

PowerPoint Course



For MRBC PowerPoint users

★ Today will cover ★



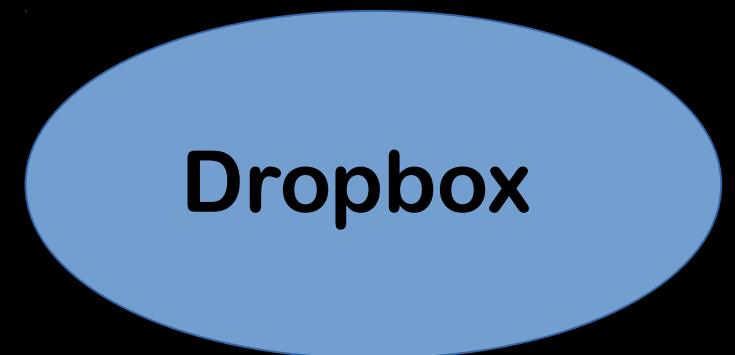
Recap from last time

Adding fancy bits

- adding pictures
- adding shapes

More Advanced

- transitions and animations
- adding audio
- adding video



Recap

Last week

We found out what PowerPoint is

We found out how to make a presentation

We edited that presentation by adding text

We briefly ran over adding photos

Adding 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.

Get picture size right

The screen we use is 1024x768. If the picture you insert is smaller than this and you enlarge it, it will pixellate. Larger pictures are no problem.



125x90 original size enlarged



3600x2500 original size shrunk

Get picture size right

Take care when resizing not to distort.



LORD
OF
LORDS

KING
OF
KINGS

Get picture size right

Large pictures can be enlarged beyond the boundaries

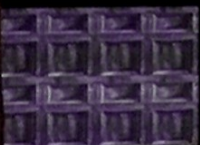


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Readability

Reduced brightness and shadow make text more readable.



Commands

Insert Picture

PPT Insert – Picture – *select picture from folder*

LO Insert – Image - *select picture from folder*

Resize picture

Highlight picture border – click on one of squares then left click and drag to size.

Move Picture

Highlight picture border- click on the border line and left click to moved. PPT move icon is four arrows. LO its a hand.

Commands

Change Picture Brightness

PPT Click on Picture then on the toolbar go to Corrections and choose which one.

LO Click on Picture and click on Color button on the toolbar.

Move to back/backwards

Right click on picture and then on Mover to Back (LO Arrange – Move to back)

Shadow

LO Select Shadow on Toolbar. PPT Highlight Text – Shape Effects – Shadow.

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★ Shapes ★



You can insert all sorts of shape.



They can add a bit of pizzaz to some slides!



Shapes in Libre Office

Select your shape from the bottom toolbar, insert it and resize it. Use yellow dot to change shape. Colours are on the top toolbar.

PowerPoint Shapes

Click on Insert and Shapes. You'll get a selection. White square changes shape. Go to Home and Shape Fill for colour.

Transitions

These can be made to apply only to selected slides or to all.

PPT Click on Transitions – select effect and whether or not you want it to apply to all.

LO Select Transitions on right pane – select effect and whether you want it to apply to all.



Custom Animation

Custom animation allows you to bring in objects in sequence on to a slide.

You can even bring them in using special effects



But take care not to
overdo it as gimmicks
can detract from the
message!

Custom Animation

LO – Select Custom animation on right pane (orange star). Highlight the object you want to bring in. Select the green cross and a list of effects will come up. Do for each object in turn. Order can be set on right pane.

PPT – Highlight object, click on animations and menu comes up. Click on Add Animation or one of the preset types. Do for each object in turn. They can be reordered using the Reorder button.

Custom Animation

Both Libre Office and Powerpoint allow you to change the speed of the animated object.

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Have a nice day!

Adding Media

Transferring presentations with music or video to the church computer usually doesn't work. You need to set them up at church.

Audio only works if the audio files are saved in WAV format.

Video files only work if video files are saved in WMV format.

Adding Media

If you have MP3 audio or MP4 video or any other format, you'll need a file conversion program.

Adding Audio

Click on Insert and Select Audio the Audio file on my PC. Select the WAV file you want to appear and click on it. A little loudspeaker symbol will appear in the corner.

The audio menu appears at the top. I usually select start automatically and not to extend over slides. However there are several settings you need to experiment with.

Adding Video

This isn't as tricky as you would think. Select Insert and Video and select Video on my PC and select your video.

A box for your video at it's resolution will appear. Resize the video to fill the screen but keep it's proportions. This means that for most videos you won't fill all of the screen.

Adding Video

As with graphics, choose video resolutions to match the 1024x786 size. Videos at 600x480 or 850 x480 play OK usually but anything smaller will pixellate. HD videos at 1280x720 need to be resized down but be prepared for the computer to respond slowly to it, particularly when you want to stop it.

Dont use Full HD 1080p videos on the church computer – they will grind it to a halt!

Adding Video

As with audio, when your video is highlighted, you will be presented with options. Select Playback and then change the start option to Automatically and that's it.

Sources of Worship Video

On the church computer – or will be.

Sermonspice or Worship House Media – Always try to download them as WMV or you'll have to convert them.

YouTube or similar – you will need to obtain a Firefox Extension (free) to download them at the correct resolution (480p or 720p HD).

Dropbox

To access the Church's shared worship resources you will need to set up your own Dropbox account at www.dropbox.com. It is set up under your email address.

When you have done that, send an email to Mark and you'll be added to the Shared Folder.

You can download and install a Dropbox client which will download the whole thing on to your computer. You can also use the Dropbox website.

Dropbox

Remember: the Shared Folder is just that. Whatever you add is added to everyone's Dropbox.

Similarly whatever you delete is deleted on everyone's Dropbox. Don't delete anything in Dropbox that isn't yours!

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