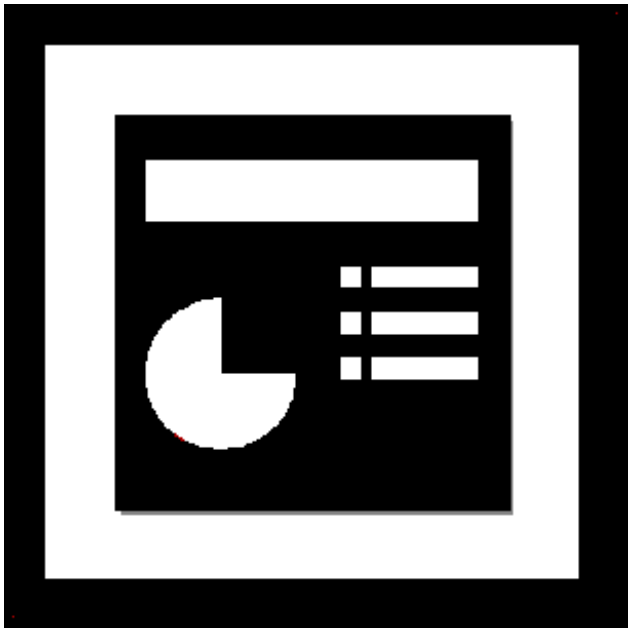
Multimedia for Mission & Ministry Project
PowerPoint 2000 Tutorial

