

PowerPoint Course



For MRBC PowerPoint users

Today will cover

What is PowerPoint?

Making basic presentations

- most effective formats and layouts**
- adding and editing slides**
- adding and editing photos and backgrounds**

What is PowerPoint?

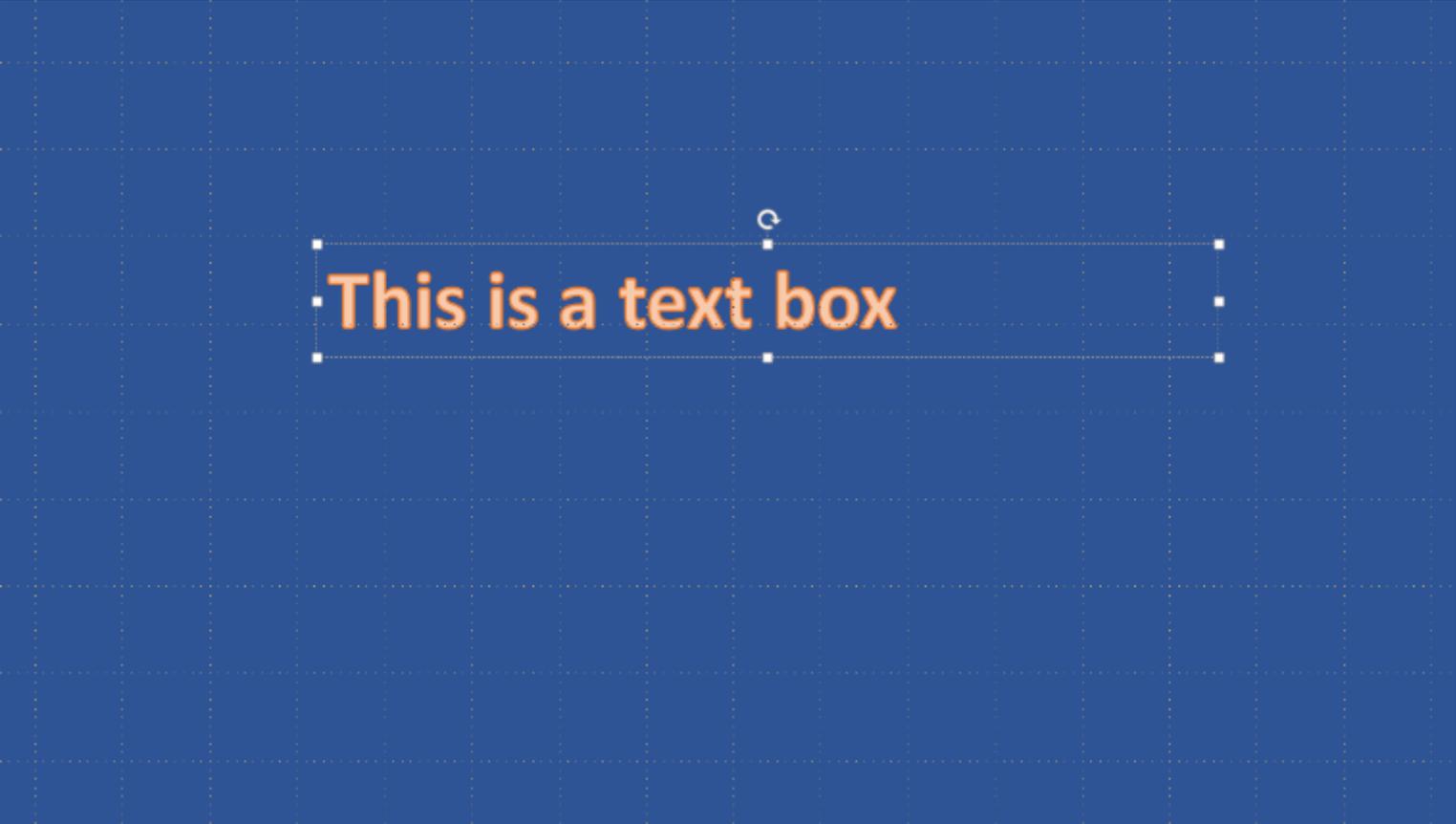
It is presentation software

It presents information as a slide show

It can present information as text, images, video, audio and charts (known as objects)

It's not a word processor, but works like graphics and desktop publishing by putting information in boxes which can be resized. Each time you add a box it acts as a layer over the last box.

What is PowerPoint?



This is a text box

What is PowerPoint?

This is a text box



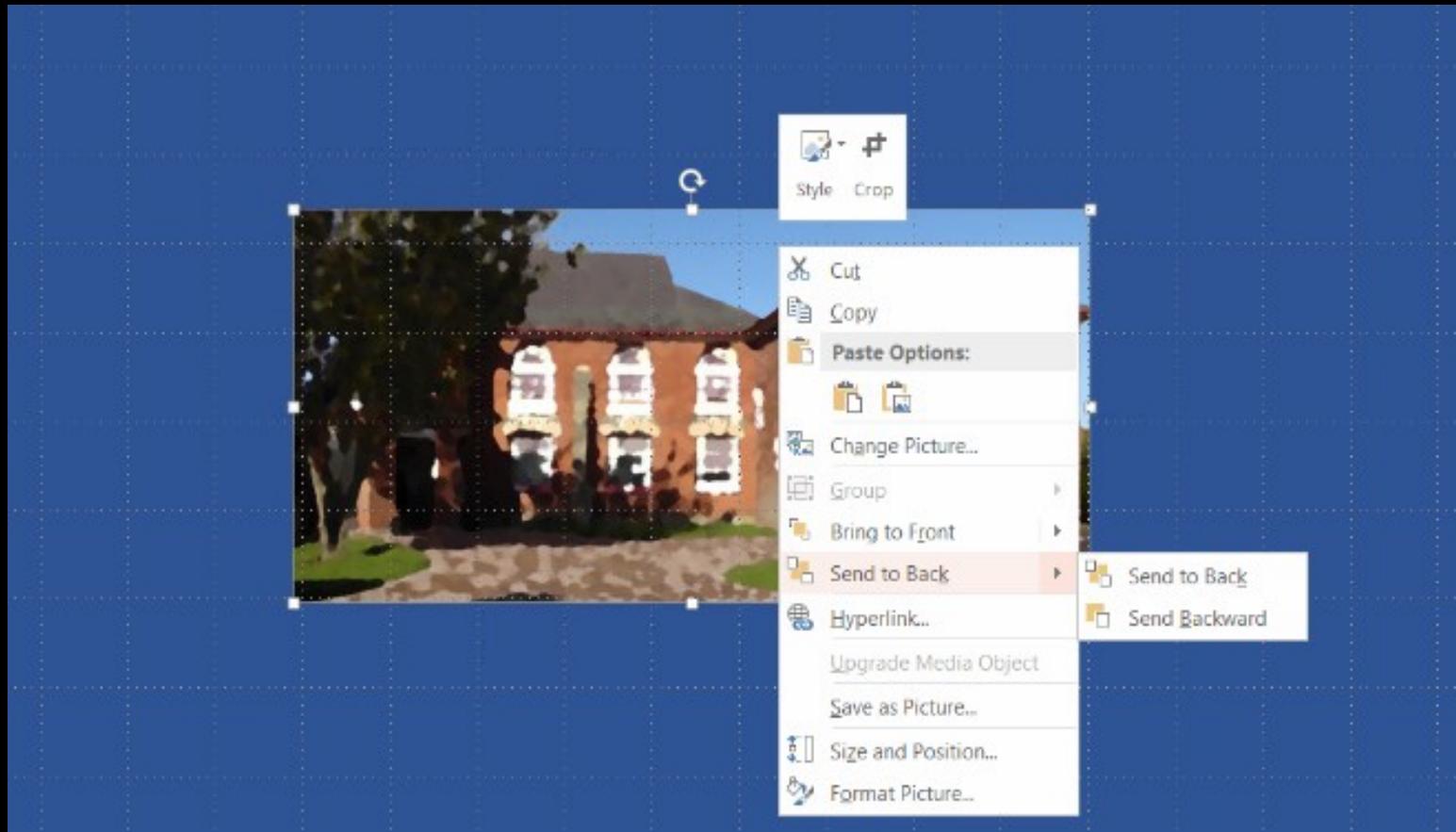
You can add picture boxes too. As it is the most recent item, it is on the top layer.

