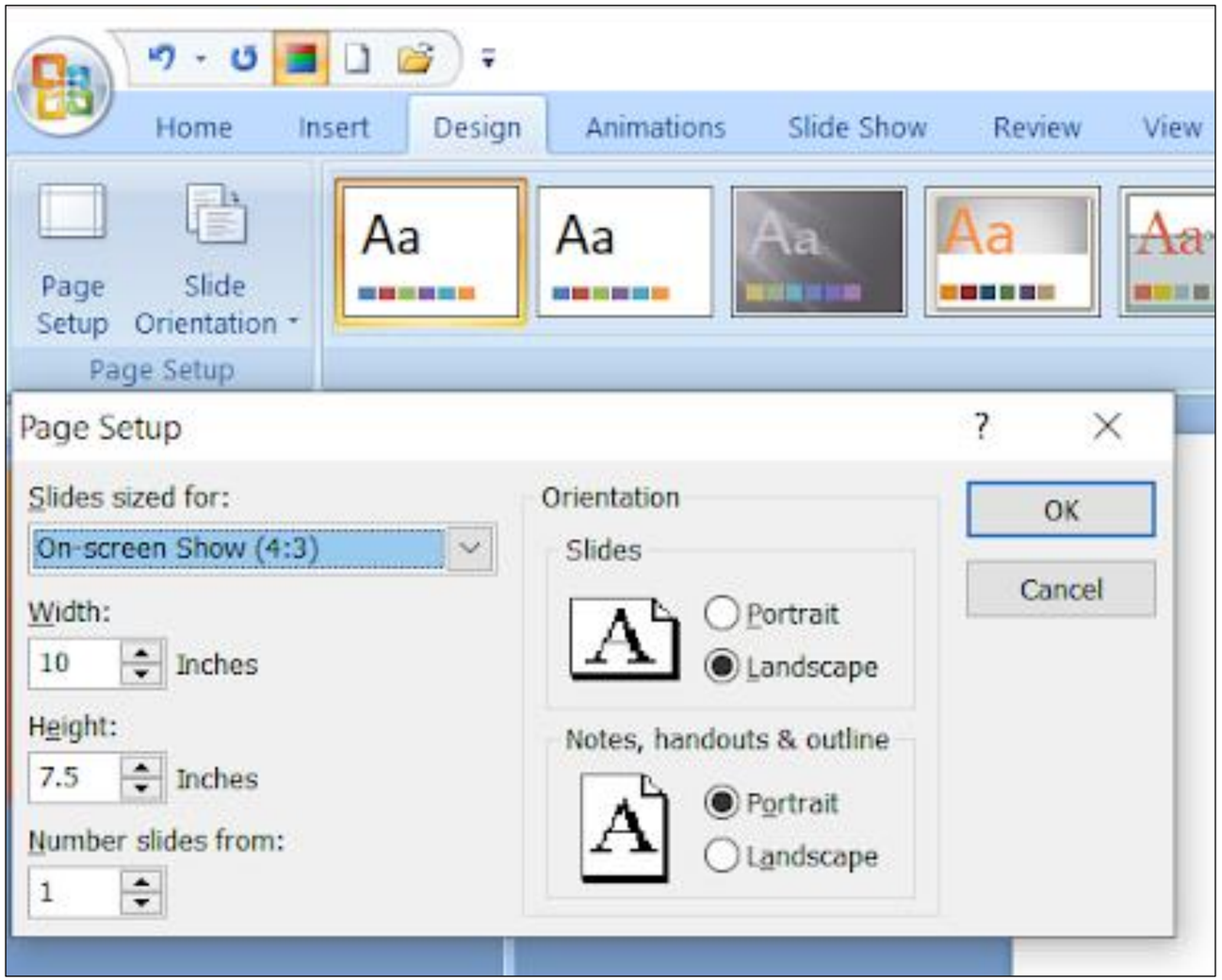
Portrait

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.


Home
Insert
Design
Animations
Slide Show
Review
View
Page Setup
Slide Orientation
Page Setup
Aa
Page Setup
Slides sized for:
On-screen Show (4:3)
Width:
10
Inches
Height:
7.5
Inches
Number slides from:
1
Orientation
Slides
Portrait
Landscape
Notes, handouts & outline
Portrait
Landscape
OK
Cancel

Page setup