

# TASC

Tutoring and Academic Success Center

# **Masterkeys**

# **PowerPoint**

# **Handbook**

**Basic Microsoft PowerPoint Inquiries:  
How-to Guide for PowerPoint**



**For more help and information on Microsoft PowerPoint, please stop by TASC Masterkeys drop-in software assistance.**



# TASC MASTERKEYS

Tutoring and Academic Success Center

## DROP-IN SOFTWARE ASSISTANCE

MICROSOFT OFFICE  
PRESENTATION SOFTWARE



BASIC BLACKBOARD  
INQUIRIES  
SAVING, SENDING,  
TRANSFERRING FILES

### Drop-In Hours

Monday & Wednesday: 4:00 P.M. - 7:00 P.M.  
Tuesdays & Thursday: 11:00 A.M. - 2:00 P.M.

Location: BH 209  
Phone: 216-687-2012  
Email: [tutoring@csuohio.edu](mailto:tutoring@csuohio.edu)

# **A Brief Look at PowerPoint:**

Microsoft PowerPoint is a presentation software system. PowerPoint uses slides and multimedia approaches for visual presentations. PowerPoint allows for multiple ways of presentation delivery, such as:

- Displayed on a screen (computer or tablet)
- Printed for handout presentations
- Live broadcasts over web/recorded video

Some of the tools available with PowerPoint include:

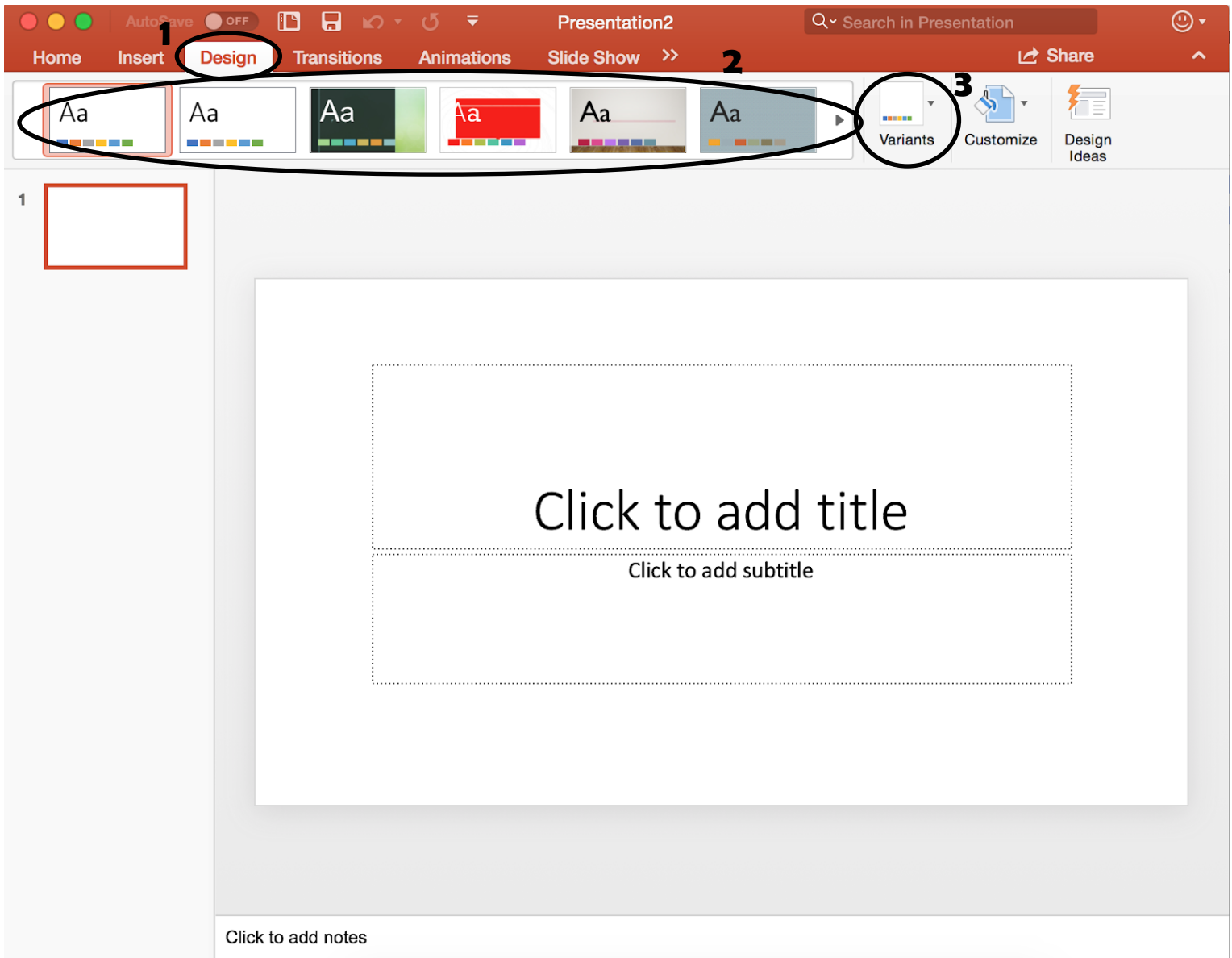
- Video insertion
- Picture insertion
- Slide transitions
- Addition of animations
- Graphs and charts
- Sounds and recordings
- Note taking abilities

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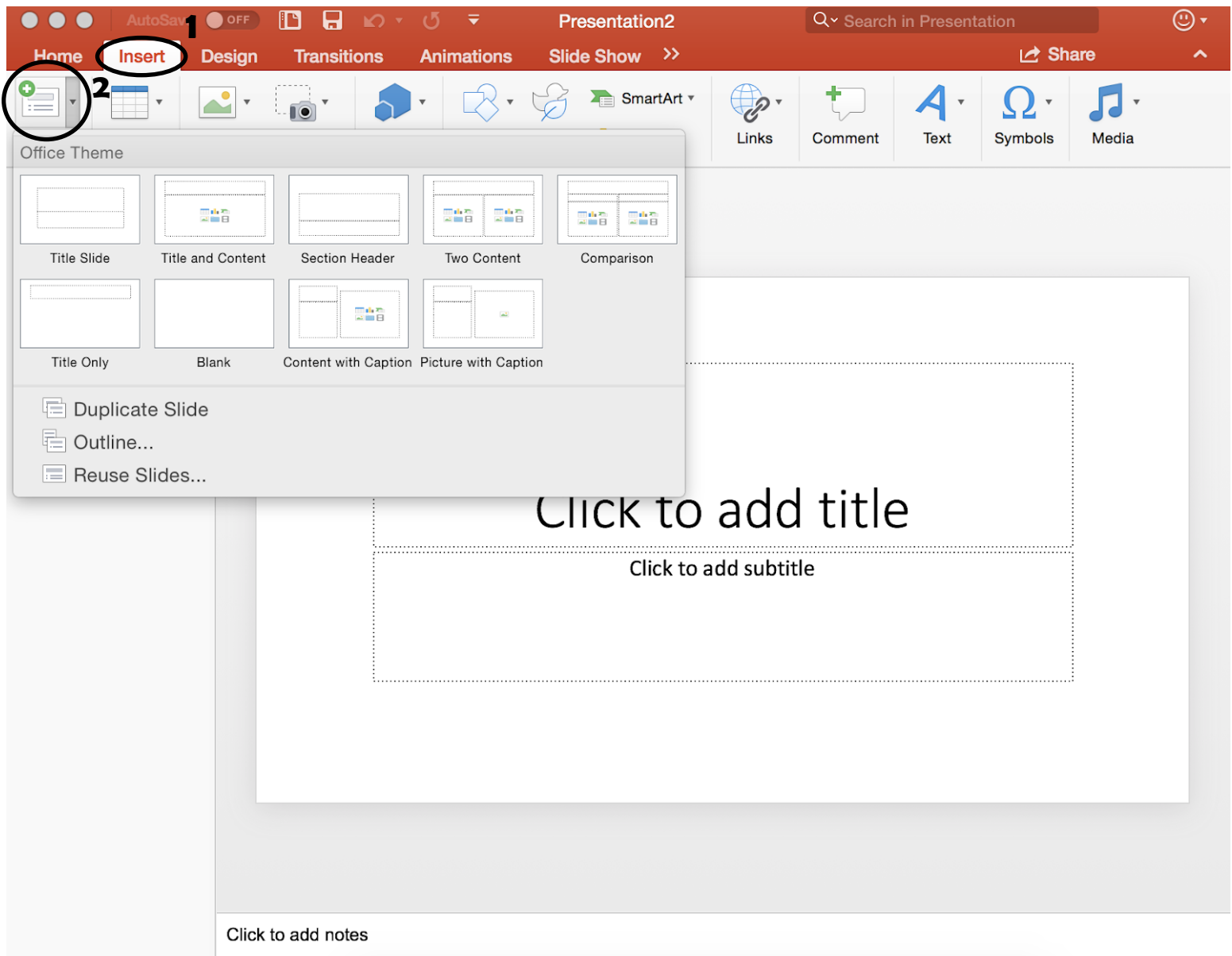
# PowerPoint Design :