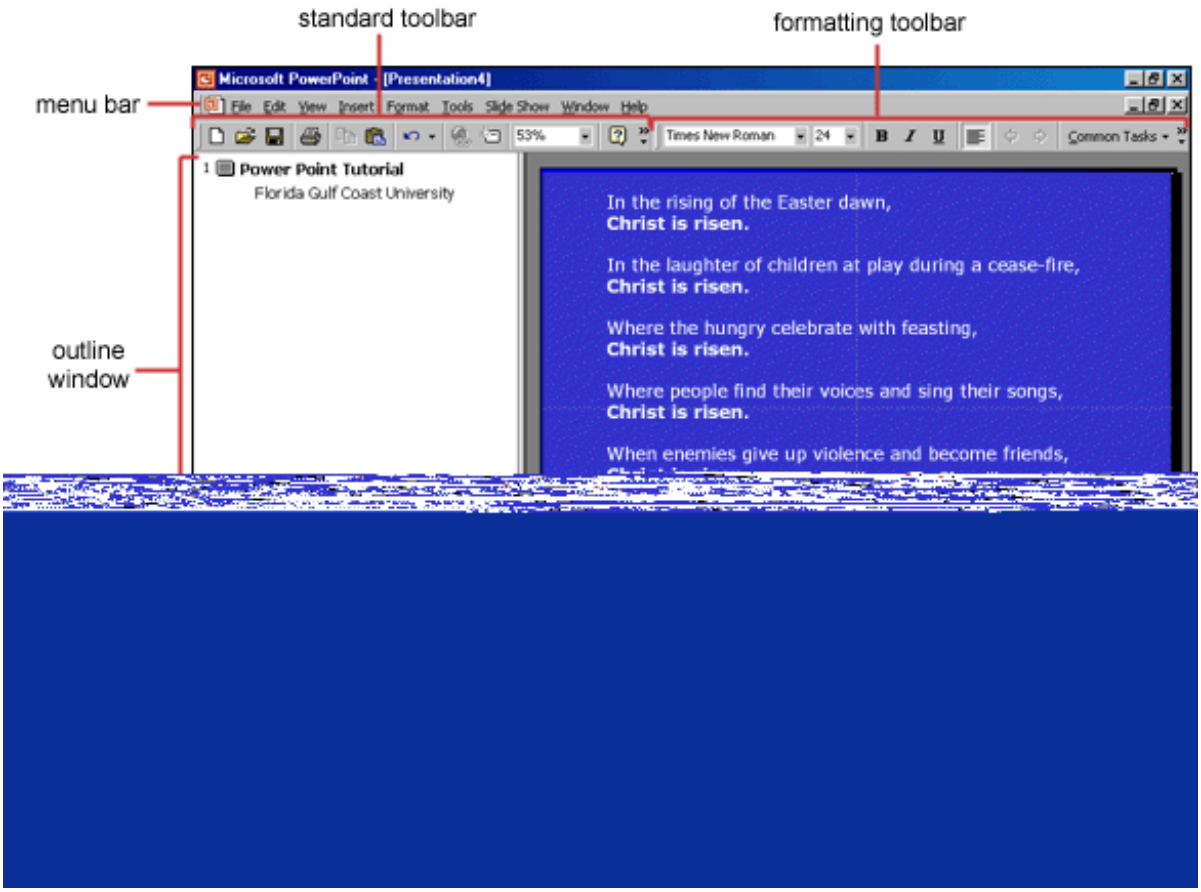


The purpose of this workbook is to help you learn to use PowerPoint through a series of tasks.

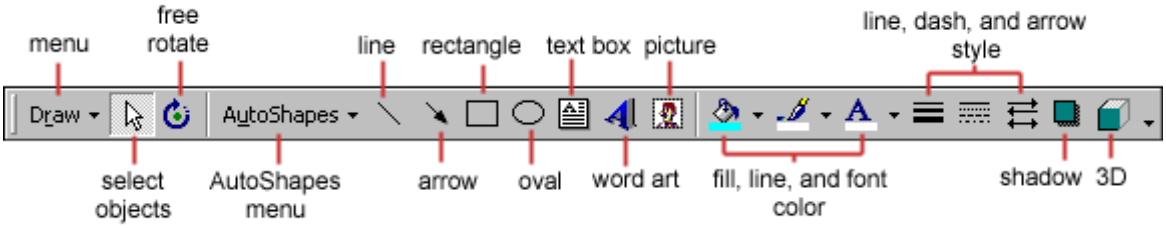
Please work through the tasks in order as the later ones build on skills learned in the previous ones.

Each task requires you create one or more PowerPoint slides for use in an imaginary act of worship, although you would not necessarily want to use them all in one service!

The PowerPoint screen layout in normal view



The PowerPoint Drawing Toolbar



Conventions Used in this Workbook

Computer menu names, options, buttons and dialogue box titles are shown in a `Courier font`
Computer input that you type is shown in a **`bold Courier font`**
Computer keys you must press are in arial font and enclosed in angle brackets e.g. `<enter> or <n>`

Aim of Task	**To create a title slide for an act of worship.**

1. Open PowerPoint by

   either by double clicking the Microsoft PowerPoint Icon on the desktop.
   or by clicking on `Start`, pointing at `Programs` and clicking on Microsoft `PowerPoint`.

2. Create a new blank presentation by

   Clicking on `Blank Presentation` and then on `OK`.

   The `New Slide` box will appear.

3. Choose an Autolayout by

   Selecting the `title slide` option which is the first from the left in the top row by clicking on the image and then on `OK`.

4. Change the words by

   Moving the pointer over the box marked `Click to add title` and clicking the left mouse button.

   Type: **`Welcome to Worship`**

   Move the pointer over the box marked `Click to add subtitle` and click the left mouse button.

   Type: **`Jesus the Teacher`** press <enter>
   `Sunday 1st August 2004`

5. Change the background by:

   Left clicking on `Format` in the menu bar then `background`…
   The `Background` dialogue box appears.
   Left click on the pull-down menu arrow below the picture of a slide.
   Left click on `more colors`…
   The `Colors` dialogue box appears.
   Left click on a light colour and then click on `OK`.
   The `Colors` dialogue box disappears.
   Left click on `Apply` in the `Background` dialogue box which is now visible.

   The background should now be the colour you chose.

6. You have now completed your first slide.

   To see how it will look when projected press <F5> and to exit the projected presentation <Esc>

Aim of Task	**To create a slide containing a responsive call to Worship**

1. Continue to work on the same presentation as in the previous task.

2. Insert a new blank slide by

   Left clicking on `Insert` on the menu bar then on `New Slide` …

   The `New Slide` dialogue box will appear.

   Left click on the blank slide (third row down, fourth from left) and then on `OK.`

   A blank slide will appear in the right hand window.

3. Insert a text box by

   Left clicking on the text box icon on the menu at the bottom of the PowerPoint window.

   Move the pointer to where you want the text box to start on the slide in the right hand window. Left click.

   A text box appears.

