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

* THIS MUST BE DONE BEFORE BUILDING YOUR PRESENTATION

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

1. Click the 'File' tab.
2. Click the 'Page Setup' tab.
3. Enter '16' in the Width box.
4. Enter '9' in the Height box.
5. Click 'OK' to apply.