

Introduction

Importance of PowerPoint Presentation

- **Be the "eye vision" of the worshipping congregation**
- **Facilitate worship, minimize distraction**
 - Do not show mouse on the projector screen.
 - Use keyboard instead of mouse.
 - Switch a window between 2 monitors: Set focus then Ctrl-F9.
 - Close a Window (end program): Alt-F4.

Procedure

- **Equipments**
 - Projector: power on/off.
 - Computer account: Log-In : _____ Password: _____
 - Master database/file location and structure.
 - Future improvements:

- **PowerPoint preparation**
 - What to prepare? PowerPoint slides, team readiness...
 - New Songs: (Font _____ Size _____ Space _____)
 - How to look for an old song lyric?
 - How to construct a new song lyrics (typing, copying)
 - Resources to song lyrics, e.g. CCLI (www.ccli.com), other website?
 - Process to update the master database
 - How to organize the lyrics layout to minimize "slide flipping"?
 - Practice with the worship team during rehearsal. Purposes: familiar with the flow, improve timing, correction and fine-tuning of the slides.
 - Slides review by worship leader.
- **PowerPoint presentation**
 - PowerPoint in dual monitor mode: there are 2 windows, one editing window and one presentation window.
 - Following the flow smoothly.
 - Lyrics presentation should be shown right BEFORE the singing of the lyrics during worship.
 - Sermon presentation should be shown right AFTER the speaker talks about the point.
 - Use handout to minimize slide jumping.

BOLCCIS Worship Team Power Point Presentation Handbook

- Visual arts
- Keyboard keys
 - Start: F5
 - Start from current slide: Shift-F5
 - Next: down arrow or right arrow
 - Previous: up arrow or left arrow
 - Blank the screen: B
 - Jump to a page: type the page number and ENTER
 - Stop: ESC
- **JetAudio**
 - Associate wmv and mov file with JetAudio. When play these files, the video will automatically displayed in the projector and in full-screen mode.
- **Windows Media Player**
 - Toggle full screen mode: Alt-Enter.
 - Make mouse disappears when showing video. Do not leave the mouse in the bottom of the screen.
 - Play/Pause: Ctrl-P.
- **Sunday News**
 - File location: _____
 - Where to download: <https://cid-a45a74332bdc68a5.skydrive.live.com/browse.aspx/2009%20Sunday%20News>.
 - Which program to use? JetAudio.
Associate wmv files with JetAudio. Double click and it will launch JetAudio in the projector in full-screen mode.
- **DVD**
 - Which program to use?
- **Other programs**
 - Which program to use?

Notes