What is PowerPoint?



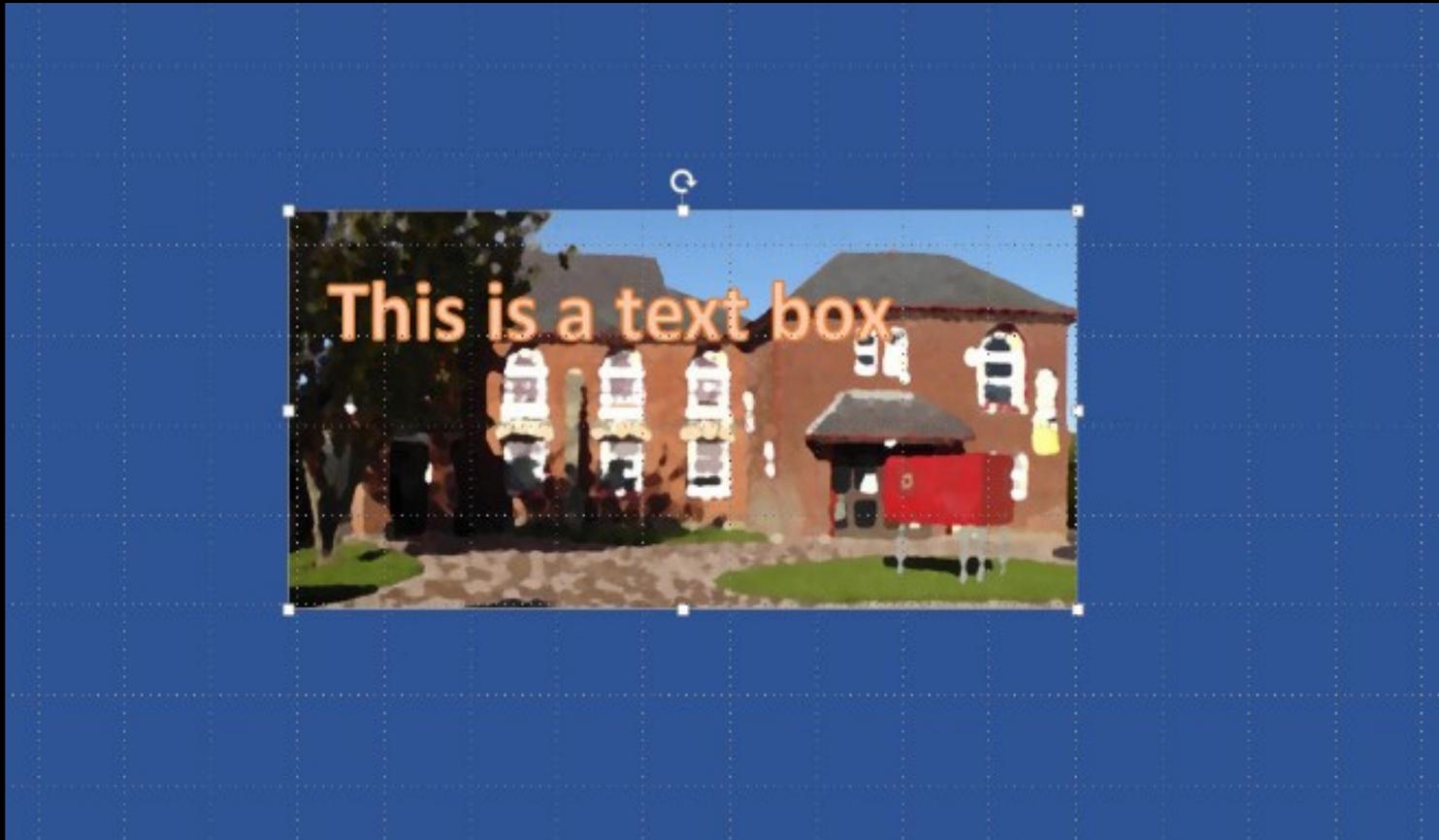
**If you move the picture, it will
cover the text**

What is PowerPoint?



You can change the layer the picture is in by moving it backwards

What is PowerPoint?



Now the text is on top of the picture. Text box backgrounds are transparent by default.

What is PowerPoint?

PowerPoint is notoriously unstable – always save frequently. Presentations often don't work when you move them to the church computer from your own, or if you transfer stuff from someone else to yours.

There are good alternatives to PowerPoint. LibreOffice is every bit as good and is free. Google has an online presentation maker if you use a tablet but it has limited capabilities. If transferring presentations to the church computer from anything other than PowerPoint 2013, save presentations as .ppt

Basic Stuff

Know how to Save and Save As

Basic Stuff

Know how to Save and Save As

Know how to cut and paste

Basic Stuff

Know how to Save and Save As

Know how to copy/cut and paste

Highlight text, select object, or select slide using the mouse or Shift + arrow

Click on Edit and then select copy or cut. In PowerPoint there are buttons on the toolbar. A quicker way is to hold down Ctrl and press c for copy or x for cut.

To paste click on Edit + Paste, the paste button, right click + paste or Ctrl + V. You may be offered a set of options.

Basic Stuff

Know how to Save and Save As.

Know how to cut and paste.

Don't be afraid to experiment but always save a copy before you do and save as you go along. You can't do much damage by experimenting, other than accidentally deleting what you've done.

Know where the Undo and Redo arrows are

Basic Stuff

Always have a Folder where you save your work. Make one specifically for presentations. If you have Dropbox, make sure you have a copy elsewhere on your computer.

Do you know how to use Open? It's the same on PowerPoint as it is for the rest of Office and also for almost every other program on your computer.

If editing a presentation produced by someone else, always work on a copy.

HELP!

Forgotten what to do, or haven't got a clue?