   Type in the following:

In the rising of the Easter dawn,	press <enter>
Christ is risen.	press <enter> twice
In the laughter of children at play,	press <enter>
Christ is risen.	press <enter> twice
Where the hungry celebrate with feasting,	press <enter>
Christ is risen.	press <enter> twice
When enemies give up violence and become friends,	press <enter>
Christ is risen.	press <enter> twice
We welcome you our crucified and risen Christ,	press <enter>
Christ is risen, Alleluia.	

4. Make the responses bold by

   Highlighting the first Christ is risen and left clicking on the bold icon **B** at the top of the PowerPoint Window.

   Repeat for all the responses.

5. Make the responses larger by

   Highlighting the first Christ is risen and left clicking in the text size box 28 next to the bold icon, type **28** and press <enter>.

   Repeat for all the responses.

   The text box may not now all be on the slide or it may be badly positioned.
   To move the text box left click anywhere on the hashed lines around the outside of the text box.
   These will now be dotted to indicate the box has been selected.
   Move the pointer over the dotted line and a pointer + four arrows will appear.
   Hold down the left mouse button and drag the text box to its new position.

6. Change all the text to Verdana font by

   Left clicking in the on the hashed text boxed boarder. It will turn dotted to show it is selected.
   Choose Verdana from the pull down font menu next to the size menu.

   The text box may need repositioning again.

7. Change the slides background colour to dark blue (see Task 1:5 if you cannot remember how to do this).

8. Change all the text to white

   Highlight the text box.
   Click on the pull-down arrow to the right of the text colour icon in the bottom menu.
   Left click on White.

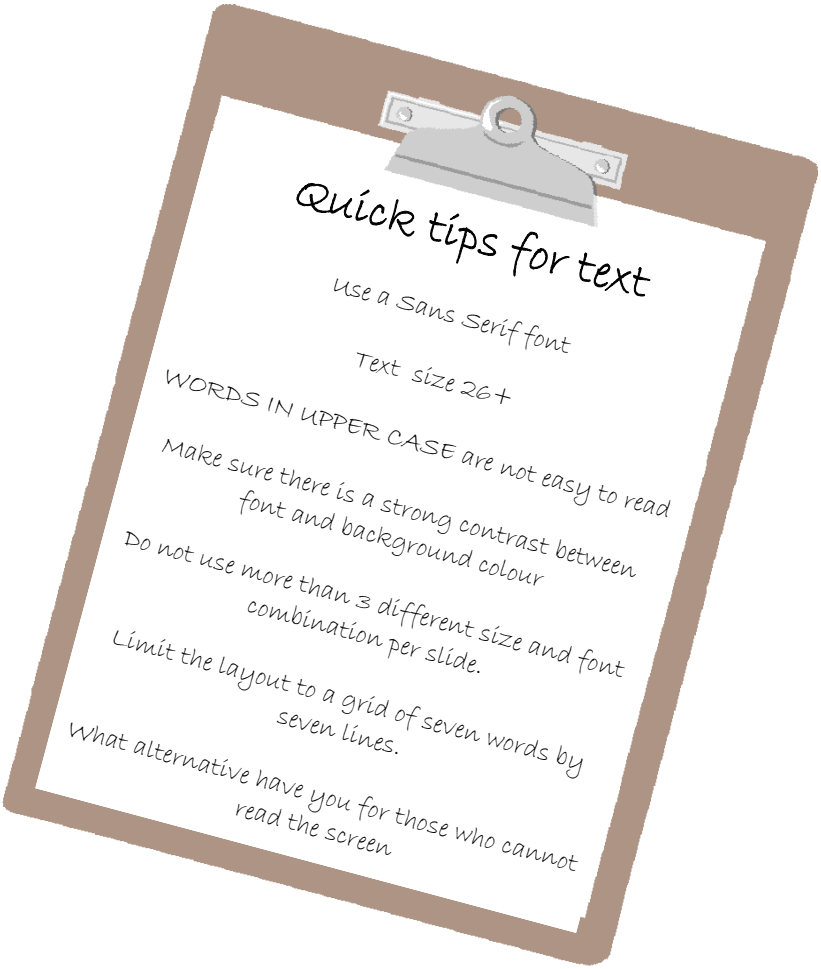
9. You have now completed your second slide.

