

# 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?

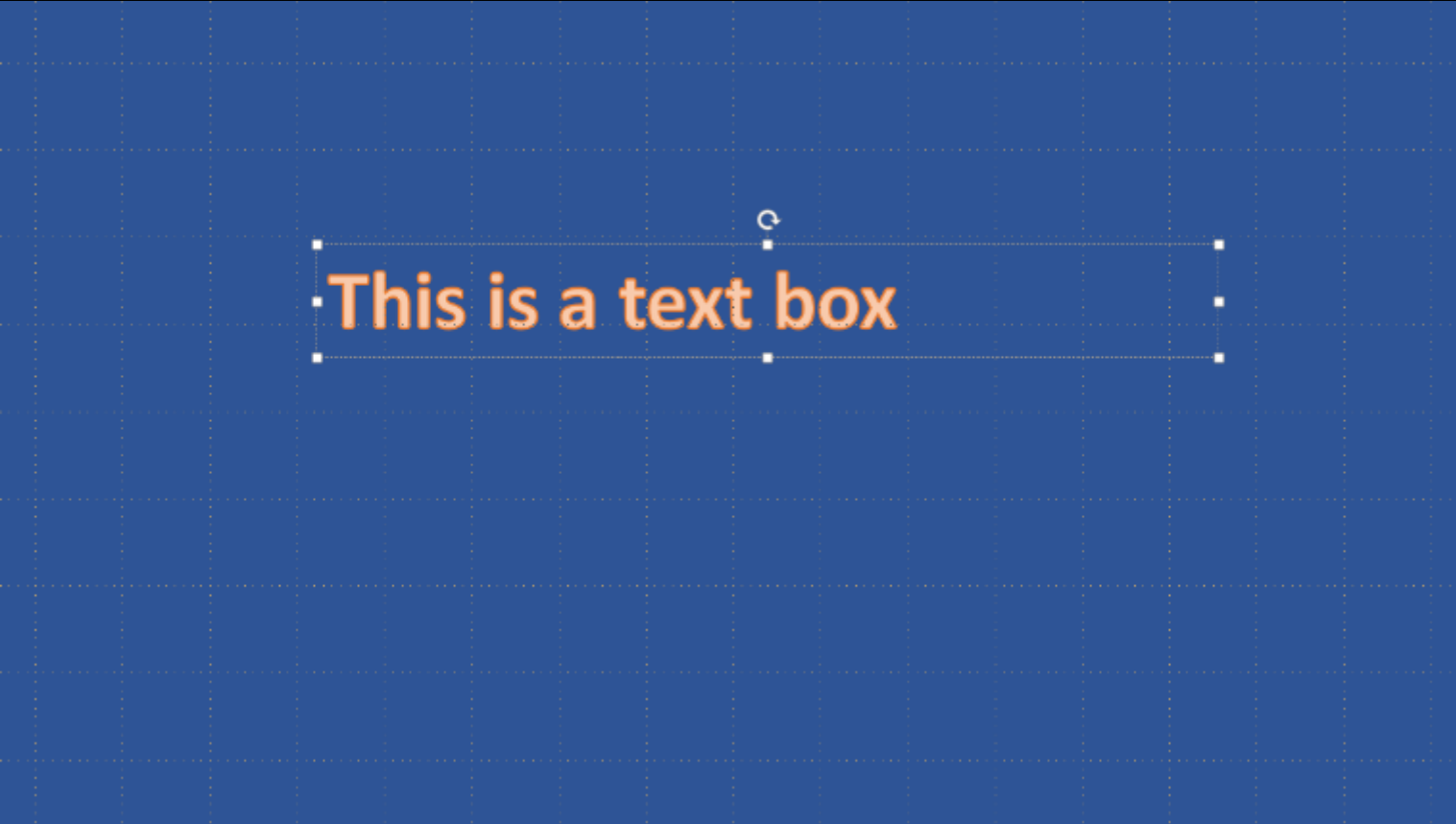
It is presentation software

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