If you forget everything else remember this:

Go online, go to Google and type a brief description of your problem and you should get a whole list of answers!

That applies to anything, not just PowerPoint.

Layout

Content should not fill more than 75% of the slide. There should be a border around the edge. Tight packed slides are not as readable as ones with space on them.

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**I LOVE YOU, LORD,
and I lift my voice
To worship You,
O my soul rejoice.
Take joy, my King,
in what You hear,
May it be a sweet,
sweet sound in Your ear.
(Let me)**

*A Songs of Fellowship Worship Resource
CCL Licence number : 7105*

Layout

Make sure the text is the right size and scale. 32-40pt is usually about right for most of the things we do. Too small may be unreadable but too large may look less pleasing even though it's readable.

**I LOVE YOU, LORD,
and I lift my voice
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May it be a sweet,
sweet sound in Your ear.
(Let me)**

26pt - too much
space, may be to
small to be
readable

**I LOVE YOU, LORD,
and I lift my voice
To worship You,
O my soul rejoice.
Take joy, my King,
in what You hear,
May it be a sweet,
sweet sound in Your ear.
(Let me)**

52pt - readable
but will be a
problem with
longer songs.

Layout

Don't squeeze too much on to slides. It's better to spread it over more, unless you really need to have everything on one slide!

Fewer lines are often better.

3 There was a Jewish leader named Nicodemus, who belonged to the party of the Pharisees. 2 One night he went to Jesus and said to him, "Rabbi, we know that you are a teacher sent by God. No one could perform the miracles you are doing unless God were with him." 3 Jesus answered, "I am telling you the truth: no one can see the Kingdom of God without being born again." 4 "How can a grown man be born again?" Nicodemus asked. "He certainly cannot enter his mother's womb and be born a second time!" 5 "I am telling you the truth," replied Jesus, "that no one can enter the Kingdom of God without being born of water and the Spirit.

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**4 “How can a grown man be born again?”
Nicodemus asked. “He certainly cannot
enter his mother's womb and be born a
second time!”**

**5 “I am telling you the truth,” replied Jesus,
“that no one can enter the Kingdom of
God without being born of water and the
Spirit.**

Layout

There are plenty of Templates, Layouts and Master Pages on offer but resist the temptation to use them because the template you use may well not be on the church computer and your slide may be a mess.

Making Slides

For slides intended for the church computer, use a blank slide to start with.

Get rid of any boxes that are there by clicking on the edge of the box and pressing Del.

Set background colour by right clicking on the slide and selecting Format Background and setting colour (LO right click on slide, select Slide – Page Setup and Background)

Adding Slides

If you want to add slides from an existing presentation, open it using File – Open . It will open in addition to the presentation you are working on.

Select the slides that you want to copy to your new presentation by clicking on the first to highlight it, then moving to the last, holding Shift and then clicking the last. All will be highlighted.

Adding Text

To open a Text box click Insert and then Text Box (LO click T on the bottom toolbar.)

Enter some text in the text box.

Highlight it and select an appropriate colour. For most church slides, chose and inverse colour scheme (like this one) as it has better visibility for those with poor eyesight. Make sure the colours have a high contrast.

Adding Text

This is supposed to have highest readability for those with poor eyesight.

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Adding Text

Readable

To open a Text box click Insert and then Text Box (LO click T on the bottom toolbar.)

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Not attractive

Adding Text

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Adding Text

Ugh!

To open a Text box click Insert and then Text Box (LO click T on the bottom toolbar.)

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Yuk

Adding Text

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Enter some text in the text box.

Highlight it and select an appropriate colour. For most church slides, chose and inverse colour scheme (like this one) as it has better visibility for those with poor eyesight. Make sure the colours have a high contrast.

Select font and size. If you are working with the church computer, use sans serif fonts – we recommend Arial or Calibri. They are very readable and on all computers

Use a minimum of 28pt – but 32 or 36 are better. 40 upwards is good for headings.

Small text is fine for things that need to be there but people don't need to see easily - copyright notices, instructions for projector operator or slide index

1

Welcome to Maidstone Road Baptist Church

- ☺ Large print copies of this morning's songs are on the piano.
- ☺ Feel free to sit during worship if standing for long is difficult for you.

2

The Weekly Sheet

All our weekly notices are in it!

Read it, take it home, use the prayer points.

3

Read from an Oldball Chapel Book

St. Dunstons Day
March 1st

4

Has anyone had a birthday this week?

5

Cornerstone God, King of Kings, King of Kings,
Join with the choir and celebrate together.
Cornerstone
It is our God who has made the world,
He is the maker of sea and sky.

Welcome to Maidstone Road Baptist Church

Microsoft PowerPoint ribbon: Paste, Copy, Format Painter, New Slide, Section, Reset, Font (B, I, U, S, abc, AV, Aa, A), Paragraph (Align Text, Convert to SmartArt), Drawing (Arrange, Quick Styles, Shape Outline, Shape Effects), Replace, Select, Editing.

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He is the maker of sea and sky.

Welcome to Maidstone Road Baptist Church

- ☺ Large print copies of this morning's songs are on the piano.
- ☺ Feel free to sit during worship if standing for long is difficult for you.

Editing Text

Select the text box you would like to edit by clicking near the edge of the text. The box should appear.

If you want to add or correct text click on it and type in the information as you would normally.

You can cut and paste any text from anywhere else on your computer, either into an existing text box or a new one.

Change existing text by highlighting it and then change the font, size and colour.

