

a simple label making tutorial

from $1 + 1 + 1 = 1$

www.1plus1plus1equals1.net

→ Open PowerPoint and select the “Insert” tab at the top

→ Select the “table” feature

→ Drag until you get the number of grid spaces you want {6 for this example}

The screenshot shows the Microsoft PowerPoint interface. The 'Insert' tab is selected in the ribbon, and the 'Table' button is highlighted. A dropdown menu is open, showing a grid of table options. A blue arrow points to a 3x2 table in the grid. The main slide area displays a 3x2 table with a blue header row and a light blue footer row. The status bar at the bottom indicates 'Slide 1 of 1' and 'Office Theme'.

➡ Drag your table to the size desired

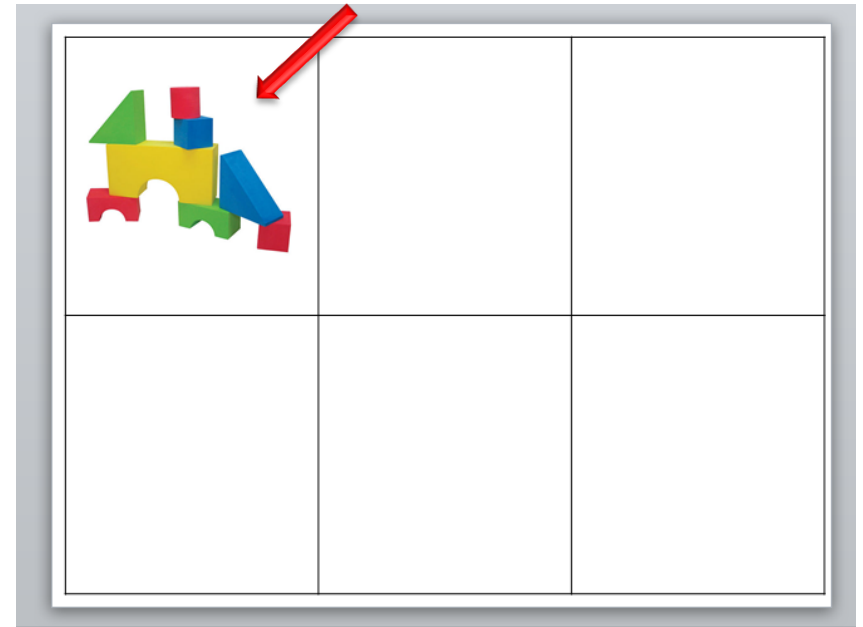
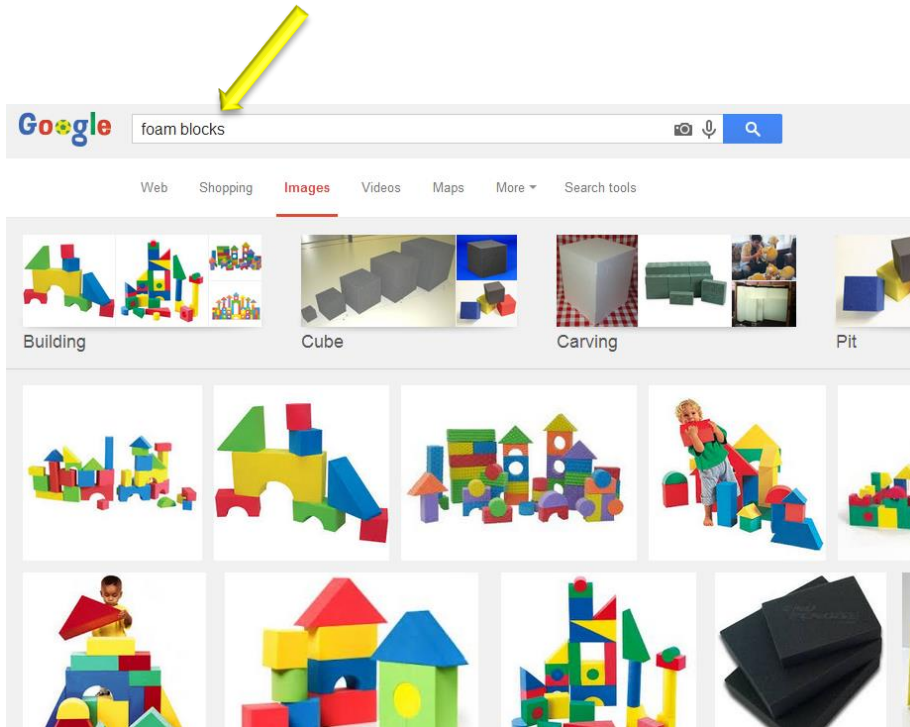
➡ Click the "design tab"

➡ Find the design you want, I choose the basic black and white version

The screenshot displays the Microsoft PowerPoint interface. The 'Table Tools' ribbon is active, with the 'Design' tab selected. A red arrow points to the 'Design' tab. The 'Table Grid' task pane is open on the left, showing various table design templates. A blue arrow points to the 'No Style Table Grid' option. A yellow arrow points to a table on the slide, which is a 2x2 grid. The table is currently empty. The status bar at the bottom shows 'Click to add notes' and a 65% zoom level.

