

POWERPOINT INSTRUCTIONS
Making a Difference
School Nursing: Impacting Student Achievement Every Day
March 2011

The School Health Nurse Advisory Committee (SHNAC), comprised of school and public health nurses from across the State of Alaska, has developed this PowerPoint presentation to assist in educating the public regarding the role of the school nurse.

The presentation is available for downloading and utilizing in its entirety or in a shorter, modified version by selecting only those slides needed for the intended audience. Many slides contain notes that further explain the purpose of the slide or enhance the slide content. The notes are found in the "School Nursing PowerPoint Notes" document included with the PowerPoint. Also included in the Note Section are initials corresponding to recommended audiences. The recommendations should be used as a guide and in no way are exclusive. The presenter may use his/her own judgment when selecting the slides and utilizing the information in the Notes based on the time available and the intended audience. The initials and audience suggestions are as follows:

N - nurses
A – administrators/superintendents
S – school staff
P - parents

Other potential audiences for this PowerPoint presentation include: School Board members, legislators, Native associations, state and other agencies, health care providers.

Many of the slides contain a large number of words. SHNAC felt it was important that the slides could "stand alone" so that the presenter and audience would know the exact intention of the content. It is recommended that the instructor provide handouts for the presentation so the viewers may refer back to the information as needed.

To present the PowerPoint and select the slides you would like to use:

1. For compatibility, your PowerPoint program should be Microsoft PowerPoint version 1997 or later
2. Download the PowerPoint presentation onto your computer or thumb drive
3. Open the presentation in normal view with the thumbnail view on the left hand side of the screen.
4. Select the slides you do NOT want to use. Right click on the thumbnail and select HIDE SLIDE. Your presentation will skip this slide. To un-hide the slide, click HIDE SLIDE again.
5. You can then SAVE this version with hidden slides as your targeted audience presentation.
6. Alternately, you may customize your slide show by using the CUSTOM SLIDE SHOW function found in the Slide Show Tab.
7. Note: instructions may vary related to Microsoft PowerPoint version utilized. Access the HELP function to retrieve instructions pertinent to your program.

Any questions or comments may be addressed to:
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