

5

Microsoft Office PowerPoint

“A good presentation does not simply display information—it transforms knowledge into understanding, ideas into action, and learning into inspiration.”

LEARNING OBJECTIVES

After completing the chapter, the readers will be able to:

- Define Microsoft PowerPoint and explain its role in nursing education and healthcare presentations.
- Identify the basic components and interface of Microsoft PowerPoint 365/Office 2021.
- Create, save, open, edit, and close PowerPoint presentations using modern versions of PowerPoint.
- Apply formatting features such as themes, layouts, SmartArt, animations, transitions, and multimedia tools.
- Insert and manage images, audio, video, charts, icons, and 3D models in presentations.
- Use presentation tools such as Presenter View, Slide Master, Rehearse Timings, and Recording features.
- Create professional nursing and health education presentations for classroom teaching and patient education.
- Collaborate and share presentations using OneDrive and cloud-based Microsoft 365 features.
- Apply security features such as password protection, comments, and digital sharing permissions.
- Print presentations in different formats including slides, notes pages, outlines, and handouts.

CHAPTER OUTLINE

- Introduction
- Opening PowerPoint
- Modern Applications of PowerPoint in Nursing and Healthcare Education
- Basic Features of Microsoft PowerPoint (Microsoft 365/Office 2021)
- Creating a PowerPoint Presentation in Microsoft 365/Office 2021
- Advanced Features of Microsoft PowerPoint 365
- Applications of PowerPoint in Nursing and Healthcare

KEY TERMS

Animation: Feature which contains a set of animation designs those are professionally formed.

Audience handouts: Presentation printed along with special space for notes that is distributed to the audience.

Auto content wizard: This acts as a professional guide for developing presentations.

Background: A feature that enables the user manipulate the background appearance in a single slide or in entire presentation.

Blank presentation: This is the default presentation in PowerPoint which the user can edit as per his requirement. Any presentation can be set as default presentation to be used in future whenever user selects the option of blank presentation.

Bubble charts: A chart displaying or comparing between chart values with the help of size of the circles.

Digital signature: This is the type of stamp in electronic format that provides authentication and authorization to the presentation.

Elapsed time: The amount of time between the transition of two slides being rehearsed.

Font embedding: It provides a standardized true type of fonts so that the presentation appears properly in any of the computer.

Landscape format: Landscape is the horizontal orientation of the slide.

Master slide: It controls the functions of all other slides in a presentation.

Object: Object is the body in PowerPoint that can be edited. It contains graphics, sounds, etc.

Online presentation: A presentation displayed electronically among different computers.

Portrait: Portrait is the vertical orientation of the slide.

Resize handle: It is used to resize the objects by dragging. It is represented by a white circle at the corner of an object.

Selection box: A box that surrounds a text box and includes selection handles.

Slides: Slides are single pages that can be edited, formatted and combined to make a presentation.

Template: It is pre-formed or installed by default format and color schemes that can be used in every presentation.

Title slide: It provides a habitation for the title and sub-title of a presentation.

True type fonts: Such fonts can be used in all printers or in various sizes to represent crystal clear appearance of fonts in a presentation.

INTRODUCTION

Microsoft PowerPoint presentation is a user-friendly application which can be used personally and professionally to make presentations by inserting images, videos, clip arts and animations.

OPENING POWERPOINT

To begin with Microsoft PowerPoint, follow these steps (Fig. 5.1):

1. Click on the **Start** button.
2. In the search bar, type **PowerPoint**.
3. Select **Microsoft PowerPoint** or **PowerPoint (Microsoft 365)** from the search results.
4. The PowerPoint start screen will open.
5. Click on **Blank Presentation** or choose a ready-made template to begin creating a presentation.

Alternative Method

1. Click the **Start** button.
2. Select **All Apps** or **All Programs**.
3. Open the **Microsoft Office** or **Microsoft 365** folder.
4. Click on **Microsoft PowerPoint**.

