

Digital Presentation

Class IX , Ch-5(IT #402)
Period 2

CHANGING YOUR TOMORROW

Getting started with LibreOffice Impress

- To start LibreOffice Impress in Windows, double click its shortcut icon on the desktop. Or click on the Start or Windows button, select LibreOffice → LibreOffice Impress from application window.
- In Ubuntu Linux, open the LibreOffice Impress by any of the following options.
 - Find the LibreOffice Impress icon on the application launcher, and click it to start the application.
 - Find the LibreOffice Impress icon through “Show Applications” icon on the launcher. To search, enter the word “impress” and select LibreOffice Impress from the search results. After starting Impress, its initial window will open as shown in Figure 5.1. It shows the various parts of the Impress application window.

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- (a) Parts of Impress window: The parts of Impress main window are shown in the Figure 5.2. (i) Title bar: It contains the name of presentation file with extension (.odp) and presentation application as LibreOffice Impress.
- It is always of the top of the LibreOffice Impress title bar window. Window manipulation buttons are located in the right corner. These are Minimize, Maximize/ Restore and Close buttons.

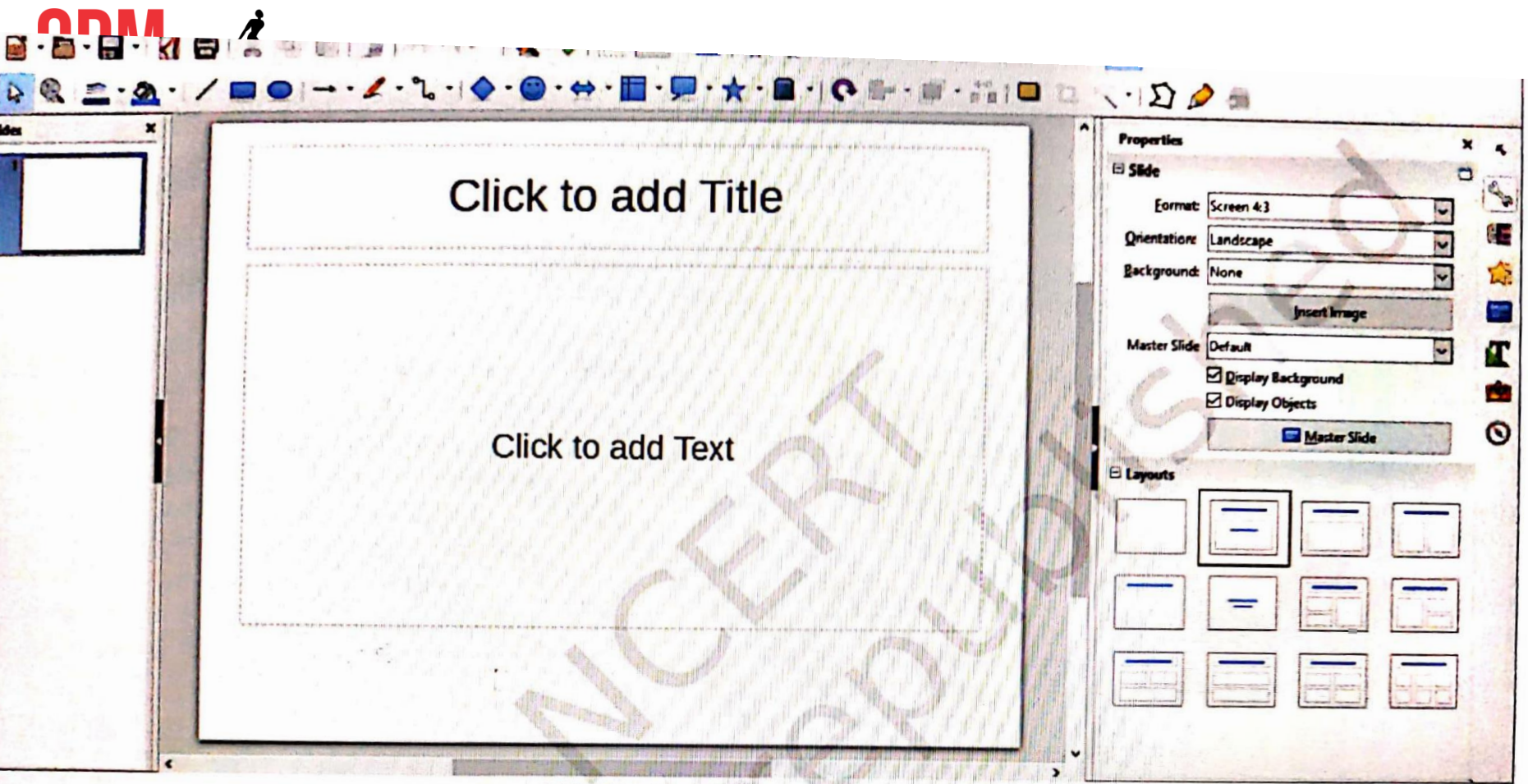


Fig. 5.2: Parts of the Impress window

(ii) Menu Bar: It contains the menus with logically grouped commands. All the commands required to create the presentation are found here. The various menus are as under:

- **File:** File menu is used to perform basic operations on the presentation (saving, opening an existing one, creating a new one, etc.)

- View: It is used for window view adjustment (different view types are selected, zooming, etc.) and for adding toolbars.
- Insert: This menu is used to insert various objects like tables, shapes, textbox, and charts into a presentation.
- Format: It contains functions for text formatting.
- Slide: It is used to insert new slide, duplicate slide or delete slide.
- Slide show: It is a tool for viewing presentations.
- Tools: They are used to control spelling in a presentation.
- Window: It is used for viewing already opened presentations.
- Help: It is used to see the help of any topic on Impress.
- (iii) Various toolbar: There are various toolbar to manage GUI of Impress. You can use these toolbar as and when required for various tasks.
- Standard toolbar: Each menu of the menu bar are placed here as icons for easy operations.

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- Slide pane: It is a vertical pane to see the slide in small size to navigate on any slide easily. As you click on particular slide, that slide will be displayed in larger size in middle of the window. Now you can modify and make required changes, add or remove effects to complete the slide.
- Workspace: This is the central part of the window, where the presentation slides are created, text is entered, images and other objects are inserted.
- Slides: This is in the left part of the window, display presentation slides in the thumbnail form. The pane can be closed and opened if you click on the Slide Pane command in the View menu.
