
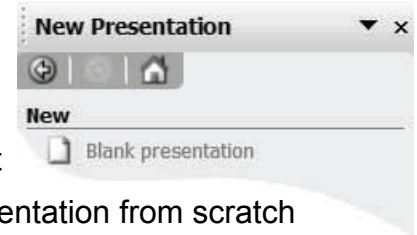


PowerPoint is a program used to create presentations and slide shows. Slides can include text, images, charts, graphs, and animations.

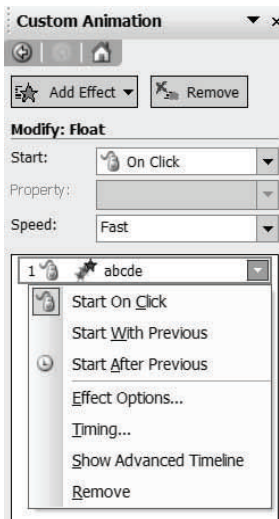


Creating a Simple Presentation

- Start PowerPoint
- Create a new presentation (File->New)
- Notice, the “New Presentation” window on the right
 - Select “Blank Presentation” to create a presentation from scratch
 - Select “From Design Template” if you want the presentation to have the same look and feel on each slide. You can toggle through these design choices by using the arrow keys in the right window 
 - You can then select a “Color Scheme” and a “Animation Scheme” to be used for the presentation
 - You first slide will default to a “Title” and “Subtitle” format
 - Select a slide layout Add additional pages (Insert->Page)
- Delete unneeded pages (Edit->Delete Slide)



Animation



- Select image or text you want to animate
- Open Custom Animation window (Slide Show -> Custom Animation)
- Click on “Add Effect”
- Select which action you want to animate (Entry, Emphasis, Exit)
- Select an action that suits your need (a preview will be displayed when an action is selected)
- Use the drop down menu by the action to change attributes (speed, by word, etc)
- Preview the slide by clicking on the Play button at the bottom of the Custom Attributes window

Use Help by clicking on the house icon in the window on the right. Enter your question in the “Search for” box

Rehearse Timing/Playing Slide Show

- For a continuous looping presentation, select Slide Show -> Set Up Show, check the box labeled “loop continuously until esc”
- Select View -> Slide Sorter
- Select slide transitions actions and speed from window on the right, if desired
- Select Slide Show -> Rehearse Times, use the <enter> key to manually view show, PowerPoint will prompt you to save the times.
- Select Slide Show -> View Show. Repeat steps above until desired timings are obtained
- Run slower, rather than faster timings.

Check your spelling!
Click on Tools->Spelling

Don't let your presentation overpower the information being presented.



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Using PowerPoint in Worship

Litany Tips

- Use a simple background
- Use one color for the leader
- Use a different color for the congregation.
- Make sure both colors are visible on the background.
- Use a large readable font (e.g. Arial 36)
- If more than one slide is needed, use the same background, colors and font size.
- Manually advance if litany is longer than one slide.

Avoid flashes on the screen when changing PowerPoint presentations. If possible, cover the lens of the projector with a solid object, start the new presentation, remove the object.

Announcements

- Use a simple background
- Use an easily readable font
- Prayer concerns—animate entry of each concern in the same manner
- Put special announcements/promotions on a slide by itself
- Set Presentation to run continuously

Scripture Reading

This is a great way to introduce other translations/versions of the Bible

- Use a simple background
- Use a large readable font (e.g. Arial 32)
- Manually advance slide when reader reaches end of slide

Show a continuous loop of pictures of bread & wine to enhance a communion experience

Hymn Formats

Always include your license number on the slide

Determine the best method for your congregation

Music & Lyrics

- Do not use a background image
- If displaying the musical score (treble & base), put only 2 lines per slide, manually advance as needed.

Lyrics Only

- Use a simple background
- Use large readable font
- Put one verse on each slide
- Put chorus, if possible, on a separate slide, copy this slide and place after each verse slide
- Advance manually

Enable the Monitor Output on the laptop by pressing the <Fn> key and one of the F1-F9 keys (check help) so the projector can display the presentation

Sermon Supplements

Some pastors like to enhance the sermon with pictures. The Pastor and computer operator should define a signal so the slide can be advanced at the correct time. It may be beneficial to have a rehearsal to verify both parties are comfortable with the presentation.



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