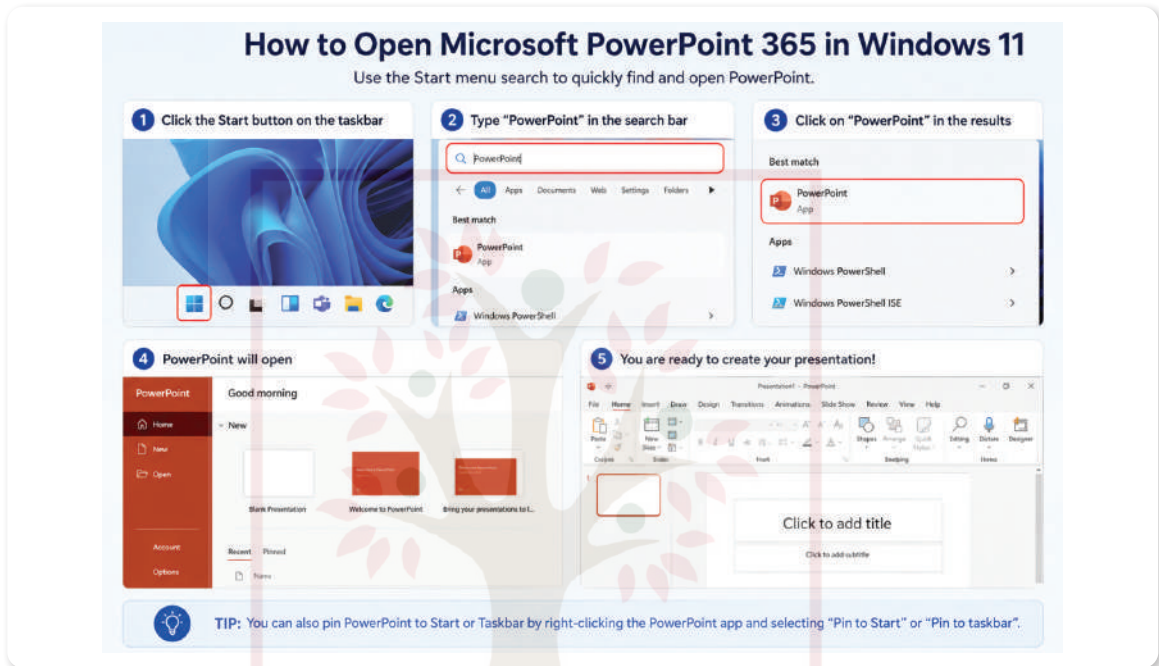


Fig. 5.1: Steps to open Microsoft PowerPoint 365 in Windows 11

MODERN APPLICATIONS OF POWERPOINT IN NURSING AND HEALTHCARE EDUCATION

Microsoft PowerPoint is now widely used in nursing colleges, hospitals, and healthcare institutions for teaching-learning activities, patient education, clinical case presentations, and research dissemination. Modern versions of PowerPoint such as Microsoft 365 and Office 2021 support cloud integration, real-time collaboration, AI-assisted design suggestions, screen recording, live captions, and online presentation sharing. Nursing educators use PowerPoint to:

- Prepare classroom lectures
- Demonstrate nursing procedures
- Present case studies and nursing care plans
- Conduct online teaching sessions
- Create patient awareness presentations
- Develop competency-based learning modules

Healthcare professionals also use PowerPoint during:

- Clinical conferences
- Nursing audits
- Research presentations
- Continuing Nursing Education (CNE) programs
- Quality improvement meetings

High-Yield Points

- PowerPoint supports multimedia-rich healthcare presentations.
- Microsoft 365 allows cloud storage and collaborative editing.
- AI-based Designer feature automatically improves slide appearance.
- PowerPoint supports online teaching and virtual presentations.
- Audio, video, icons, and 3D models improve nursing education.

BASIC FEATURES OF MICROSOFT POWERPOINT (MICROSOFT 365/OFFICE 2021)

Modern versions of Microsoft PowerPoint provide advanced tools for creating professional, interactive, and visually appealing presentations. These features are highly useful in nursing education, classroom teaching, patient education, seminars, workshops, and healthcare training programs.

Ribbon Interface

The Ribbon is the main control panel of PowerPoint that organizes commands into tabs for easy access. Each tab contains related tools and commands (Fig. 5.2).

The commonly used Ribbon tabs are:

- Home
- Insert
- Design
- Transitions
- Animations
- Slide Show

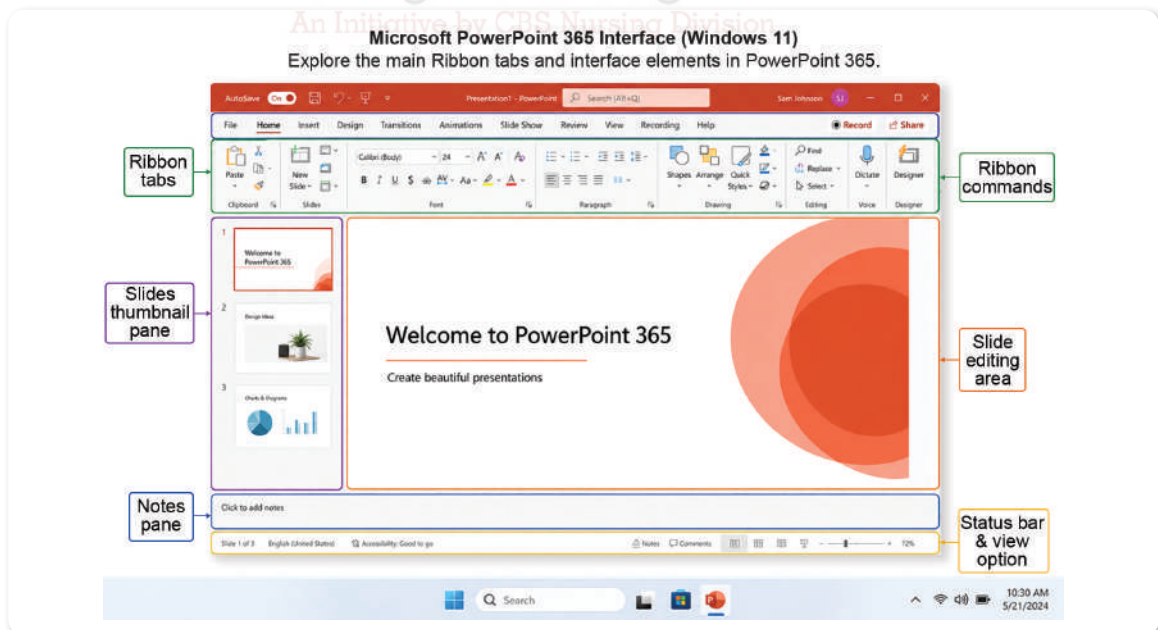


Fig. 5.2: Modern Ribbon Interface in Microsoft PowerPoint 365 in Windows 11

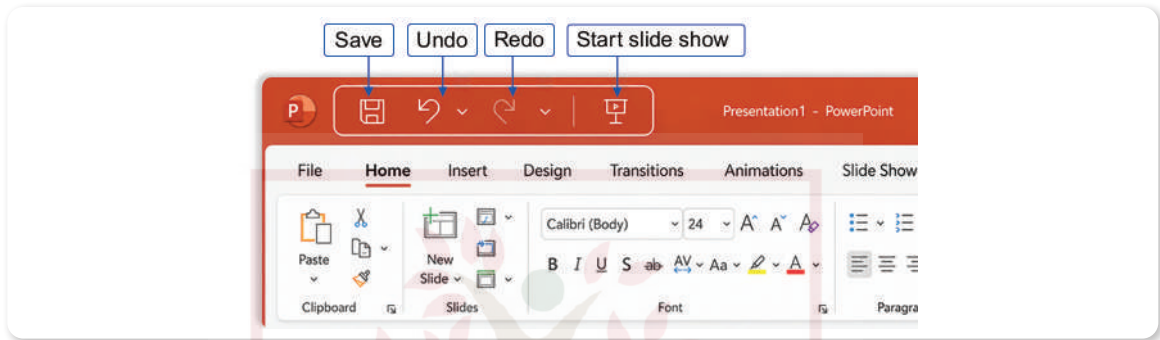


Fig. 5.3: Quick access toolbar in Microsoft PowerPoint

- Review
- View
- Recording
- Help

The Ribbon Interface makes presentation development faster and more user-friendly.