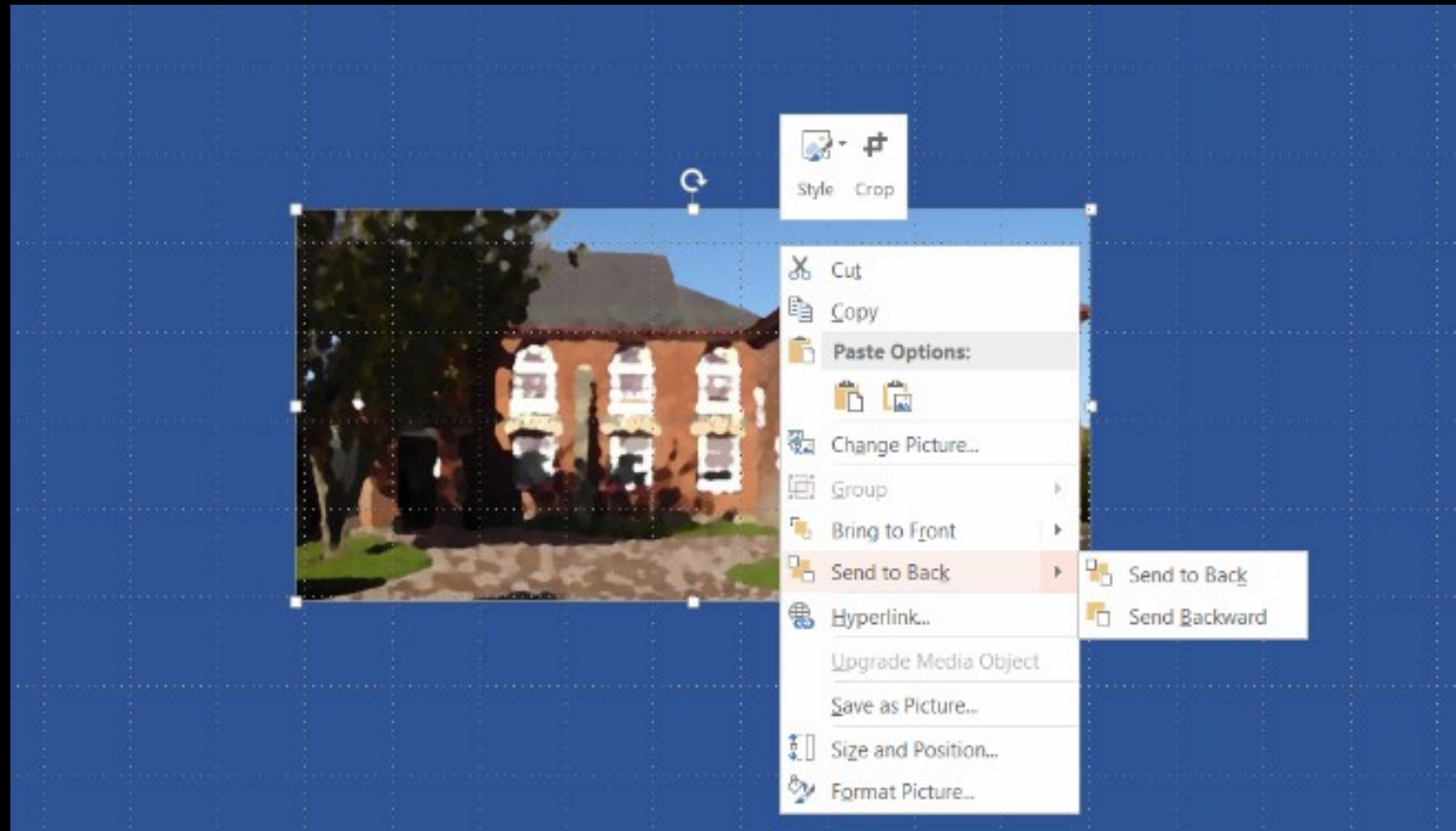
**You can add picture boxes too. As it is the most recent item, it is on the top layer.**