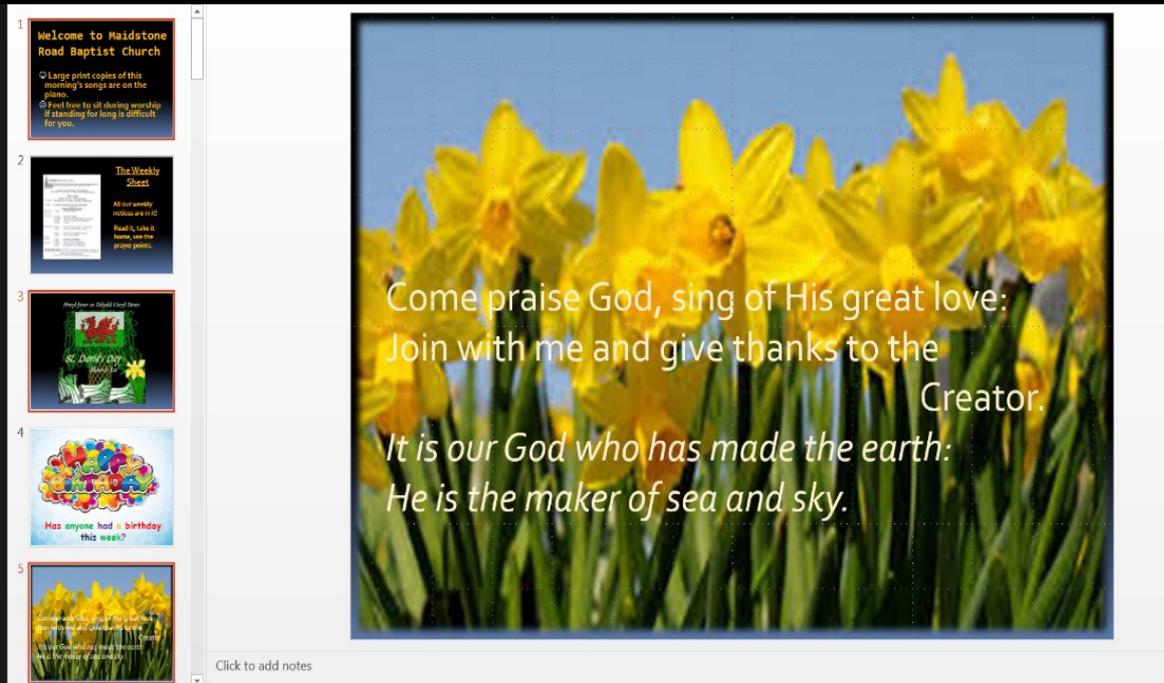
Editing Text

If you would like to resize the box, click on its border and dots will appear on its sides and corners. Drag them as you wish. The text flows with how you resize.

Text boxes are usually transparent but you can create colour backgrounds for emphasis. Highlight the text border and you'll see Format Shape comes up in the right hand box. There are a few fill options (in LO, highlight text border, right click and select Area and fill).

Inserting and Moving Slides

If you just want to copy a selection of slides and miss some out, highlight those you want by holding Ctrl down and clicking on them



Copy them in
the usual
way

Go to the presentation you want to put the slides into, select the slide immediately before the place they should be inserted and paste them. You need to keep the source formatting.

1 **Welcome to Maidstone Road Baptist Church**
☺ Large print copies of this morning's songs are on the piano.
☺ Feel free to sit during worship if standing for long is difficult for you.

2 *Third John or Elizabeth Chapel Choir*

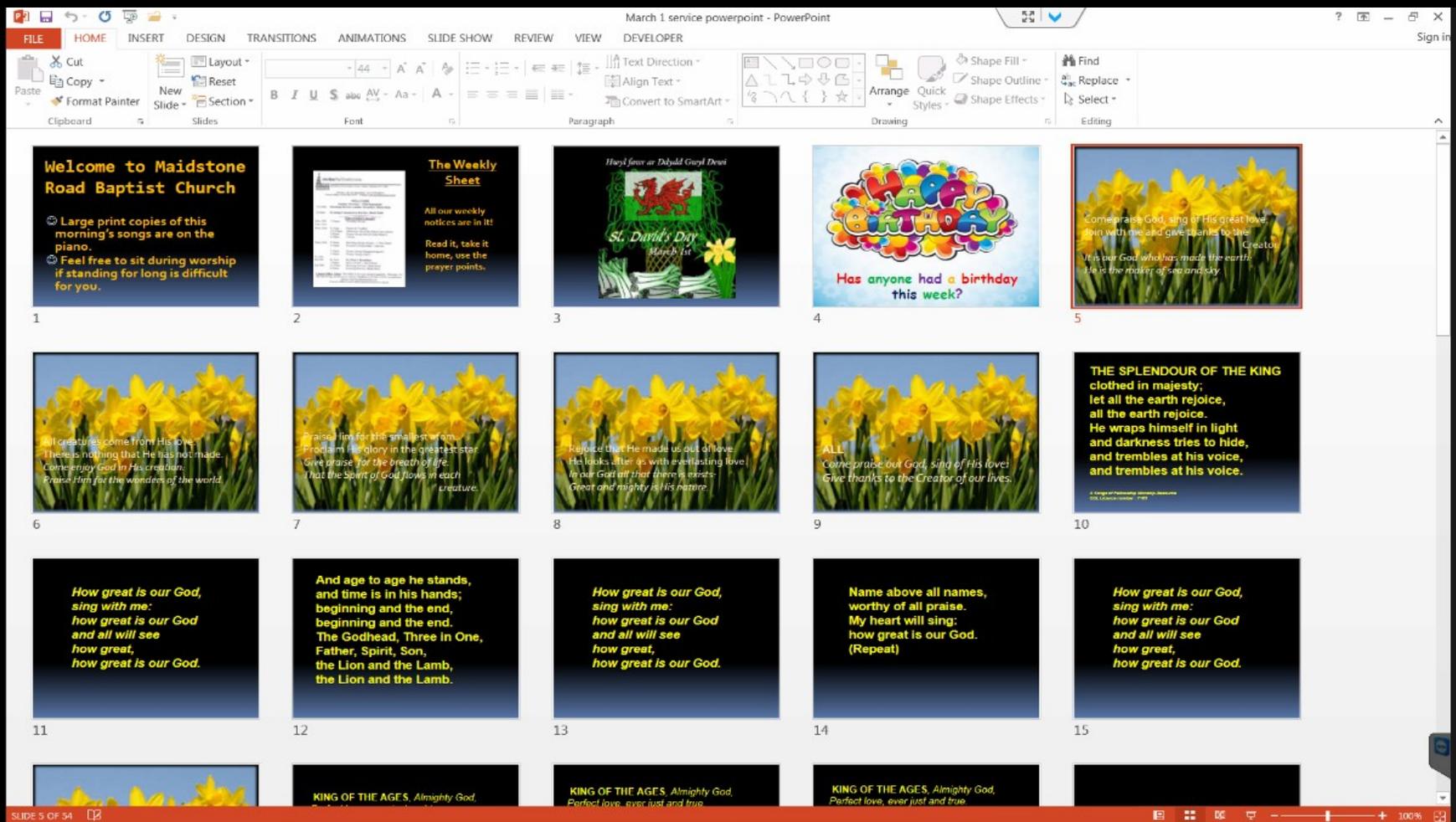
3 *Contemplate God in a Field of Yellow Daffodils*

Welcome to Maidstone Road Baptist Church

☺ Large print copies of this morning's songs are on the piano.

☺ Feel free to sit during worship if standing for long is difficult for you.

To cut and paste slides you can use the slide sorter which shows all the slides in the presentation.



The slide sorter is handy if you want to move blocks of slides around.

The slide sorter displays 15 numbered slides with the following content:

- Slide 1:** Welcome to Maidstone Road Baptist Church. Large print copies of this morning's songs are on the piano. Feel free to sit during worship if standing for long is difficult for you.
- Slide 2:** The Weekly Sheet. All our weekly notices are in it! Read it, take it home, use the prayer points.
- Slide 3:** St. David's Day March 1st. Hymn: Hail, Hail, the True Lord God of Heaven.
- Slide 4:** Has anyone had a birthday this week?
- Slide 5:** Come praise God, sing of His great love, join with me and give thanks to the Creator. It is our God who has made the earth, He is the maker of sea and sky.
- Slide 6:** All creatures come from His love. There is nothing that He has not made. Give praise for the breath of life. Praise Him for the wonders of the world.
- Slide 7:** Praise Him for the smallest worm. Proclaim His glory in the greatest. Give praise for the breath of life. That the Spirit of God flows in each creature.
- Slide 8:** Hail, hail to David's Great Desc. Hymn: Hail, Hail, the True Lord God of Heaven.
- Slide 9:** Has anyone had a birthday this week?
- Slide 10:** Come praise God, sing of His great love, join with me and give thanks to the Creator. It is our God who has made the earth, He is the maker of sea and sky.
- Slide 11:** How great is our God, sing with me: how great is our God and all will see how great, how great is our God.
- Slide 12:** And age to age he stands, and time is in his hands; beginning and the end, beginning and the end. The Godhead, Three in One, Father, Spirit, Son, the Lion and the Lamb, the Lion and the Lamb.
- Slide 13:** How great is our God, sing with me: how great is our God and all will see how great, how great is our God.
- Slide 14:** Name above all names, worthy of all praise. My heart will sing; how great is our God. (Repeat)
- Slide 15:** How great is our God, sing with me: how great is our God and all will see how great, how great is our God.