1. Go to the “Design” tab at the top of the PowerPoint document
2. Under this tab are PowerPoint design options
3. To view more design options click on the arrow on the right of the design box
4. Select the design desired
5. To change the colors of the design click on the “Variant” button to drop down color selections



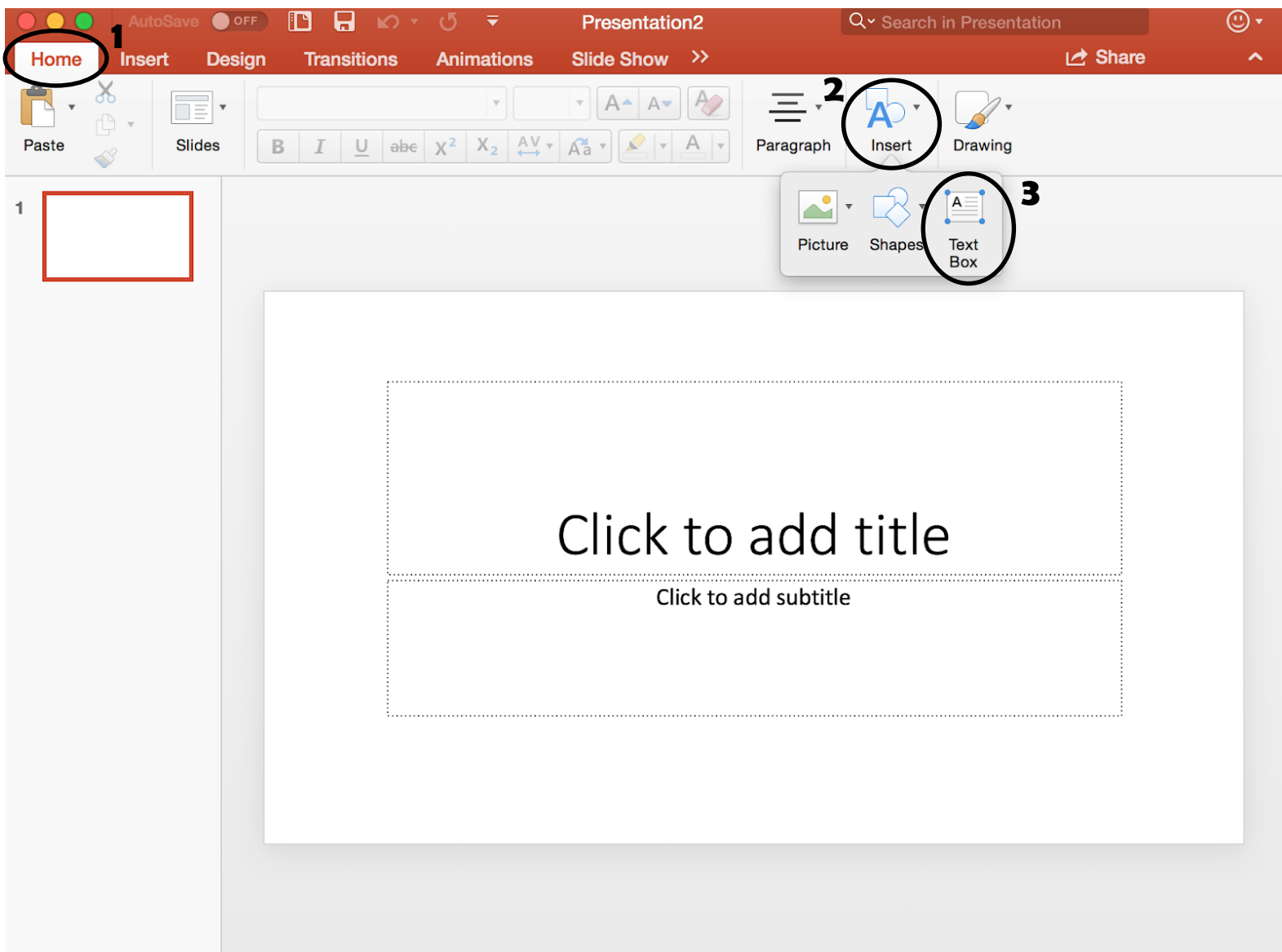
## Adding New Slides :

1. Go to the “Insert” tab at the top of the PowerPoint document
2. Under this tab is a button labeled “New Slide”
3. Click on this button to add a new slide to the document
4. Click on the arrow for this button to select other slide formats



