

How to Make a Poster in PowerPoint

Not all people are professional designers. Even a seemingly simple poster can take hours for a person with no design background at all. For those who could use a little help with creative flair, Microsoft PowerPoint makes it easier for you to create posters on your own with efficiency and ease. So whether you need a quick academic research poster, a creative business poster, or an attractive medical infographic, PowerPoint has a collection of ready-made templates that are easily editable and customizable.

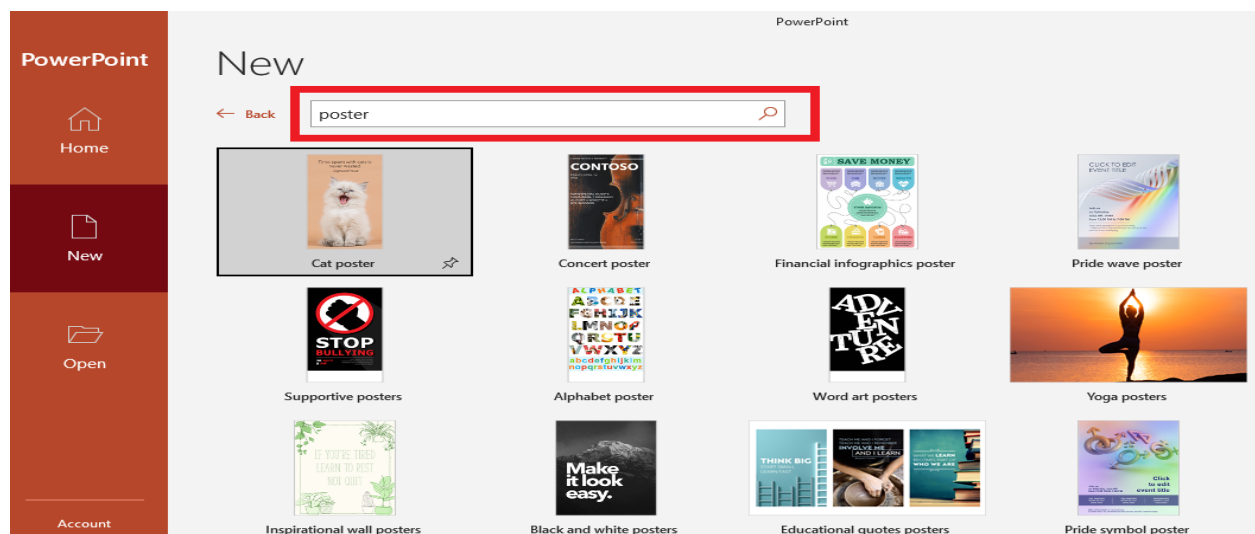
SUMMARY:

- For Windows: Click on **New** and pick a poster template by typing in 'poster' in the search bar. Choose a template and then **Create**.
- For Mac: Go to **New** and type 'poster' in the search bar. Pick a template then select **Create**.

How to Make a Poster Using Templates in Microsoft PowerPoint

Save precious time by using a predesigned poster template. The detailed guide below will walk you through the steps in customizing your own poster or infographic using PowerPoint.

1. Open Microsoft PowerPoint and click the **New** icon. In the search bar, type in the word 'poster'.



2. Browse through the templates and when you have chosen one, hit **Create**.



Concert poster

Provided by: **Microsoft Corporation**

Advertise your concert or any musical event with an elegant poster you make yourself. Printing posters from home is a fun way to update your space instantly. Make poster updates, including date, time, and other information, then print or post online. This template suitable for performance or party includes three posters to print featuring music images. This is an accessible template.

Download size: 10818 KB



3. You will find that most templates come with multiple designs, as seen below. This gives you more options to choose from and more flexibility in your design.