The zoomed-in window shows slides 6 and 7, with slide 6 containing the text: "All creatures come from His love. There is nothing that He has not made. Give praise for the breath of life. Praise Him for the wonders of the world."

Inserting Pictures

You can insert pictures in two ways

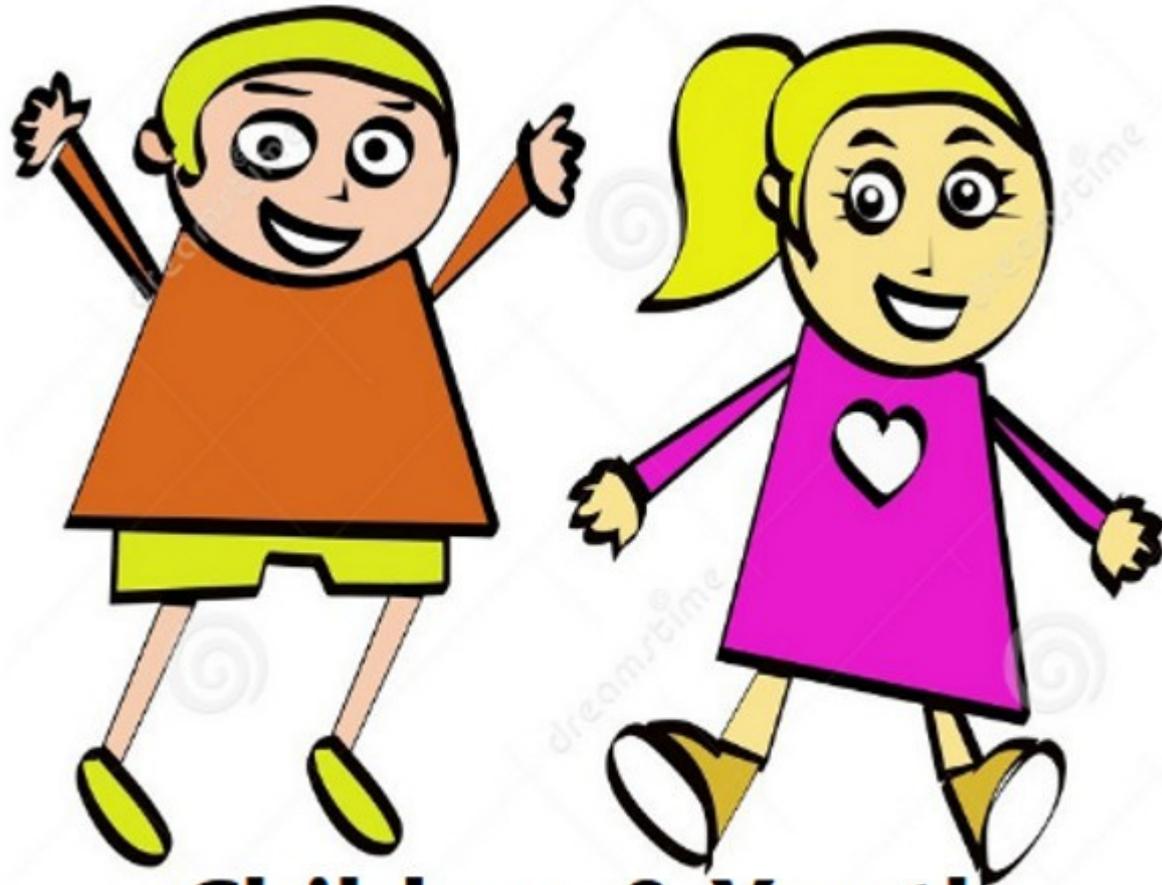
1. From a picture file (PPT Insert – Picture File
LO Insert – Image)
2. From any other program on your computer by clicking on it and cutting and pasting into a slide.

Once the picture appears, it can be resized in the same way as text boxes.

Inserting Pictures

Pictures can be mixed with text to make interesting slides. They can even be used as backgrounds.

Take care with pictures. The size of the church screen is 1024x768 pixels. Pictures smaller than this can pixellate and look awful, but usually if the dimensions are more than 50% smaller. Always try to choose larger pictures and shrink them down for the best results