Quick Access Toolbar

The Quick Access Toolbar (QAT) provides one-click access to frequently used commands. It is usually present at the top-left corner of the PowerPoint window (Fig. 5.3).

Common commands available include:

- Save
- Undo
- Redo
- Start Slide Show

Users can customize this toolbar according to their needs.

Themes and Designer Feature

Modern PowerPoint includes professionally designed themes that improve the appearance of slides. Users can change:

- Colors
- Fonts
- Background styles
- Effects

Microsoft 365 also provides an AI-powered Designer feature that automatically suggests professional slide layouts and visual enhancements (Fig. 5.4).

This feature helps nursing students and educators create attractive presentations quickly.

SmartArt Graphics

SmartArt helps convert simple text into visual diagrams and graphical representations (Fig. 5.5).

It can be used to create:

- Process charts
- Hierarchies

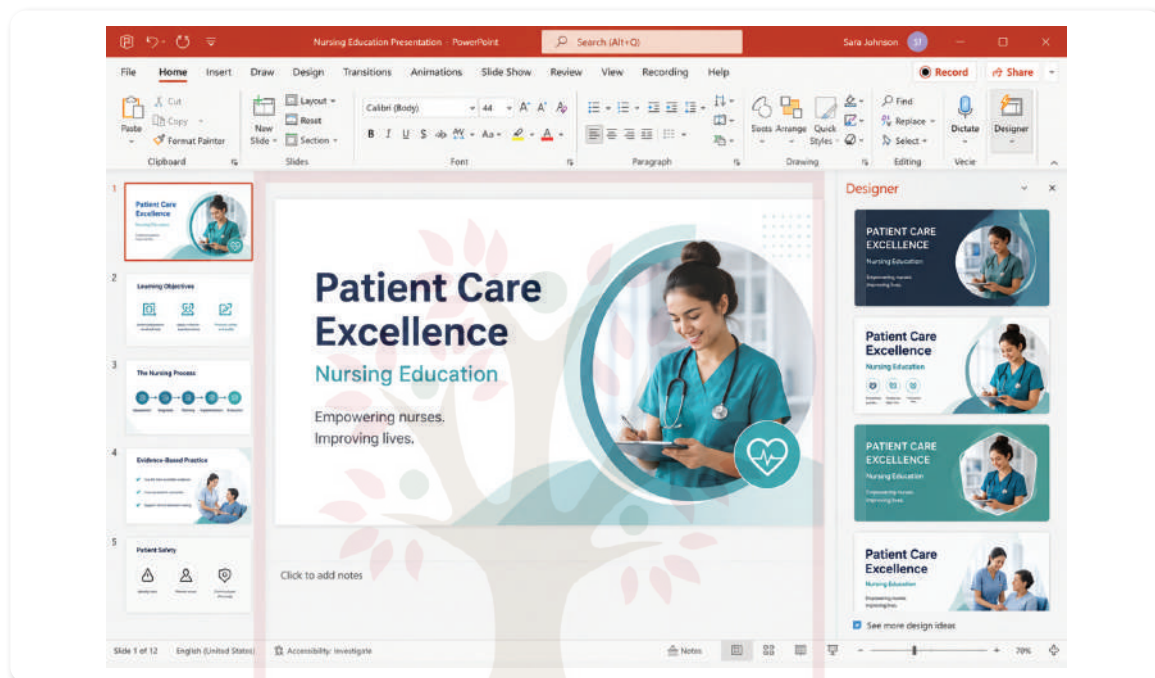


Fig. 5.4: Artificial Intelligence designer suggestions and themes in PowerPoint 365

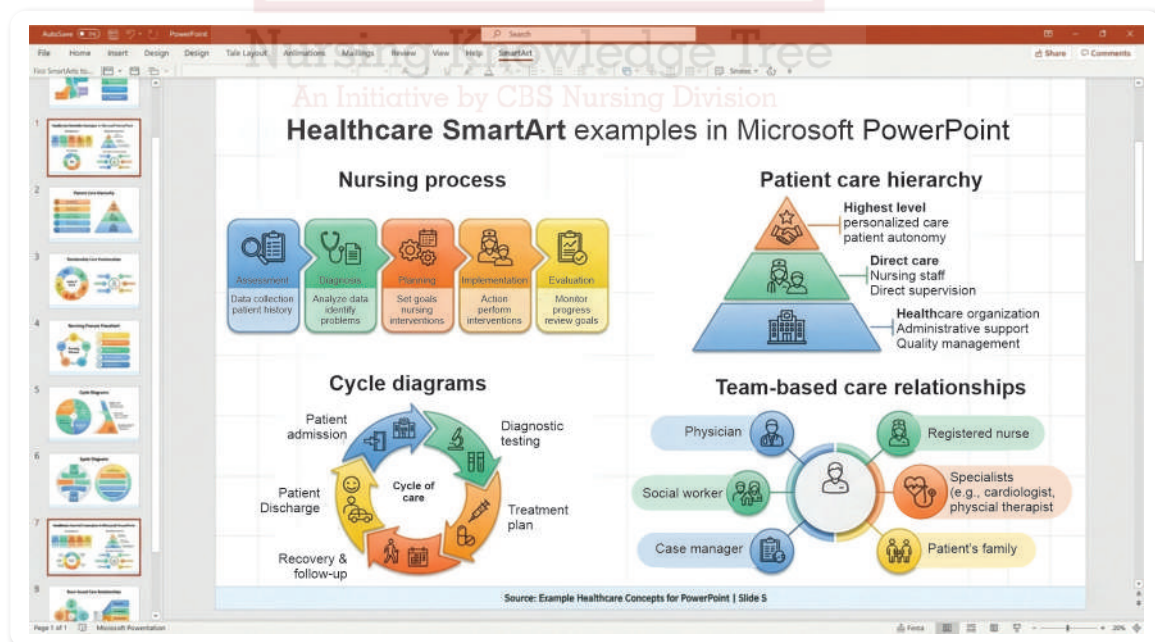


Fig. 5.5: SmartArt graphics used in nursing presentations

- Nursing care flowcharts
- Cycles
- Relationship diagrams

SmartArt improves understanding of complex healthcare concepts.

