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How to Change the Ratio of Your Slides

To change the slide size:

1. Select the **Design** tab on the toolbar ribbon.

File	Home	Insert	Draw	Design	Transitions	Animations	Slide Shov	v Record	Review	View	Help
2. Select Slide Size near the far right end of the toolbar.								Slide Size ¥			

3. Select Widescreen (16:9). →





