



CSU | Academic
Support Hub

CLEVELAND STATE UNIVERSITY

PowerPoint

Handbook

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



For more help and information on Microsoft PowerPoint, please stop by CSU's Academic Support Hub's drop-in software assistance.



For the most updated hours and Software Coaching location, please contact our office:

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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:

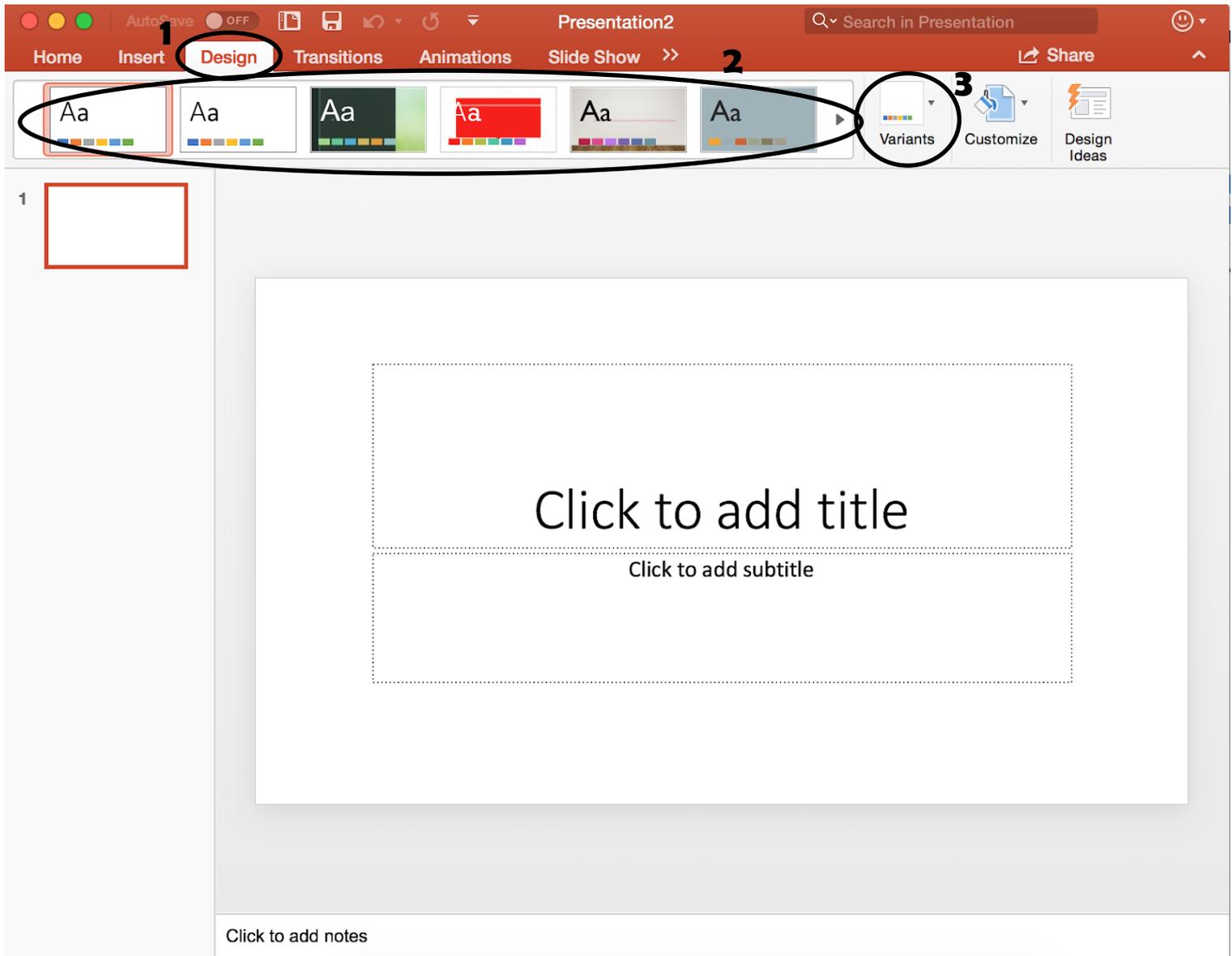
- Video insertion
- Picture insertion
- Slide transitions
- Addition of animations
- Graphs and charts
- Sounds and recordings
- Note taking abilities

Table of Contents:

PowerPoint Design	5
Adding New Slides	6
Text Boxes	7
Inserting Images	8
Inserting Videos	9
Graphs and Charts	10
Adding Tables	11
Sounds and Recordings	12
Slide Transitions	13
Animations	14
Note Taking Features	15
Timing a Slide	16
Beginning Presentations	17
Recording Presentations	18
Saving PowerPoint	19

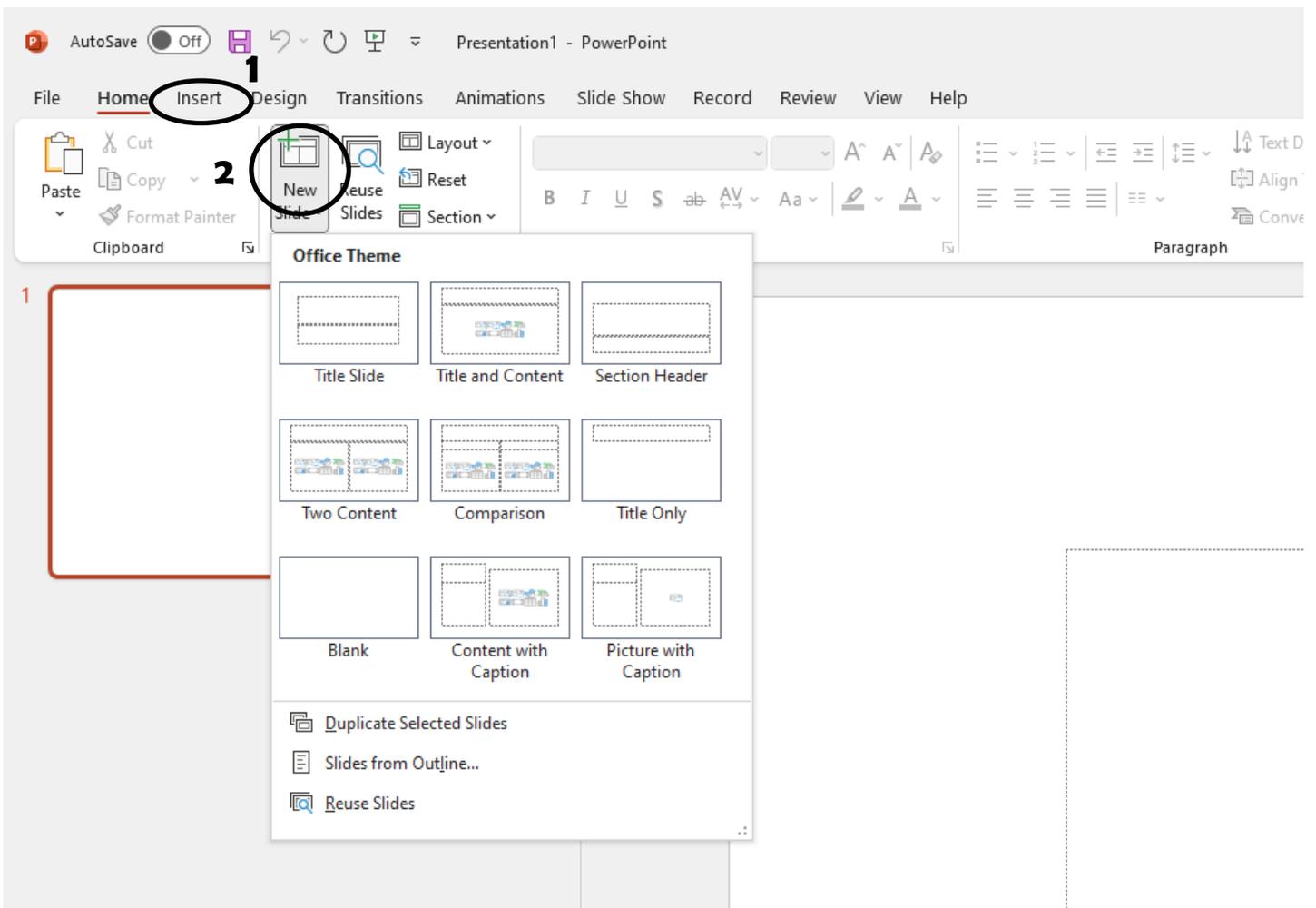
PowerPoint Design :