# What is PowerPoint?



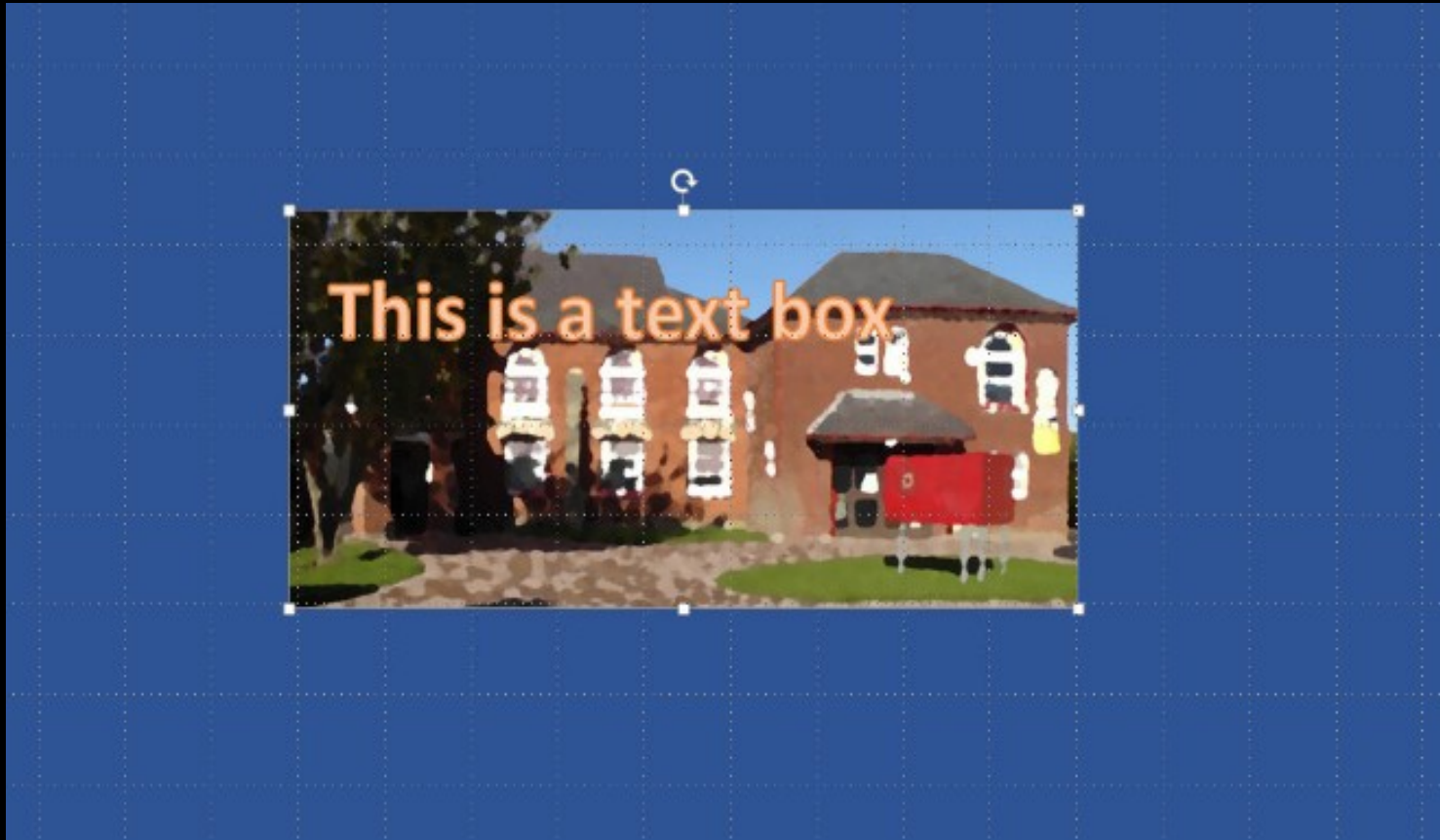
**If you move the picture, it will  
cover the text**

# 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.**

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

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)

# 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  
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)

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.*

**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.**

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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.)**

**Enter some text in the text box.**

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Not attractive

## 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

Ugh!

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

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.*

**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**

# Welcome to Maidstone Road Baptist Church

## 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.

## The Weekly Sheet

All our weekly notices are in it!  
Read it, take it home, use the prayer points.

Read from our Maidstone Church Book



Has anyone had a birthday this week?



Gladden with God's spirit, for you are here  
from earth and heaven, and to the  
Creator  
You are God who has made the world  
and is the maker of our souls.

## Welcome to Maidstone Road Baptist Church

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

Click to add notes



## 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.*

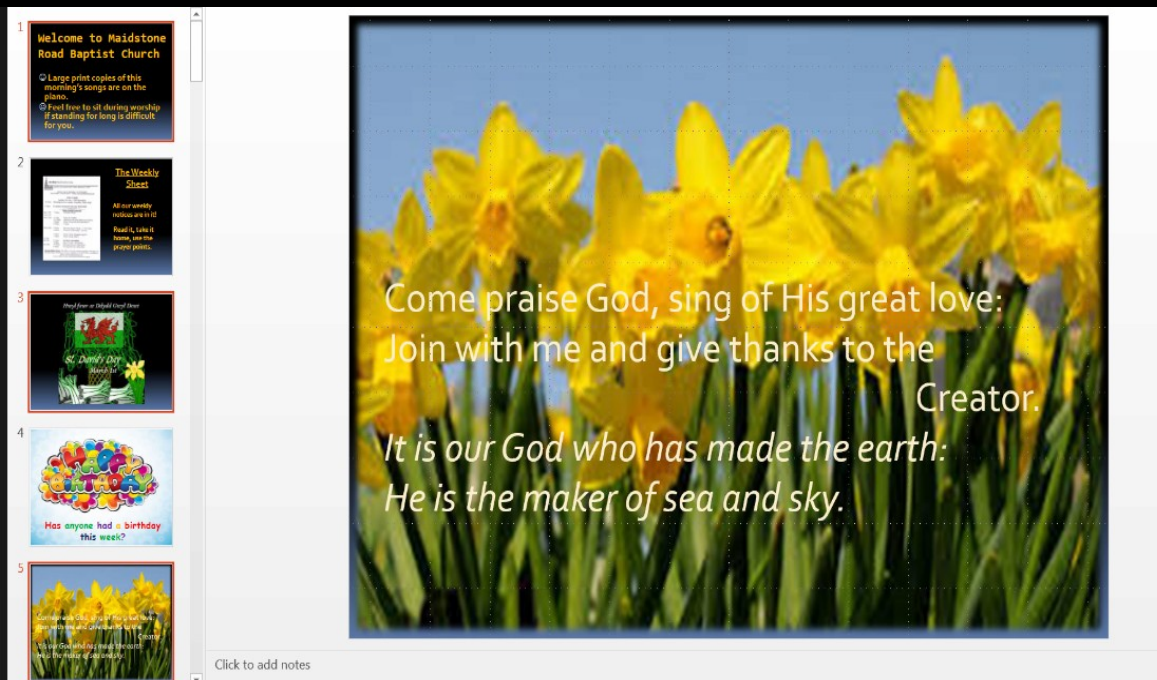
## Editing Text

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

Here's how we celebrate Easter



3



Consider this: God is a Father who loves  
us and cares for us. He is  
the God who made the world  
and all that is in it.