   To see how it will look when projected press <F5>. To move on to the second slide press <N> and to exit the projected presentation <Esc>.

   Do you think the words are as clear as they could be?

   If not try changing the colour, font and size until you are happy with it.

10. Save your work.



Aim of Task	**To create a simple interactive word activity for a children's address**

1. Continue to work on the same presentation in the previous task.

2. Insert a new blank slide (see Task 2:2 if you cannot remember how to do this).

3. Insert a text box roughly positioned top centre of the slide containing the title **`Who is this?`** (see Task 2:3).

4. Insert 10 text boxes with one of the following in each box:

   `Anagram`
   `Famous Person`
   `Brainy lot`
   `Tony Blair`
   `Have atomic brick`
   `Victoria Beckham`
   `Rascal hath mint`
   `Alan Titchmarsh`
   `I am a weakish speller`
   `William Shakespeare`

5. Move the text boxes so they are lined up in a grid 5 X 2 with the answers to the anagram opposite the original: (see task 2.5 if you cannot remember how to do this).

Anagram	Famous Person
Brainy lot	Tony Blair
Have atomic brick	Victoria Beckham
Rascal hath mint	Alan Rirchmarsh
I am a weakish speller	William Shakespeare

   To align boxes automatically left click over first word to select the text box.
   Hold down <shift> and left click over the second word to select that text as well.
   Repeat until all the words you want to align are selected.
   Left Click on `Draw` in bottom menu, point at `Align or distribute` and left click on the type of alignment you want.

6. Add a horizontal and vertical line to form a grid (as above) by

   Left clicking on the line icon on the bottom menu.
   Move pointer to where you want the line to start.
   Left click and hold down the mouse button as you drag the line out.

   Repeat for second line.

6. Move the text boxes and lines. Resize and change text colour and font until you are happy with how the finished slide will look. Change background colour if you want to as well.

7. If we were to run the presentation now all the text would appear at once. Instead we need the title to appear followed by the grid and the column titles and then each question and answer pair. This process is called animation in PowerPoint.

The animation list is	Text Box "Who is this?"	On screen all the time
	Text Boxes "Anagram", "Famous Person" and grid lines	Appears 1st as a group
	Text Box "Brainy Lot"	Appears 2nd
	Text Box "Tony Blair"	Appears 3rd
	Text Box "Have atomic brick"	Appears 4th

and so on through all the questions and answers.

8. To group items together which we want to appear together:

   Select the text boxes “anagram” and “famous person” and both grid lines by holding down the shift key and left clicking first on each line and then on each word. Let go of shift key.
   Left click on `Draw` in the bottom menu and then on `Group`.

9. To create the animations:

   Left click on one of the grid lines to select the group you have just created.
   White makers will appear to form a rectangle around all the objects in the group.
   Move the mouse over the word `anagram`, right click for the context menu and left click on `Custom Animation …`
   The `Custom Animation` dialogue box appears.
   Left click on the pull-down menu under `entry animation and sound`
   Left click on `Appear` and then on `OK`.

   Left click on the text box “brainy lot” to select it.
   Without moving the mouse, right click for the context menu and left click on

Aim of Task	**To use clip and word art to produce a visual focus for intercessions**

1. Continue to work on the same presentation as in the previous task.

2. In this task you will create a series of 5 slides, one to illustrate each of the following themes in a set of prayers of intercession:

   for the universal Church,
   for peace and justice in the world,
   for those in authority,
   for the concerns of the local community,
   for those who suffer.

   Each slide needs to be made up of a combination of clipart and wordart.

3. Insert a new blank slide

4. Create the word church in wordart by

   Clicking on the wordart icon in the bottom menu.

   Click on the second style in the first row

   and then on OK

   The Edit Wordart Text dialogue box appears. Type in **church** and left click OK.

   The wordart will appear in a box on the screen.
   Enlarge the text by pulling the handles and position the wordart in the top left of the screen by dragging it.

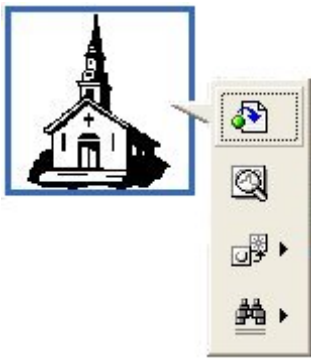
5. Insert a clipart picture of a church by

   Clicking on the clipart icon in the bottom menu.