Multimedia Integration

PowerPoint supports insertion of multimedia elements that make presentations more engaging and interactive (Fig. 5.6).

Users can insert:

- Pictures
- Icons
- Videos
- Audio narration
- Screen recordings
- 3D models

Multimedia features are useful for demonstrating nursing procedures and patient education.

Animations and Transitions

PowerPoint offers advanced animation effects and smooth slide transitions (Fig. 5.7).

Popular transition effects include:

- Morph
- Fade
- Zoom



Fig. 5.6: Multimedia insertion in Microsoft PowerPoint

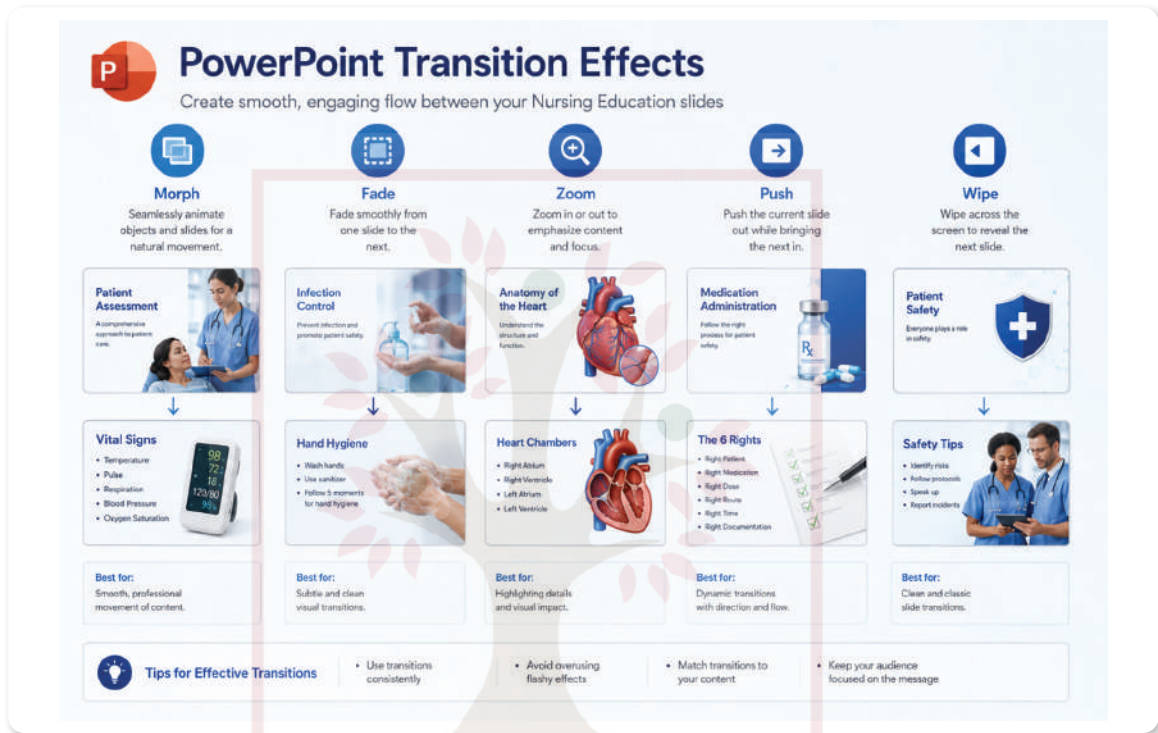


Fig. 5.7: Animation and transition effects in PowerPoint

- Push
- Wipe

Animations help improve audience attention and presentation flow.

Presenter View

Presenter view helps the speaker manage the presentation effectively (Fig. 5.8).

It displays:

- Speaker notes
- Timer
- Next slide preview
- Audience screen

At the same time, the audience sees only the active presentation slide.

Collaboration and Cloud Features

Microsoft 365 supports cloud-based collaboration through OneDrive (Fig. 5.9).

Features include:

- Real-time collaboration
- Auto-save
- Cloud storage
- Presentation sharing through links

Multiple users can edit the same presentation simultaneously.



Fig. 5.8: Presenter view in Microsoft PowerPoint



Fig. 5.9: Real-time collaboration through OneDrive

Recording and Export Options

Users can:

- Record presentations with voice narration (Fig. 5.10)
- Export presentations as PDF
- Convert presentations into video lectures
- Create online presentations

These features are highly useful for online nursing education.

Accessibility Features

Modern PowerPoint includes accessibility tools that make presentations inclusive and user-friendly (Fig. 5.11).

These include:

- Live captions
- Subtitle generation
- Accessibility checker
- Screen reader compatibility

These features help learners with hearing or visual difficulties.