# Welcome to Maidstone Road Baptist Church

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

☺ Feel free to sit during worshi  
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.

March 1 service powerpoint - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DEVELOPER

Clipboard Slides Font Paragraph Drawing Editing

1 Welcome to Maidstone Road Baptist Church

2 The Weekly Sheet

3 Hymn four or Dylid Gwyl Dewi

4 Has anyone had a birthday this week?

5 Come praise God, sing of His great love.

6 All creatures come from His love.

7 Praise Him for the smallest of us.

8 Praise Him for the greatest of us.

9 ALL come praise our God, sing of His love!

10 THE SPLENDOR OF THE KING

11 How great is our God,

12 And age to age he stands,

13 How great is our God,

14 Name above all names,

15 How great is our God,

KING OF THE AGES, Almighty God.

KING OF THE AGES, Almighty God.

KING OF THE AGES, Almighty God.

SLIDE 5 OF 54



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

The image displays a slide sorter interface for a church presentation, showing a grid of slides numbered 1 through 15. The slides are organized into two main sections: a top row of 5 slides and a bottom row of 10 slides. The top row contains slides 1 through 5, and the bottom row contains slides 6 through 15. The slides are arranged in a grid, with the top row having 5 slides and the bottom row having 10 slides. The slides are numbered 1 through 15, with the top row containing slides 1 through 5 and the bottom row containing slides 6 through 15. The slides are arranged in a grid, with the top row having 5 slides and the bottom row having 10 slides. The slides are numbered 1 through 15, with the top row containing slides 1 through 5 and the bottom row containing slides 6 through 15.

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

**Slide 3:** St. David's Day. March 1st. All creatures come from His love. There is nothing that He has not made. Give praise for the breath of life. That the Spirit of God flows in each creature.

**Slide 4:** Happy Birthday. 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, and all that is in it. Give thanks to the Creator of our lives.

**Slide 6:** All creatures come from His love. There is nothing that He has not made. Give praise for the breath of life. That the Spirit of God flows in each creature.

**Slide 7:** Praise Him for the wonders of the world. Praise Him for the smallest worm. Proclaim His glory in the greatest star. Give praise for the breath of life. That the Spirit of God flows in each creature.

**Slide 8:** Praise Him for the wonders of the world. Praise Him for the smallest worm. Proclaim His glory in the greatest star. Give praise for the breath of life. That the Spirit of God flows in each creature.

**Slide 9:** Praise Him for the wonders of the world. Praise Him for the smallest worm. Proclaim His glory in the greatest star. Give praise for the breath of life. That the Spirit of God flows in each creature.

**Slide 10:** THE SPLENDOR OF THE KING clothed in majesty; let all the earth rejoice, all the earth rejoice. He wraps himself in light and darkness tries to hide, and trembles at his voice.

