

Digital Presentation

Class IX , Ch-5(IT #402)
Period 4

CHANGING YOUR TOMORROW

- **(a) Normal view:** it is the main view for working with individual slides. This view is used to format and design and to add text, graphics, and animation effects. In this view, the slide is displayed in the middle of the window.
- **Outline view:** it contains all the slides of the presentation in a sequence. It shows each slide in the outline format. Only the text contained in each slide is displayed inside the Workspace. It displays slide text in the form of a structure.
- **Notes view:** it is used to add notes to a slide for the information of presenter. It is not seen by the audience while showing the presentation. It displays the area in which the notes, are used to help during the presentation

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- (d) **Slide Sorter view:** it contains all of the slide thumbnails. It is suitable for rearranging the slide order. It is used to sort slides with the 'drag and drop' method. Use this view to work with a group of slides or with only one slide.

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Formatting text in Slide

- (i) Font name: Click on the font type drop-down display to see the list of fonts and select a font name.
- (ii) Size: Click on the font size drop-down display to see the list of font sizes from where you can select the font size.
- (iii) Increase font size: Clicking on a with upward arrow, will increase the size of the text (Keyboard shortcut: **Ctrl+]**).
- (iv) Decrease font size: Clicking on a with downward arrow, will decrease the size of the text (Keyboard shortcut: **Ctrl+[**).
- (v) Bold: Clicking on a changes the text to bold (Keyboard shortcut: **Ctrl+B**).
- (vi) Italic: Clicking on a changes the text to italic (Keyboard shortcut: **Ctrl+I**).
- (vii) Underline: Clicking on a changes the text to underline (Keyboard shortcut: **Ctrl+U**).

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- (viii) Strikethrough: Clicking on a draws a line through the selected text.
- (ix) Superscript : Clicking on ab raises the selected text above baseline (Keyboard shortcut: **Shift+Ctrl+P**).
- (x) Subscript: Clicking on ab lowers the selected the text above baseline (Keyboard shortcut: **Shift+Ctrl+B**).
- (xi) Font colour: Clicking on drop-down box (▼) to the right of font colour icon opens the colour pallet from where you can change the font colour.

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Inserting tables

- A Table can be inserted from the Insert menu by selecting Insert→Table. In the Insert Table dialog box, . In the Insert Table dialog box, the Number of columns and the Number of rows are specified.
- Adjusting column width and row height using the mouse To change the width of the column, position on the border line between the two columns, and when the cursor changes to a (\leftrightarrow) sign, press the left mouse button, hold and drag it until the column achieves the desired width.
- The same can be done for adjusting the row height. Table borders and background The various table formatting options can be applied on the table just like Writer. The borders and background

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- Inserting an image from the gallery The Gallery contains the images that can be used in a presentation.
- To insert an image from the gallery: (i) Select Insert → Media → Gallery from the menu.
- The Gallery displays the available themes with images (Figure 5.36)
- . (ii) Select a theme and scroll to find a suitable image.
- (iii) Click on the image and drag it onto the workspace. (iv) Release the mouse button and the image will be placed into your slide

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THANKING YOU

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