



PowerPoint Lessons for Pastors

By: Anthony D. Coppedge, CTS for Oxygen Ministries

According to the surveys I've read and those that I have conducted myself, over 80% of churches use Microsoft's *PowerPoint*™ as their main presentation software. So it's fairly likely that you're one of 8-in-10 people that fit into this category. Even if you're only using *PowerPoint* for your announcement graphics or digital signage, this article is designed to provide you with some helpful tips and hints about using this popular software program.

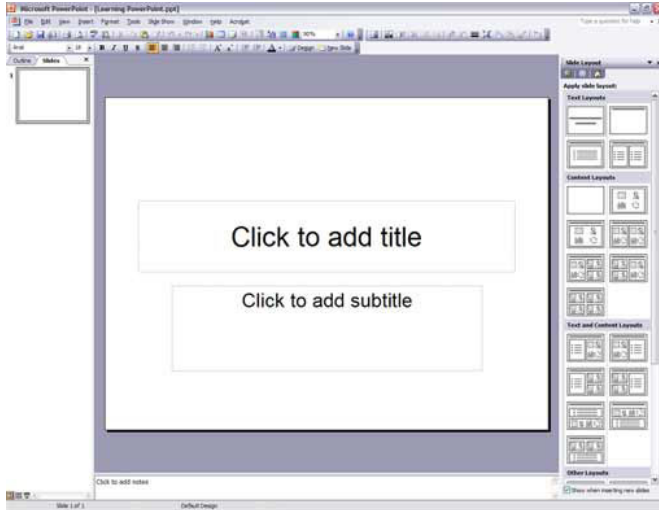
HOW DO I...

Because most Pastors and Music Ministers don't spend the majority of their time building graphics, *Oxygen* has developed simple to use, high quality graphics to help provide that extra graphical support. More recently, *Oxygen* has started their new *Worship Series* that includes both full screen backgrounds of various colors and patterns and new add-in artwork that gives you serious flexibility to get the "look" you want.

I'll show pictures of each version for the theme as we progress into the simple process of creating layered graphics with easy commands and mouse clicks. All of the work was done with *PowerPoint 2003* on a PC, but the menus and layout are nearly identical to previous versions of the software for both PC and Apple computers.

Included below are step-by-step tutorials for adding backgrounds, graphics and text to create powerful sermon and music support imagery. I've also included pictures of some menu commands to make it easy to follow along.

Creating a Theme



This is the opening screen for *PowerPoint* when it first loads up. Let's make some minor changes so that your screen is less cluttered and more useful.

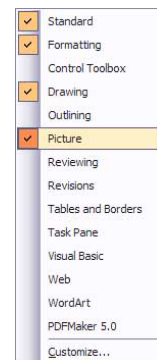
First, close the **Slide Layout** menu on the right side of the screen.

Next you'll want to click on the **Zoom** drop down (at the top middle of your screen) and select 100% as the size. The work area is now bigger for you to see how

the final layout will look.

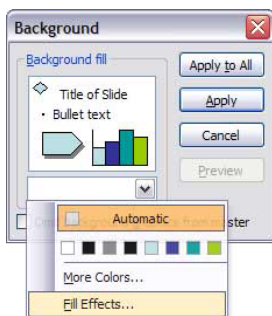
Now right click on the grey area to the right of your menu (past the HELP menu). This will bring up a drop down menu for your Toolbars.

Since we'll be working with both pictures and text, make sure that **Standard, Formatting, Drawing** and **Picture** are all selected. Just so you know, all of the commands can be chosen through layers of menus, but these one-button pushes are far easier!



Working with Backgrounds

If you've spent any time in *PowerPoint*, you know that you can drag and drop pictures from any folder right onto the screen. We'll do that later for adding extra images, but we want to make sure we don't accidentally mess up the background by clicking on it!



Select **Format** from the menu and then choose **Background**. The image to the left will pop up on your screen. This is one of the few truly complicated steps in *PowerPoint*, so follow along and learn this sequence.

The drop down arrow is your next mouse click.

1. Choose **Fill Effects** and a new menu will pop up.
2. Across the top of this menu are tabs. Choose the **Picture** tab.
3. Now click on the **Select Picture** button in this menu.
4. This will open up a file browser to your *My Pictures* directory. Pick the image you want to use as your background and click **Insert**.
5. Now click on the **OK** button to close the Fill Effects menu.
6. Now click on **Apply** to make the image your background and to close the Background menu.

Layering Pictures

So far, our image looks great! I'll now add a highly opaque image of Bible pages from the *Oxygen Worship* collection and layer it into this slide. Following the same steps as adding the Praise Him graphic, pick your image and **Insert** it onto the slide. I choose to stretch the Bible pages image to fill the entire screen. Because it is also a .png file with transparency, the effect is beautiful.

The only problem is that it's now overlaid on top of the Praise Him graphic!

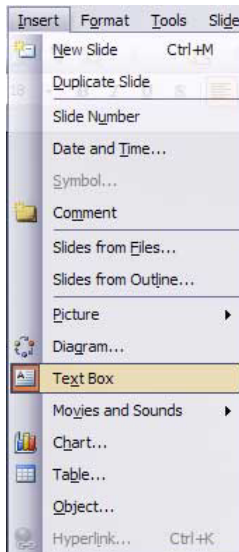
To fix this, simply right click on the latest graphic (the Bible pages in my example) and choose **Order** and then **Send Backward**.

