

# Digital Presentations

## INTRODUCTION

Presenting information clearly and effectively is a key skill to get your message or opinion across the audience. Today, presentation skills are highly required in almost every field. Presentation skills include content as well as flow of presentation. There are a number of advantages of using a presentation prepared with computer.

### ***A presentation includes***

- Regular text
- Lists items
- Table
- Graphics elements
- Sound and Video
- Animation

Presentation is used to present the project proposal in business organisations. Presentation is highly used in teaching and training. The concepts that are difficult to explain, can be easily presented to the audience in a simple way using any presentation software. For example, a teacher wants to teach any biological system



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of human a complete system can be demonstrated using pictures and animation very effectively through a presentation. Machine parts and operation of various machines can be easily shown. We can also print the presentation in different ways.

*Impress* is one of the important components of *LibreOffice* suite from **The Document Foundation**. It is free, open source and widely used by large community to create presentation. You can create presentation using text, graphics and animations for class lecture, corporate training and invited talk. The presentation created in LibreOffice Impress can be opened in other presentation software like MS PowerPoint.

Using Impress, we can read MS PowerPoint presentations and its templates. We can also open any Impress presentation in MS Power Point but with slightly different look and feel. LibreOffice Impress runs on Windows, Linux, and Mac. It may look slightly different on different operating system.

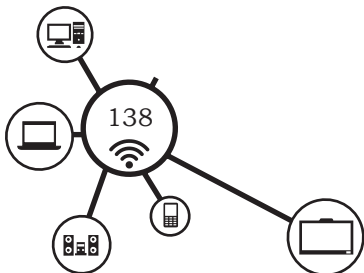
If you don't have any presentation software on your computer and you have an Internet connection then you can easily use the presentation software. The presentation software like MS-Office 365 PowerPoint, Google Presentation or Microsoft SkyDrive PowerPoint are available to make your presentation. These are the software available under the cloud platform in the Internet.

In LibreOffice Impress, an effective presentation can be created by using different multimedia elements. The text editing and formatting, such as bold, colours, text alignment, borders, drawing, etc., of presentation in Impress uses the same commands and options as that of Writer and Calc.

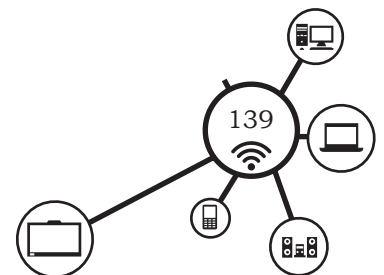
### **Characteristics of a good quality presentation**

A good quality presentation is required to convey the message clearly to the audience. The following points or guidelines have to be taken care of while preparing a good quality presentation.

- (a) **Number of lines:** On one page or slide try to include 5 to 8 lines. Adding more number of lines or a paragraph may take more time to read as the font size may become too small.



- (b) **Font-size:** While preparing the presentation, you need to take care of the room size, distance between the screen and the audience. Accordingly the font size of the texts in the presentation may be decided. It will be appropriate to keep the font size at 32 points or more, so that the audience can easily read the contents.
- (c) **Correct use of grammar and language:** The grammar and language should be correct in your presentation, because if you make a mistake that will replicate to the number of persons in the audience. So you must present the contents error free in terms of grammar, spellings of language by reading the slides carefully.
- (d) **Inserting images, drawings, tables or graphs:** Try to avoid inserting more than two graphics (images, drawings, tables or charts) in any slide. Inserting too many graphics becomes confusing for the audience.
- (e) **Use of colours:** Try to use dark colours, bold letters with different fonts to highlight certain points. Use fair or silent background colours and dark colours for fonts. Give attention to the contrast of background and foreground colours. Bring the variation in colours of the fonts as per the readability. Use of dark-coloured fonts over a dark background, or taking only one colour red throughout the whole presentation is not a good practice. Consider the factor that which colour will be more comfortable for the human eyes to see. Use different colours somewhere in between the presentation to show the importance of words.
- (f) **Animation and videos:** Do not include more than one animation or video in one slide. Including more than one, will overlap the sounds and may cause confusion to the audience.
- (g) **Pay attention to target group:** While creating the presentation, give attention to meet the requirements of the target audience. Focus on the contents, sequence of the topics in such a way that it makes a flow to attract the attention of the audience from the objectives. Otherwise,



the audience might be lost. For example, if you include a video or animation of 5 minutes, it will divert the attention of the audience and the whole objective of the presentation may be lost.

### Let's Practice 1

1. List the advantages of Impress with multimedia projector for presentation purpose.
2. List the possible multimedia contents that are included while creating a presentation.
3. List the important points to be considered while making an attractive presentation.
4. Prepare the storyboard of presentation that you wish to create.