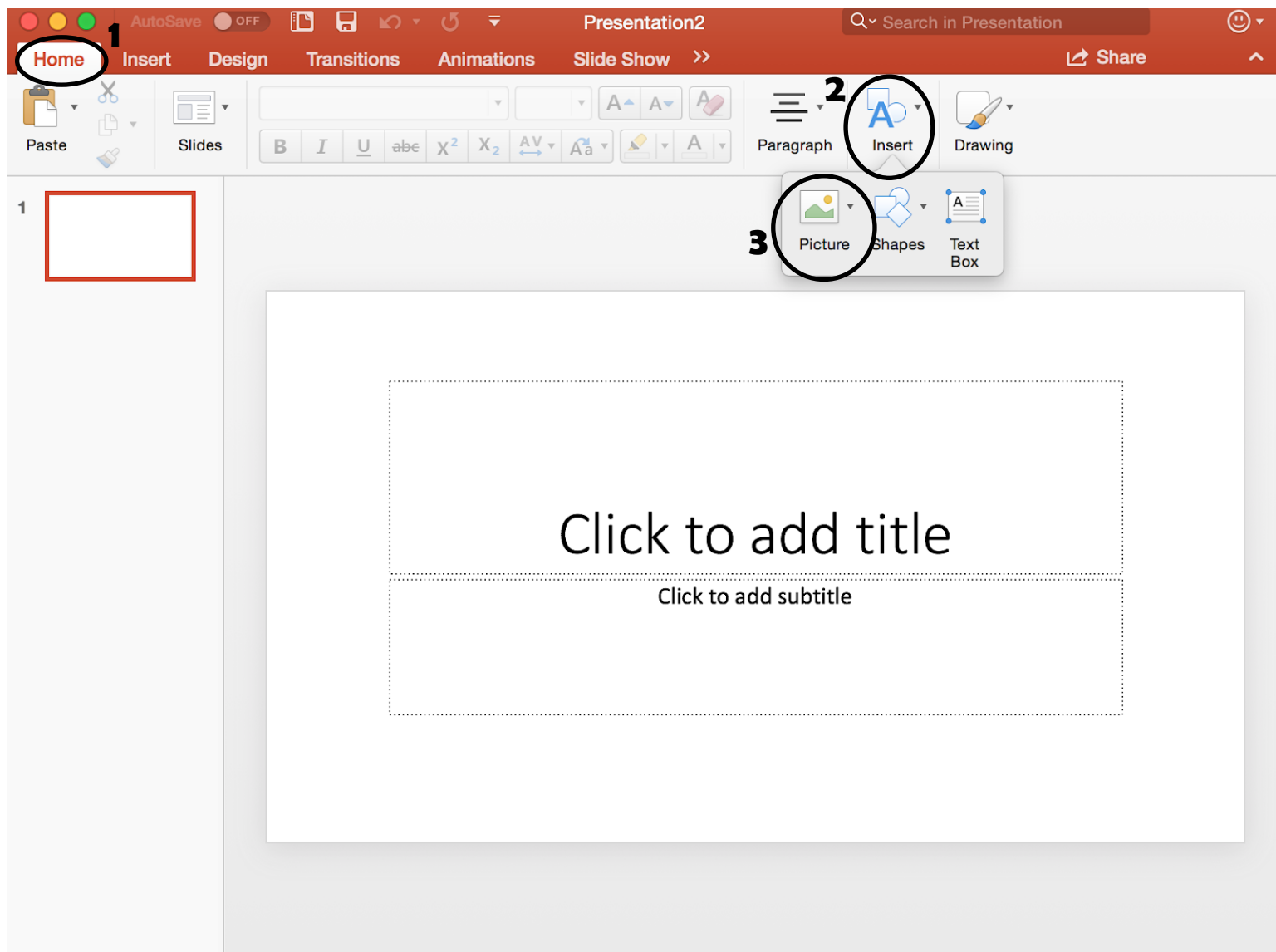
## Inserting a Text Box :

1. Go to the “Home” tab at the top of the PowerPoint document
2. Under this tab is a button labeled “Insert”
3. Click on this button to drop down the menu
4. Select “Text Box”
5. Draw the desired text box size on selected slide



## Inserting Images :

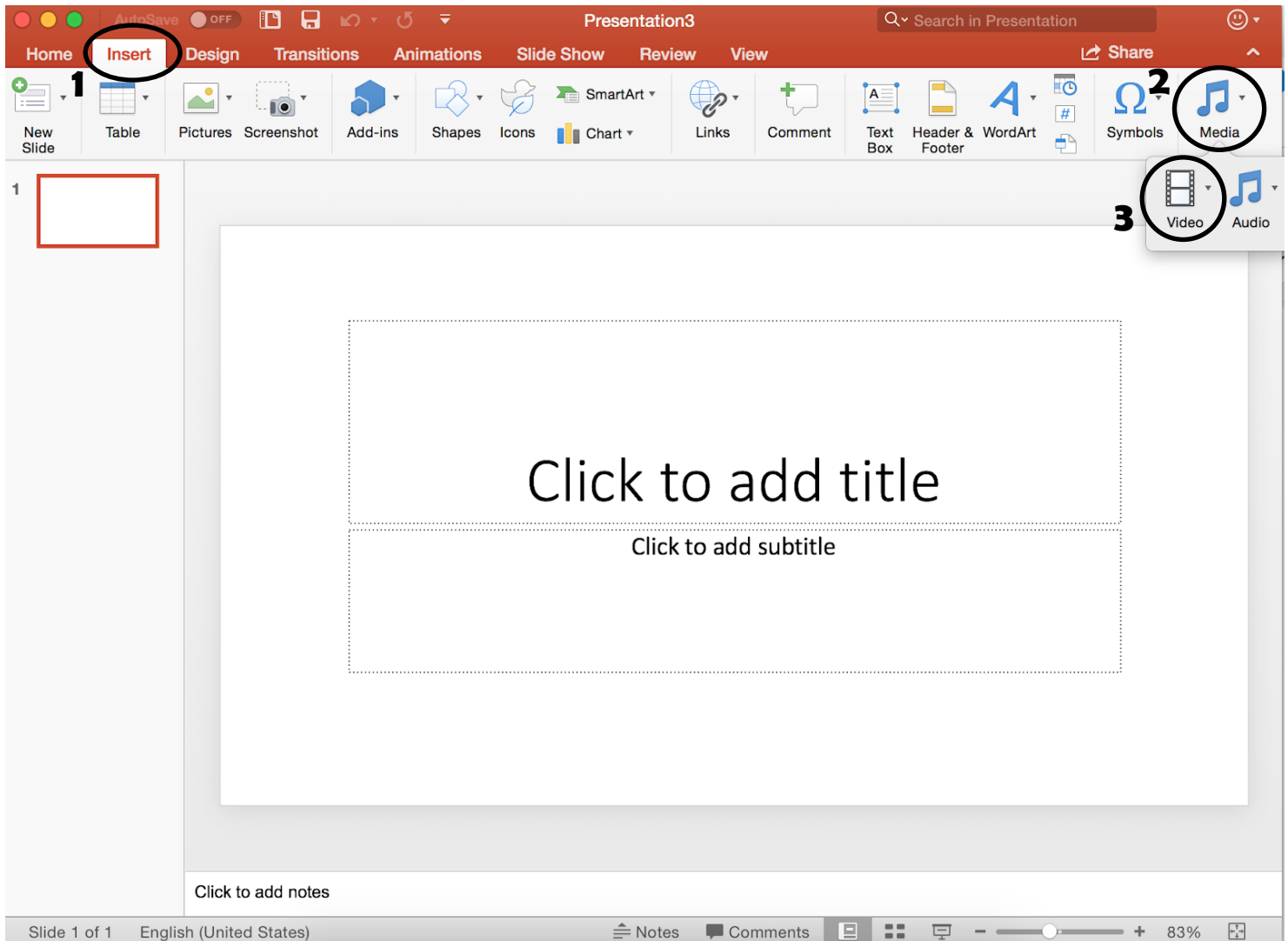
1. Go to the “Home” tab at the top of the PowerPoint document
2. Under this tab is a button labeled “Insert”
3. Click on this button to drop down the menu
4. Select “Picture”
5. Select image desired from PowerPoint selection or personal selection





