

Making an Infographic Using Powerpoint

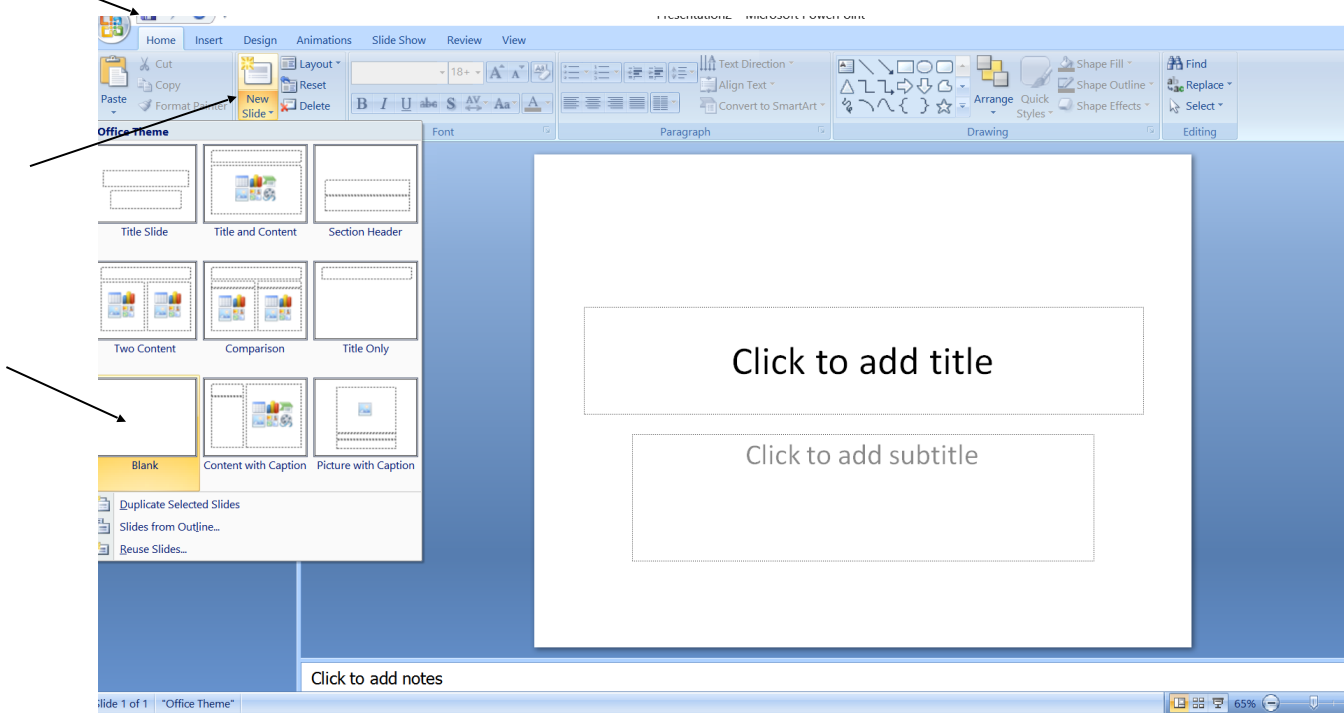
By: Robin Webb

Goal

At the completion of this job aid the learner will be able to use Powerpoint to create a simple infographic.