- Tasks pane: Task pane is on the right part of the window. Task pane is made up of five components. All components are NOT open as you start this pane. You need to select the relevant object to open it.
- Master pages: You can modify the base architecture of slide. You can make the presentation base and the common style for all slides using this. There are a few default slide master pages available in Impress.

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Creating a Presentation

Creating a presentation using template To create a new blank presentation, select the File Menu→New or click on the Icon New or use the combination of keys Ctrl+N.

A window 'Select a Template' will appear. Choose a template as per your choice by clicking on the template

Selecting slide layout The appropriate layout can be selected from Layouts section in the Properties window. The layouts included in LibreOffice range from a blank slide to a slide with six content boxes and a title as shown in Figure 5.6. You can also select a slide layout by using menu, Slide → Slide Layout → Title slide

- **Saving with a different format:** By default the presentation is saved with .odp extension. To save a presentation as another file type, select File→Save As. In the Save As dialog box, click on the All Formats drop-down menu and select the choice from the offered programs, for example, Microsoft PowerPoint 97/2000/XP/ 2003 (*.ppt)

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Running a slide show (i) To run the slide show, click Slide Show→Start from First Slide on the main menu bar or Click the Slide Show icon on the Presentation toolbar or the Slide Sorter toolbar or Press F5. The slide show starts to run

(ii) By clicking the mouse button, you can move to the next slide. Or you can use the arrow keys on the keyboard to go to the next slide or the previous one. You can also Press the Spacebar key on the keyboard to proceed to the next slide.

(iii) Right-click anywhere on the screen to open a menu for navigating the slides and set other options.

(iv) In the last slide, you will get a message Click to exit presentation. Just click the mouse button or press any key on the keyboard to exit the presentation.

(v) If you want to exit the slide show at any time, just press

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which could be opened in any web browser.

To save the presentation as html: (i) Click on File → Export

(ii) Select the directory in which you want to save the file

(iii) Enter a file name

(iv) Click Save

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• **Save a file in PDF format:** A Portable Document Format (PDF) of the presentation can be created by saving a file in the PDF format, which can be viewed with the free Adobe Acrobat Reader.

However, it cannot be edited. To save a file in the PDF format:

(i) Click on File → Export as PDF (

ii) Select the directory in which you wish to save the file

(iii) Enter a file name (iv) Click Save

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