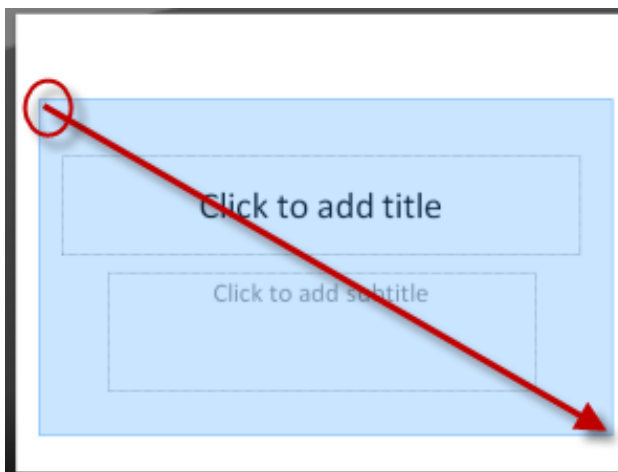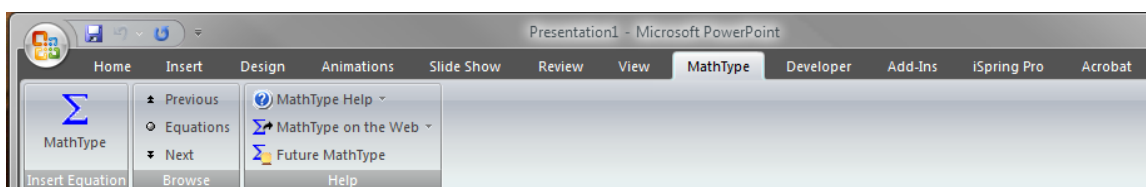# MCC Math & Technology Workshop – PowerPoint and Math Hacks

When working with equations and drawings, it's helpful to work with completely blank slides. You can insert blank slides, or simply remove the formatting by selecting the "Click to add title" and deleting it.
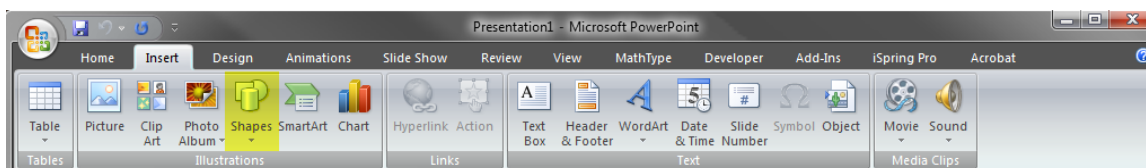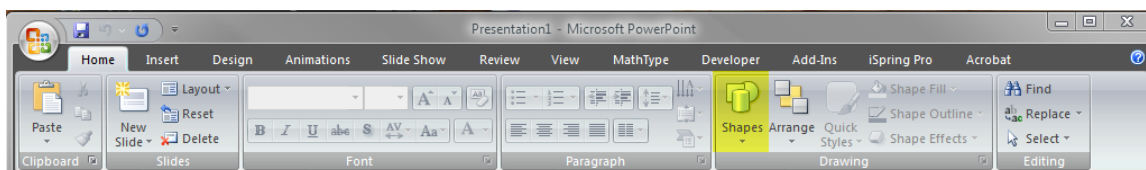
If you leave these formatting on, the first equation will be fine, but the next equation you add will begin doing goofy things.

To insert an equation, go to the MathType ribbon (sorry, no easy shortcut here).
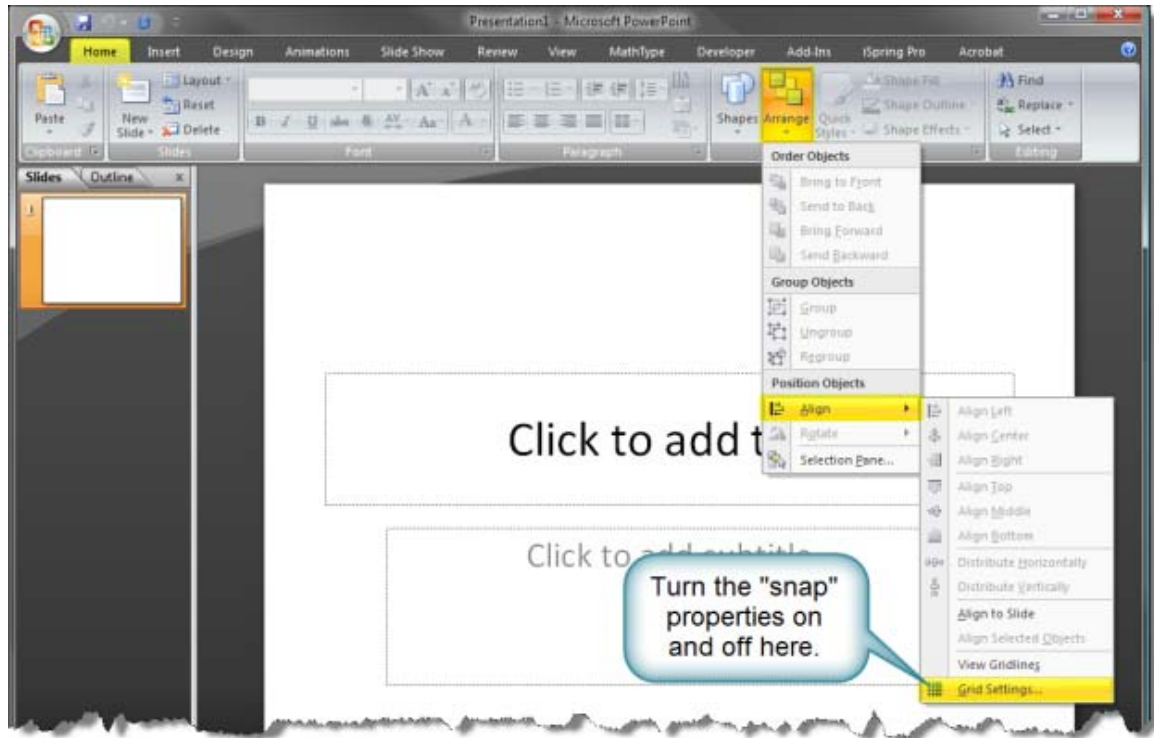