## Getting started with LibreOffice Impress

### Starting LibreOffice Impress

To start LibreOffice Impress, just double click its shortcut icon on the desktop. In general, you will find a shortcut of LibreOffice on the desktop or on the Quick Launch Taskbar. The process may slightly differ according to the operating system (Windows or Linux) that you are using.

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.

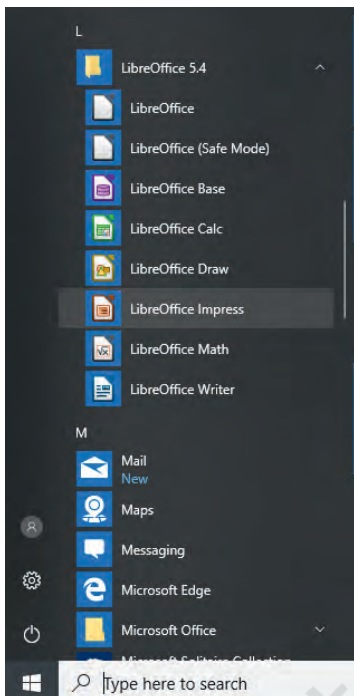
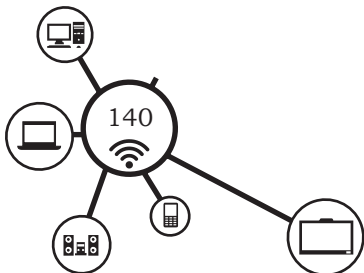


Fig. 5.1: Starting LibreOffice Impress



(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.

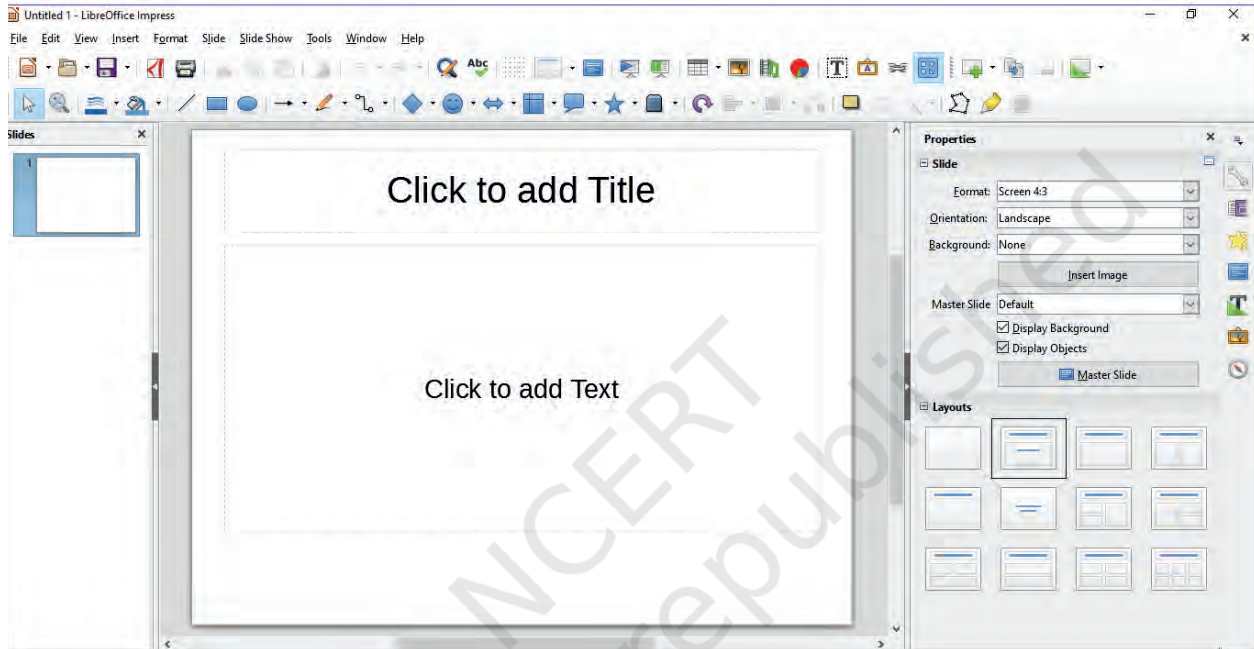
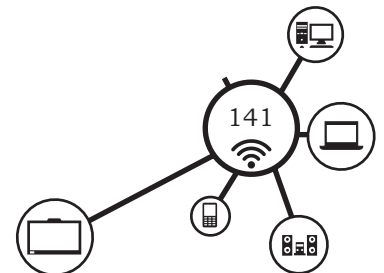


Fig. 5.2: Parts of the Impress window

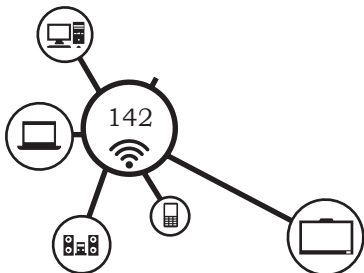
(ii) Menu Bar: It contains the menus with logically grouped commands. All the commands required to create the presentation are found here. The various menus are as under:

- **File:** File menu is used to perform basic operations on the presentation (saving, opening an existing one, creating a new one, etc.).
- **Edit:** This menu contains functions for copying, cutting and pasting text segments.
- **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.



