HOW TO SELECT A 16:9 ASPECT RATIO IN POWERPOINT 2007 AND LATER VERSIONS

* THIS MUST BE DONE BEFORE BUILDING YOUR PRESENTATION

1920 X 1080 PIXELS

FIRST: Click the 'Design' tab.
SECOND: Click the 'Page Setup' icon.
THIRD: Using the drop down menu, select the desired aspect ratio. In this case it is 16:9.
FOURTH: Click 'OK' to apply.
HOW TO SELECT A 16:9 ASPECT RATIO IN POWERPOINT 2003 AND EARLIER VERSIONS

* THIS MUST BE DONE BEFORE BUILDING YOUR PRESENTATION

1920 X 1080 PIXELS

FIRST: Click the 'File' tab.
SECOND: Click the 'Page Setup' tab.
THIRD: Enter '16' in the Width box
FOURTH: Enter '9' in the Height box
FIFTH: Click 'OK' to apply.