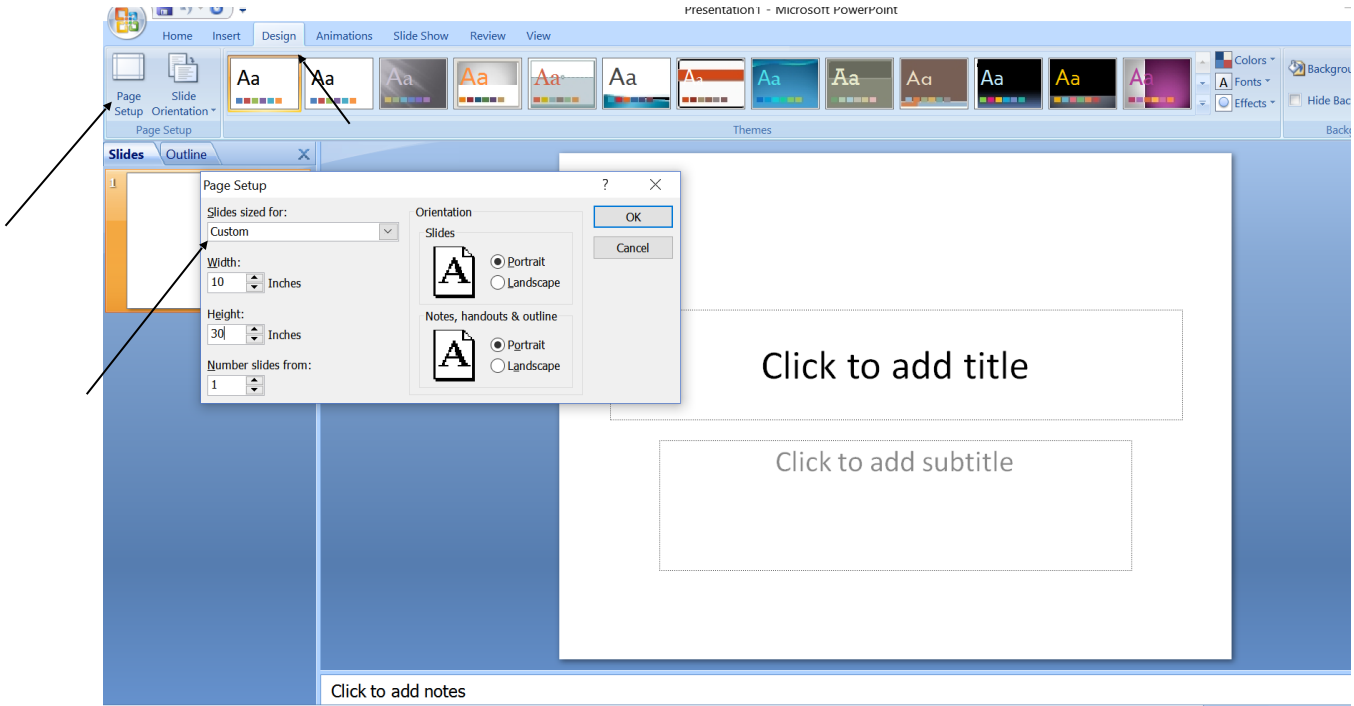
Step 1

Open Microsoft Powerpoint. Click on the Home tab and select New Slide. Select Blank.



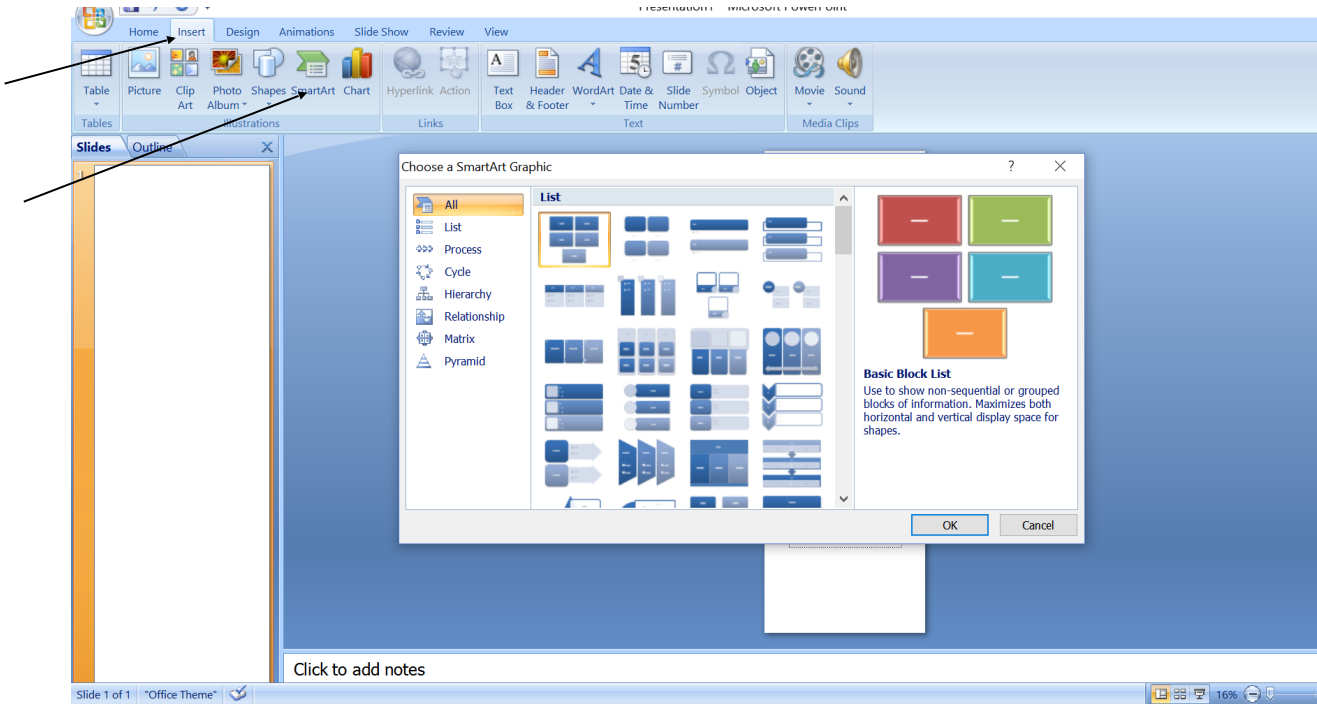
Step 2

Next click the Design tab, click on Slide Size. Click the Page Setup button and select the following dimensions. You can adjust the width and height according to your needs.



Step 3

Next, go to Insert tab and click on SmartArt. Choose the template you would like to use. Choose a template that gives you a guideline of where to place text and pictures.



Step 4

Enter your data and upload pictures from your computer into designated areas of the SmartArt.

Step 5

Now, you can save your work by going to the File tab and clicking Save As. Save the infographic as a JPG or PNG file. When the dialogue box appears choose Current Slide Only.