Now the Praise Him graphic is on top of the Bible pages picture! You can layer as many graphics as you like this way to create some very impressive results!



Adding text

Our last step for this example is to add the Sermon title. Remember to copy and paste each version of your slide in the **slide sorter** on the left side of your screen (as we did above). This will help you build multiple versions for different uses within the service. For example, instead of putting up a blank (or black) slide up on the screen when no content is needed, consider using the background slide or just the background and a single graphic (like the Praise Him slide) during these segues.



OK, it's time to add some text! On your menu bar up at the top of the screen, choose **Insert** and then pick **Text Box** from the drop down menu. Click on the screen about where you want the text to be placed. Don't worry if it's not in exactly the right spot, as you can move it after you're done typing.

I decided that in keeping with the theme, a title that fit this context was important. Therefore, I chose to use "A message on Worship" as my title.

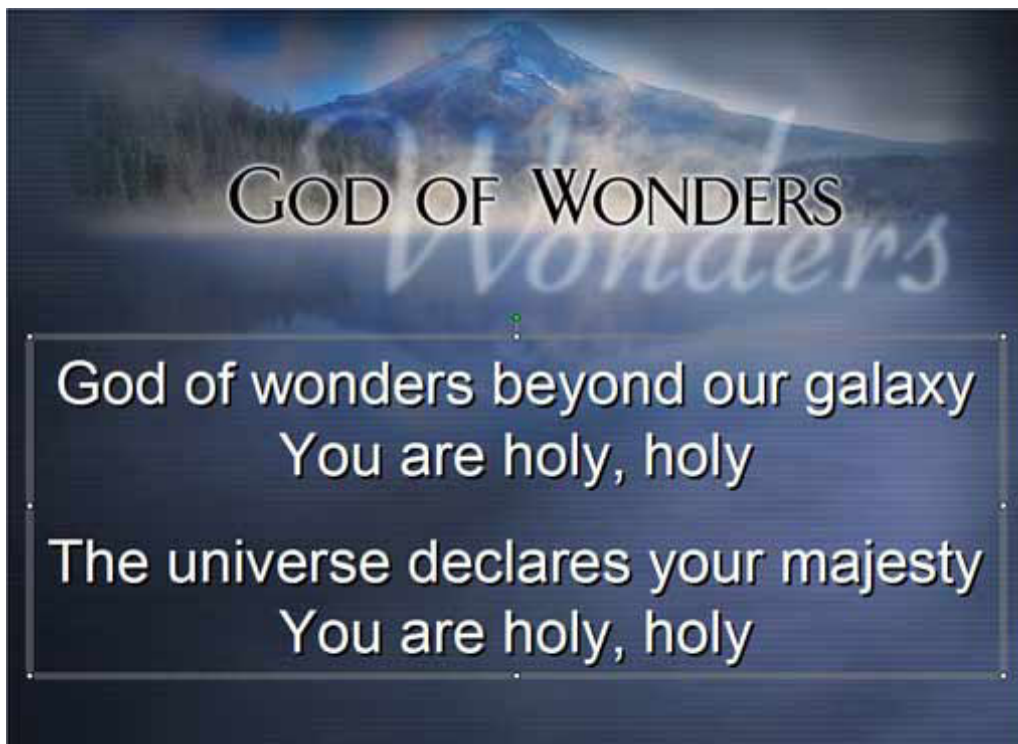
You can use multiple text boxes, just as you can add and layer pictures. To change the font style or size (I chose *Vladimir Script*), choose them as you would from any word processing program on your toolbars. Remember to keep some extra spacing at all four edges of your screen, just in case your projector or monitor cuts off some of the outside parts of the screen.



The final touch of adding the script-style text really created a polished look for this image! An extra flair could be to use one of the *slide transitions* (Slide Show menu) to dissolve or fade from the left image to the right image (above), providing the illusion that only the sermon title fades onto the screen.

Expanding the Theme

Of course, we can keep this theme going for announcement graphics and song lyrics. You can change the background image with another variation with the *Oxygen Worship* collection for variety. Here's an example of how I used the same background but changed out graphics in the set to create a song lyrics template for the song "God of Wonders" by *Caedmon's Call*. Notice the text box (highlighted to show the selection) that I can use to change the verse and chorus text.



Now you know!

Once you learn the toolbar buttons and the quick menu selections, you'll find that working in *PowerPoint* can be a fairly quick process. The key is to create, as I have demonstrated, a format that allows you to make easy changes and build from a template for a great variety of options.

When you combine these easy steps with the powerful graphics from *Oxygen*, the creative possibilities that you thought only a professional could provide are within your reach!

Anthony Coppedge provides consulting to Churches for developing and growing a Media Ministry, building teams, casting vision and even choosing the right equipment. He lives in Bedford, Texas with his wife and two daughters and can be reached at anthony@anthonycoppedge.com

**WEB: www.anthonycoppedge.com | EMAIL: anthony@anthonycoppedge.com
PHONE: 817.819.7288 | FAX: 817.887.3700**

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