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- **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.
  - **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.
  - **Layouts:** You can prepare your own layout and keep these safe for future use using this software.



You can select any of these and modify it or use it as required.

- **Table design:** This gives styles for creating tables. Anyone can modify the style according to his or her own choice.
- **Custom animation:** There are many animation features for the texts, drawings, etc., in a slide. Using this feature you can add, change or remove animation features.
- **Slide transition:** Using slide transition, you can set the way, how the slide will appear during presentation. There are too many ready-made alternatives available. You can also modify features like speed of transition, sound effects, automated transition, etc.
- **Drawing toolbar:** Using drawing toolbar, you can make various artistic works in the presentation to make your presentation effective.
- **Insertion point:** It is a location of the cursor where your text will appear as you type anything (means location where the cursor is blinking).
- **Status bar:** It displays information about the active presentation, the current position of the cursor and the zoom slider. It can be adjusted according to user preferences. Status bar can be turned off in the View menu by selecting the Status bar command.
- **Zoom control:** This tool is used to zoom in or zoom out the slide.

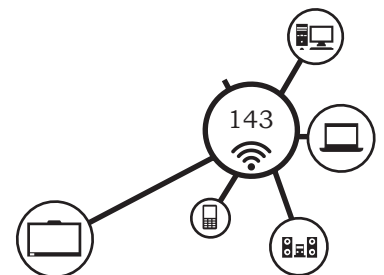
### Closing LibreOffice Impress

To close the Impress application directly, select the *manipulation button Close* (×), or select the **File Menu**→**Exit** command or use the keyboard shortcut **Alt+F4** or **Ctrl+Q**.

### 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**.



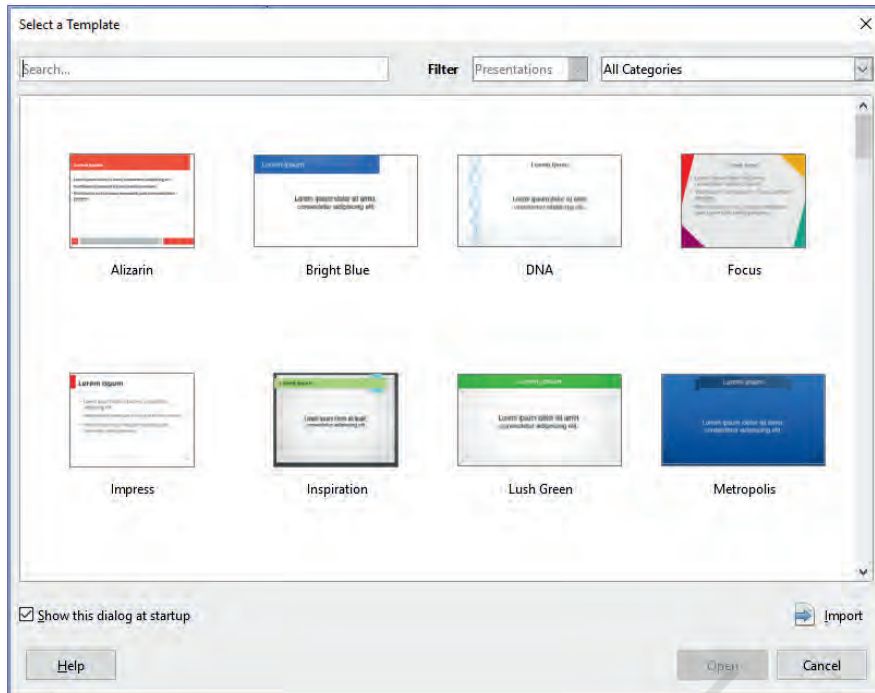


Fig. 5.3: Select a template

A window '**Select a Template**' will appear. Choose a template as per your choice by clicking on the template as shown in Figure 5.3 to start preparing the presentation.

Prepare your presentation using template. The selected template appears in the form of title slide layout as shown in Figure 5.4.

When creating a presentation, the first slide is normally the title slide. You can use

either a blank layout or one of the title layouts as per your title slide. Now enter the title text in this slide as shown in Figure 5.5.

