



MASSACHUSETTS  
GENERAL HOSPITAL

NORMAN KNIGHT NURSING CENTER FOR  
CLINICAL & PROFESSIONAL DEVELOPMENT



# How to Use Microsoft PowerPoint

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# How to find the Program

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- ✦ Click on the *Start* Button
- ✦ Click on *Programs*
- ✦ Click on *Microsoft PowerPoint*



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# First Group of Choices

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✦ New Presentation

OR

✦ Existing Presentation



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# Second Set of Choices

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- ✦ Use a design template
- ✦ Use a blank presentation



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# New Slide- Chose Layout

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✦ Title

✦ Bullet list

✦ 2 column text

✦ Table

✦ Text and chart

✦ Chart and text

✦ Organizational chart


✦ Chart

✦ Text and clip art

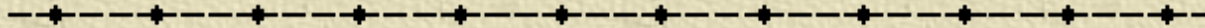
✦ Clip art and text

✦ Title only

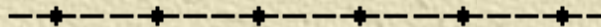
✦ Blank



# Title- Slide



## Sub-title



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# Bullet List

- ✦ Bullet and text
- ✦ Bullet and text
- ✦ Bullet and text
- ✦ Bullet and text
- ✦ Bullet and text

## 2 Column Text

✦ Bullet and text

✦ Bullet and text

✦ Bullet and text

✦ Bullet and text


✦ Bullet and text

✦ Bullet and text

✦ Bullet and text

✦ Bullet and text

# Table



Info	Info	Info	Info
Info	Info	Info	Info
Info	Info	Info	Info

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# Text and Chart

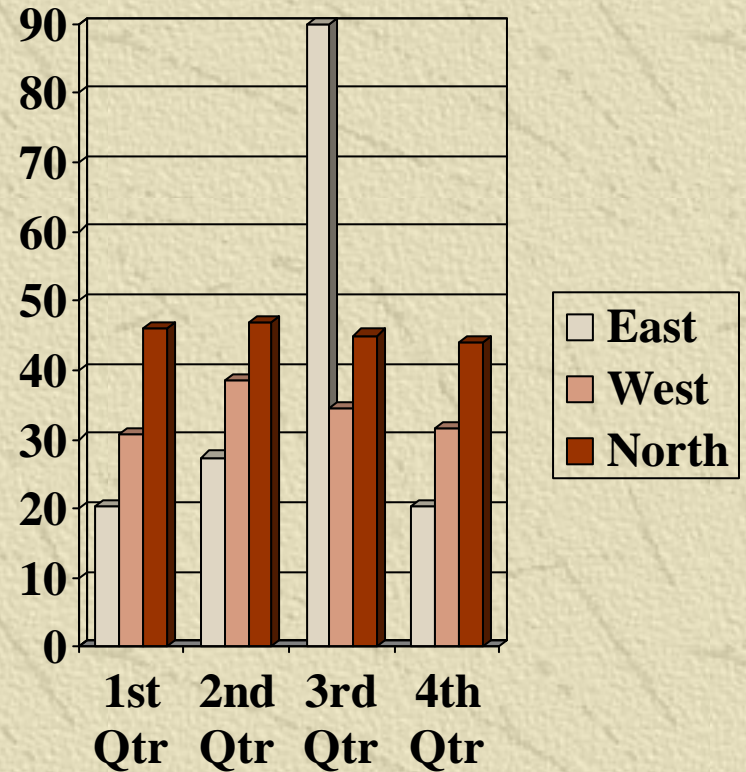
✦ Text with bullets

✦ More

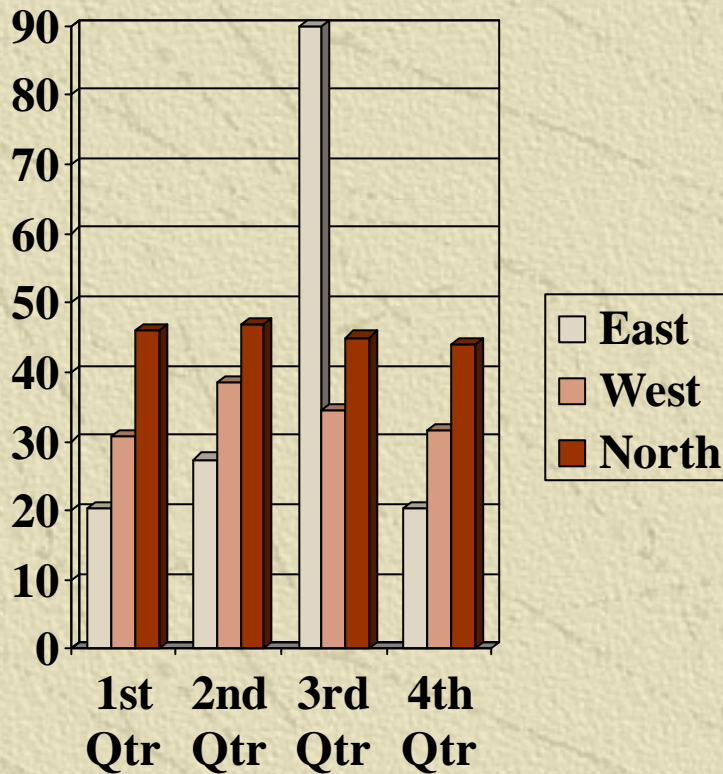
✦ More

✦ More

....