**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.

**Slide 16:** KING OF THE AGES, Almighty God, Perfect love, ever just and true.

**Slide 17:** KING OF THE AGES, Almighty God, Perfect love, ever just and true.

**Slide 18:** KING OF THE AGES, Almighty God, Perfect love, ever just and true.

**Slide 19:** KING OF THE AGES, Almighty God, Perfect love, ever just and true.

# 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.

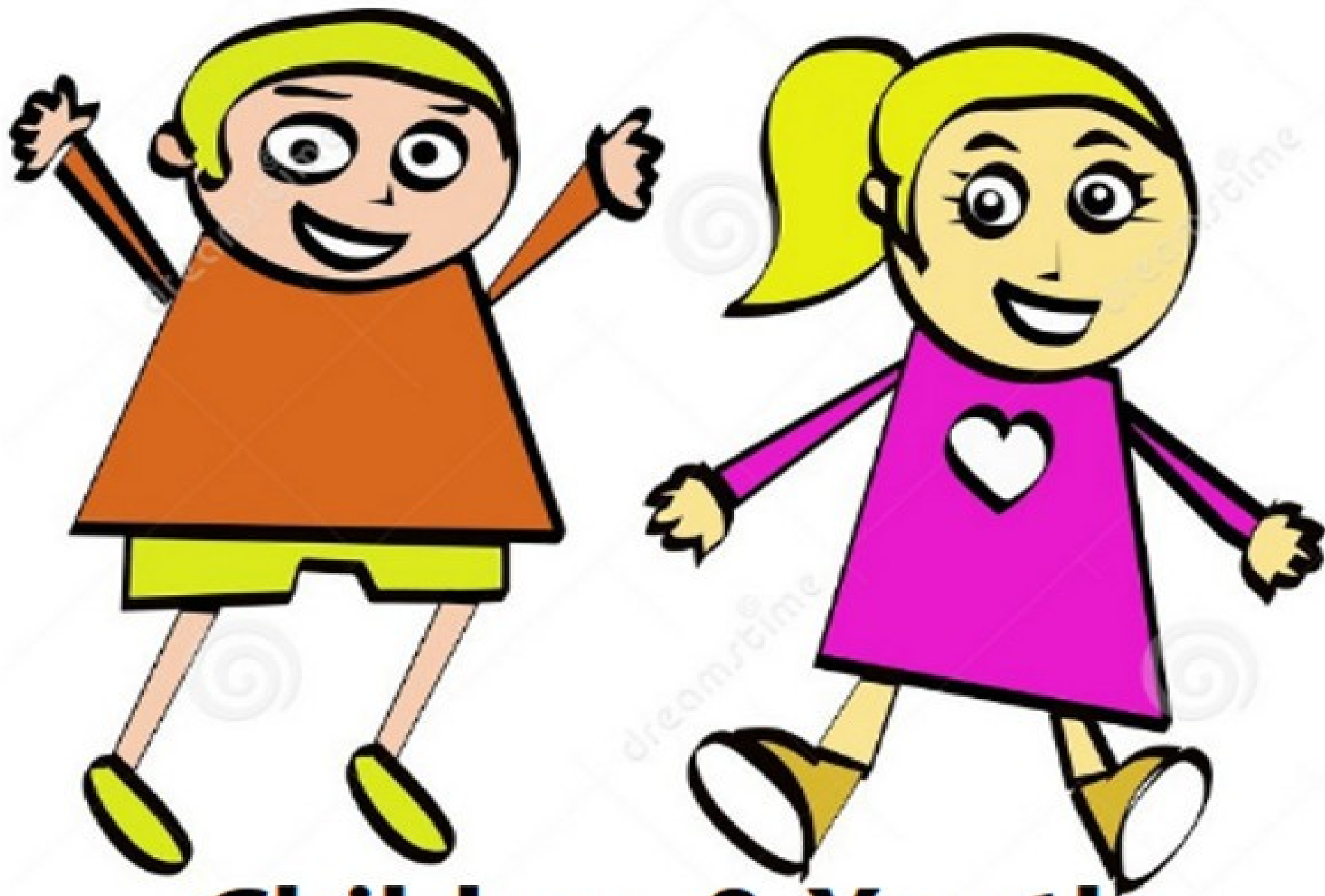
Take care with pictures. The size of the church screen is 1024x768 pixels. Pictures smaller than this can pixellate and look awful, but usually if the dimensions are more than 50% smaller. Always try to choose larger pictures and shrink them down for the best results