Children & Youth

This picture is 650x547 pixels



Children & Youth



This picture is 125 x 90 px



ST ANNA

This picture is 1540x1242 px





Our Main
Worship Services
are at
10.30am and 6.30pm
on Sundays -
You are
Welcome

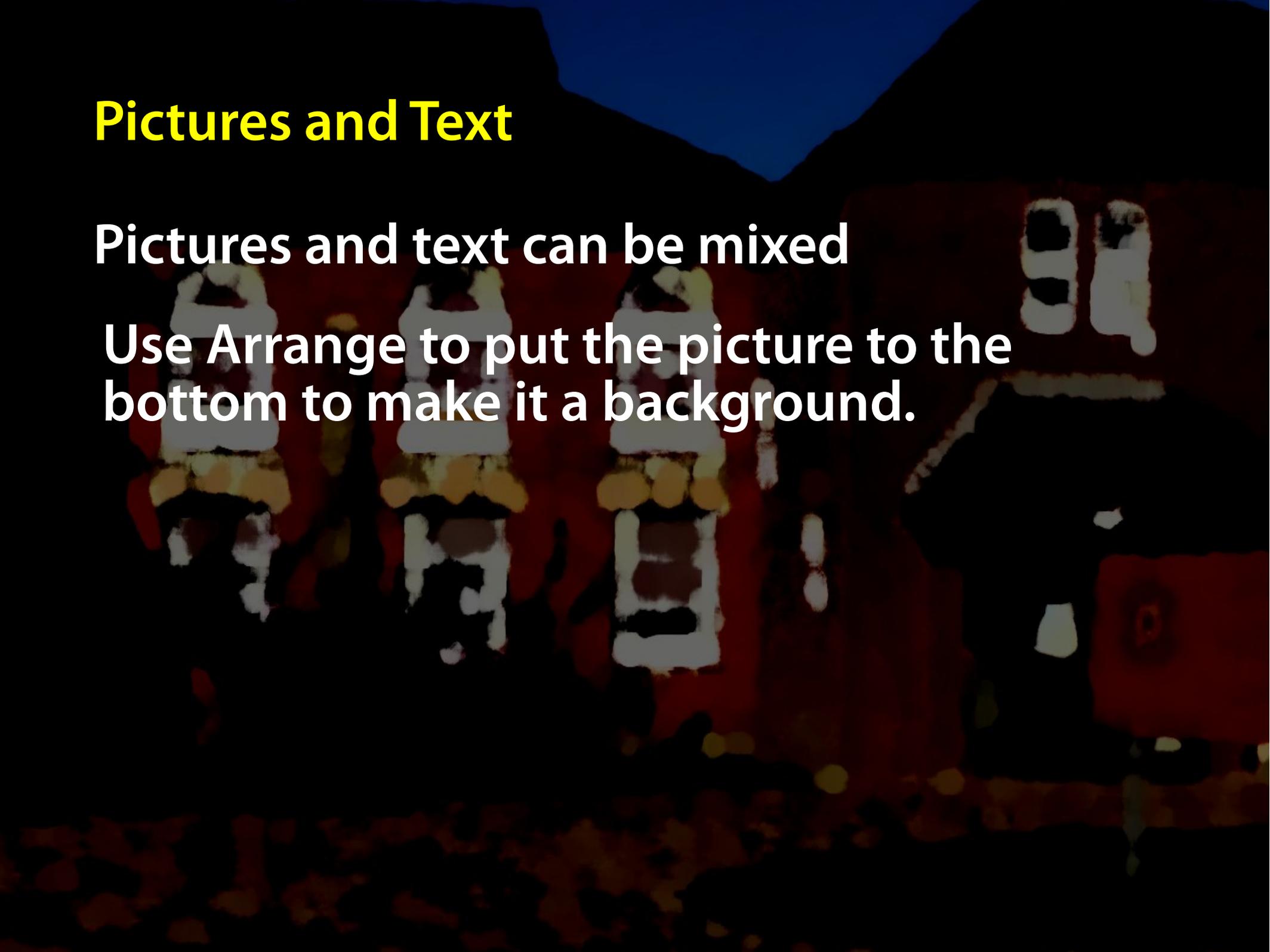


Forgiving
the
Unforgivable

Pictures and Text

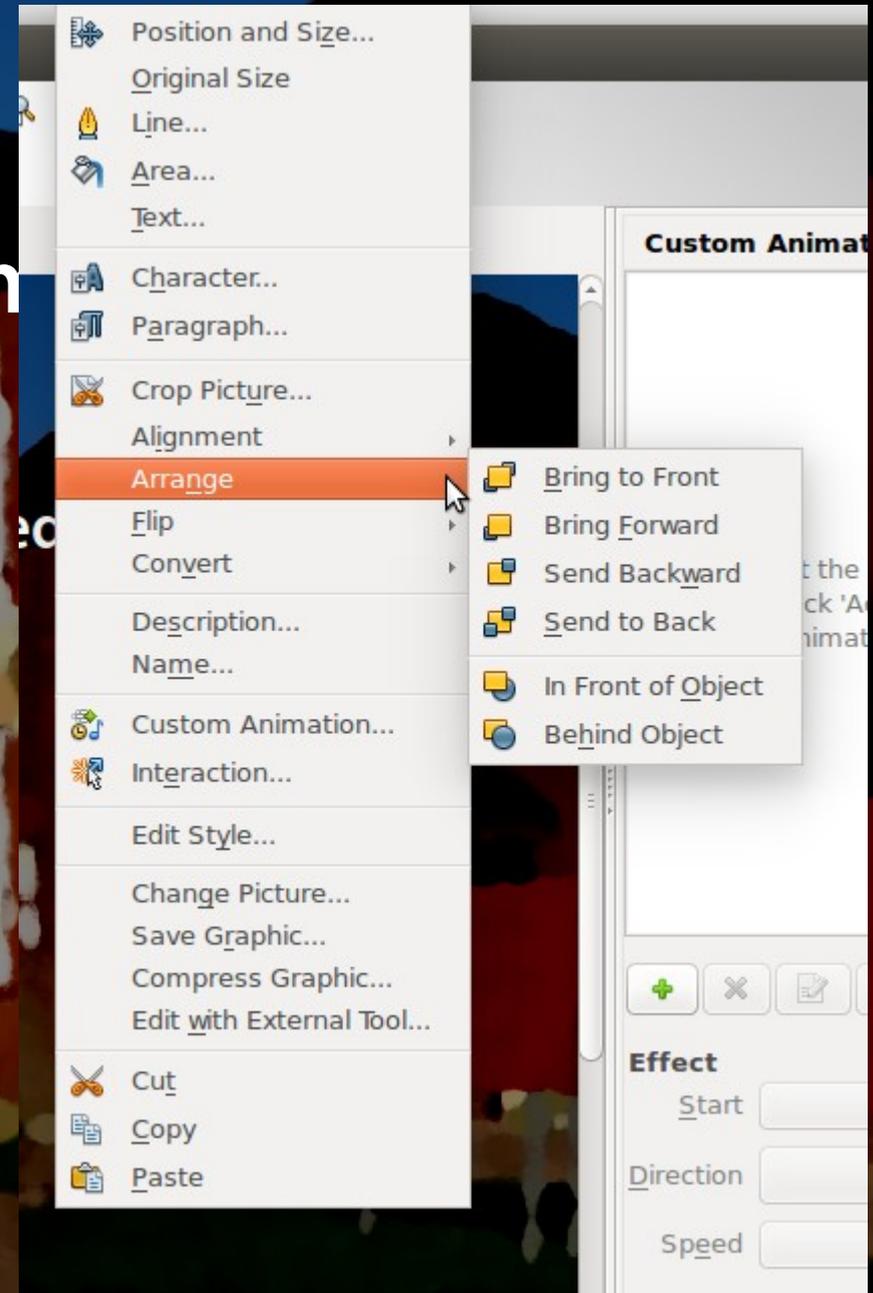
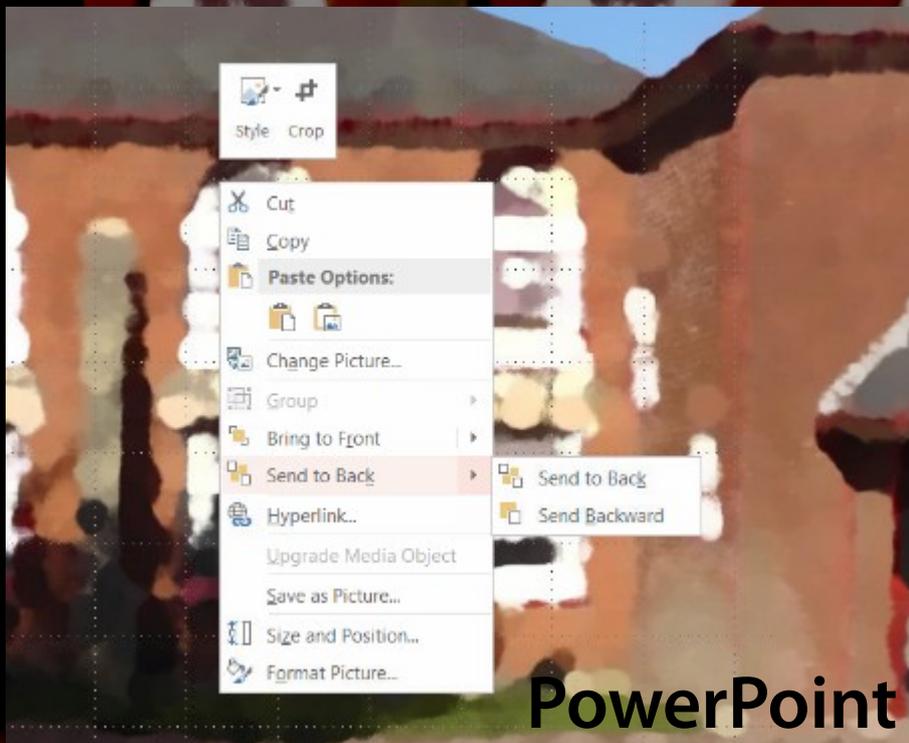
Pictures and text can be mixed