# Chart and Text



✦ Text with bullets

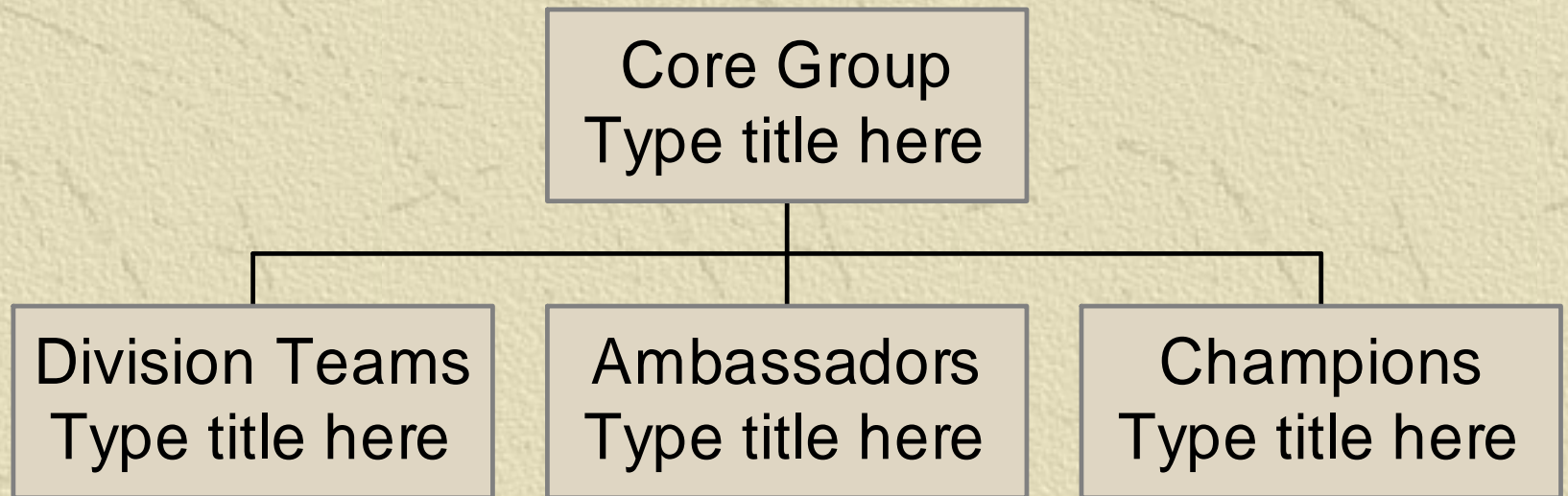
✦ More

✦ More

✦ More

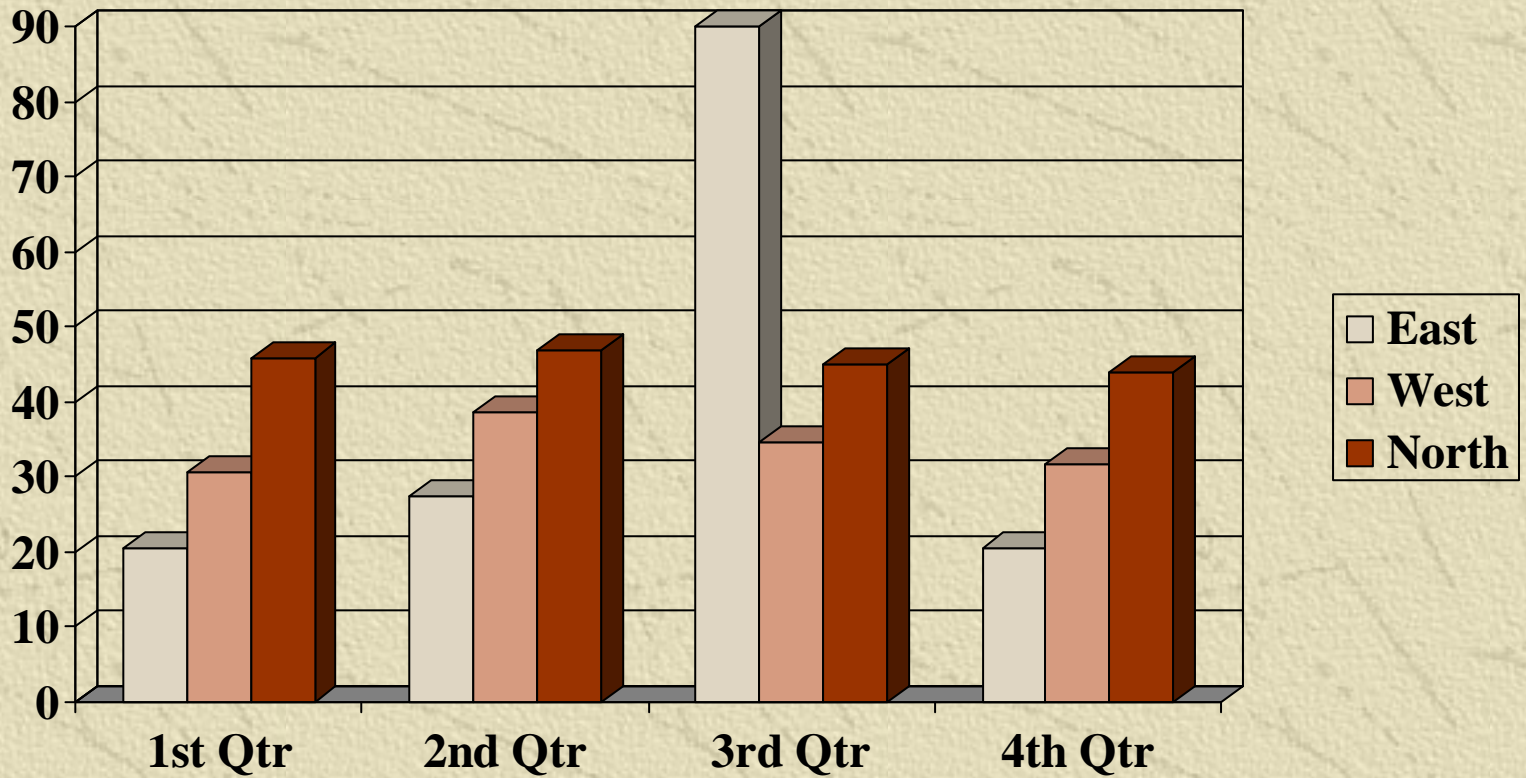
# Organizational Chart