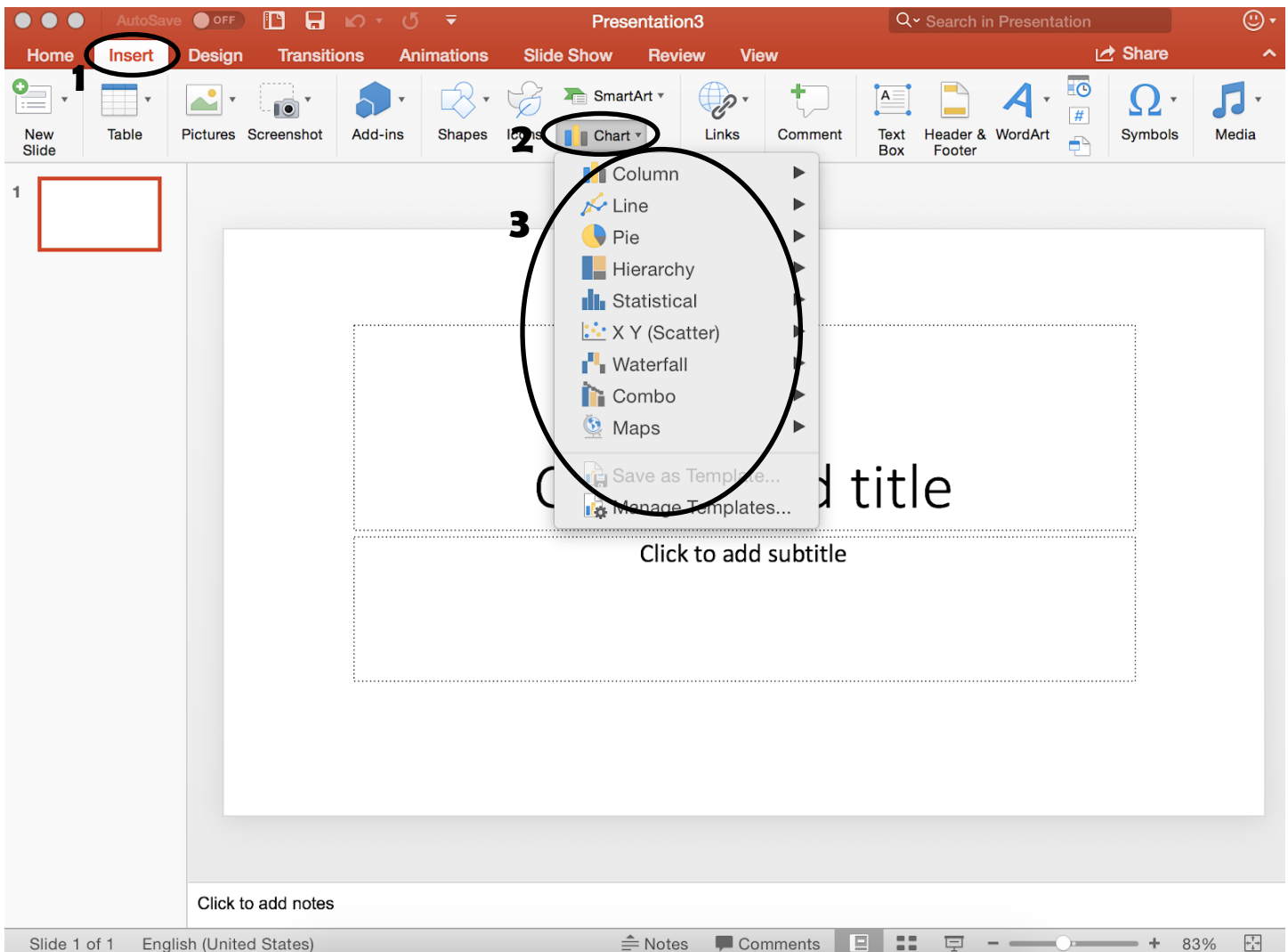
## Inserting Video:

1. Go to the “Insert” tab at the top of the PowerPoint document
2. Under this tab is a button labeled “Media”
3. Click on this button to open the media menu
4. On the menu click the button labeled “Video” to open the video files available on the computer
5. Pick the video desired to insert it into the PowerPoint



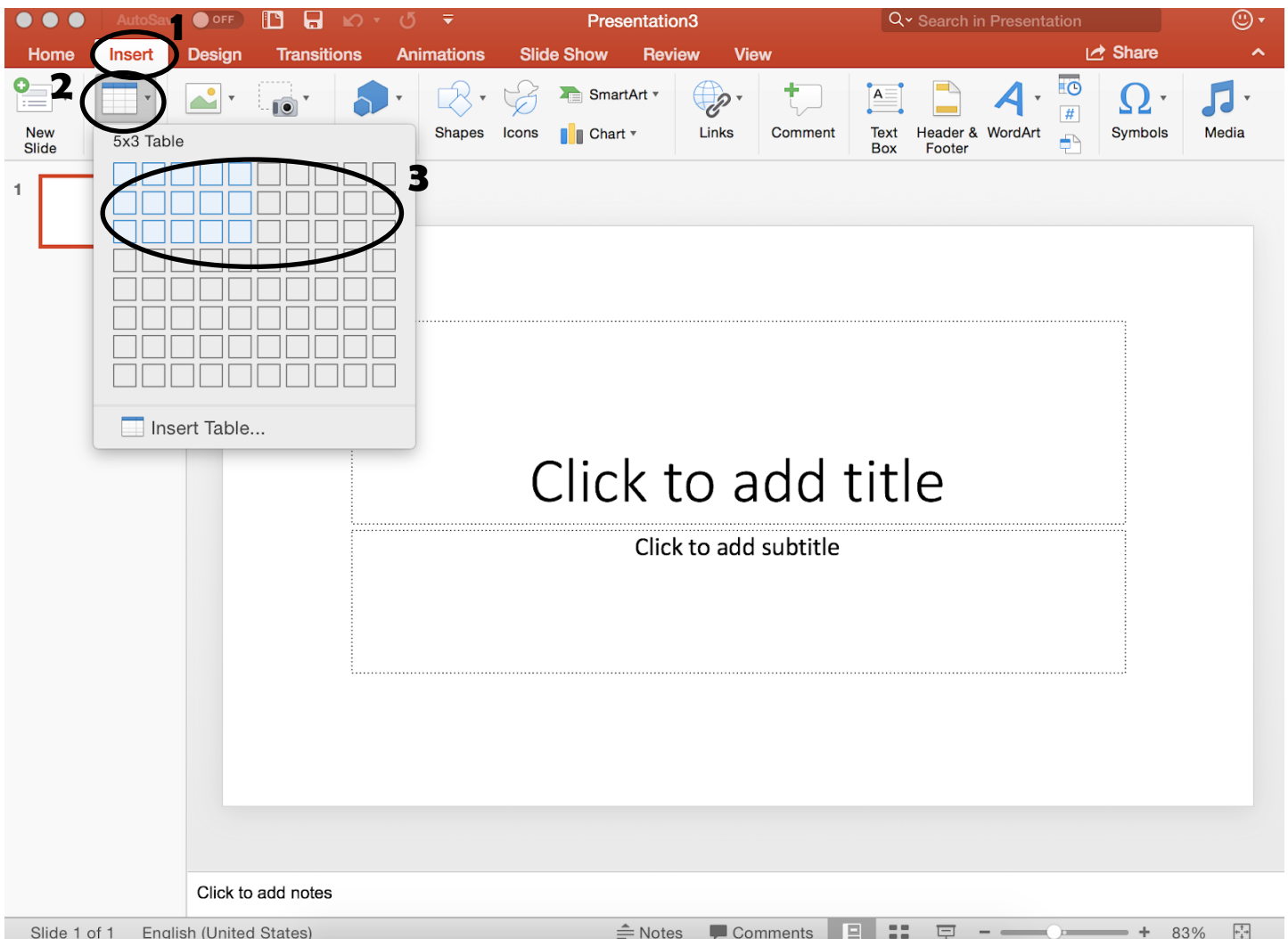
# Inserting Graphs and Charts:

