

# Digital Presentation

Class IX , Ch-5( IT #402)  
Period 3

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**CHANGING YOUR TOMORROW**

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# WHAT WE WILL LEARN TODAY

- *Inserting a duplicate slide*
- *Adding new Slide*
- *Renaming a Slide*
- *Drag and drop copying and moving Slide*
- *Running a slide show*
- *Saving a presentation as HTML*
- *Save a file in PDF format*
- *View a presentation*
- *Types of views in Impress*

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## Working with slides

- Inserting a duplicate slide Sometimes, you may wish to insert the same slide as the previous ones just like the first page of the book has the title of the book and the same title also appears on the cover page of the book
- (i) Select the slide you want to duplicate from the Slides Pane.
- (ii) Select from menu bar Slide → Duplicate Slide.
- (iii) Or, right-click on the slide and select Duplicate Slide from the menu.
- (iv) Or, right-click on a slide in Workspace and select Slide → Duplicate Slide from the menu.
- (v) Or, click the Duplicate Slide icon in the Presentation toolbar..

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## Inserting new slides

- To insert a new slide, use any of the following way.
- (i) Select from menu bar **Slide → New Slide**.
- (ii) Or, right-click on a slide and select New Slide from the context menu.
- (iii) Or, right-click in an empty space in the Workspace and select Slide → New Slide from the context menu.
- (iv) Or, click the New Slide icon in the Presentation toolbar.
- (v) Or, use the keyboard shortcut Ctrl+M.

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## Renaming a slide

- : The slides are named as slide1, slide2,... by default. It is possible to give the name to the slide by renaming it.
- To rename a slide:
  - (i) Select the slide by marking them in the Slide Pane
  - (ii) Right click the mouse button on the selected slide
  - (iii) Select the Rename slide option in the context menu
  - (iv) A Rename Slide dialog box will appear where you can assign the new name to the slide

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# Drag and drop copying and moving method

- The copy, cut and paste operations can also be performed by 'Drag and Drop' method: (i) Select the slide that you want to copy.
- (ii) Click and hold the left mouse button on the marked slide, and at the same time press and hold the Ctrl button.
- (iii) Move the mouse cursor to the desired location.
- (iv) Release the left mouse button, and then release the Ctrl button. The copy is pasted to another location.
- (v) Moving the text via 'drag and drop' method can be done in the same way like copying, but without using the Ctrl button.

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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.

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# Saving a presentation as HTML

- : To publish the presentation on the web or to open the presentation in the web browser, save it in HTML format (HyperText Markup Language), 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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## View a presentation

- The presentation created in Impress can be viewed in a number of ways. One may wish to view the presentation in larger or smaller or in medium size. It is possible to view the presentation as per the user's requirement.
- ***Controlling the size of the view Zoom and View Layout dialog box*** opens in the View tab. It is possible to select among the proposed values to increase zoom, or enter your own value, which must be a whole number. Other ways to zoom are:
  - (i) use of the Zoom slider on the Status bar
  - (ii) use of the Zoom button on the Standard toolbar
  - (iii) use the menu option View → Zoom → Zoom, the Zoom and View Layout dialog box will open. Select the appropriate option from it

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# TYPES OF VIEWS

- (a) Normal view
- (b) Outline view:
- (c) Notes view:
- (d) Slide Sorter view:

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# THANKING YOU

# ODM EDUCATIONAL GROUP