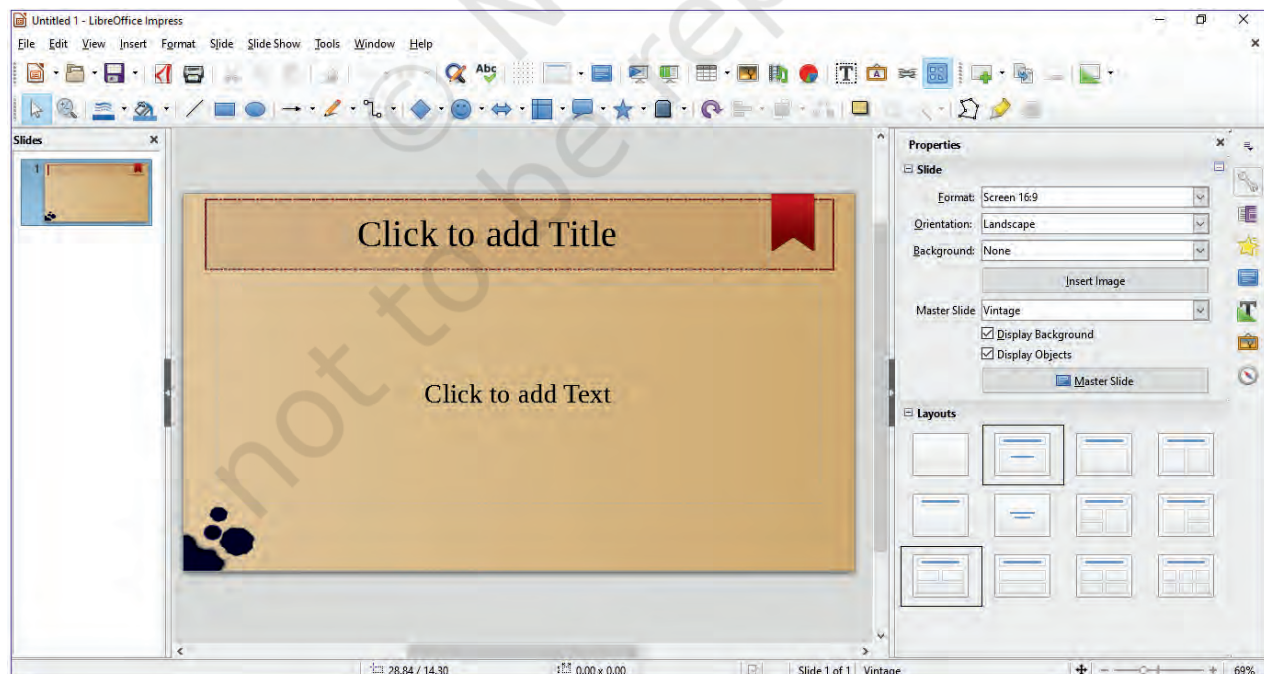
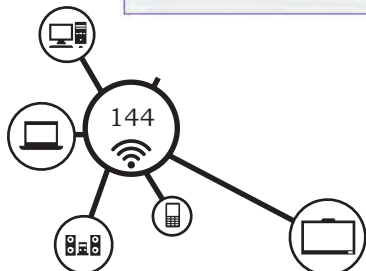


