ICOPA 2026

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www.icopa2026.org

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 Show | Record | Review | View | Help |

2. Select **Slide Size** near the **far right end** of the toolbar. →

    Slide Size ⌄

3. Select **Widescreen** (16:9).

    Slide Size ⌄ | Format Background | Design Ideas

    Standard (4:3)

    Widescreen (16:9)

    Custom Slide Size...