1. Go to the “Insert” tab at the top of the PowerPoint document
2. Under this tab is a button labeled “Chart”
3. Click on this button to drop down the menu of different charts and graphs offered
4. Select the graph desired to insert into PowerPoint



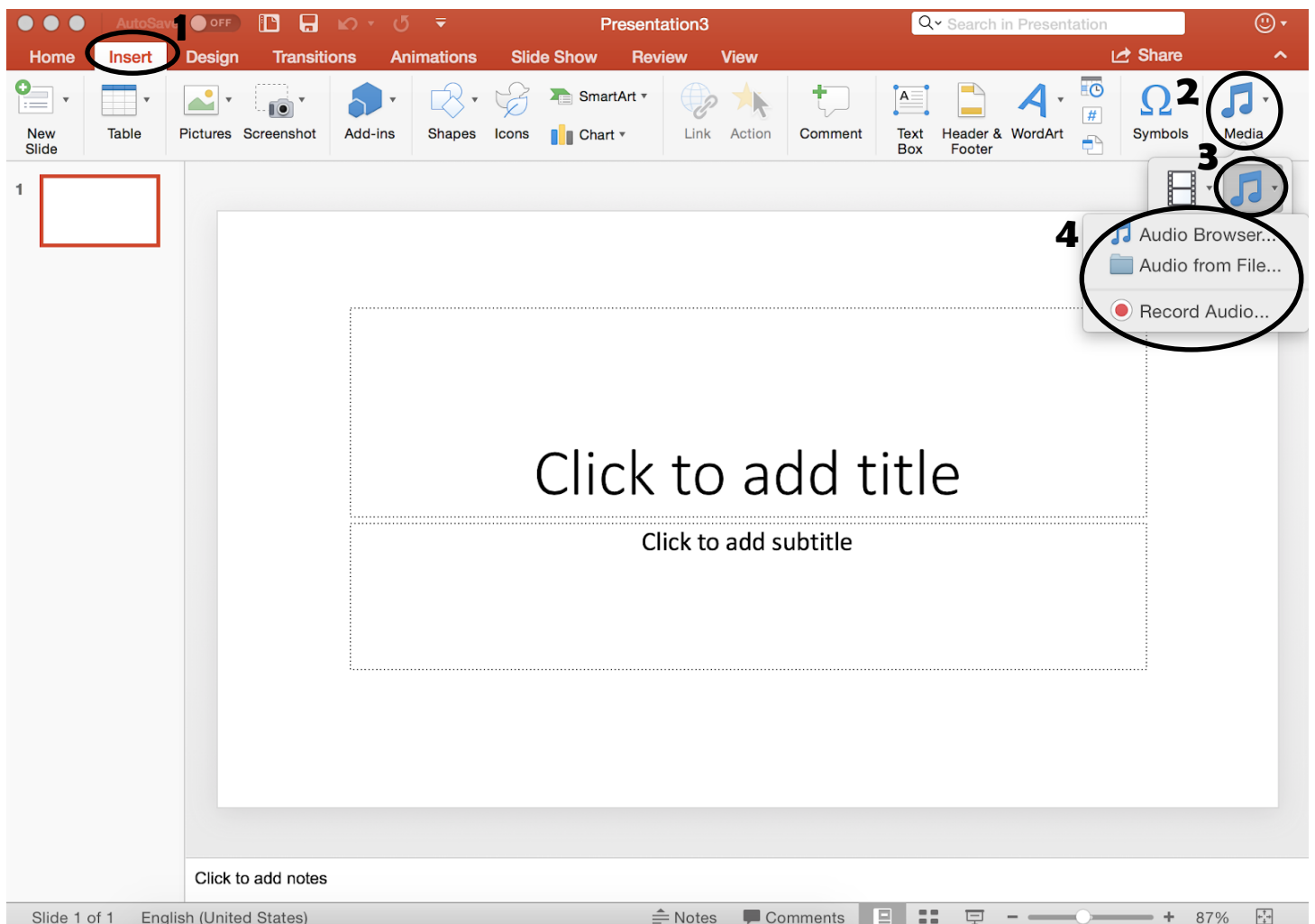
## Inserting Tables:

1. Go to the “Insert” tab at the top of the PowerPoint document
2. Under this tab is a button labeled “Table”
3. Click on this button to drop down the table menu
4. Use your cursor to select the small boxes for the desired dimensions of the table
5. Selecting the dimensions will automatically insert the table into the document
6. To insert text, select one of the boxes on the table and start typing



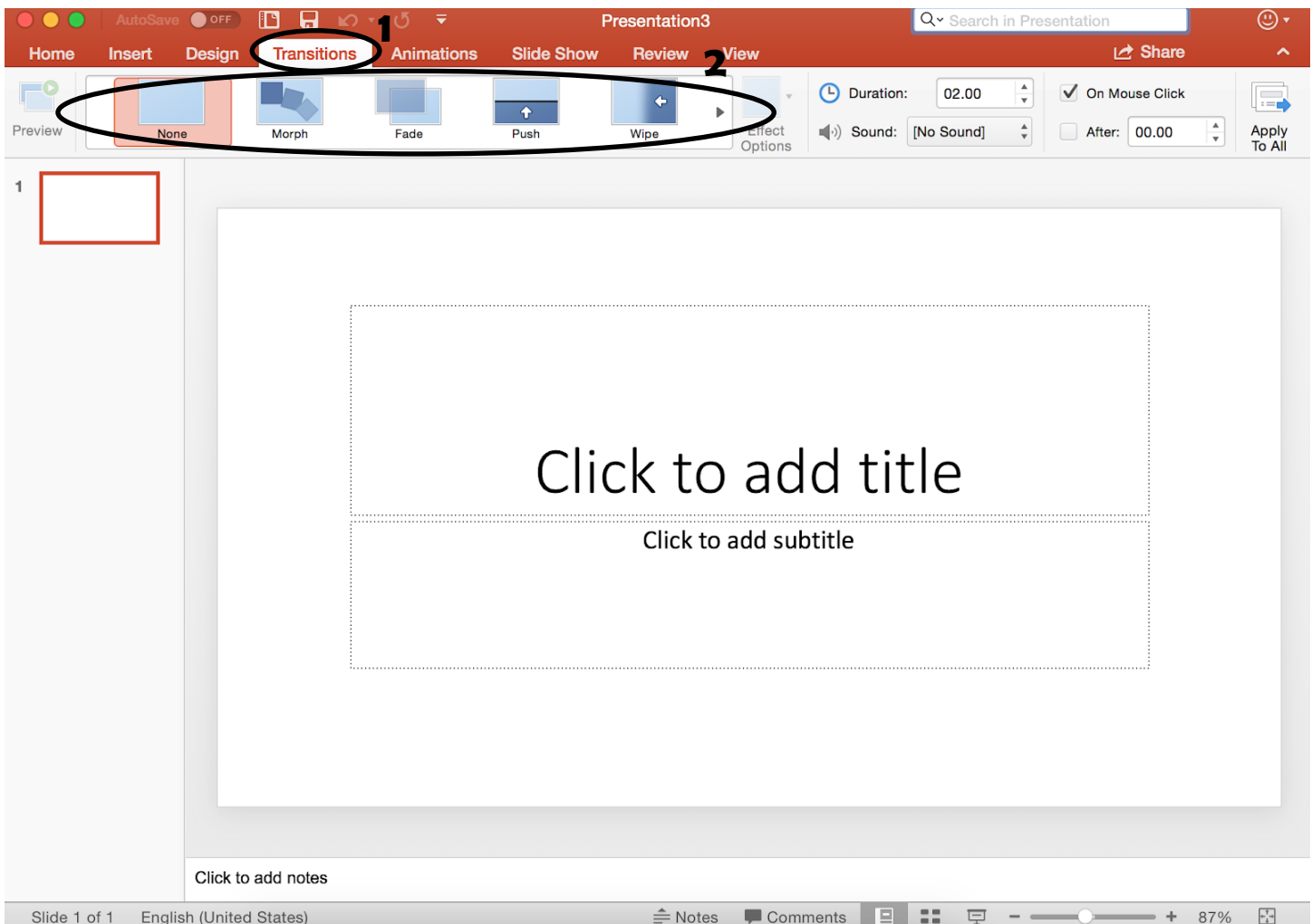
## Sounds and Recordings:

1. Go to the “Insert” tab at the top of the document
2. Under this tab is a button labeled “Media”
3. Click on this button to drop down the “Media” menu
4. Select “Audio” to drop down the “Audio” menu
5. Here you can insert audio from a program on your computer (such as iTunes) or an audio file saved on your computer
6. Under this menu, you can also record your own audio directly into the PowerPoint



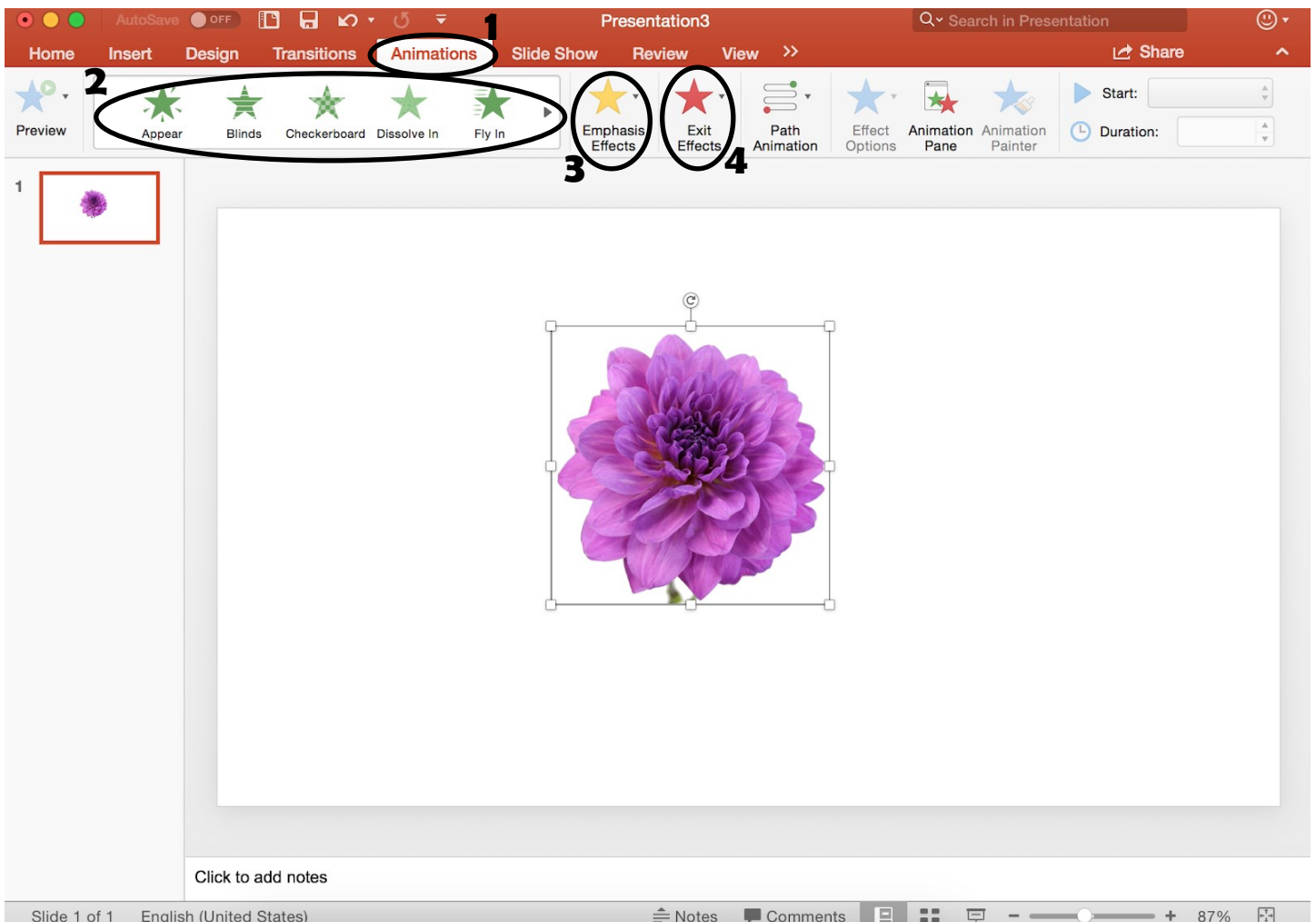
## Slide Transitions:

1. Go to the “Transitions” tab at the top of the document
2. Under this tab you can find a list of slide transition options
3. By choosing one of the options, you can dictate how a slide will look when it enters the presentation view
4. For each slide, you can choose a different transition



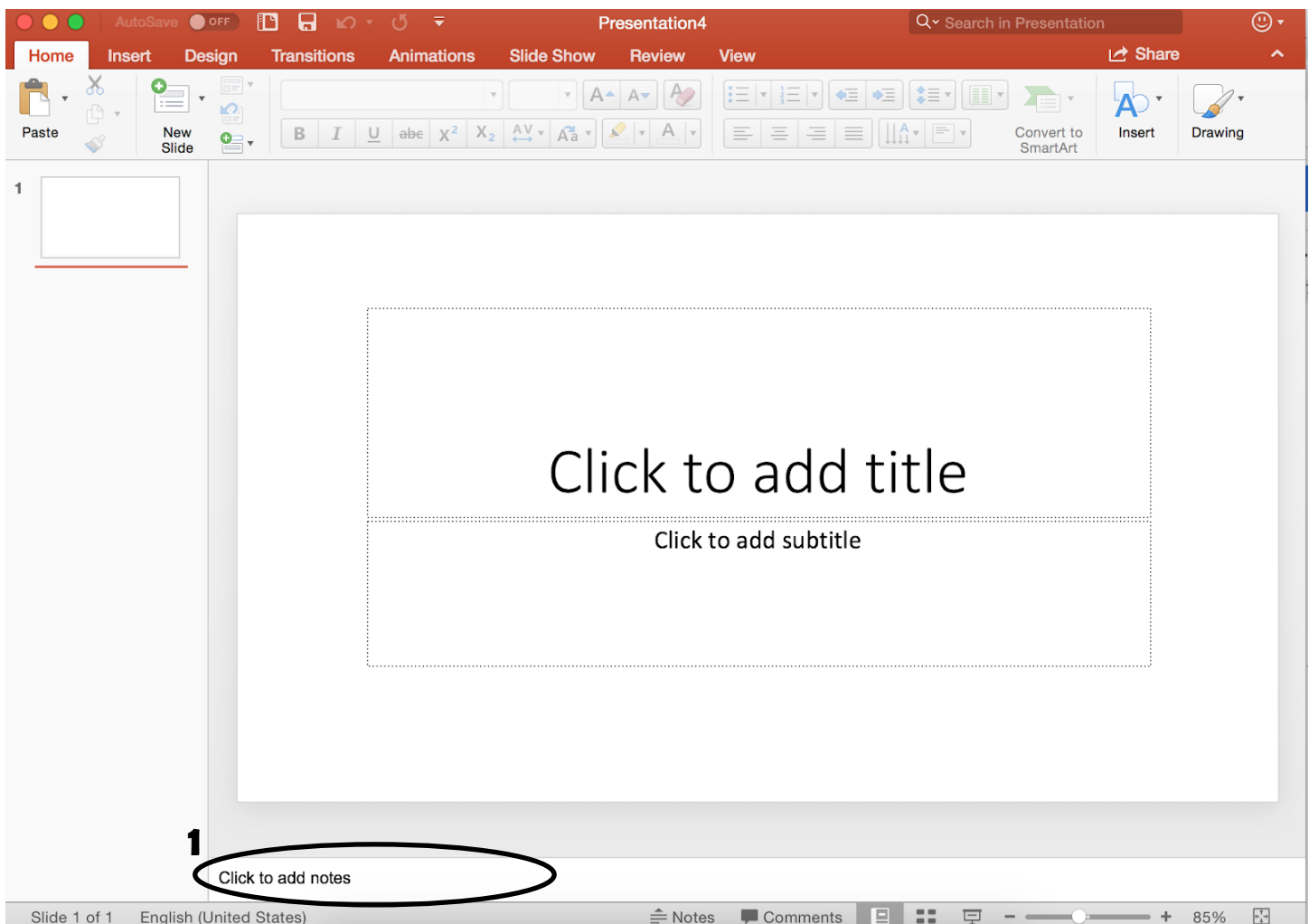
# Animations:

1. Go to the “Animations” tab at the top of the document
2. Under this tab there will be different options to format the components (pictures, text boxes, title boxes, etc.) in your slide
3. By choosing one of the options, you can dictate how the different components enter the slide when in presentation view
4. You can choose a different setting for each component as well
6. Under “Emphasis Effects” you can find ways to emphasize each component when it enters the view
5. There are also options for how the components leave the slide under “Exit Effects”



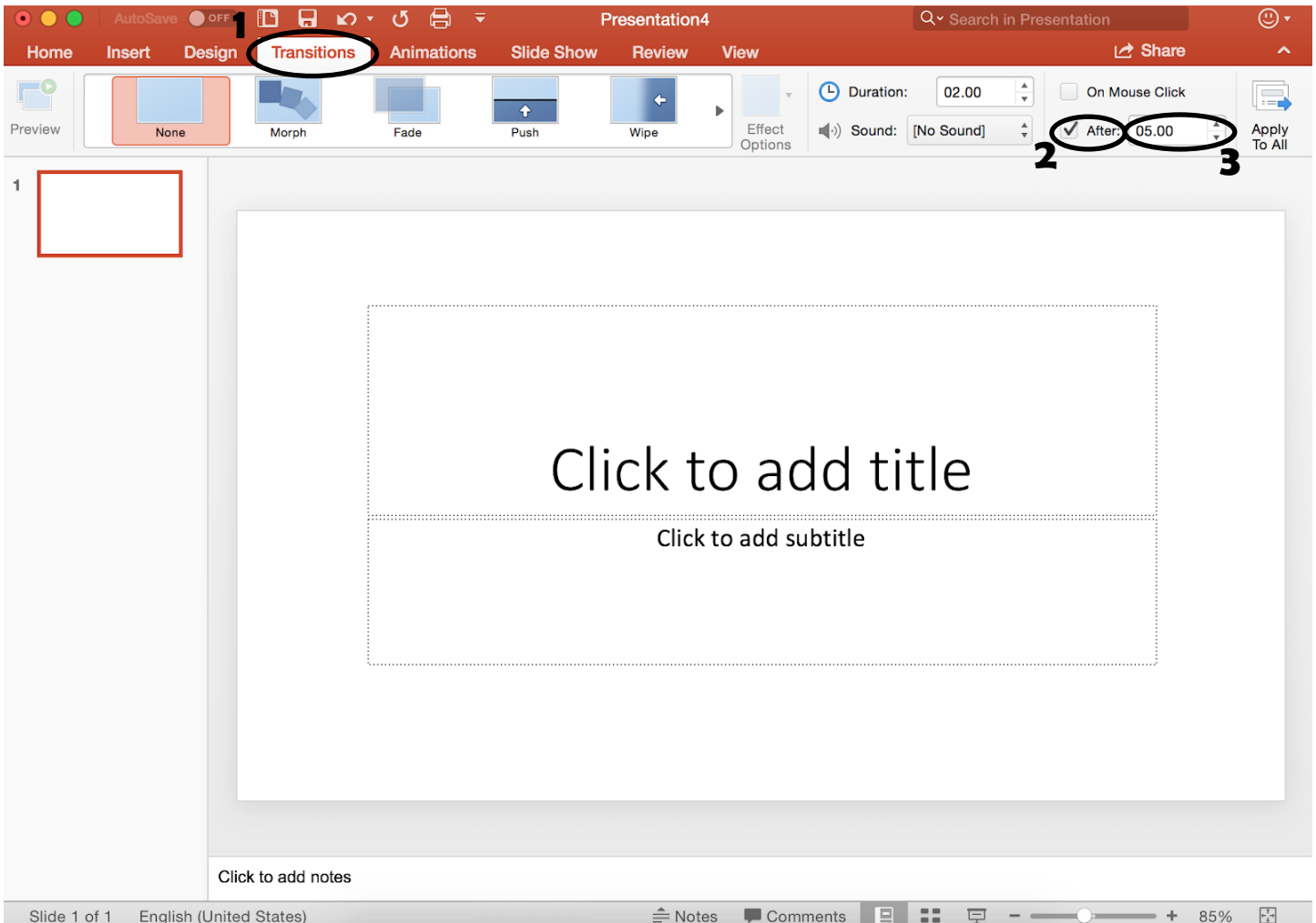
## Adding Notes to PowerPoint:

1. At the bottom of each slide is a little box labeled “Click to add notes”
2. Click on the inside of this box and begin typing to add any notes you may need with a particular slide
3. This is a good tool to have when presenting