Fig. 5.4 : Creating a Presentation using template



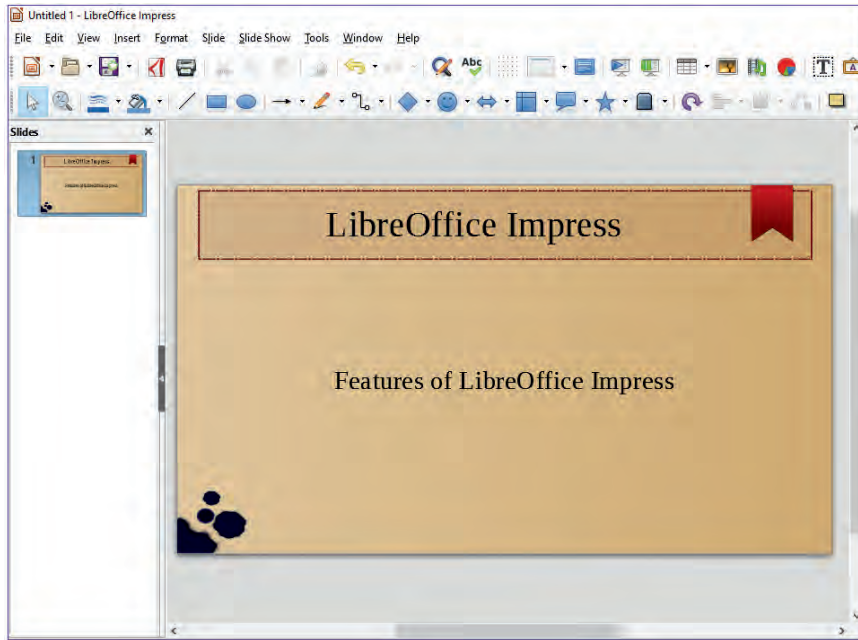


Fig. 5.5 : Enter title of the slide

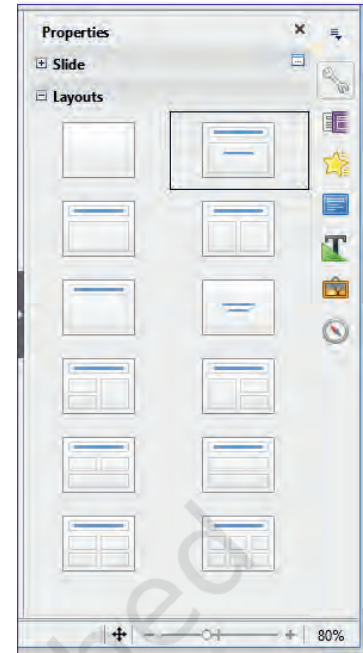


Fig. 5.6: Slide Layouts

### 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** as shown in Figure 5.7. The layout you have selected will be applicable in the right side of the window. Alternatively, you can select the slide in the Slides Pane, it will appear in the Workspace and here you can select the required layout from the Layouts section in the Sidebar.

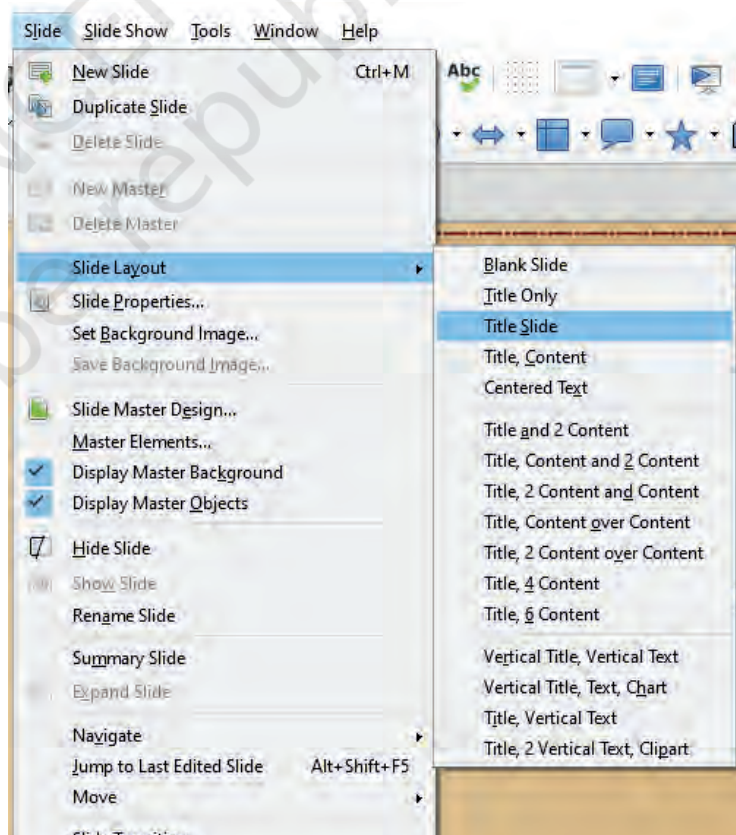
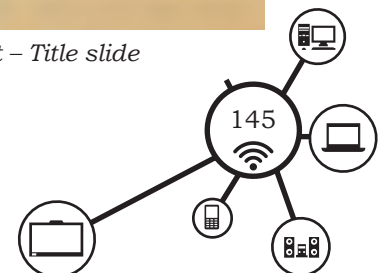


Fig. 5.7: Selecting slide layout – Title slide



## NOTES

- (a) **Adding text:** To add text to a slide that contains a text frame, click on Click to add text in the text frame and then type your text. The Outline styles are automatically applied to the text as you insert it. The Figure 5.5 shows the slide after adding the text.
- (b) **Saving a presentation:** While creating a presentation, you can save it to the disk with some name, so that the content may not be lost or to use the presentation further.
- (i) To save the presentation, you are working on, follow the steps as given below: Select the **File Menu**→**Save**, or, use the shortcut key combination **Ctrl+S**, or click on the **Save** button on the **Standard Toolbar**.

This will open the **Save** dialog box as shown in Figure 5.8, which allows to select the location on the disk and assign the name to save the presentation.

