

**How to change the ratio of your slides**

## **Basic Steps**

To change the slide size:

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



A picture containing shape

Description automatically generated

1. Select **Slide Size** near the **far-right end** of the toolbar. à

Graphical user interface, diagram, application

Description automatically generated

1. Select **Widescreen** (16:9). à