Fig. 5.10: Recording and exporting presentations in PowerPoint

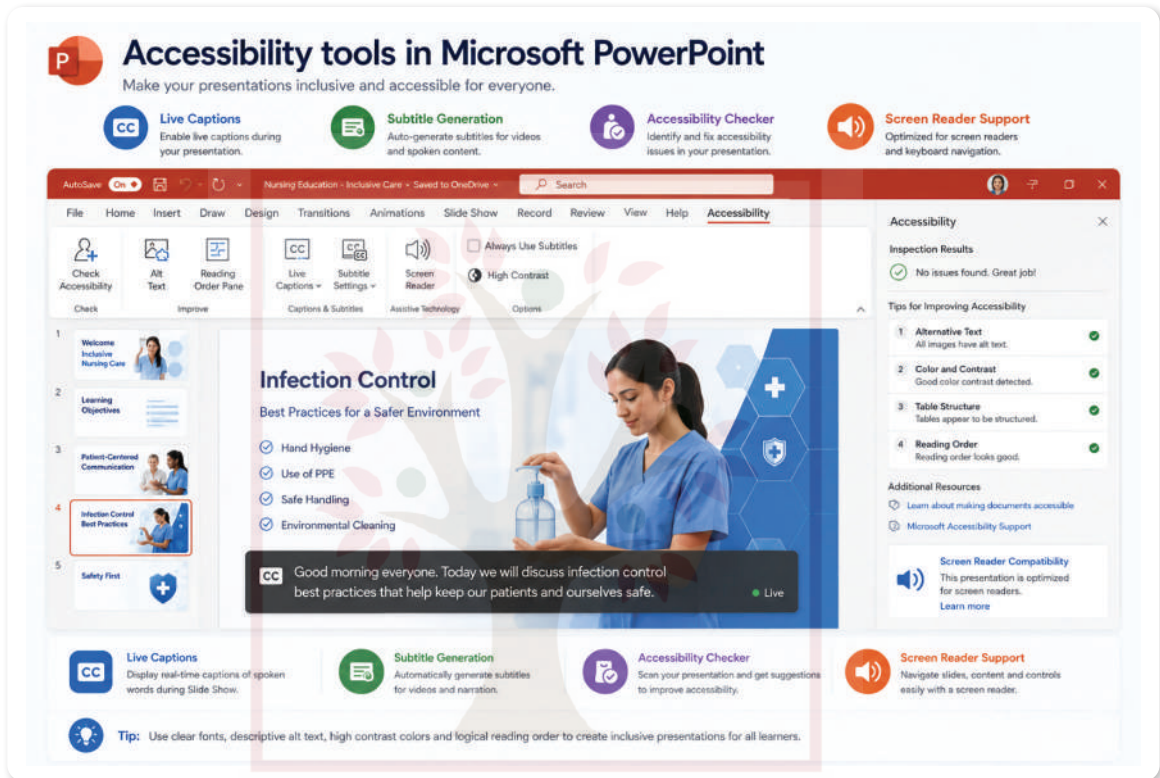


Fig. 5.11: Accessibility features in PowerPoint 365

High-Yield Points

- PowerPoint 365 includes AI-powered Designer.
- Morph transition creates smooth animation effects.
- Cloud collaboration supports teamwork in nursing education.
- Presenter View improves lecture delivery.
- Accessibility tools support inclusive learning.

CREATING A POWERPOINT PRESENTATION IN MICROSOFT 365/OFFICE 2021

Steps to Create a New Presentation (Fig. 5.12)

1. Click the **Start** button.
2. Open **Microsoft PowerPoint**.
3. Select **Blank Presentation** or choose a template.
4. The first slide (Title Slide) appears automatically.
5. Type the title and subtitle in the placeholders.

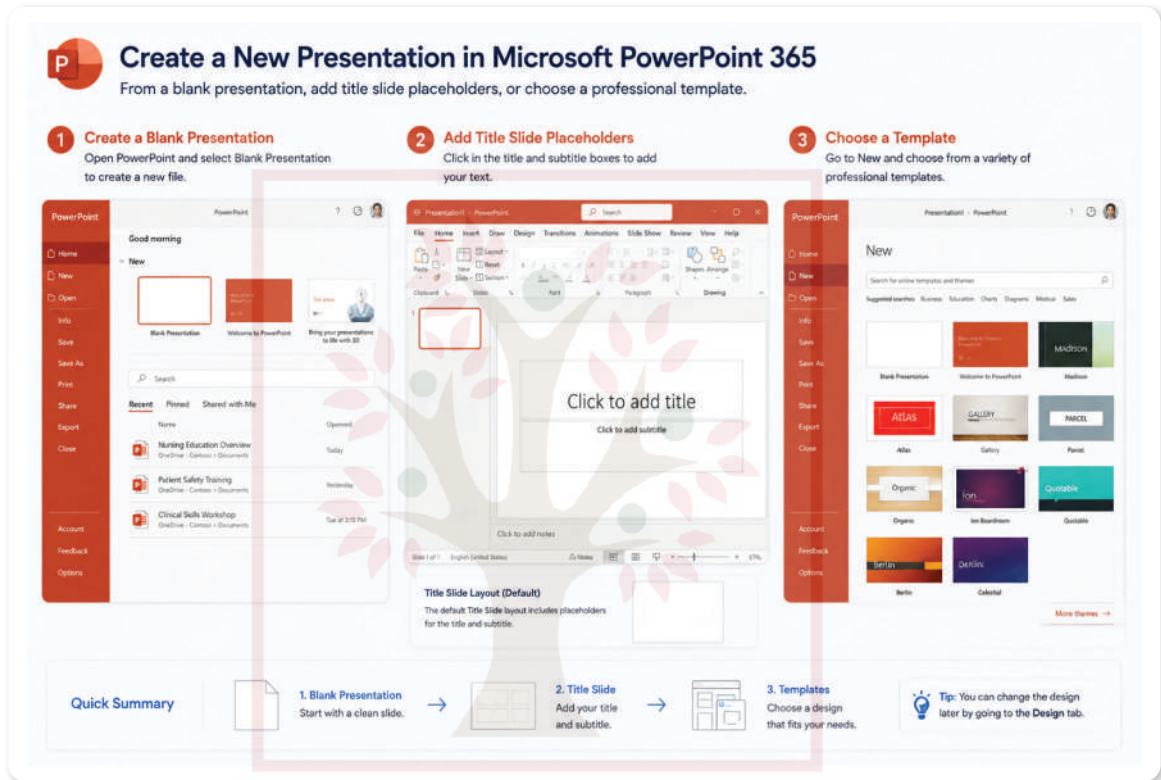


Fig. 5.12: Creating a new presentation in Microsoft PowerPoint

Inserting a New Slide (Fig. 5.13)

1. Click **Home** → **New Slide**.
2. Choose the required slide layout.
3. Add text, pictures, charts, icons, SmartArt, audio or video.