→ Do a an image search for the toy you are making the label for, here I chose foam blocks. Select the image you want and save it to your computer.

→ Come back to your labels and insert the image you just saved. Drag to the size you want and adjust the centering!

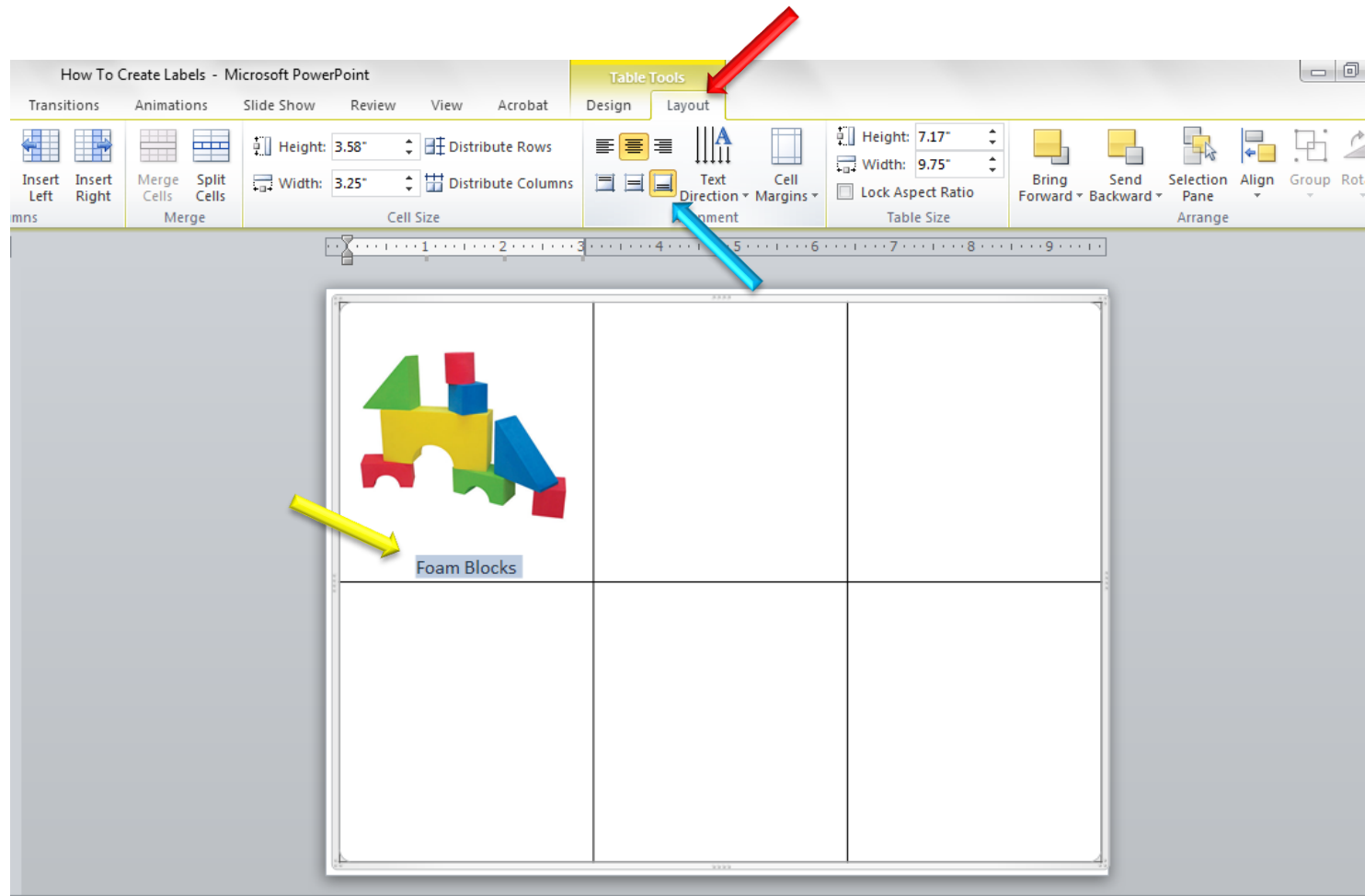


→ If you want to add text, simply type it into the grid

→ To adjust the placement of the text, select “layout”

→ Adjust to top/middle/bottom, and left/right/center to get it how you want it!

Other adjustments can be made, change the font and font size too! Have fun!



click to add notes