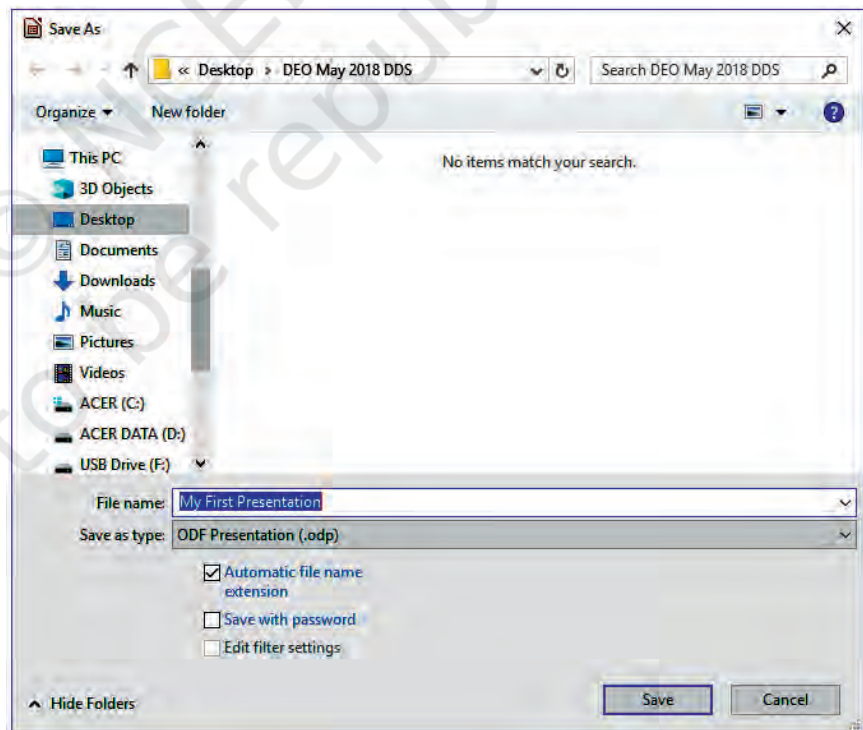
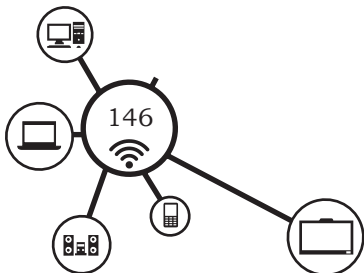


Fig. 5.8 : Saving the presentation



- (ii) To change the location in drive open the directory in which you want to save the file
  - (iii) Enter a name of presentation file
  - (iii) Click Save
  - (vi) If the presentation is already saved the contents will be updated in that presentation file.
- **Saving a presentation with different name:**  
To save the presentation with a different name, select **File**→ **Save As** or, use the shortcut key combination **Shift+Ctrl+S**. In Save As dialog box, a new file name can be entered as shown in Figure 5.9 in the File Name field. Saving is finished by using the **Save** button.

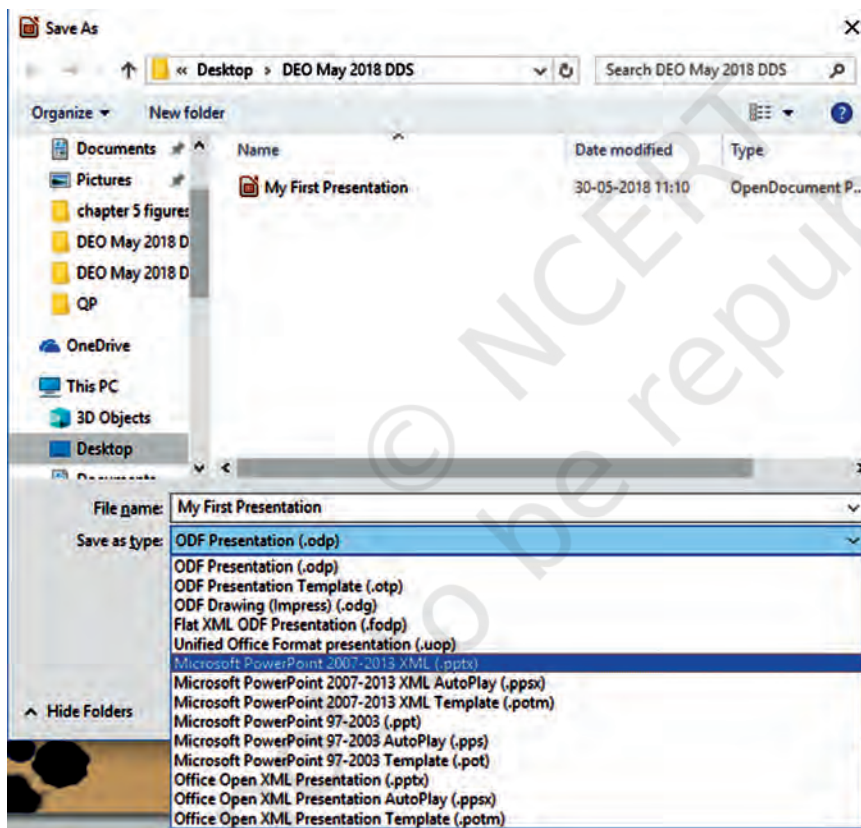
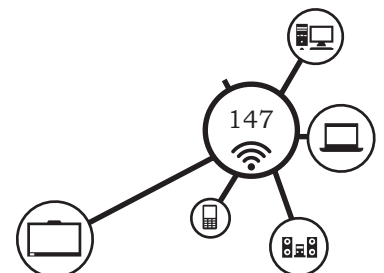