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



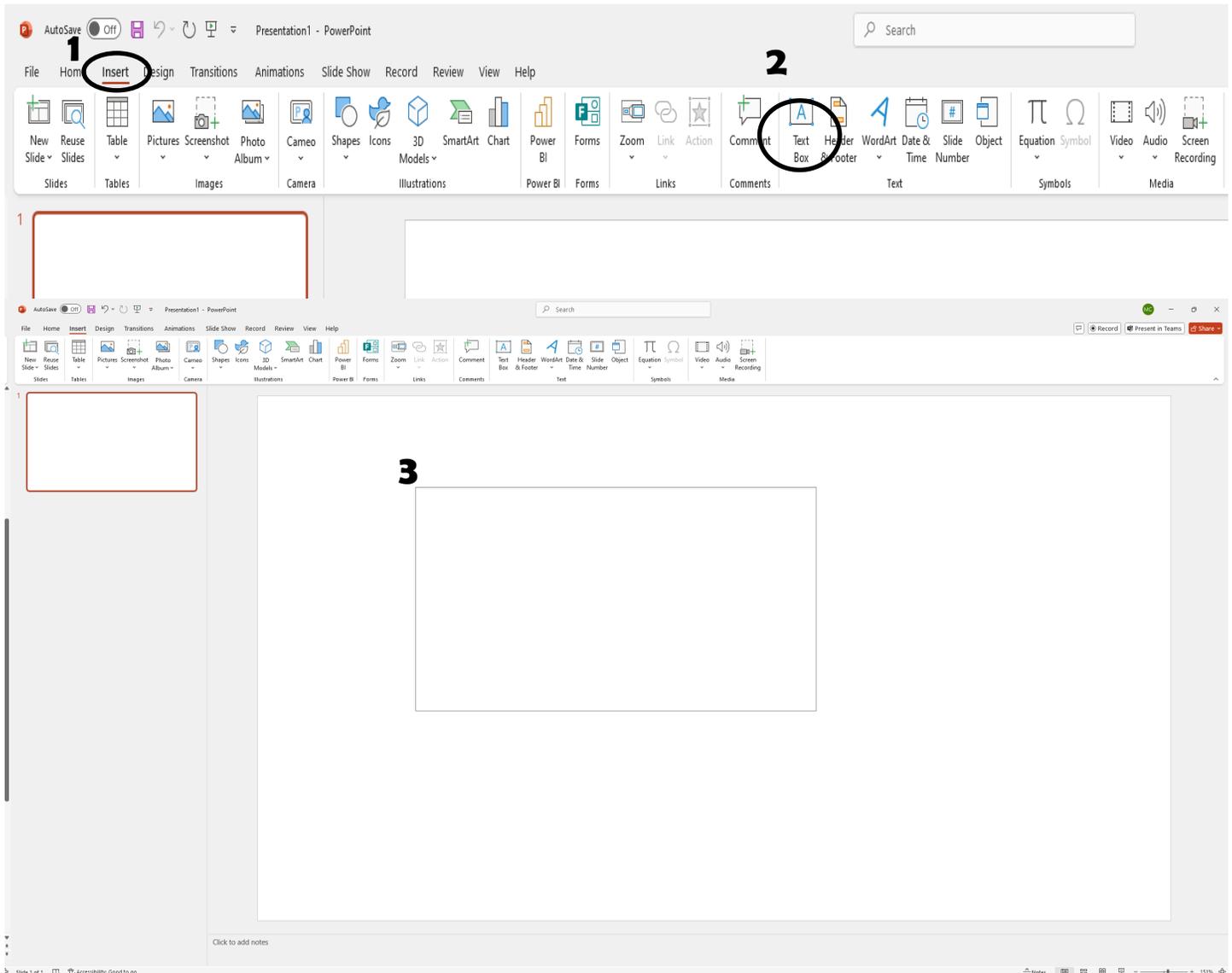
Adding New Slides :