Adding Multimedia Content (Fig. 5.14)

Users can add:

- Charts
- Pictures
- SmartArt
- Audio
- Video
- Icons

These elements improve presentation quality and audience understanding.

Applying Themes and Design (Fig. 5.15)

Use the **Design** tab to apply:

- Themes

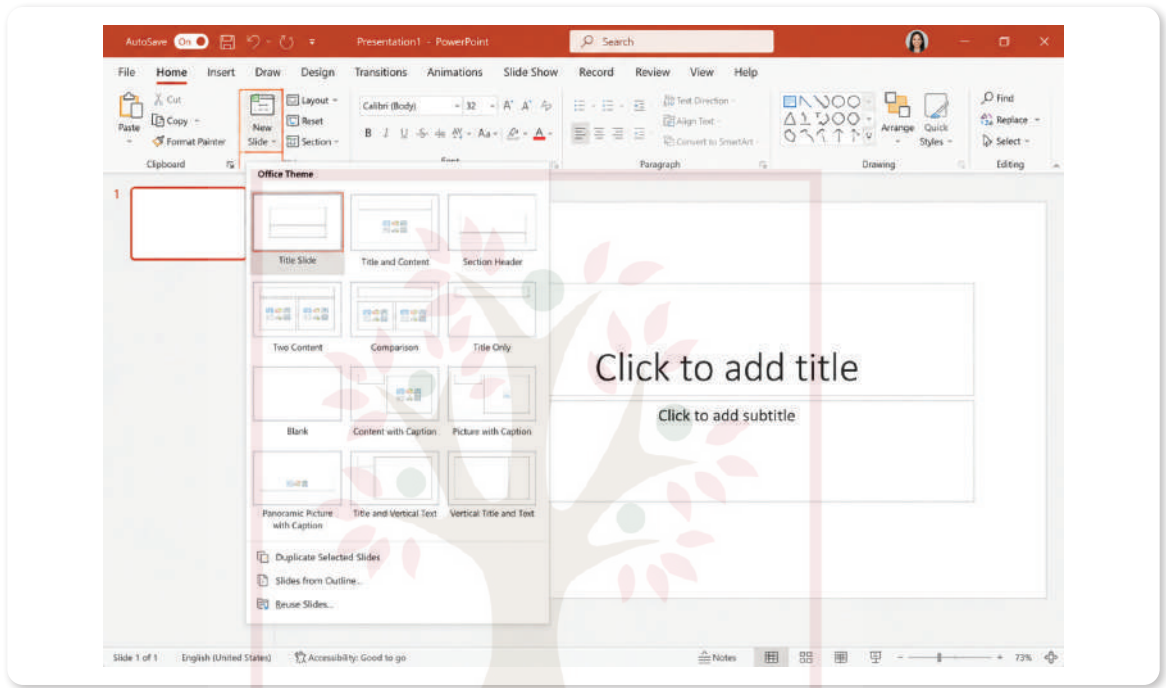


Fig. 5.13: Inserting a new slide and selecting layout



Fig. 5.14: Adding multimedia content to slides



Fig. 5.15: Applying themes and design styles in PowerPoint

- Fonts
- Colors
- Background styles

Themes provide a professional appearance to presentations.

New Features in Microsoft 365

- AI designer suggests professional slide layouts.
- Icons and stock images are available online.
- Presentations can be shared directly through OneDrive.
- Real-time collaboration is supported.

ADVANCED FEATURES OF MICROSOFT POWERPOINT 365

Morph Transition

Morph transition creates smooth movement between slides and improves visual storytelling (Fig. 5.16).

Uses in Nursing Education

- Demonstrating anatomy
- Showing procedural steps
- Explaining disease progression

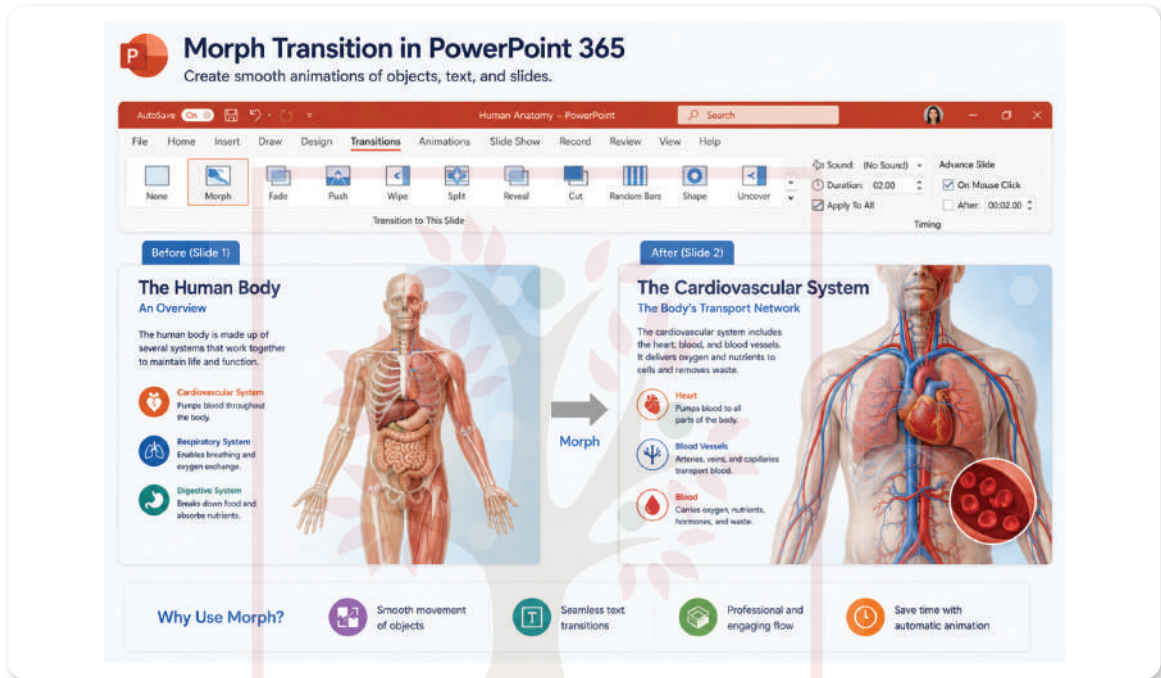


Fig. 5.16: Morph transition effect in PowerPoint 365 in Window 11

Screen Recording

PowerPoint allows recording of (Fig. 5.17):

