


Creating a Poster in MS Excel

1. Open an **Excel** document
2. Click on **File** and **Page Setup**
3. On the **Page** tab – Adjust to **200%**
4. On the **Margin** tab – change the **Top, Right, Bottom & Left** margins to **.5 in.** Change the **Header and Footer** to **0.** Click **OK.**
5. Click on **View** and **Zoom** and **50%**
6. Click and drag from cell **A1** to cell **J1** and then down to cell **J56.**
7. Click the **Merge & Center** icon on the toolbar. 
8. Click **File** and **Print Area** and **Set Print Area.**
9. **Save** your document.
10. Choose the **Rectangle** Tool from the **Drawing Toolbar** (bottom of the page) or go into **Autoshapes, Basic Shapes,** and select the **rounded rectangle.**
11. Click and drag from the upper left corner to the lower right corner of the 2 x 2 page area.
12. Use the **line tool** to change the line **thickness.**
13. From the **Drawing Toolbar,** click the **Word Art** button.
14. Type in a Curriculum area (eg Science). Click **OK.**
15. Move the word to the upper half of your poster and resize.
16. Click on **Insert, Picture,** and **Clip Art.**
17. Choose a graphic and click the **Insert** button.
18. Close the **Clip Art** window.
19. Click and drag to resize and position.
20. This poster will print on 4 pages. Trim, tape and post!





Poster Suggestions

- Class outcomes (one subject area each poster)
 - Class Rules and consequences
 - All About the Teacher (include a photo)
 - Homework policy
 - Daily Schedule
 - Names for classroom centers (Science Center, Library...)
- How to... write a heading on your paper, sign up for lunch, diagram a sentence, multiply by 3 digits...
- Directional signs (Put lunches here, Fire Drill directions...)
 - Motivational quotes