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



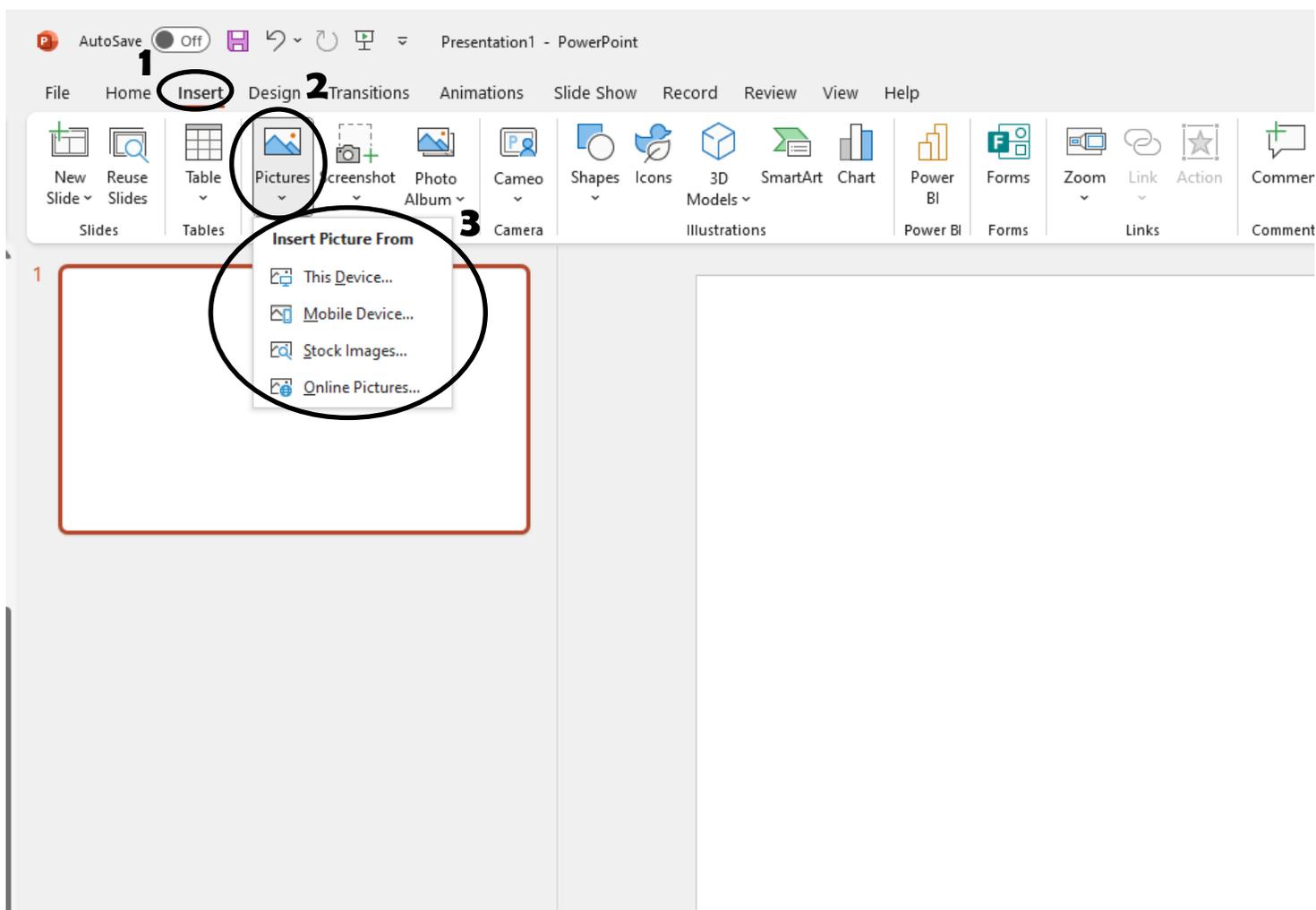
Inserting a Text Box :

1. Go to the “Insert” tab at the top of the PowerPoint document
2. Select “Text Box”
3. Draw the desired text box size on selected slide



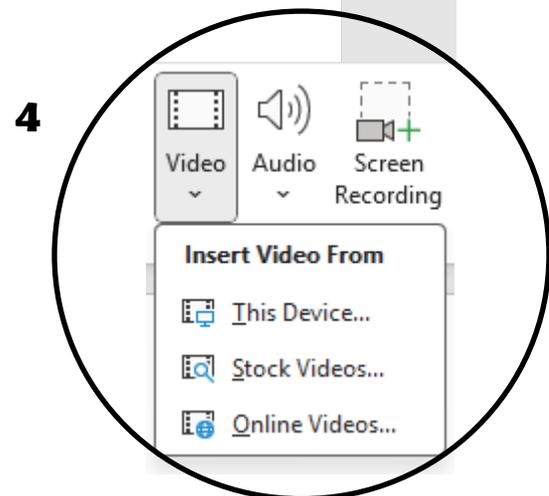
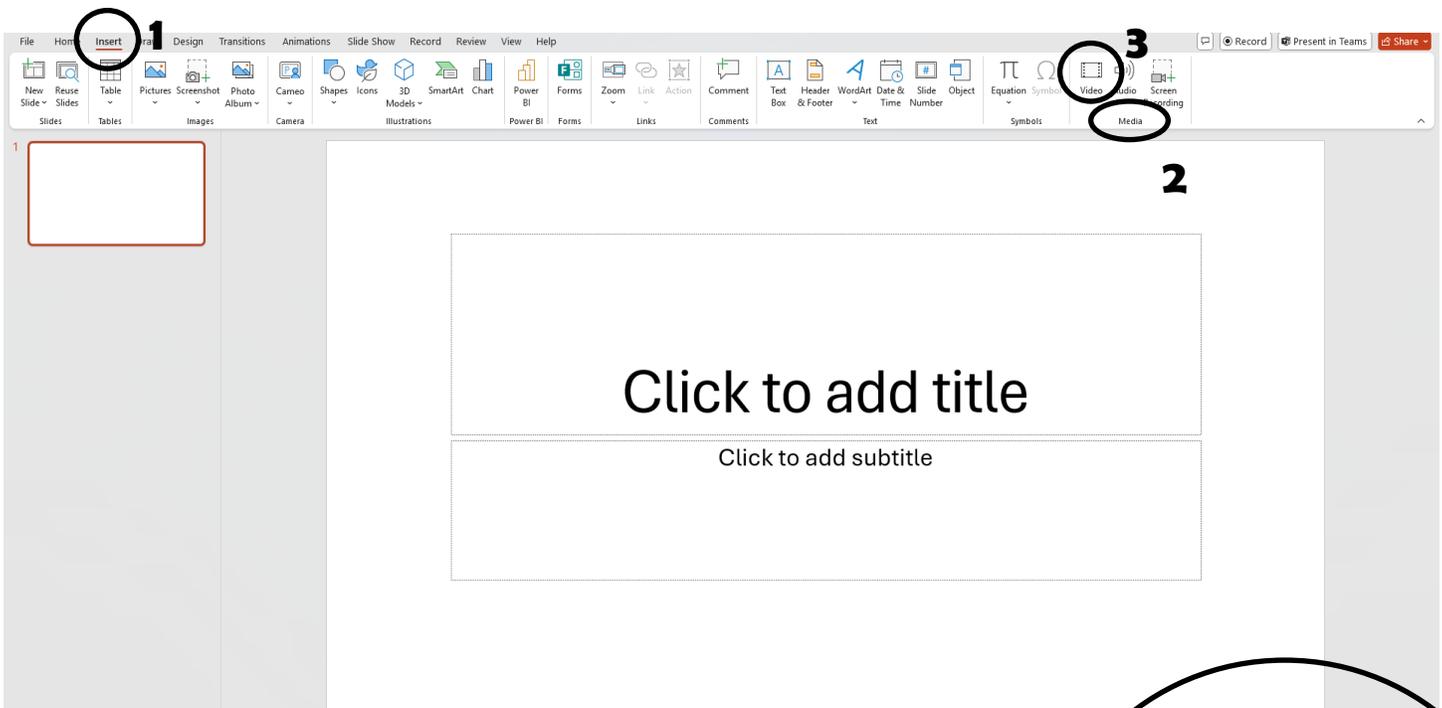
Inserting Images :

