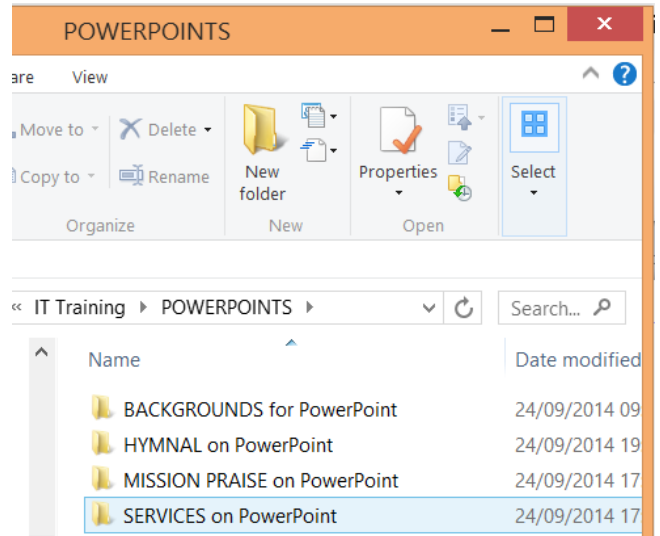


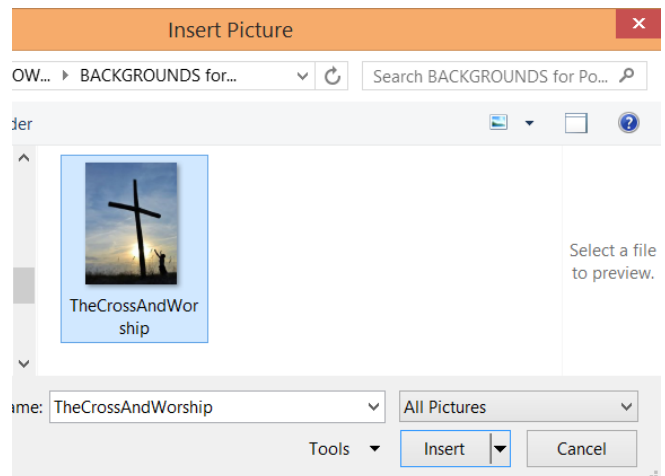
PRACTICAL 1—CHANGING THE IMAGE ON A TITLE SLIDE

Step 1. Open up 'POWERPOINTS' Folder and double click on the folder 'SERVICES on PowerPoint' (see picture to the right).




Step 2. Click on the PowerPoint file 'ServiceOfTheWord_14thSept2014' and when this opens up right click on the picture to the right of the WELCOME and Hymn numbers slide (in the large view) and the menu shown in the image to the right should appear over the top of the picture. Left click on 'Change Picture'.

Step 3. Open the folder 'BACKGROUNDS for PowerPoint' and click on the picture 'TheCrossAndWorship' and then click 'Insert' (see image to the right). This will automatically replace the original image with the new picture.



Step 4. Now move through the entire PowerPoint, replacing all the title pictures following 'Step 2 & 3'.

N.B. This is one method of replacing the title picture when the new image is a similar size to the existing one. Now try changing the picture with 'Nail it to the Cross'. You will see that the picture doesn't fill the whole of the right side of the slide. Move the cursor to the top edge (middle) of the picture until a  appears. Hold the left button of the mouse down while dragging the image to the top of the slide. Repeat this with the bottom of the picture until the image fills the whole of the right side. Now delete all the original images throughout the PowerPoint. Go back to slide 1 and click on the picture once and select 'Copy'. Now go through the PowerPoint clicking on the relevant slides and then clicking 'Paste'.