To insert shapes, lines, arrows, or any such graphic, go to the **Home** menu under **Shapes** or the **Insert Menu** under **Shapes**.
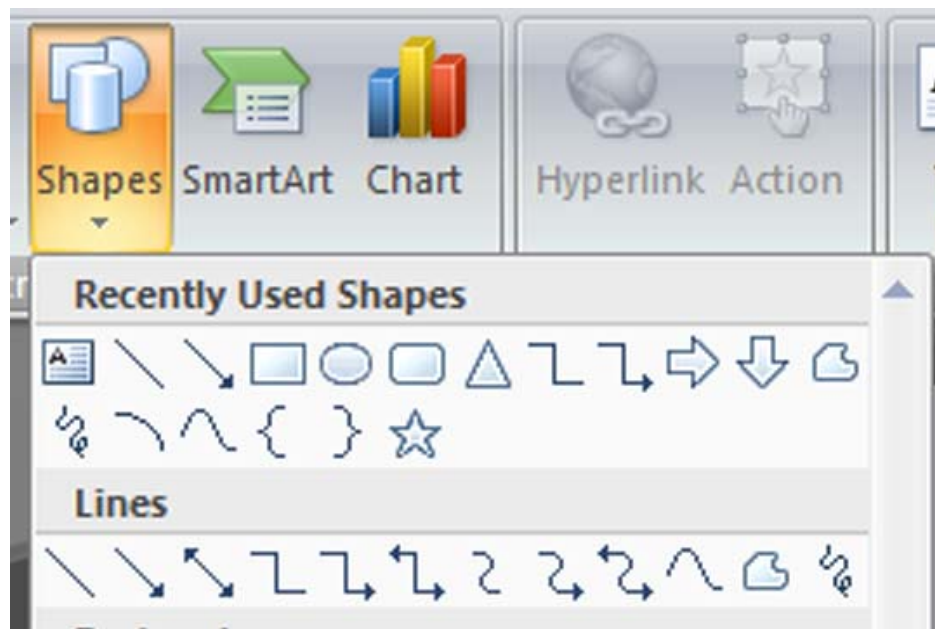
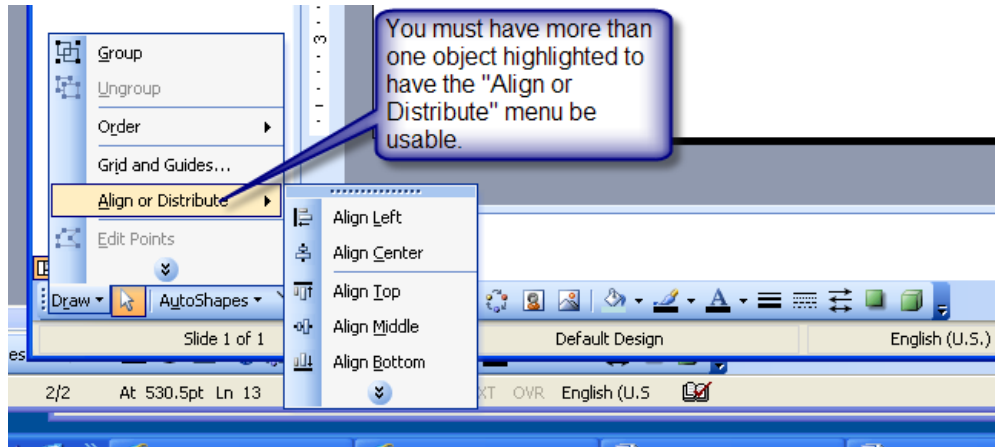There is a default "**snap to grid**" in PowerPoint. Sometimes it's nice to use and sometimes it's not.