Fig. 5.9: Saving presentation in different format

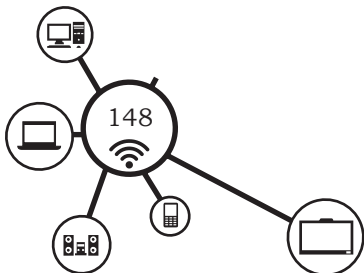
- **Saving with a different format:** By default the presentation is saved with **.odp** extension. To save a presentation as another file type, select **File**→**Save As**. In the Save As dialog box, click on



the All Formats drop-down menu and select the choice from the offered programs, for example, Microsoft PowerPoint 97/2000/XP/ 2003 (\*.ppt) or (\*.pptx) as shown in Figure 5.9.

### (c) 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 the Esc key.
- **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
  - **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

**(d) Closing a presentation**

- (i) To close a presentation, select **File Menu**→ **Close** or use the keyboard shortcut keys **Ctrl+W**.
- (ii) To open a presentation again, select **File**→ **Open** command, or, use the keyboard shortcut keys **Ctrl+O**.
- (iii) It will open the **Open dialog box**. Specify the location of the file that is to be opened in the *Look in* field, select the files and, open it with the *Open* command.

**(e) Using Help**

Help function is located in the Help menu. By selecting the LibreOffice Help tab, a window is opened with a list of available help topics.

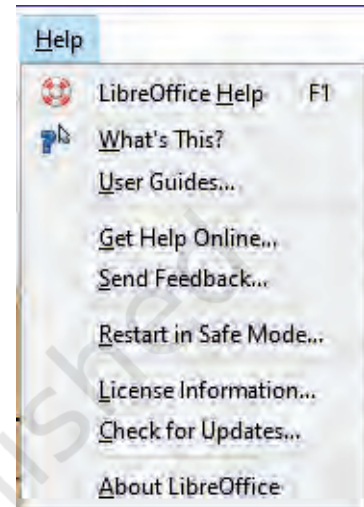


Fig. 5.10 : Help Function

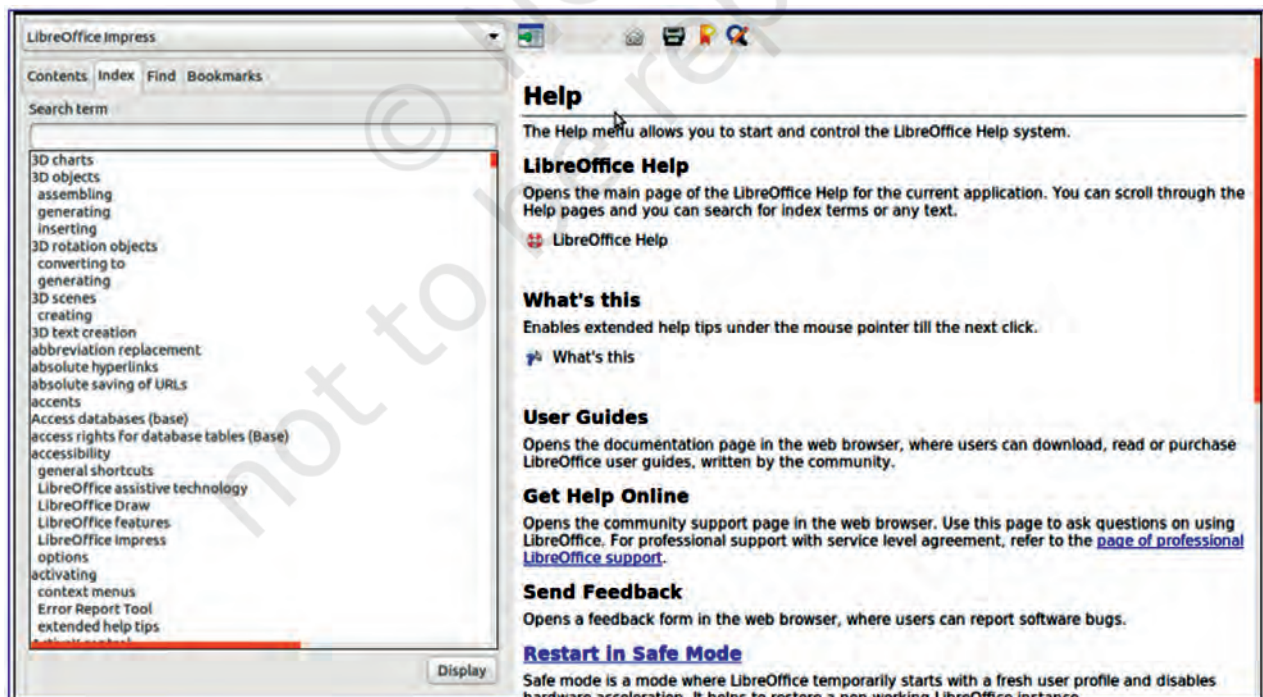
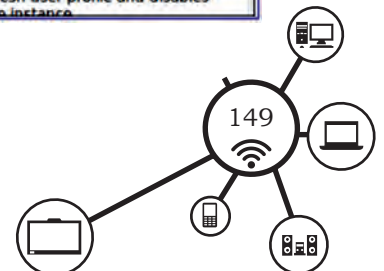