Use Arrange to put the picture to the bottom to make it a background.



Pictures and Text

Pictures and text can be m

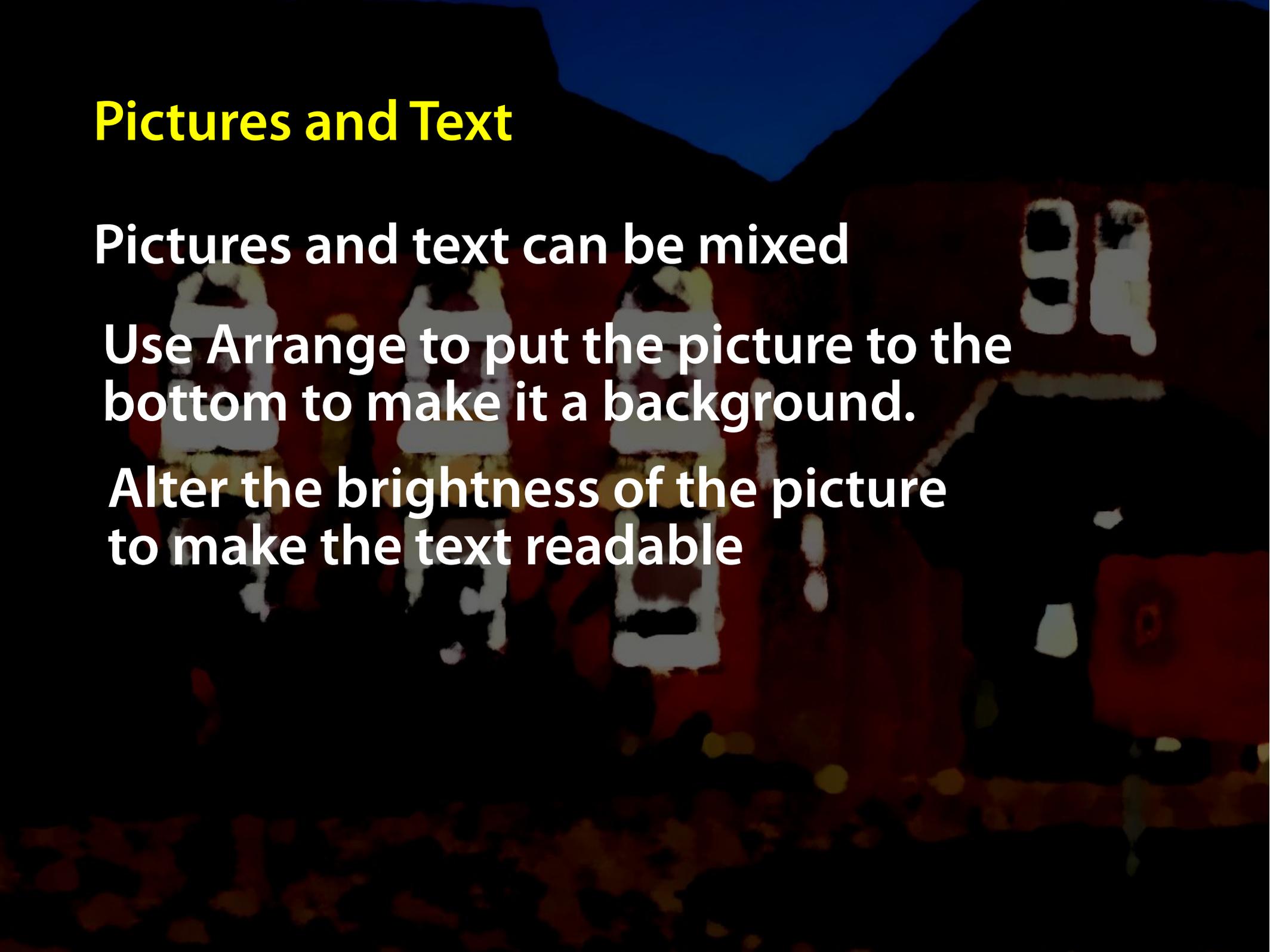


Pictures and Text

Pictures and text can be mixed

Use Arrange to put the picture to the bottom to make it a background.

Alter the brightness of the picture to make the text readable





Slides

53 Pictures and Text
Pictures and text can...
Use Arrange to put t...
bottom to make it a...
Alter the brightness...
to make the text rea...

