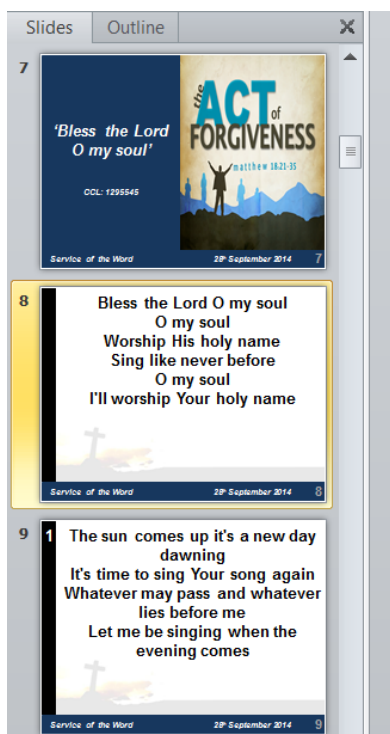
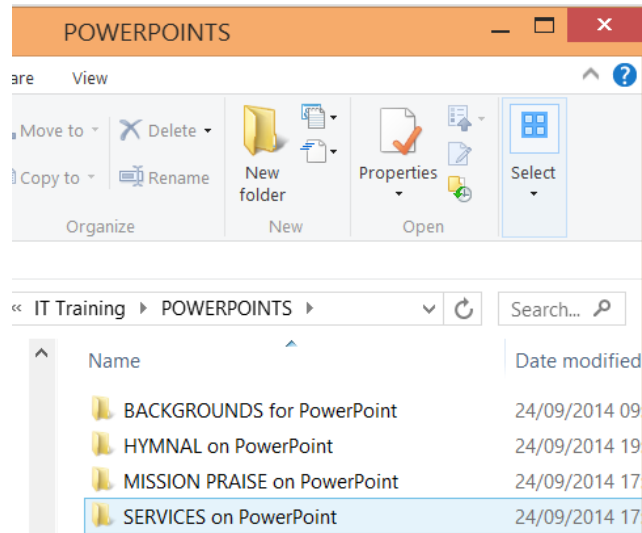
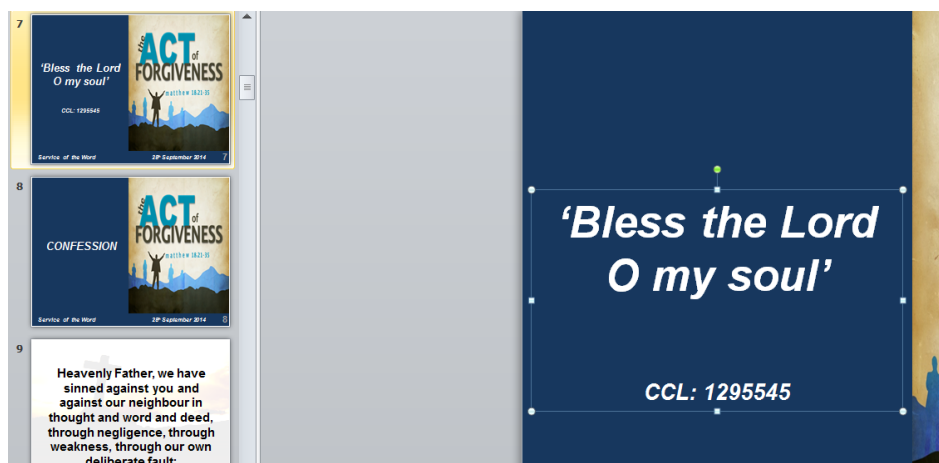


PRACTICAL 3—CHANGING HYMNS WITHIN A POWERPOINT

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 scroll down the slides to the left hand side until you get to 'Slide 8' and click on this slide. Now, holding the 'Shift' button down, scroll down to 'Slide 14' and then click on that slide. This should have highlighted all the slides between 8 and 14. Then press on 'Cut' to delete the existing Hymn.



Step 3. Press on 'Slide 7' and click on the text box for 'Bless the Lord..' and press 'Cut' to delete the existing title. In the 'POWERPOINTS' folder on the CD Rom open up the folder 'HYMNAL on PowerPoint' followed by 'HYMNS New Format' and open up '20_The King of love my shepherd is' PowerPoint. Click on the text box 'The King of love...' and press 'Copy'. Now go back to the original PowerPoint and press 'Paste' in 'Slide 7'. This should copy the title of the new Hymn to the title slide. Now returning to the Hymn PowerPoint, press on 'Slide 2' and holding the 'Shift' button down, scroll down to 'Slide 7' and then click on that slide. This should have highlighted all the slides between 2 and 7. Then press on 'Paste' and again returning to the original PowerPoint click between 'Slide 7' and 'Slide 8' until a black flashing line appears between the two slides. Now press 'Paste' and the whole of the Hymn should now be copied into your Service PowerPoint.

N.B. Make sure to change the Hymn numbers on 'Slide 1' so that it reflects the Hymns that are within the new PowerPoint. All you have to do now is go through the rest of the PowerPoint making changes to Hymns, the Reading, Collect, etc. and then press save to keep the changes that you've made.