**Children & Youth**

**This picture is 650x547 pixels**



**Children & Youth**



This picture is 125 x 90 px



ST. ANNE'S



This picture is 1540x1242 px







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



MAIDSTONE ROAD  
BAPTIST CHURCH

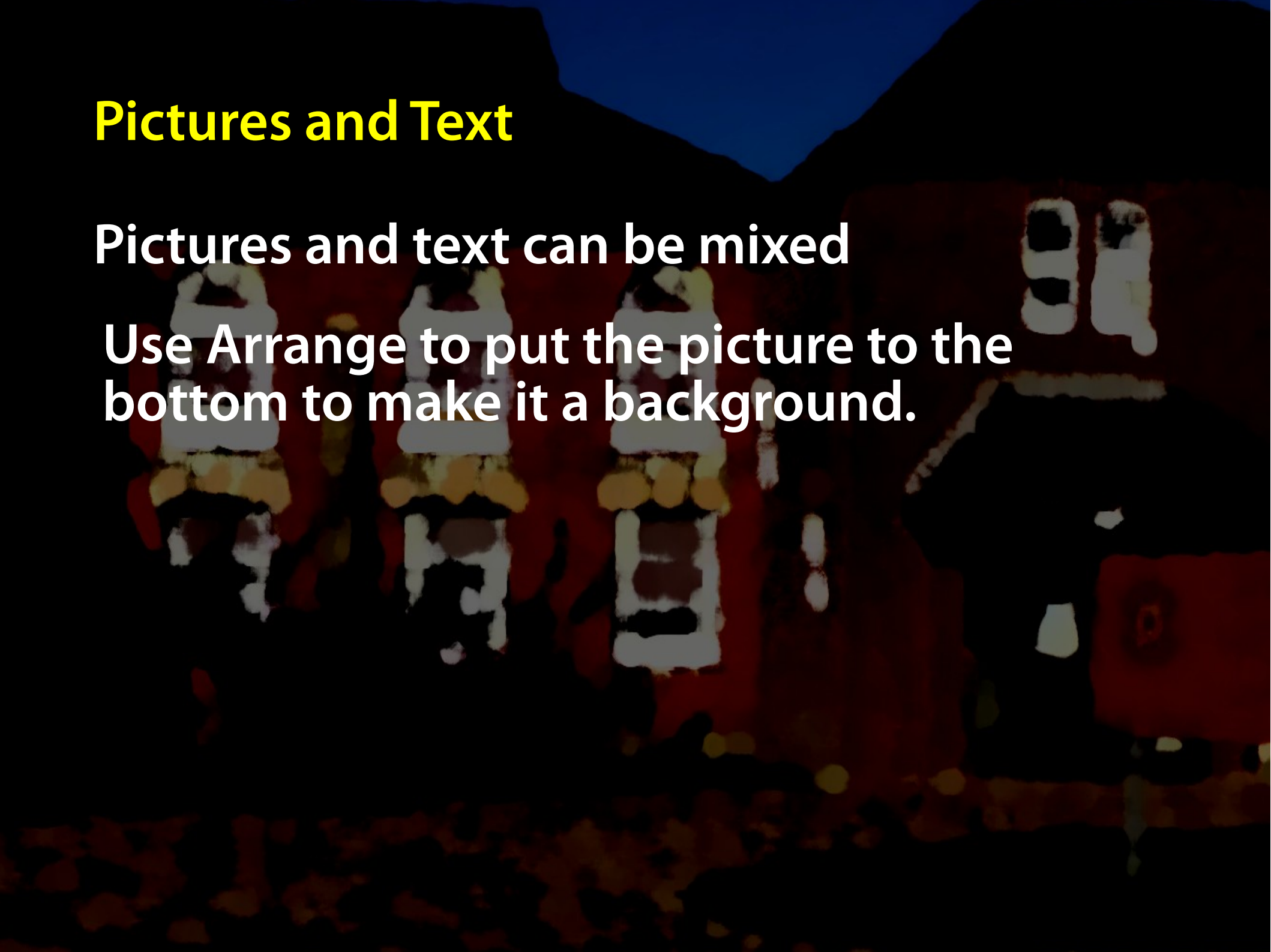
Forgiving  
the  
Unforgivable



# Pictures and Text

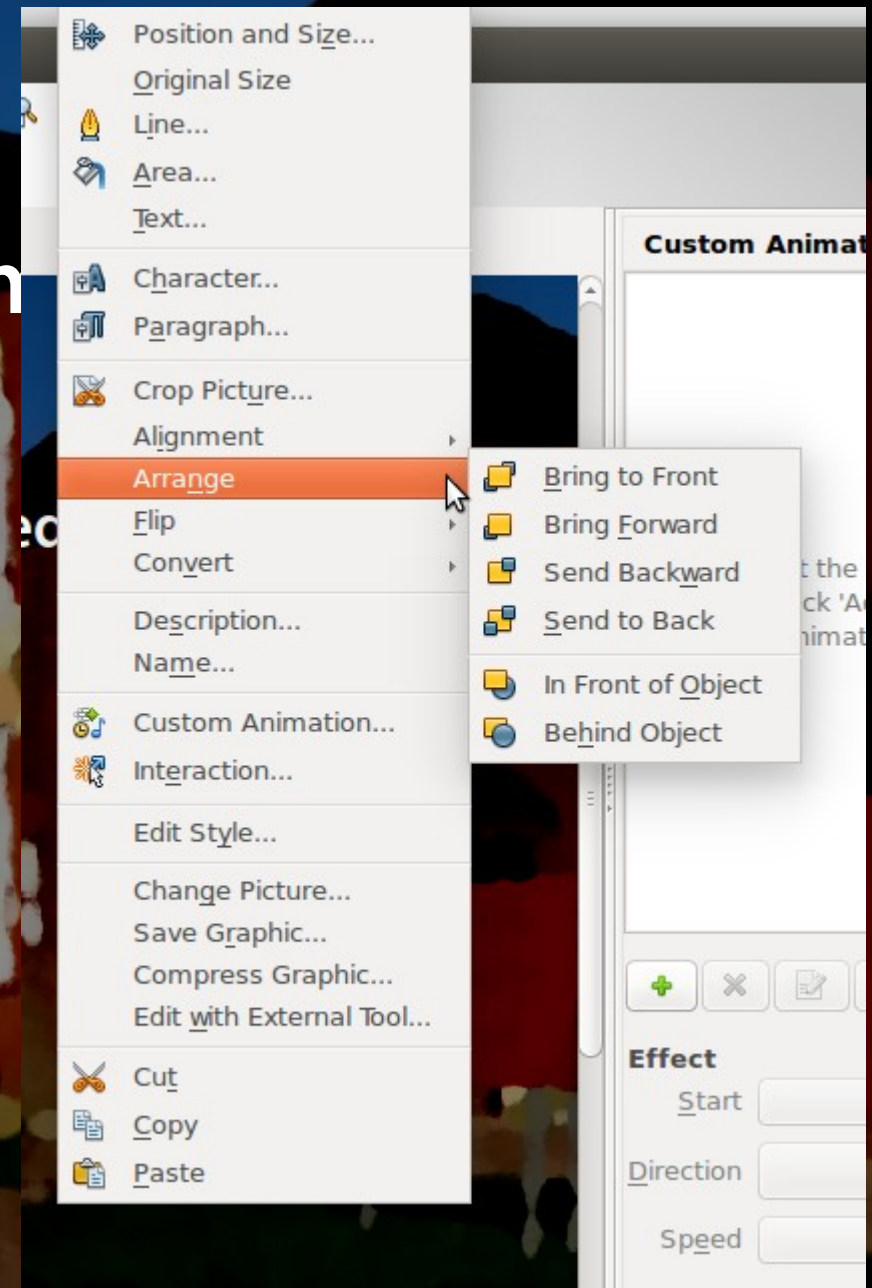
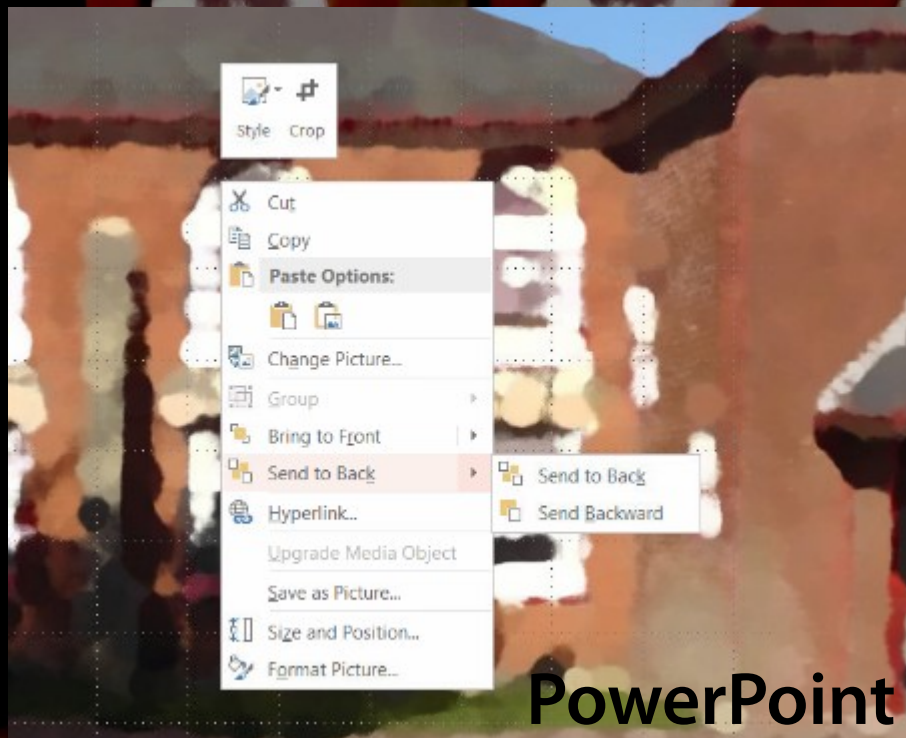
Pictures and text can be mixed