1. Go to the “Insert” tab at the top of the PowerPoint document
2. Select “Picture”
3. Select image desired from PowerPoint selection or personal selection



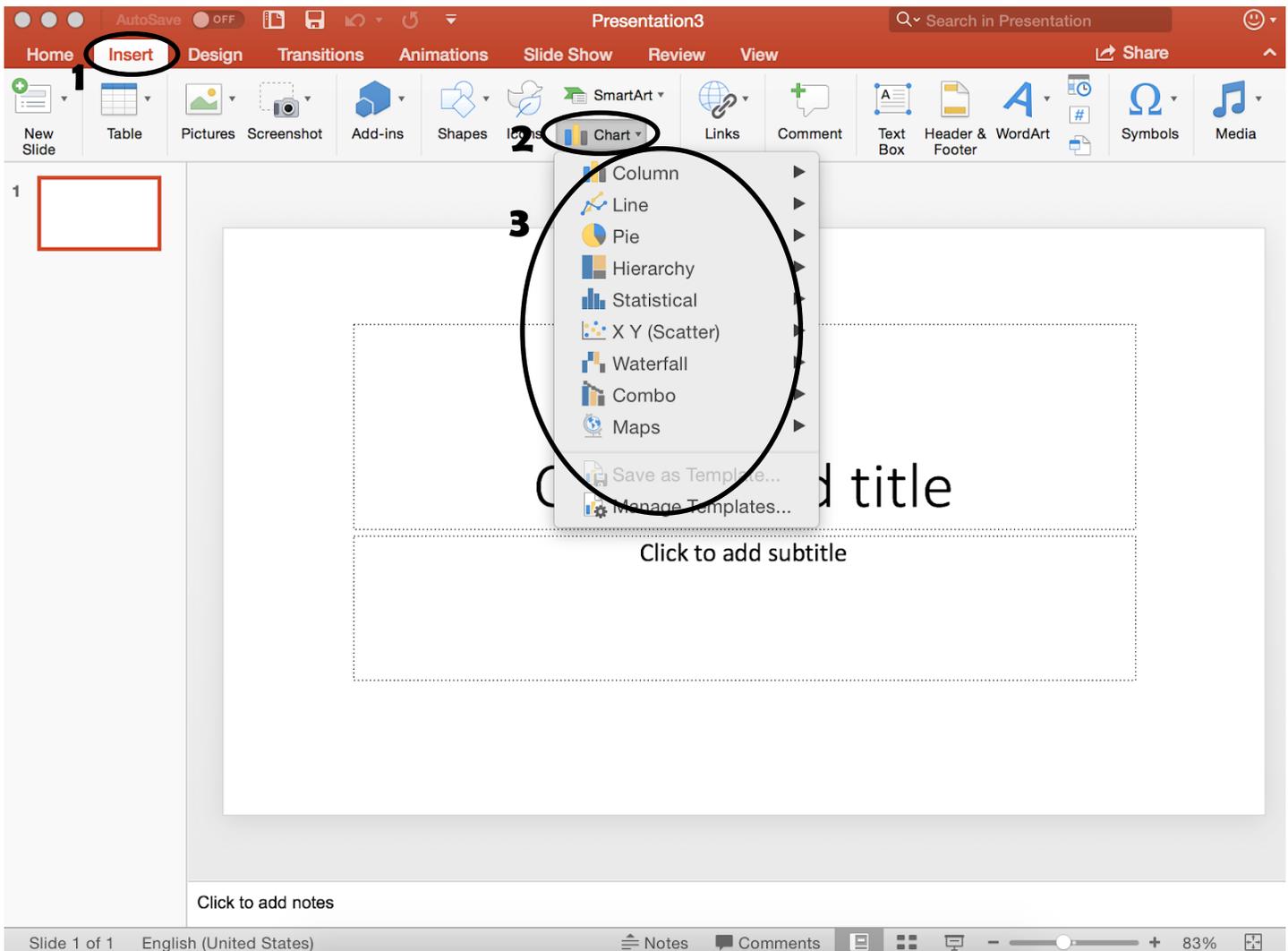
Inserting a video:

1. Go to the “Insert” tab at the top of the document
2. Look through the ribbon and find the section for “Media”
3. Click on this button to drop down the “Media” menu
4. Select your desired option from the drop down “video” menu



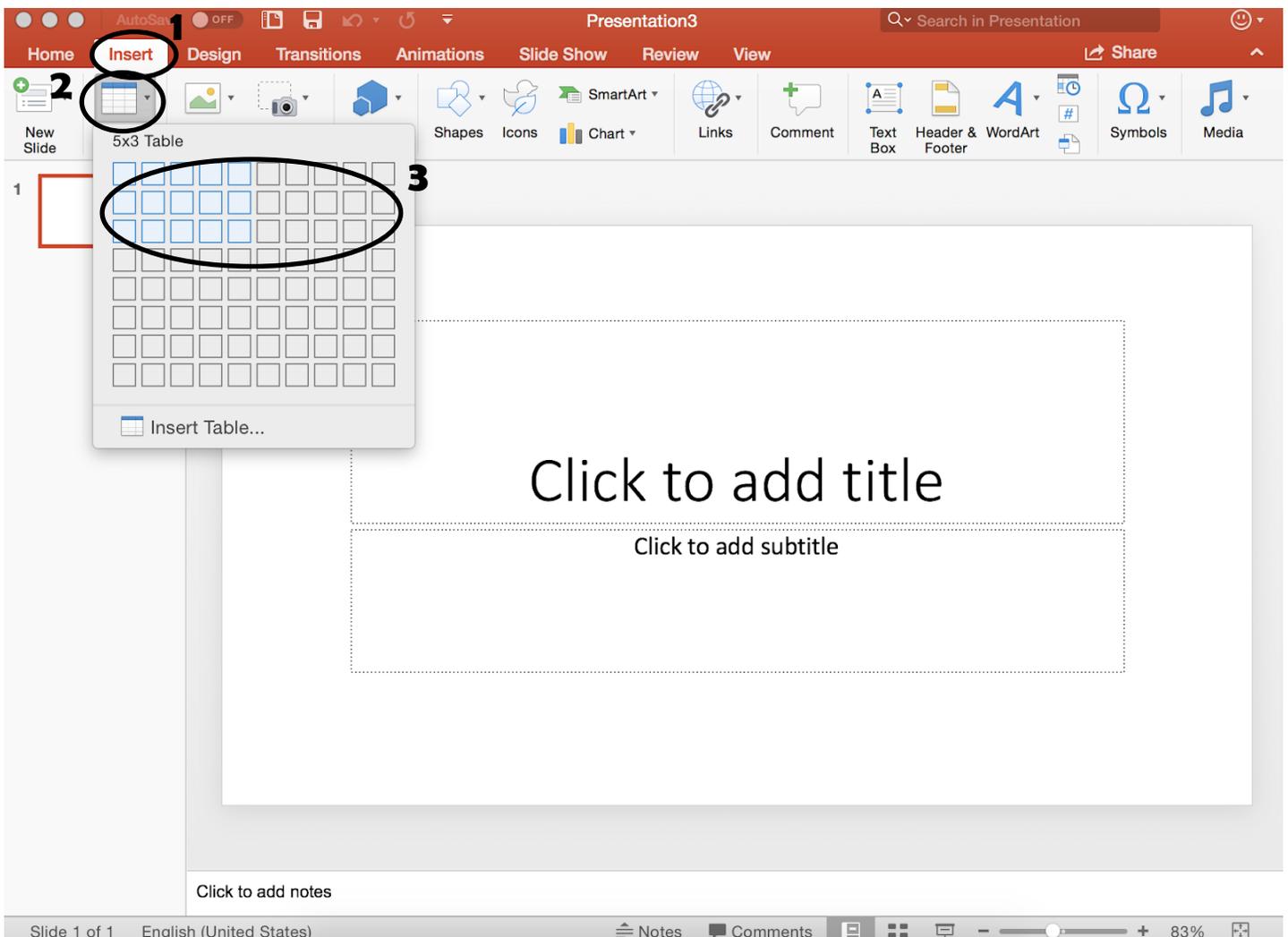
Inserting Graphs and Charts:

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



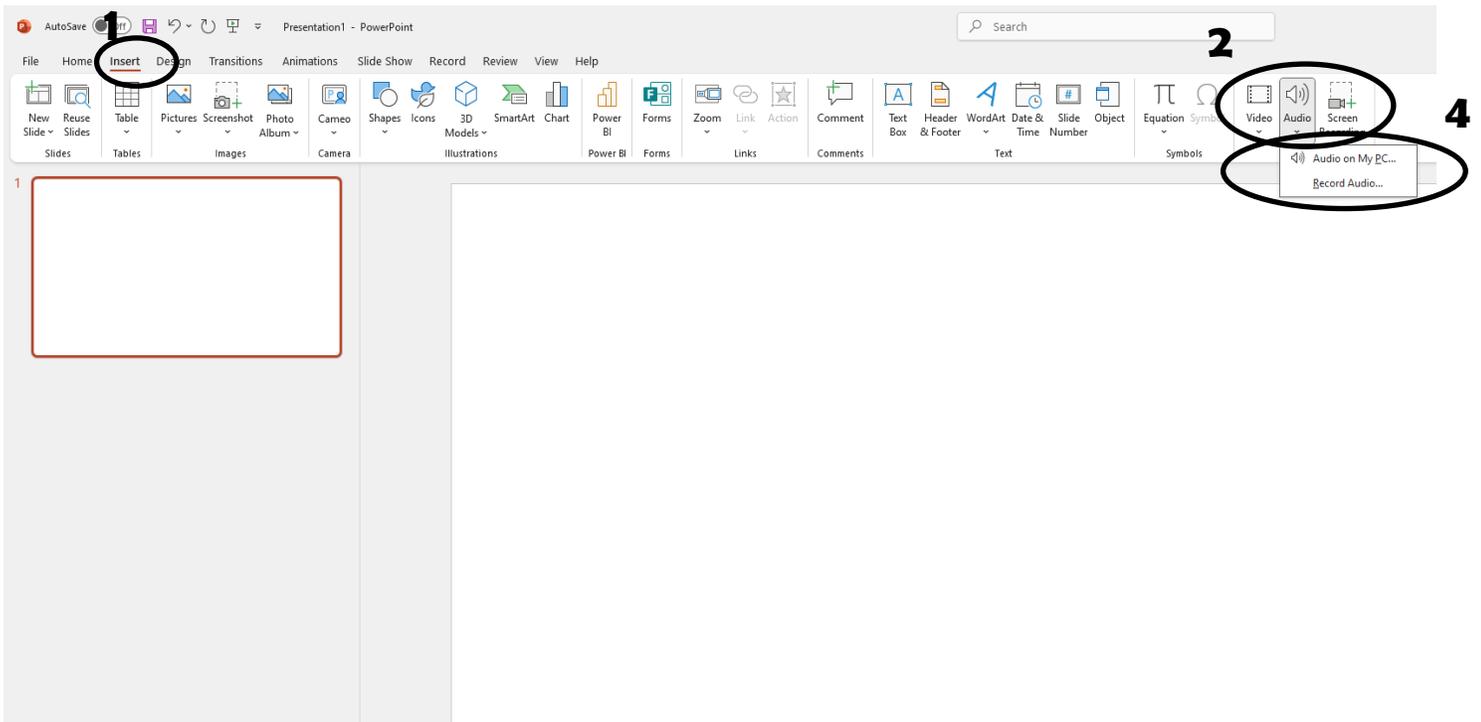
Inserting Tables:

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



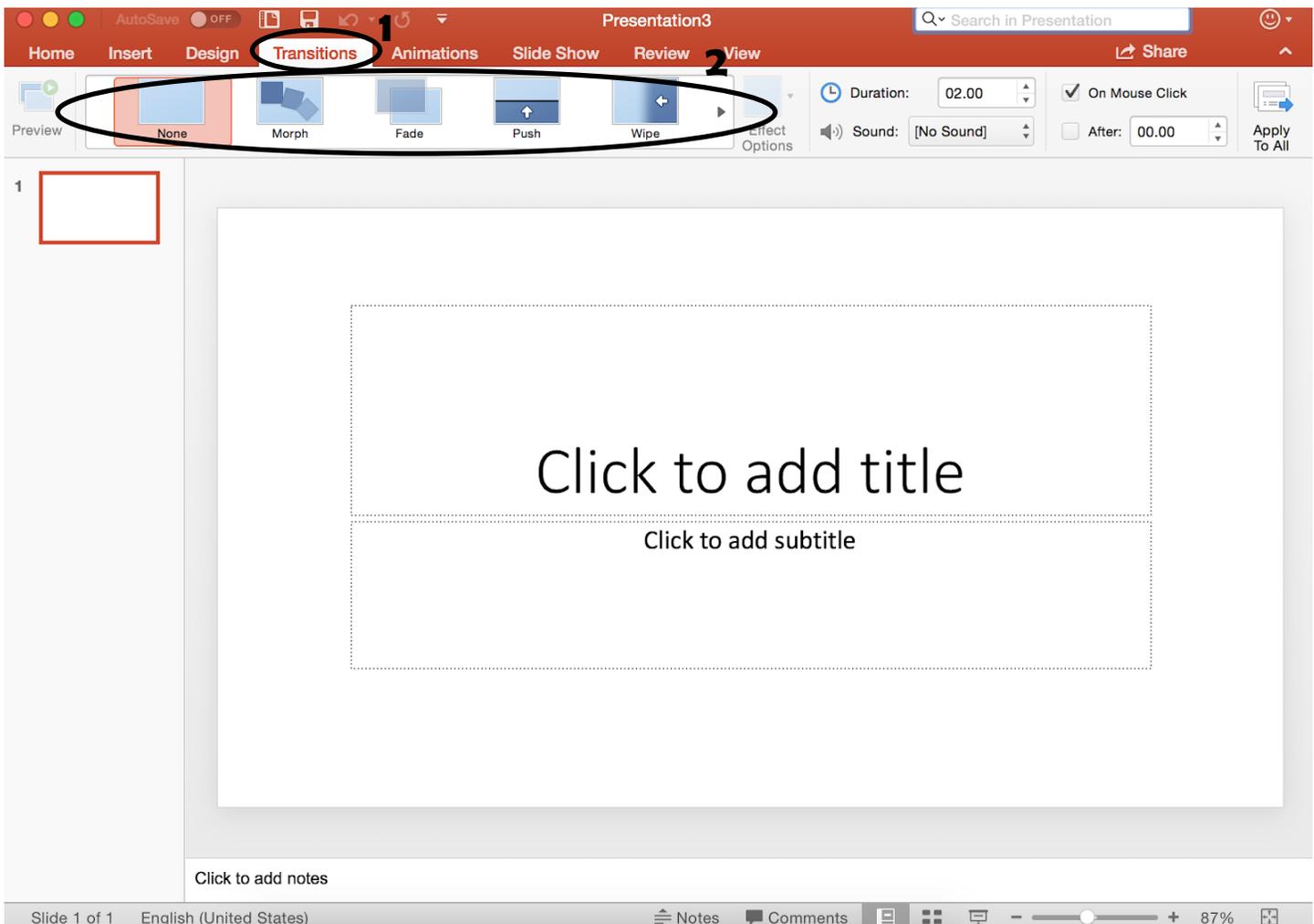
Sounds and Recordings:

1. Go to the “Insert” tab at the top of the document
2. Go to the end of the insert tab. Here you’ll see three options.
3. Click on the option relevant to your task and insert your own media.
4. Under this menu, you can also record your own audio directly into the PowerPoint



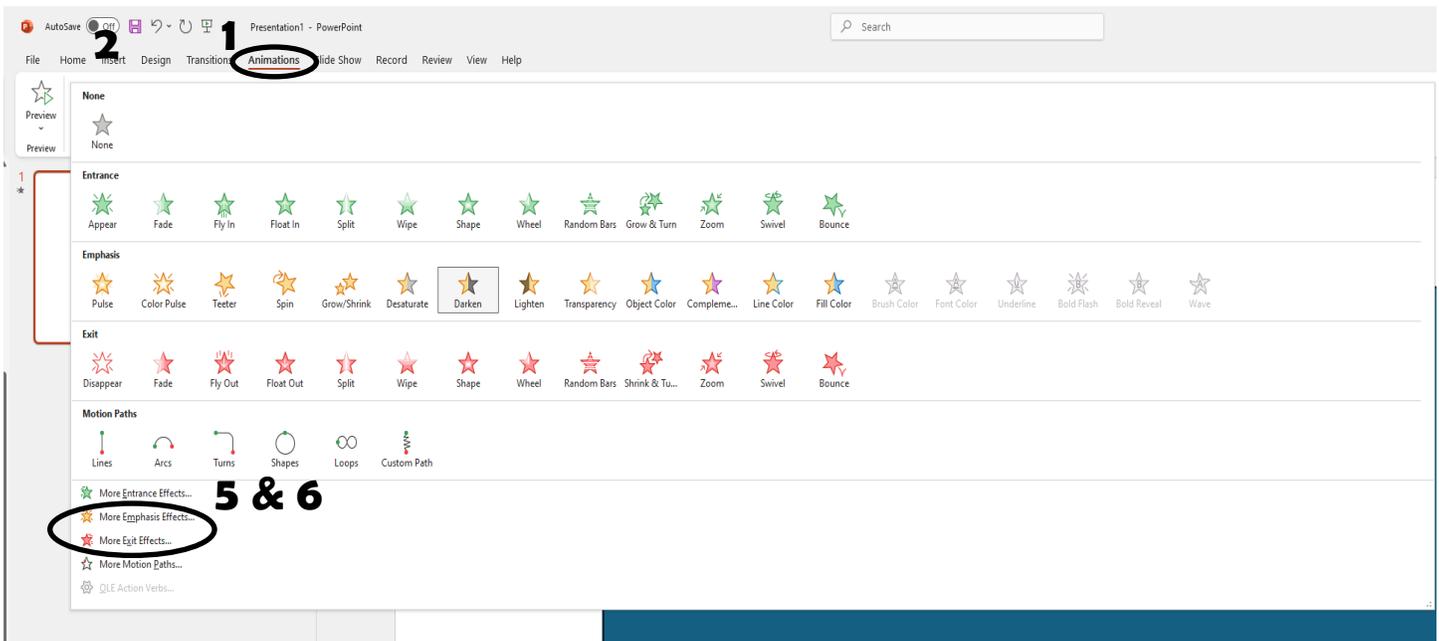
Slide Transitions:

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



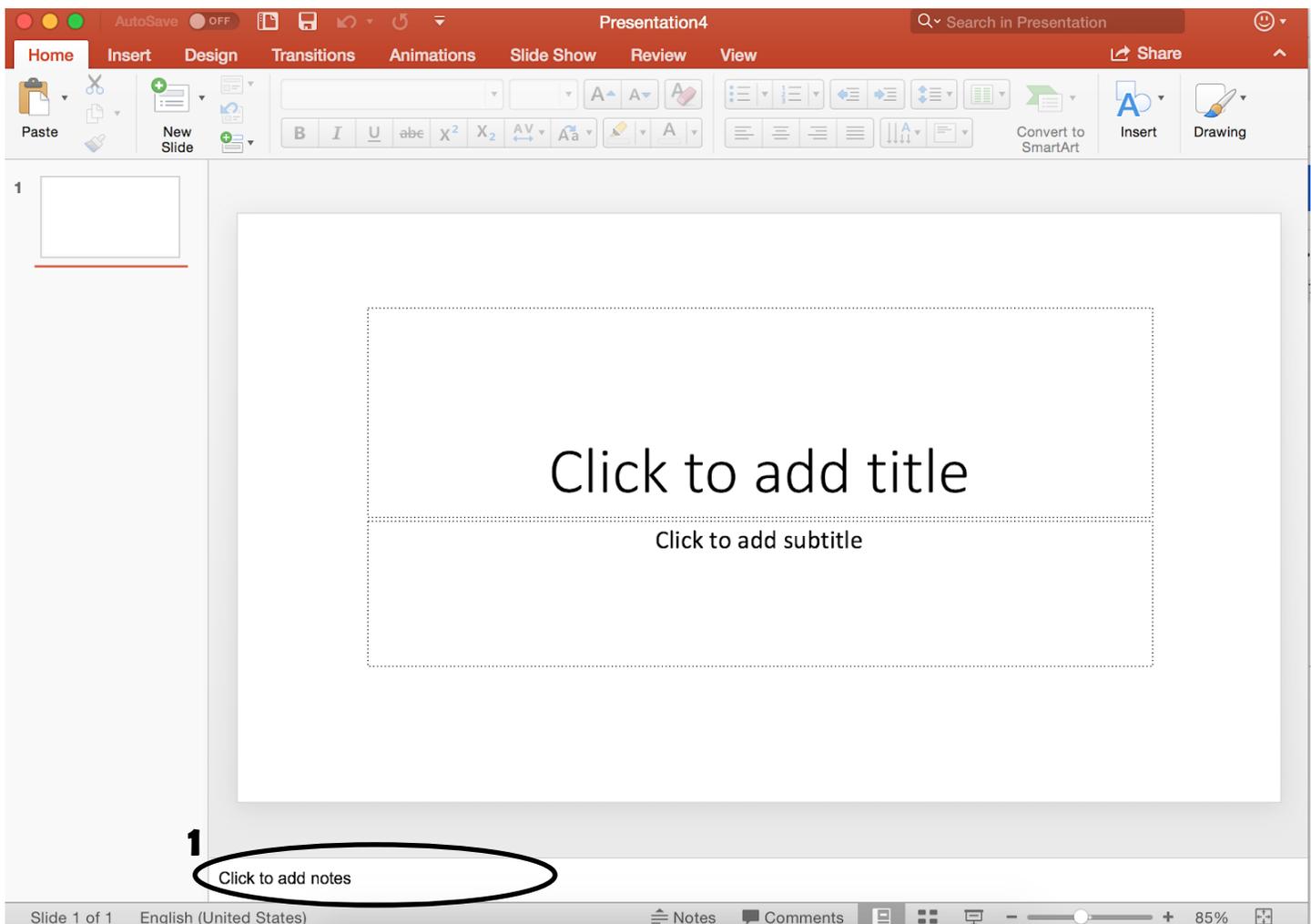
Animations:

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
5. Under “Emphasis Effects” you can find ways to emphasize each component when it enters the view
6. There are also options for how the components leave the slide under “Exit Effects”



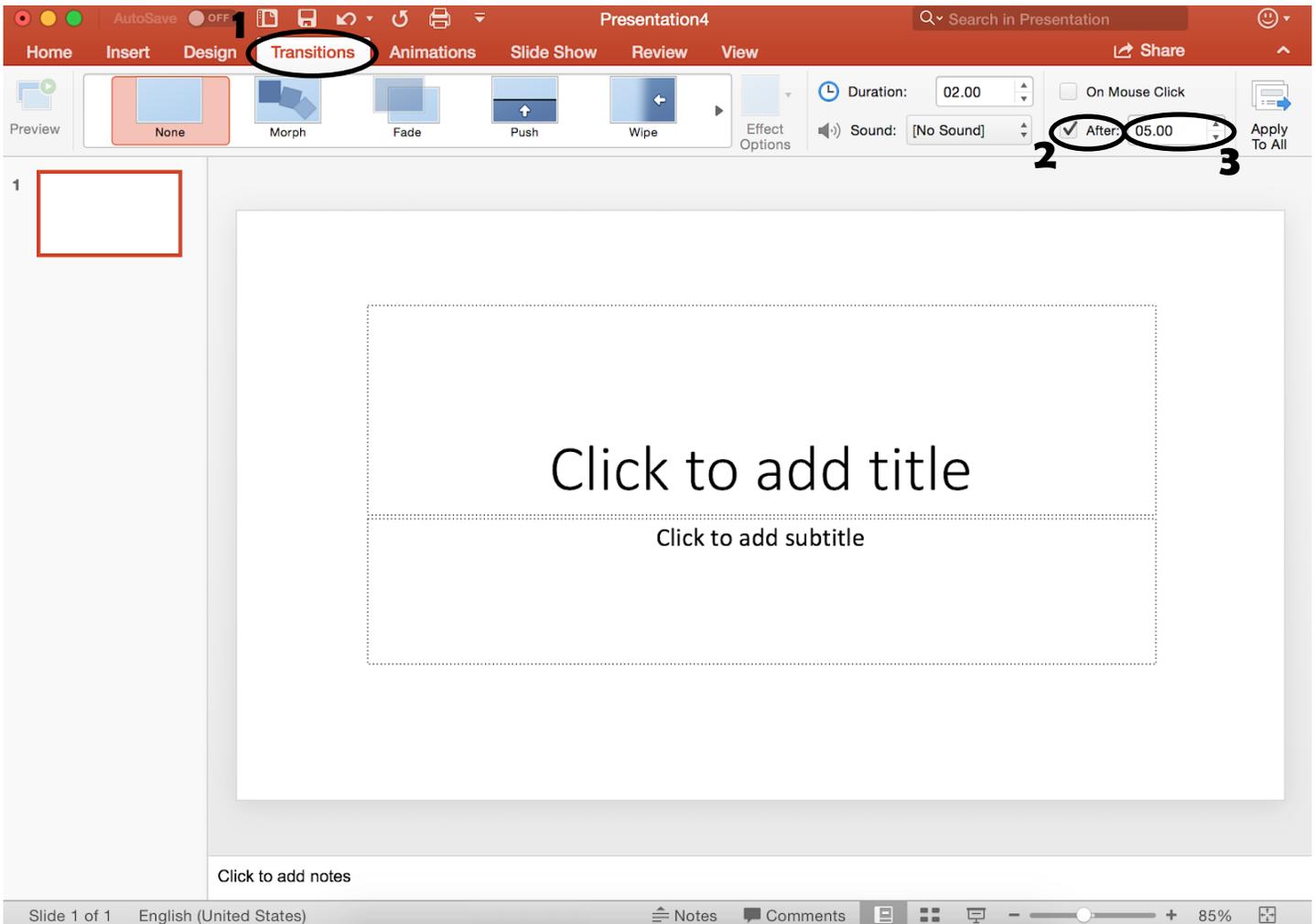
Adding Notes to PowerPoint:

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



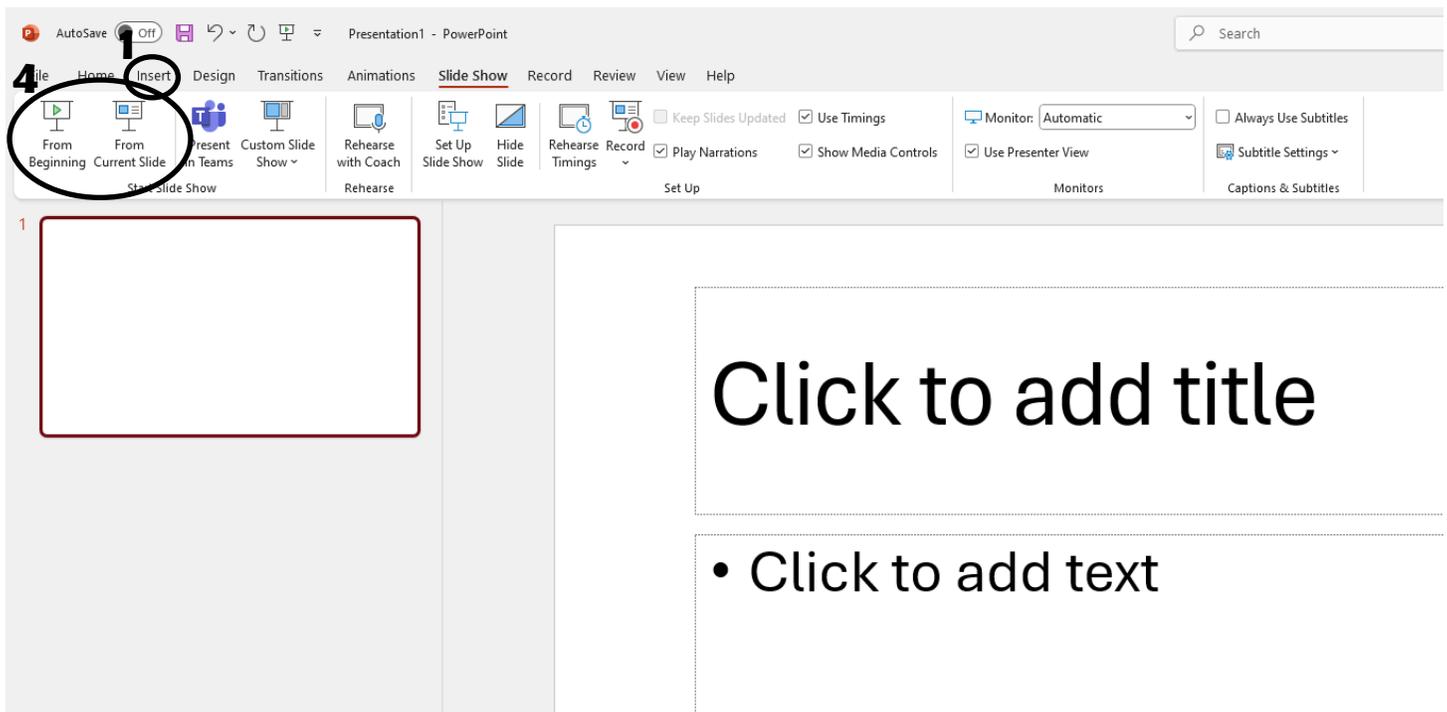
Timing a Slide:

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)



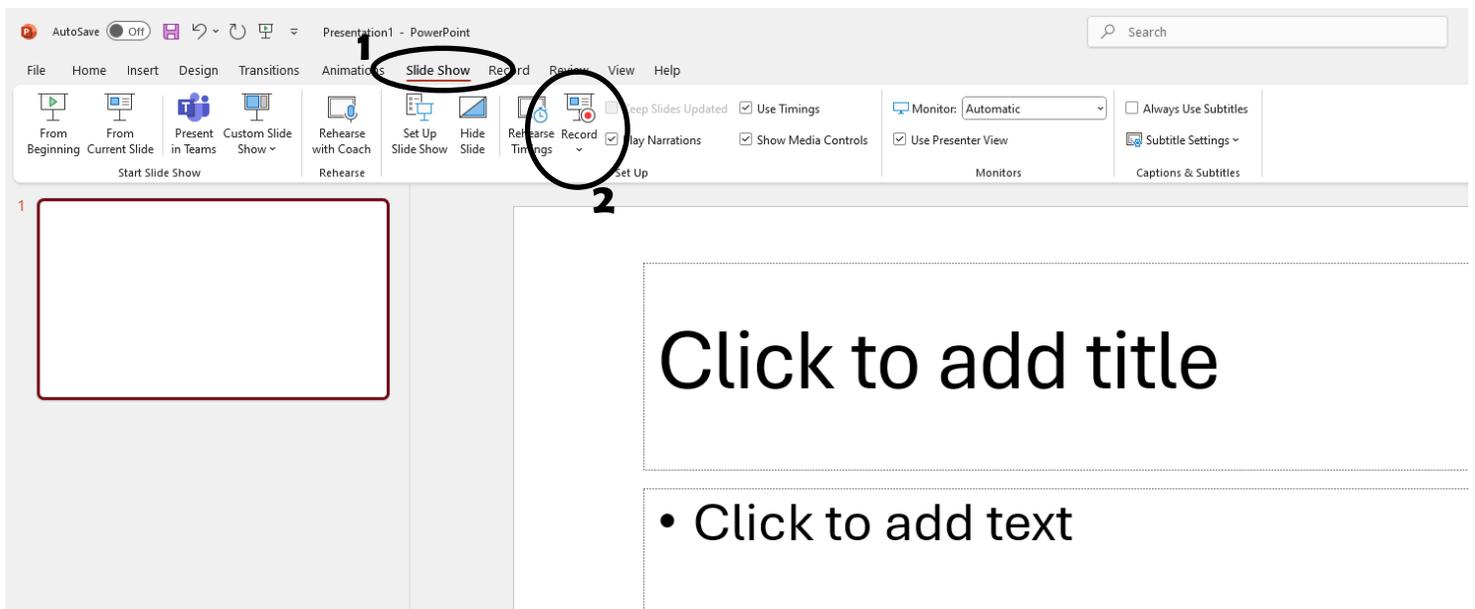
Beginning Presentations:

1. Go to the “Slide Show” tab at the top of the document
2. Under this tab are buttons labeled “Play from Start” and “Play from Current Slide”
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



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