54

55

Color

0 %

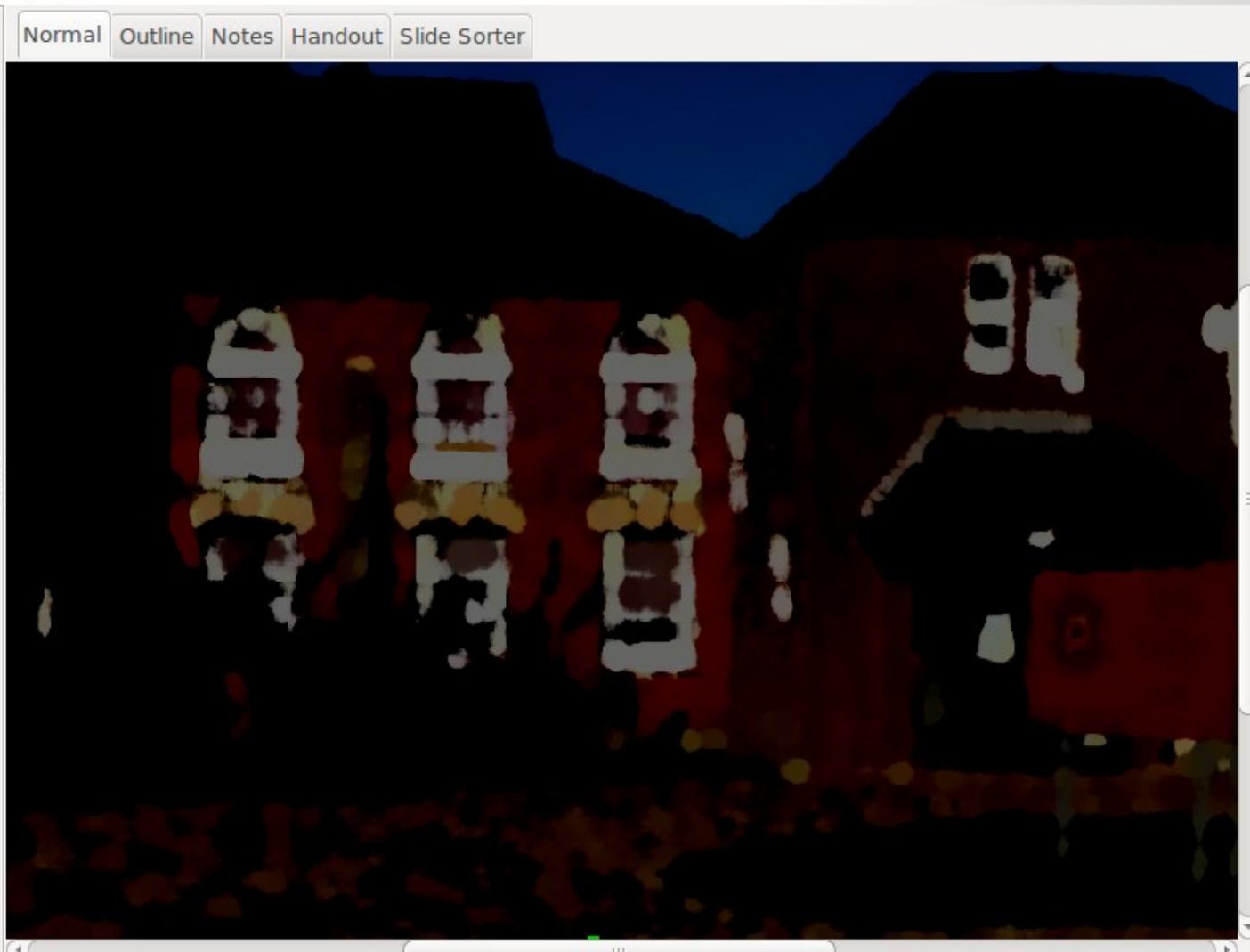
0 %

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-60 %

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1.00



Custom Animations

First select the...
then click 'A...
animat...

+ ×

Effect

Start

Direction

Speed

Automatic pre...

Size and Position...

Format Picture...

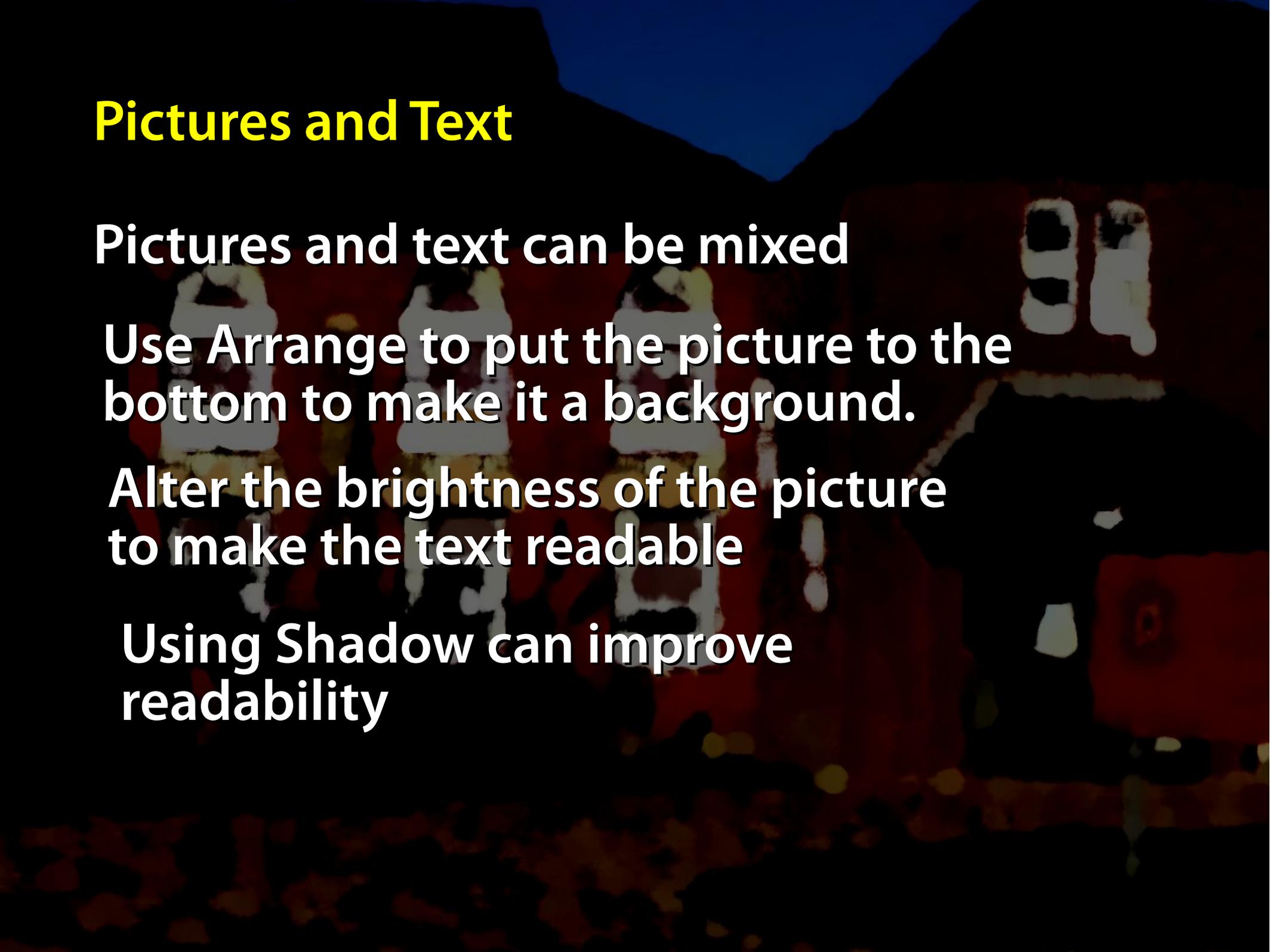
Pictures and Text

Pictures and text can be mixed

Use Arrange to put the picture to the bottom to make it a background.

Alter the brightness of the picture to make the text readable

Using Shadow can improve readability



Microsoft Word ribbon showing font settings: Liberation Sans, 18, Bold, Italic, Underline, and Paragraph options. Includes icons for Save, Print, and Undo.

Microsoft Word ribbon showing the FORMAT tab with options for Font, Paragraph, Drawing, and Editing. Includes icons for Shape Fill, Shape Outline, and Shape Effects.



Format Shape pane showing SHADOW options: Presets, Color, Transparency (0%), Size (100%), Blur (12 pt), Angle (90°), and Distance (10 pt). Other options include REFLECTION, GLOW, SOFT EDGES, 3-D FORMAT, and 3-D ROTATION.

PowerPoint Course



For MRBC PowerPoint users