Let's begin examining the menu options under lines. Holding down the SHIFT key as you click points will give you some default "nice" lines like horizontal, vertical, perfect diagonal, etc.
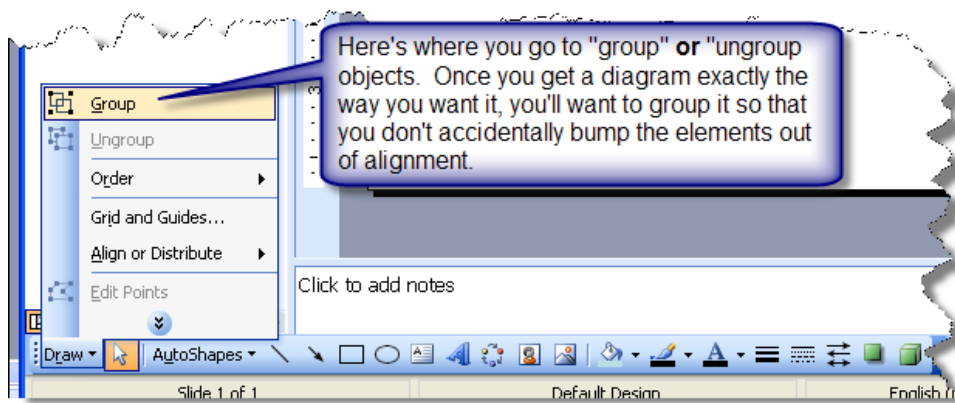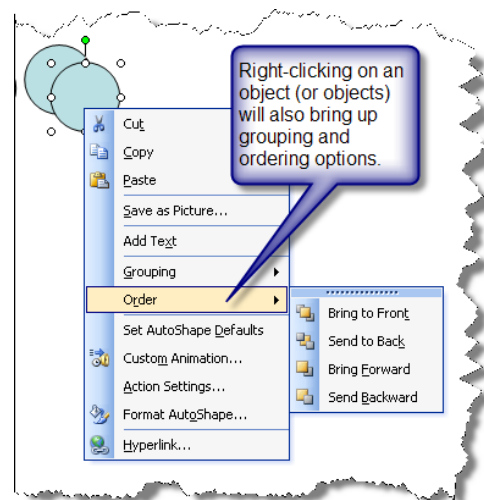
Once you've drawn some objects, you may wish to align them or evenly space them out (this is called distributing). This is where to find those options:

When you "group" a set of objects, it moves, copies, and pastes as one group.
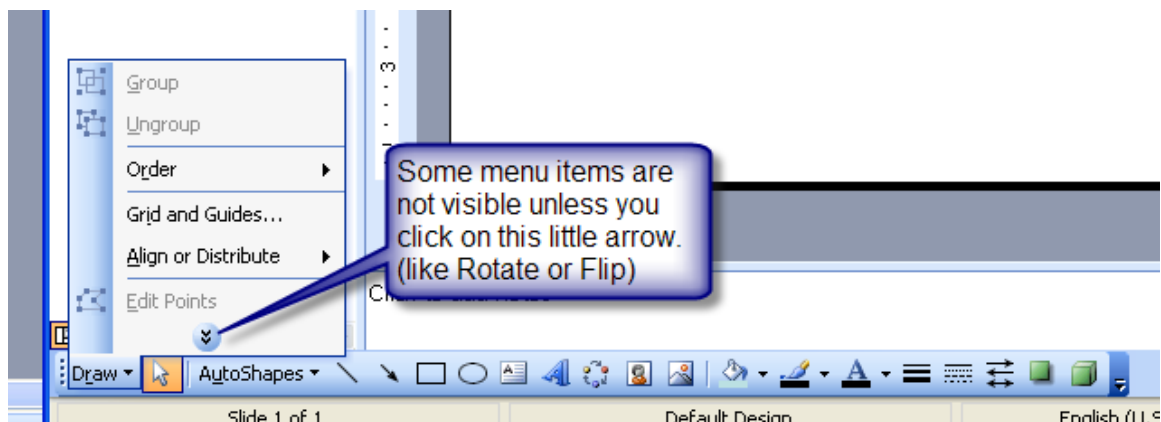

Especially in fairly complicated graphics, you sometimes want one object to be behind another. With one of the objects chosen, you need to go in to the "Order" menu (in the menu shown above) and then either "send to front" or "send to back" depending on what you want. There's another option for finding some of these options… the ubiquitous right-click.

Sometimes you do not see all the menu options that are available. The default setting is to show you shorter menus (theoretically to make things easier to find).

Math Equations in PowerPoint

When working with equations, it is best to put all the text and all the equations together in the same MathType box. Then they will all change (without changing the alignments) when you resize the box.

TIPS: Inside the MathType box, use the Math Style and Text Style to toggle between text and math. It can also be useful to use the TAB keys in MathType (set the tab using the tab button, then use Ctrl-TAB to tab in MathType to move text or equations to the tab).

MathType equations will default to having a transparent background. If you want these text boxes to be a different color or have a border on them, right-click (command-click on a Mac) on the MT equation and use the Format Object menu.

To change the color of text or equation elements in MathType, highlight a

selection with your cursor and then use Format -> Style or click on the colored box at the bottom of the MathType input panel.