Using PowerPoint in presentations: a guide

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Using PowerPoint in presentations: a guide

Steven Hatch, MD
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Let’s suppose you have a simple slide

• You want to survey they audience on what is their favorite Star Wars movie
Which is the best Star Wars movie?

• I. Phantom Menace
• II. No Idea What It’s Called
• III. My Kids Dragged Me to This One
• IV: A New Hope
• V: The Empire Strikes Back
• VI: Return of the Jedi
• VII: Han Solo & Leia Are Old, But Chewey Looks Good
Now let’s get it to come to life
Which is the best Star Wars movie?

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- III. My Kids Dragged Me to This One
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- V: The Empire Strikes Back
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4. A New Hope
5. V: The Empire Strikes Back
6. VI: Return of the Jedi
7. VII: Han Solo & Leia Are Old, But Chewey Looks Good

Click the cursor inside the text box, then click on how you want the list to enter (ie “Appear,” “Fade,” “Fly In,” etc.) by clicking on them.
The “Add Animation” tab allows you to choose from more options. Each time you click on one you can preview the effect.

You can also click on “More [x] Effects” tabs which provide multiple ways of allowing text to enter or exit, or just become emphasized by bold, or color, etc.
The “Animation Pane” tab allows you to manipulate the order in which things appear, and can individualize the effects.

Suppose you want Han Solo’s picture to appear after “A New Hope”...

[NB note the “guide line” that lines up the pic!]

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Click on the picture of Han Solo, then pick some Entrance effect...

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Now you can just move the picture, which is currently the 8th effect (ie will appear after you’ve clicked the slide 8 times) to just after #4, and it will appear in order.
Okay, enough Star Wars.

So how do you get those ovals done, anyway?
Simple! Use the Toolbox provided in the Home Tab!

And if you click that little box in the right corner...
You find a lot of shapes that you can use to whatever purpose you wish.
Once you have chosen a shape or text box, you can then use the “Shape Fill,” “Shape Outline,” and “Shape Effects” functions.

To create an outline oval or box, the Shape fill has to be “No Fill,” and the Shape outline can be different sizes and colors.

You find a lot of shapes that you can use to whatever purpose you wish.
For instance.

And note the “More Lines” tab, which gives you more options.

Note the green oval to the upper left is “clicked,” which is what allows you to edit it. You can’t use these tools except on the item that you’ve clicked.
Here are two slides I used in an OB/GYN presentation. In one, I wanted to demonstrate the original experimental design that implicated *Gardnerella* in Bacterial Vaginosis. In the other, I was trying to convey the microbiological complexity of vaginal ecology.

The principal players were *Gardnerella* on the one hand, and *Lactobacillus* on the other (in terms of effect on pH).
Gardner’s Model for BV based on Koch’s postulates

Sexual Activity (M with Gardnerella) → Bacterial Vaginosis → Gardnerella → Bacterial Vaginosis → Inoculate in women
But look at how much time it took to “build out” the effects! Making a slide “come alive” takes some time—this presentation took me hours to prepare. But it makes a difference, and people will remember an exciting presentation.
How to deal with those pesky huge data tables: get them to focus *only* on the important stuff!

The next slide is also from my OB/GYN presentation. I reproduced a table from a paper in 1969 and wanted the audience to see that incubation time was the only really important factor in leading to BV. Now I could have just said that, but I wanted to show it and show the paper as well. So first I flashed up the whole table, but immediately “covered” the part I didn’t want them to focus on by using the “Shape Fill” function, and then drew their attention with a round-corner rectangle to those women who became symptomatic.
### Table 2. Clinical and Laboratory Observations Following Vaginal Inoculation with *Haemophilus vaginalis*

<table>
<thead>
<tr>
<th>Subj.</th>
<th>H.V. inoculum</th>
<th>Clinical evidence of H.v.v.</th>
<th>Laboratory examination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strain</td>
<td>Incub. (hr.)</td>
<td>Wet mount “clue cells”</td>
<td>Gram stain</td>
</tr>
<tr>
<td>1</td>
<td>594</td>
<td>12</td>
<td>+</td>
<td>+</td>
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<td>3299</td>
<td>24</td>
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<td>0</td>
</tr>
</tbody>
</table>

0 indicates negative; +, positive; ND, not done; H.v., *H. vaginalis* vaginitis.
In the next slide, I tried to walk people through the complex information of a Western blot because I wanted the audience to understand how Western blots get misinterpreted. So it involved using the tricks above: blacking out things you don’t want the audience to try to process; arrows helpfully directing people’s eyes; and a staggered show of text having them move their eyes straight to where you wanted them to go.

Again worth emphasizing these effects took some time.
positive control

(band location)

patient serum

41, 39 kDa

weak signal!

potential positive

AND...the even weaker 41 kDa band is not at appropriate location!
Once you have chosen a shape or text box, you can then use the “Shape Fill,” “Shape Outline,” and “Shape Effects” functions.