- Computer screen
- Voice narration
- Demonstrations

Uses

- Procedure demonstrations
- Online lectures
- Clinical skill training

Icons and 3D Models

Modern PowerPoint includes healthcare-related icons and 3D objects (Fig. 5.18).

Examples

- Human organs
- Medical equipment
- Hospital symbols



Fig. 5.17: Screen recording feature in PowerPoint in Windows 11



Fig. 5.18: Healthcare icons and 3D models in PowerPoint

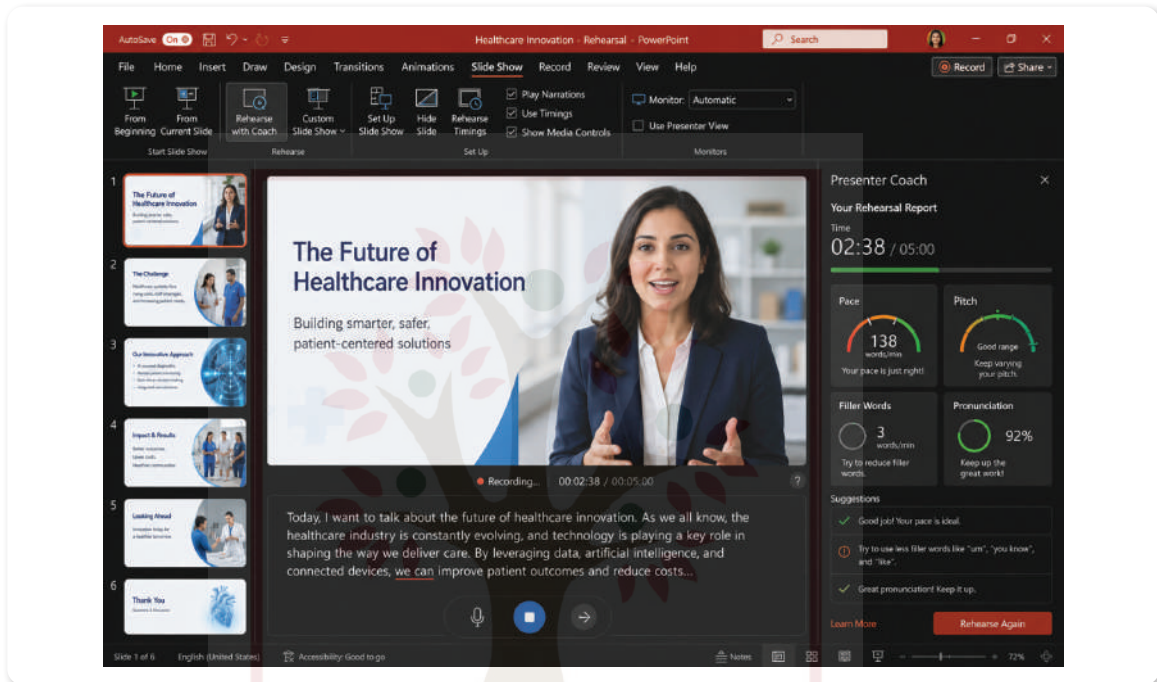


Fig. 5.19: Presenter coach feature in PowerPoint

Presenter Coach

Presenter Coach helps improve (Fig. 5.19):

- Speaking speed
- Pronunciation
- Use of filler words
- Presentation timing

Real-Time Collaboration

Multiple users can edit the same presentation simultaneously through OneDrive (Fig. 5.20).

Export as Video

Presentations can be converted into video lectures for online learning platforms (Fig. 5.21).

Updated Feature: Video

Modern PowerPoint allows users to insert online videos, recorded videos, animations, and screen recordings directly into slides (Fig. 5.22).

Updated Feature: Audio

Users can insert recorded narration, background music, pronunciation guides, and patient education audio clips into presentations (Fig. 5.23).