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# Chart



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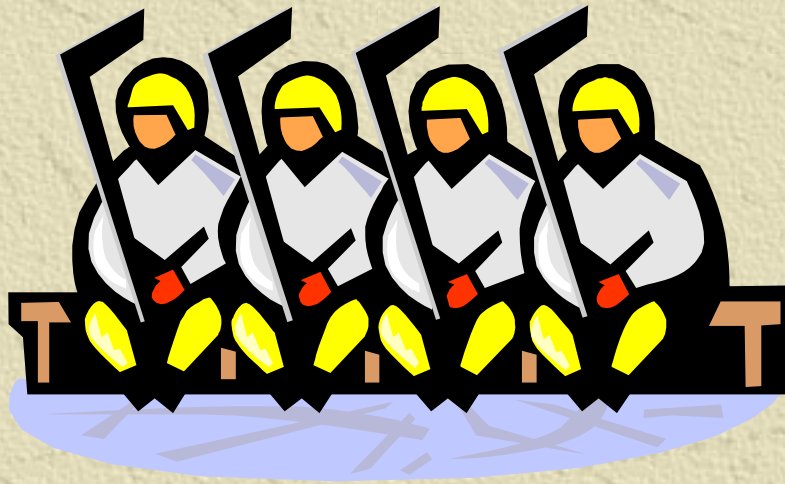
# Text and Clip Art