   The `Insert Clipart` dialogue box appears.

   Click on `Type one or more words ,,,` in the `search for clips box` and type **church** press <enter>

   When the matching clips have been found left click on this one

   A menu will appear and left click on the top icon to insert the clipart picture.

   Left click on the cross on the top right of the Insert Clipart dialogue box to close it.

   Resize and reposition the church to form a balanced slide.

   Change the background colour if you would like to.

6. Insert an autoshape around the church by:

   Left clicking on `autoshapes` on the bottom menu, pointing at `basic shapes` and clicking on the hexagon. Left click and pull out the hexagon to cover the church. Don't worry if you do not get it quite in the right place you can always click on it and holding the left mouse button down drag the hexagon around the screen.

   When the church is covered, click on the dropdown menu arrow next to the fill icon and change the colour to red.

   With the hexagon still selected left click on draw, point at order and left click on send to back.

   Reposition the hexagon so that the church is in the centre of it.

7. Repeat the process in 3 - 6 to form the set of 5 intercessionary slides you feel happy with. Experiment with different styles of wordart, clipart and autoshapes. To move quickly backwards and forwards between slides simply click on the relevant number in the list in the left hand window.

8. Make sure your first intercessionary slide (the church) is displayed in the right hand window

9. Add a music clip by

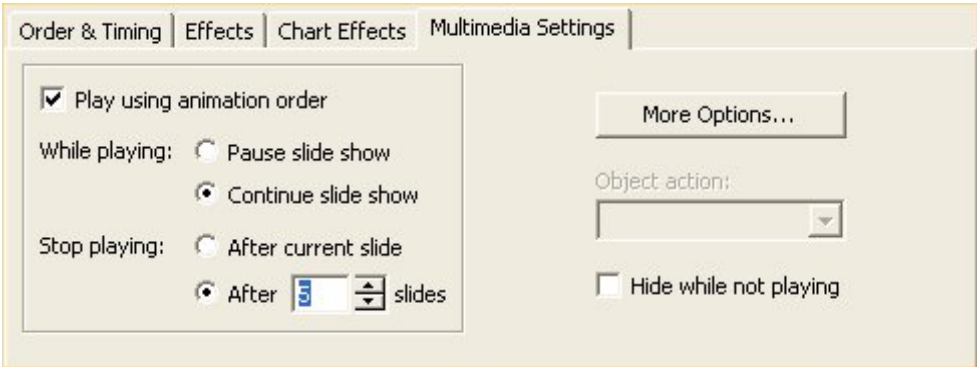
   Left clicking on insert, pointing at Movies and Sounds and click on Sound from File…
   Change `look in:` to the CDRom Drive (Usually D:) and open folder `Workshops`
   Double left click on `Contemplative`

   A dialogue box appears asking `Do you want your movie to play automatically in the slide show? Of not, it will play when you click it.` left click on `Yes.`

   A sound file Icon appears on the slide.

   Right click on the sound file icon and left click on custom animation.

   Change the multimedia settings to:



   Click `OK`

10. Set PowerPoint to advance the 5 intercessionary prayer slides automatically after 10 seconds each by

    left clicking on `slide show on the top menu` and then on `slide transition.`
    The slide transition dialogue box appears.
    Change the advance settings to:

    Click `APPLY`

    Repeat this for all the intercessionary prayer slides.

11. Move back to the first intercessionary prayer slide. Click the view show icon and watch the slides automatically advance as the music plays.

12. Save your work.

Aim of Task	**To learn how to navigate around a PowerPoint Presentation.**

1 Start your presentation by:

either pressing <F5>
or left clicking on `slide show` and then `view show`
or left clicking on view show icon on screen views bar

2 Practice navigating around the presentation by:

Navigating to the next slide	Left mouse click or pressing <spacebar> or <n> or <enter> or <PgDn> or <↓> or <→>
Returning to the previous slide	press <backspace> or <p> or <←> or <↑> or <PgUp>
Going to a particular slide	type the number of the slide and press <enter>
Going to the first slide in the show	hold down both mouse buttons for two seconds
Blanking the screen	press <b> (for black) or <w> (for white)
Returning to the presentation	press <b> or <w> again

A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.

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