Fig. 5.20: Collaborative editing of PowerPoint presentation

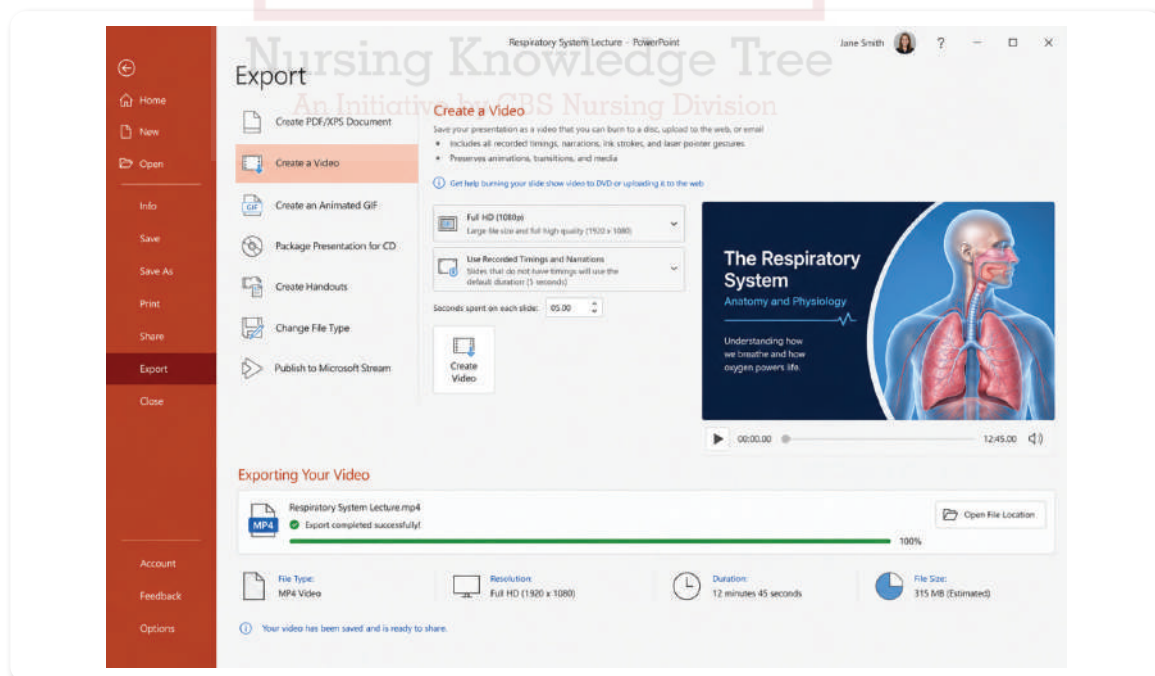


Fig. 5.21: Exporting PowerPoint presentation as video



Fig. 5.22: Inserting videos in PowerPoint slides



Fig. 5.23: Adding audio narration in PowerPoint

APPLICATIONS OF POWERPOINT IN NURSING AND HEALTHCARE

Microsoft PowerPoint is widely used in healthcare settings for education, training, communication, and research.

Uses in Nursing Education

- Classroom teaching
- Nursing procedure demonstrations
- Case presentations
- Student seminars
- Patient education

Uses in Hospitals

- Clinical meetings
- Shift handover presentations
- Quality assurance reports
- Infection control training

Uses in Research

- Research paper presentations
- Conference presentations
- Data visualization using charts and graphs

High-Yield Points

- PowerPoint improves visual learning.
- Multimedia presentations increase student engagement.
- Charts and animations simplify complex nursing concepts.

SUMMARY

- Microsoft PowerPoint is a powerful presentation software used in education, healthcare, business, and research for creating visually attractive and interactive presentations.
- Modern versions such as Microsoft 365 and Office 2021 provide advanced tools that help users design professional presentations with multimedia support, animations, collaboration tools, and accessibility features.
- PowerPoint presentations are made up of slides that can contain text, pictures, charts, SmartArt, tables, audio, video, icons, and 3D models.
- The Ribbon Interface organizes commands into tabs such as Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View, making the software easy to use.
- Modern PowerPoint supports professionally designed themes and AI-powered Designer suggestions that automatically improve slide appearance and layout. Users can insert multimedia elements such as images, narration, videos, screen recordings, and animations to make presentations more engaging and effective.
- Features like SmartArt Graphics, transitions, and animations help present complex nursing and healthcare concepts in a simple visual form.
- Morph transition creates smooth movement between slides and improves storytelling during presentations.
- PowerPoint also includes Presenter View, which helps speakers view notes, timers, and upcoming slides while presenting.

Contd...

- Microsoft 365 supports real-time collaboration through OneDrive, allowing multiple users to work on the same presentation simultaneously.
- Advanced tools such as Presenter Coach, live captions, subtitle generation, accessibility checker, and export-to-video features make PowerPoint highly suitable for modern nursing education, online teaching, seminars, patient education, and professional presentations.
- PowerPoint can also print handouts, notes pages, and outlines, making it useful for classroom teaching and conference presentations.

STUDENT ASSIGNMENT

LONG ANSWER QUESTIONS

1. Explain the steps to open, save and close the PowerPoint presentation.
2. Write in detail about formatting of the PowerPoint presentation.
3. Discuss the slide show feature of Microsoft PowerPoint.
4. Explain in detail about designs offered in PowerPoint.
5. Write the function of each of the following:
 - a. Smart Art
 - b. Shape effects
 - c. Action
 - d. Movie
 - e. Sound

SHORT ANSWER QUESTIONS

1. What do you mean by the term slide?
2. Enlist the types of layouts of the slides.
3. Define Template and write its uses.
4. Write in short about animation.
5. What are audience handouts and how will you print it?

MULTIPLE CHOICE QUESTIONS

1. **Microsoft PowerPoint is primarily used for:**
 - a. Creating spreadsheets
 - b. Preparing presentations
 - c. Managing databases
 - d. Editing videos
2. **What is an individual page of a PowerPoint presentation called?**
 - a. Sheet
 - b. Slide
 - c. Document
 - d. Page
3. **Which tab in PowerPoint is used to insert pictures, charts, SmartArt, and videos into a presentation?**
 - a. Home
 - b. Review
 - c. Insert
 - d. View

4. Which PowerPoint feature adds visual effects when moving from one slide to the next?
 - a. Animation
 - b. Transition
 - c. Hyperlink
 - d. Zoom
5. Which view in PowerPoint is commonly used to create and edit presentation slides?
 - a. Slide Sorter View
 - b. Reading View
 - c. Normal View
 - d. Notes Page View

ACTIVITIES

For Students

- **Activity 1:** Make a presentation using Microsoft PowerPoint that shows the history of nursing profession and present it in your class.
- **Activity 2:** Make a photo album of your recent school trip with the use of Microsoft PowerPoint.

For Teachers

- **Activity 1:** Make the students learn about the Word Art and make them use this feature.
- **Activity 2:** Help students to understand how to add comments and markups in the presentation.
- **Activity 3:** Give students a task to use Smart Art and animation in the presentation.

Nursing Knowledge Tree
An Initiative by CBS Nursing Division

ANSWER KEY

-
- | | | | | |
|------|------|------|------|------|
| 1. b | 2. b | 3. c | 4. b | 5. c |
|------|------|------|------|------|
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