- ❖ Bullets and text
- ❖ Bullets and text
- ❖ Bullets and text
- ❖ Bullets and text
- ❖ Bullets and text



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# Clip Art and Text



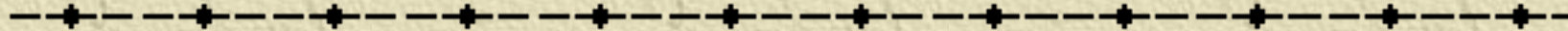
- Bullets and text
- Bullets and text
- Bullets and text
- Bullets and text



# Title Only

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Blank

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# Clip Art and More

- ✦ Clip Art
- ✦ Using the Web
- ✦ Using Google images or Flickr.com
- ✦ Sizing adjustment



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# Using the Web

✦ [www.google.com](http://www.google.com)

◆ Google images



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# Using the Web

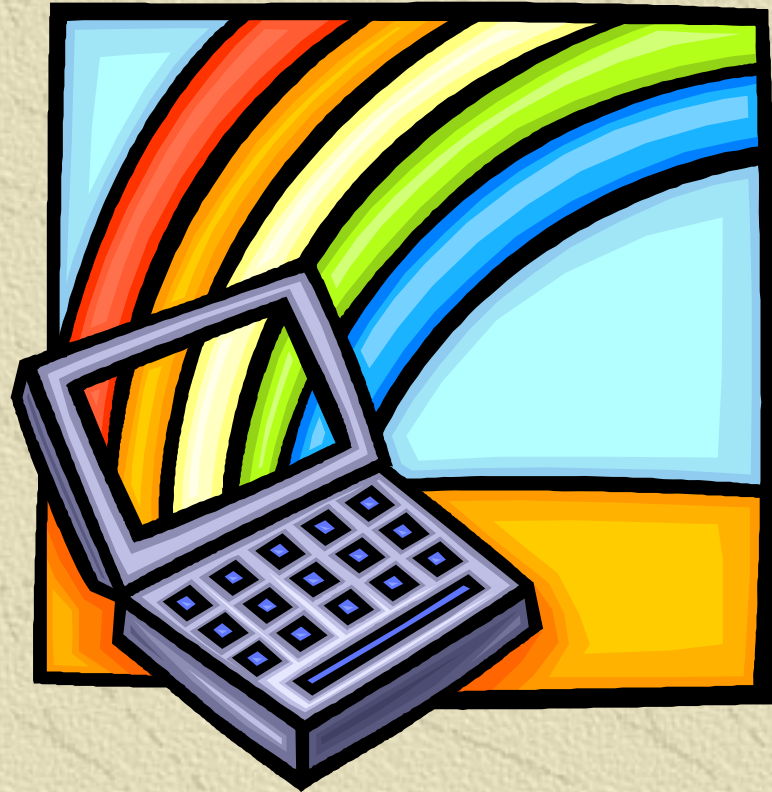
 [www.flickr.com](http://www.flickr.com)



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# Using the Formatting Feature

- ✦ Slide layout
- ✦ Slide color scheme
- ✦ Other



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# Slide Views

- ✦ Normal View (shows slide on right and text you are inputting on left)
- ✦ Notes Page (add notes)
- ✦ Slide View (slide alone)
- ✦ Slide sorter – shows all slides at once in miniature.
  - ◆ Allows you to click and drag to change order
  - ◆ Allows duplicating slides or inserting new ones
  - ◆ See the “big picture)
- ✦ Slide show

# Toolbars: Words vs. Icons

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- ✦ As in all Microsoft programs there are usually at least 2 ways to do things
- ✦ Some people are more comfortable using words to cause an action
- ✦ Others find using icons more user-friendly
- ✦ Example: to add a new slide you can:
  - ◆ Click on word “insert” and then a drop down will appear, click “new slide” OR
  - ◆ Click on picture icon of a slide and it will automatically insert a new slide

# Need to Explore

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- ✦ Create a mock PowerPoint presentation
- ✦ Play with all of the taskbar words and icons to see what appeals to you the most
- ✦ Have fun with it!

# Slide Show

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- ✦ View Show
- ✦ Enlarges slide so it fills the entire screen
- ✦ Can add animation or time slides to automatically proceed



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# Questions



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