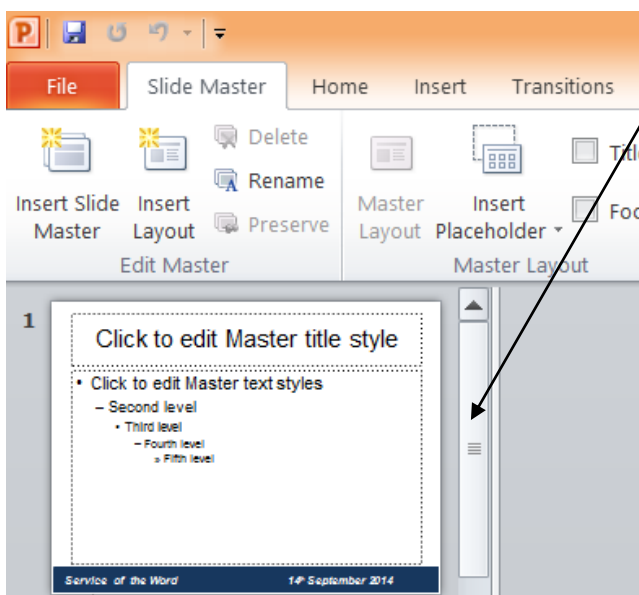
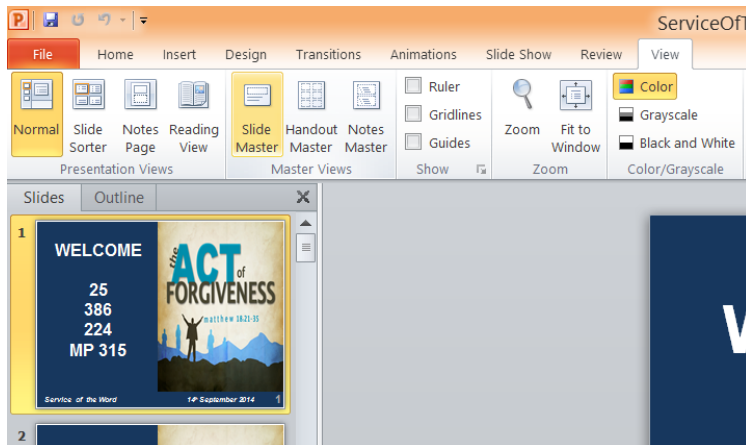


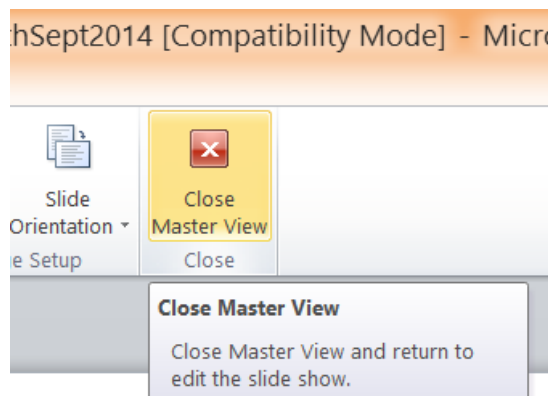
PRACTICAL 2—CHANGING THE BOTTOM TITLE

Step 1. Click on the 'View' Tab and then click on the 'Slide Master' icon (as highlighted in the image to the right).



Step 2. Use the sliding bar towards the left hand side to scroll up to the top until you see '1' next to the slide. Click once on that slide and it should appear in the large view. Now click to the right of the '14' and then 'Backspace' twice to remove '14' and then type '28' instead.

Step 3. Now click on 'Close Master View' and this should return you to the 'Normal' View and you should now be able to see the new title at the bottom of each slide through the entire presentation.



The Title at the bottom of the slides is valuable for your records.

At the end of each year you will have to go through all your PowerPoints for the year and make a list of all the Hymns and Songs that you used that were not 'Public Domain' and send them to CCLI as part of your Licence Agreement.

When opening an existing PowerPoint to use as a shortcut to making a new PowerPoint for a similar service (e.g. 'Service of the Word') it is advisable, before you go any further to making the various changes to the PowerPoint, to press 'File' and then 'Save As' and give the PowerPoint a new name (e.g. 'ServiceOfTheWord_28thSept2014') and then save it in the relevant folder in your 'My Documents'. Then after you have saved it start by changing the bottom title of the slides and then go through step by step changing the contents. The number to the bottom right hand corner of the PowerPoint gives a quick way of going to the right slide when in 'Slide Show' mode. If for example you want to show notices either before or after the service, you can type '31' and then 'Enter' ('ServiceOfTheWord_14thSept2014') to go straight to that particular slide. Then '1', 'Enter' to go to the beginning of the PowerPoint again. This gives flexibility during the service to bypass certain things without having to go through the slides one-by-one.