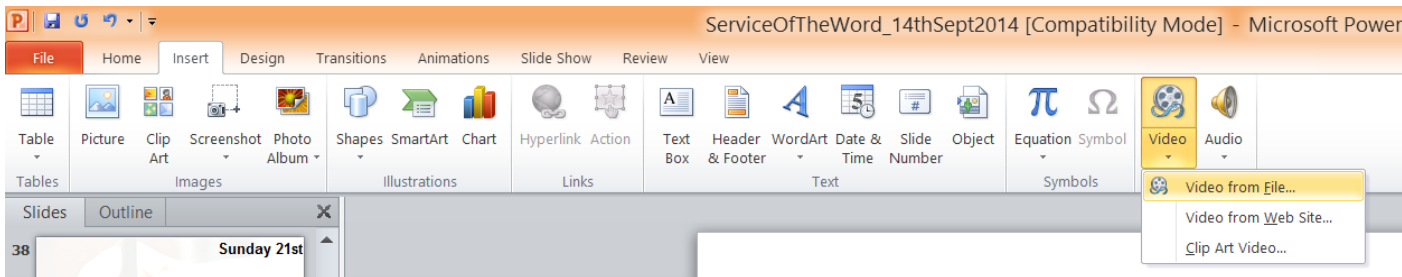# PRACTICAL 4—INSERTING A VIDEO INTO A POWERPOINT

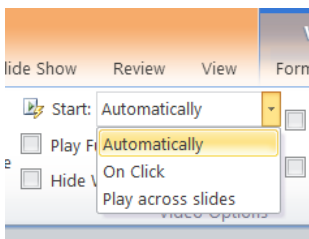**Step 1.** Click on the PowerPoint file '*ServiceOfTheWord_14thSept2014*' and when this opens up scroll down the slides to the left hand side until you get to '*Slide 40*' and click on this slide. Now, holding the '*Shift*' button down, scroll down to '*Slide 48*' and then click on that slide. This should have highlighted all the slides between 40 and 48. Then press on '*Cut*' to delete the existing Hymn. Now click on '*Slide 39*' and then highlight the text and space as indicated in the image to the right. Press '*Cut*' and then highlight '*All things bright and beautiful*' and type '*In Christ alone*'. Make sure to put your CCL number in.

'*All things bright and beautiful*'

Church Hymnal No. 25

CCL:

Service of the Word   *14ᵗʰ September 2014*   39

Step 2. Then click between '*Slide 39*' and '*Slide 40*' until a black flashing line appears between the two slides. Now click on '*New Slide*'. Now click on the '*Insert*' tab and go along to the '*Video*' icon and select '*Video from file*' (see below). Select the folder '*VIDEOS*' and then select the '*Video Songs*' folder and choose the video '*InChristAlone_Townend*' and then press insert.

Step 3. The video will drop into the slide, but will not fill the screen. So, click on the video and drag it to the top left corner of the slide (see image to the right). Now move the cursor to the bottom right hand corner (until you see a double arrow). Now click and drag the corner of the video to the corner of the slide. Then in the '*Video Tools*' section at the top select the '*Playback*' tab and then select to '*Start: Automatically*' (as image below).

Service of the Word   *14ᵗʰ September 2014*

N.B. Your video should play automatically when advanced to that slide on the Slide Show. Things to bear in mind.

1. The video file needs to be saved to the laptop (along with the PowerPoint) that you'll be using to show the PowerPoint.
2. Click on the '*Play*' button to ensure that the video will play in PowerPoint. Some video formats will not play in PowerPoint and some videos will not play in the older version of PowerPoint. If it doesn't play try selecting '*File*' and under the tab '*Info*' select '*Convert*'. This will convert the file to PowerPoint 2010 (if on your computer, current file is 97-2003 version).
3. You can increase or decrease the set volume by clicking on the '*Playback*' tab and then selecting '*Volume*' and select '*Low*', '*Medium*' or '*High*'.