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



# Pictures and Text

Pictures and text can be m



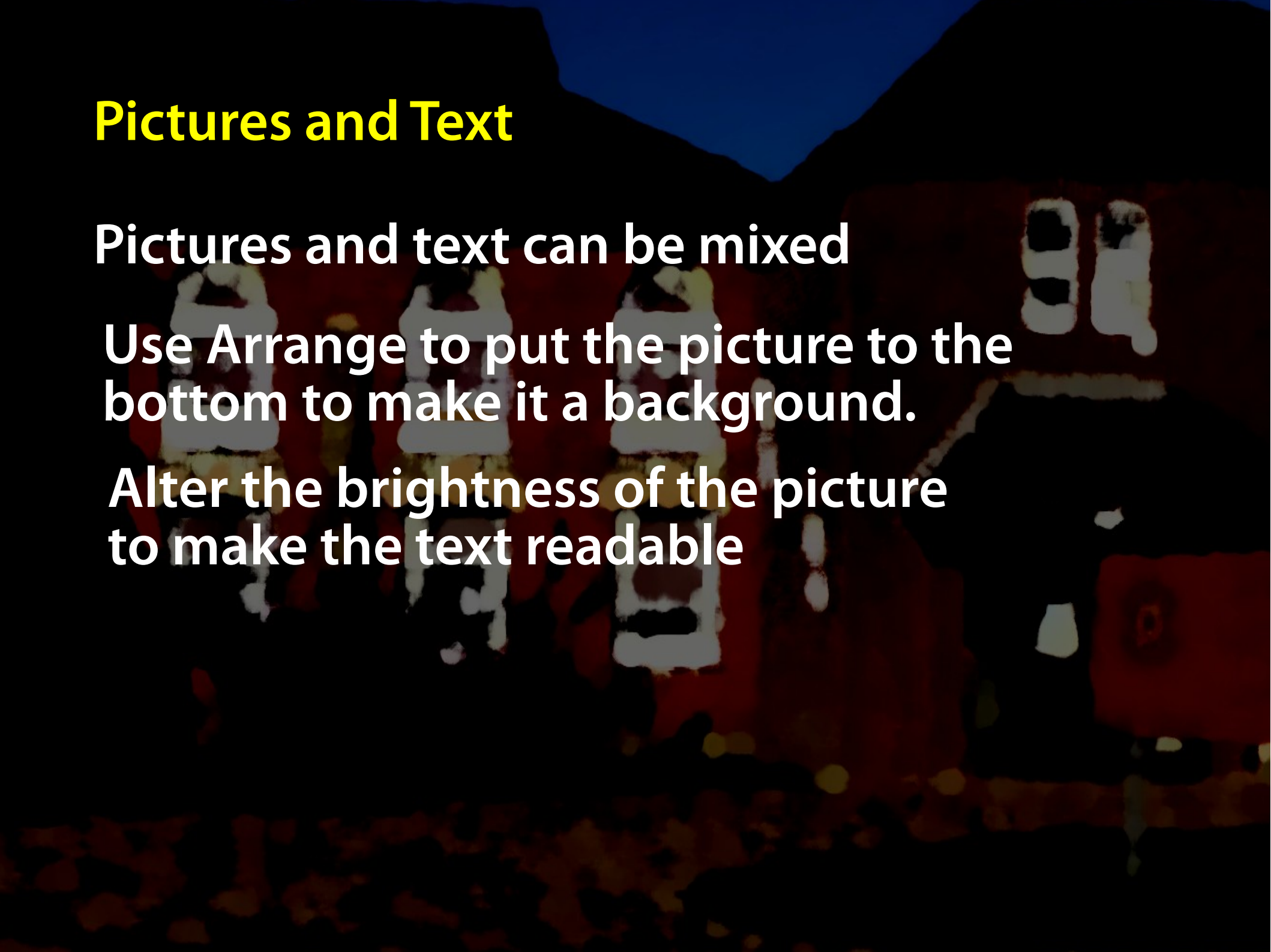


# Pictures and Text

Pictures and text can be mixed

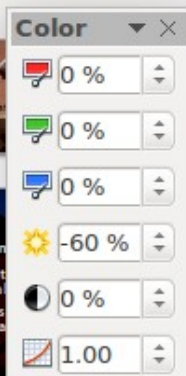
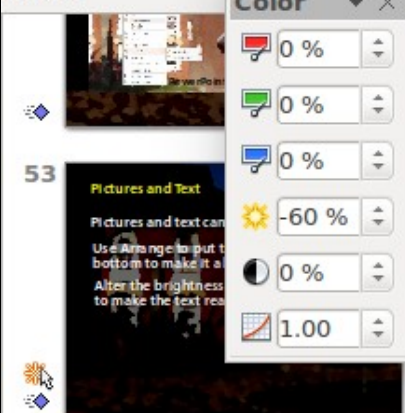
Use Arrange to put the picture to the bottom to make it a background.

Alter the brightness of the picture to make the text readable





## Slides



## Normal Outline Notes Handout Slide Sorter



## Custom Animation

First select the  
then click 'A'  
animat



## Effect

Start

Direction

Speed

☐ Automatic pre

Find

Find All

Match Case

Bitmap with transparency selected

-7.80 / -2.60

42.20 x 24.00

Slide 54 / 56 Default

Size and Position...

Format Picture...

# Pictures and Text

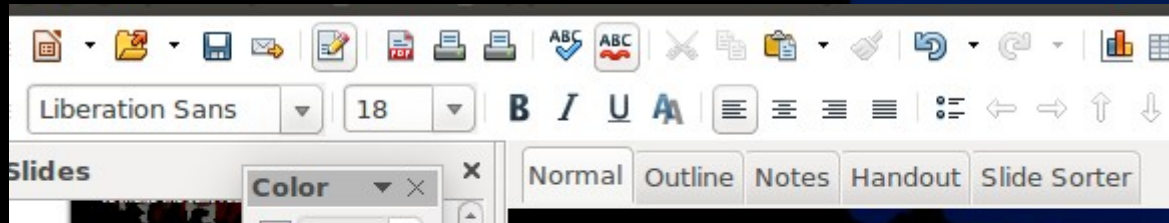
Pictures and text can be mixed

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





54

TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DEVELOPER FORMAT

Calibri (Body) 130 A A Text Direction Align Text Convert to SmartArt

Font Paragraph Drawing Editing

Shape Fill Shape Outline Shape Effects

Find Replace Select

# Shadow

**Format Shape**

**SHAPE OPTIONS** | TEXT OPTIONS

**SHADOW**

Presets

Color

Transparency 0%

Size 100%

Blur 12 pt

Angle 90°

Distance 10 pt

REFLECTION

GLOW

SOFT EDGES

3-D FORMAT

3-D ROTATION

NOTES COMMENTS

78%

# PowerPoint Course



**For MRBC PowerPoint users**