## Timing a Slide:

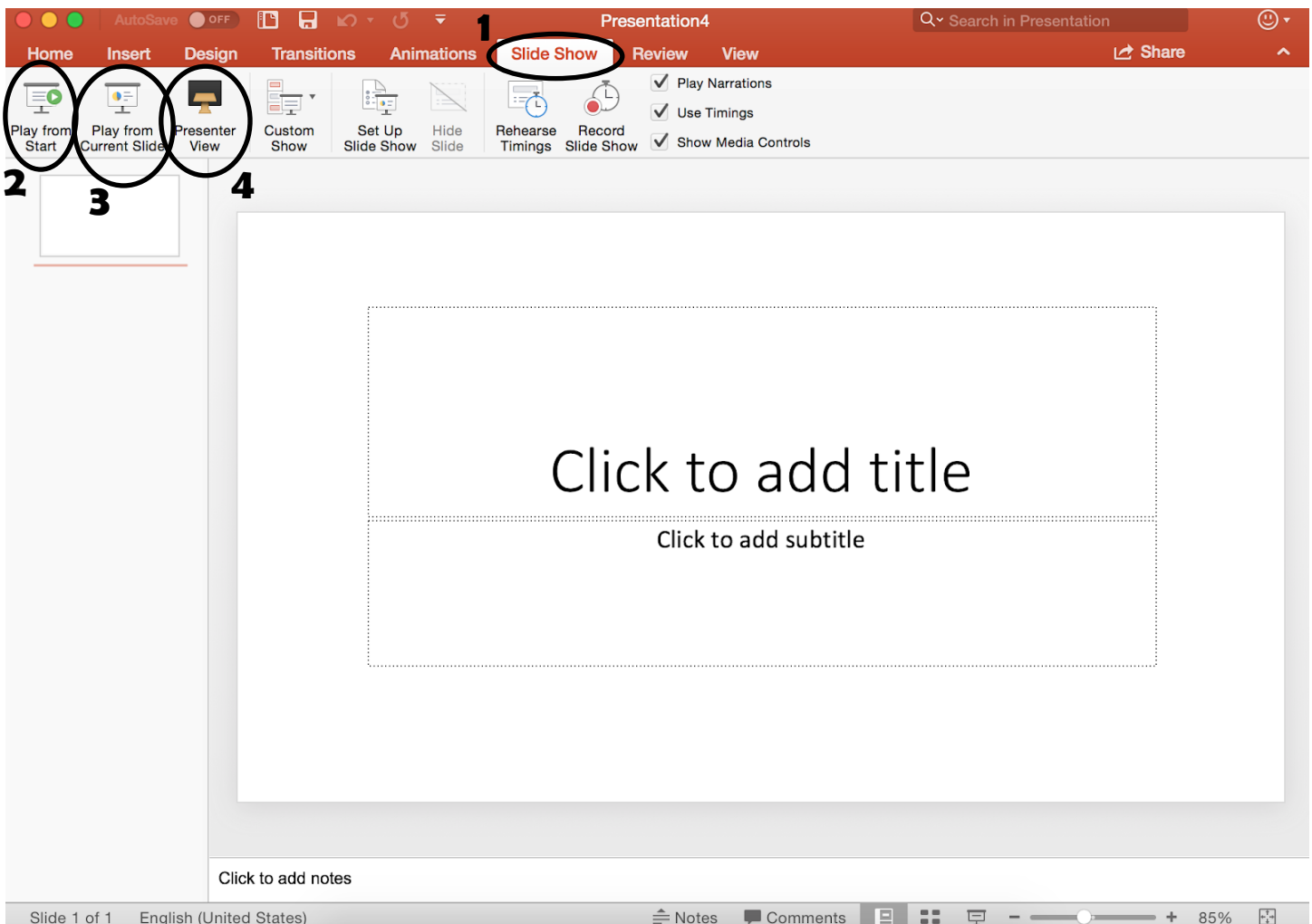
1. Go to the “Transition” tab at the top of the document
2. Under this tab will be a box labeled “After”
3. Click on the box to insert a “✓”
4. This allows you to choose the duration that each slide is presented during presentation mode
5. Use the box next to this to choose the time desired (the time is measured in seconds)





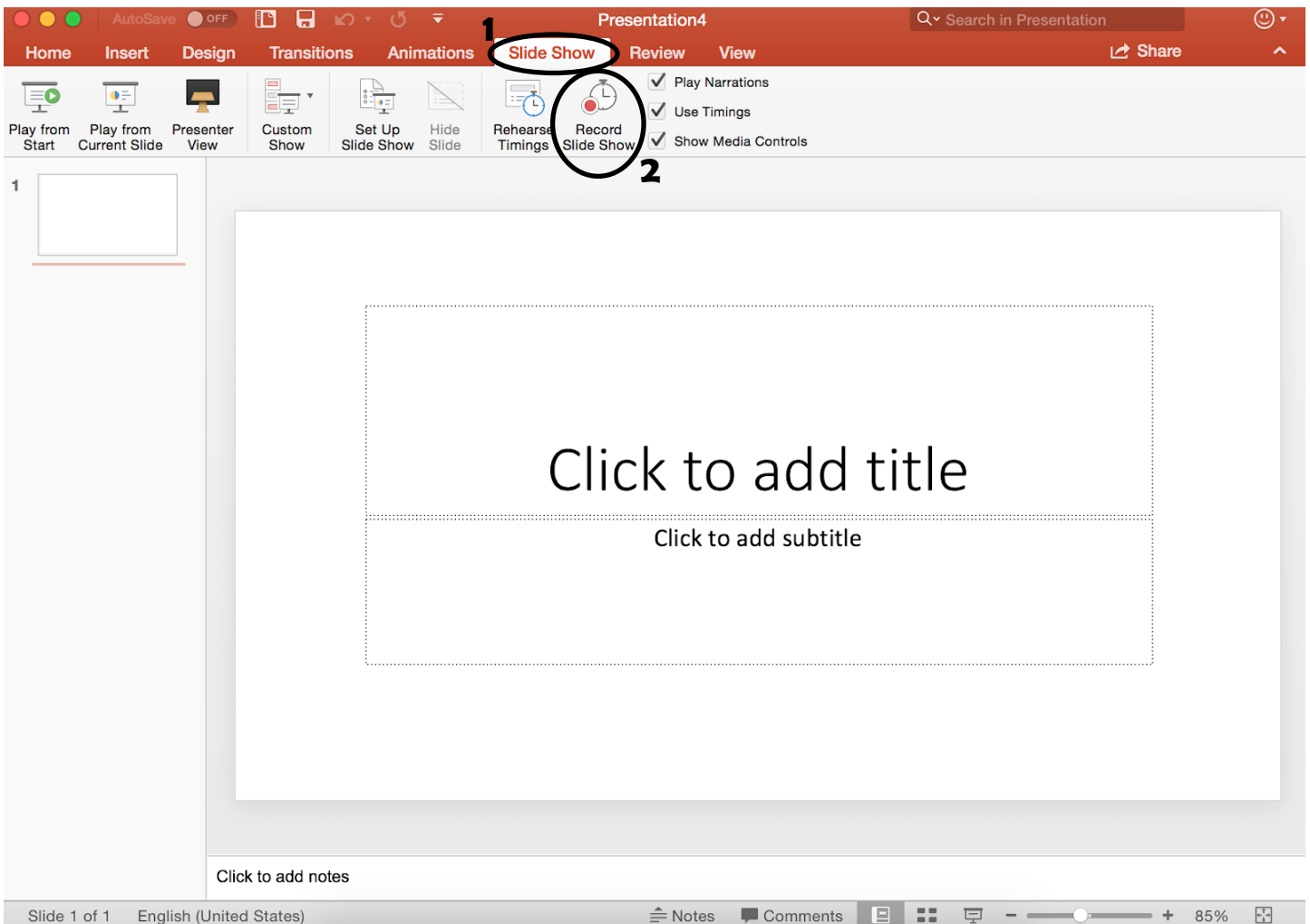
# Beginning Presentations:

1. Go to the “Slide Show” tab at the top of the document
2. Under this tab are buttons labeled “Play from Start”, “Play from Current Slide”, and “Presenter View”
3. Click on “Play from Start” to begin the presentation from the first slide
4. Click on “Play from Current Slide” to begin the presentation from a particular slide that is not the first slide
5. Click on “Presenter View” to begin the presentation. This button allows you to see any notes that you added to slides but the viewers only see the slide show.



## Recording Presentation:

1. Go to the “Slide Show” tab at the top of the document
2. Under this tab is a button labeled “Record Slide Show”
3. Click on this button to start recording the presentation



## Saving a PowerPoint:

1. At the top of the PowerPoint document there are different symbols (printer, arrows, etc.)
2. Click on the second symbol to save the document to your computer
3. Make sure to name your document so it is easier to find later
4. Remember to save after any changes made to the document

