



Thank you for being part of the Great American Teach-In! Below are step-by-step instructions to help you use and customize the PowerPoint presentation provided to fit your style and content needs.

1. Opening the Presentation

- Locate the PowerPoint file you've received. It will be named "GATI_Nurse_Presentation.pptx."
- Save the file to your computer by clicking **File > Save As** and select a location to save it.
- Double-click the file to open it in Microsoft PowerPoint or an equivalent program (such as Google Slides or Apple Keynote, which can open PowerPoint files).

2. Navigating Through the Slides

- Use the left-hand panel (**Slide Navigation Pane**) to view all slides in the presentation.
- Click on any slide to bring it up in the main editing window, where you can see its content and make changes.

3. Modifying Text

- **To Edit Text:**
 1. Click directly on the text box you want to modify.
 2. Highlight the text you wish to change.
 3. Type your new text directly into the box.
- **To Add a New Text Box:**
 1. Go to the **Insert** tab at the top of the screen.
 2. Click **Text Box**, then click anywhere on the slide to create a new text area.
- **To Add or Change Notes:**
 1. Click on any slide, then click on **Notes** at the bottom of the screen.
 2. Highlight the text you wish to change.
 3. Type your new text directly into the box.
 4. To resize the notes section, left-click on the line and move it up or down.

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4. Adding/Changing Images

- **To Replace an Image:**
 1. Click on the image you want to replace.
 2. Right-click and choose **Change Picture > From File** to upload a new image from your computer.
- **To Add a New Image:**
 1. Go to the **Insert** tab.
 2. Click **Pictures**, then choose **Picture from File** (or another option, like **Online Pictures**).
 3. Select your image and it will appear on the slide. You can resize or move it as needed.

5. Changing the Slide Layout or Design

- **To Change Slide Layout:**
 1. Right-click on the slide you want to change in the **Slide Navigation Pane**.
 2. Select **Layout**, then choose a different layout template (e.g., Title Slide, Content Slide).

6. Adding New Slides

- Go to the **Home** tab and click on **New Slide** to insert a blank slide or one with a pre-set layout.
- Select **Layout**, then choose the layout that best fits your new content (e.g., Title Slide, Content Slide).

7. Reordering Slides

- In the **Slide Navigation Pane**, click and drag any slide up or down to reorder the slides.
- You can also right-click on a slide and choose **Cut** or **Copy** to move it to another location.



8. Previewing and Playing the Presentation

- **To Preview the Slideshow:**
 1. Click the **Slide Show** tab.
 2. Select **Play From Start or Beginning** or **From Current Slide** to start the presentation.
 3. You can navigate through the slides by pressing the spacebar, arrow keys, or clicking the mouse.
- **To Stop the Slide Show:** Press the **Esc** key at any time.

9. Saving Your Modifications

- After making changes, save the file to your computer by clicking **File > Save As**.
- Give it a new name (if you want to keep the original version) and select a location to save it.

10. Sharing the Final Presentation

- If you need to send the modified PowerPoint, click **File > Save As** and select **PDF** to create a shareable file format.
- Alternatively, you can send the .pptx file by email or upload it to a cloud service like Google Drive.