Fig. 5.11 : LibreOffice Impress Help



In the Search item text box you can enter a term to explore. The quickest way to open the Help function is by using the F1 function key.

## Working with slides

Now to carry forward the presentation work, the next slide has to be added. The new slide can be inserted into the presentation by inserting a new slide as well as inserting a duplicate slide. Inserting a duplicate slide will insert the copy of the existing or current slide into the presentation.

### 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. In such a case you may copy the slide to the next slide. In simple words, you want to duplicate an already created slide. So to insert the duplicate slide:

- (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.

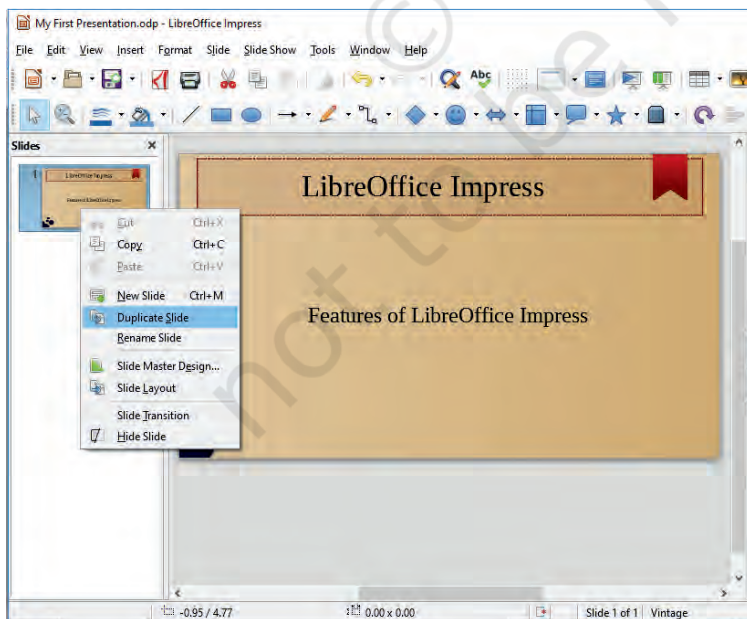
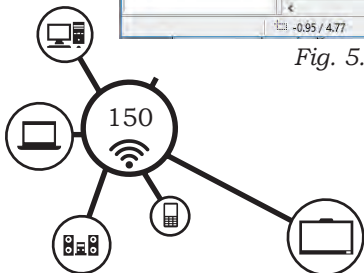


Fig. 5.12 : Inserting duplicate slide

- (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.
- (vi) You can insert the duplicate slide in your presentation by using one of the above options. After inserting a duplicate slide the presentation will look like as shown in Figure 5.12.



## 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**.
- (vi) Now insert the new (third) slide into the presentation by using one of the options given in the 'Insert new slide'. After inserting a new slide the presentation will look as shown in Figure 5.13 (b).

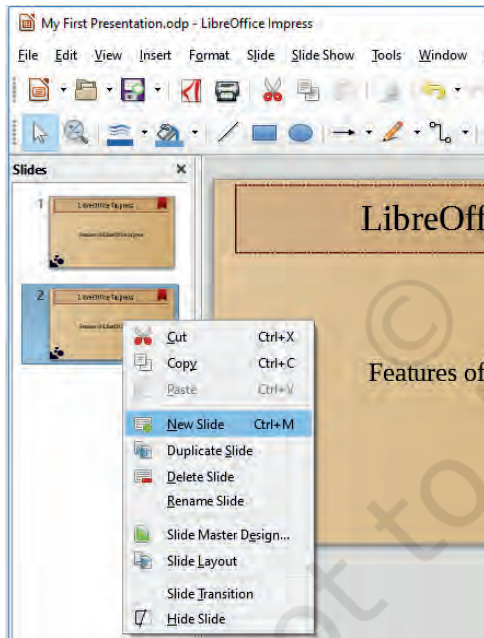


Fig. 5.13 (a) After inserting new slide

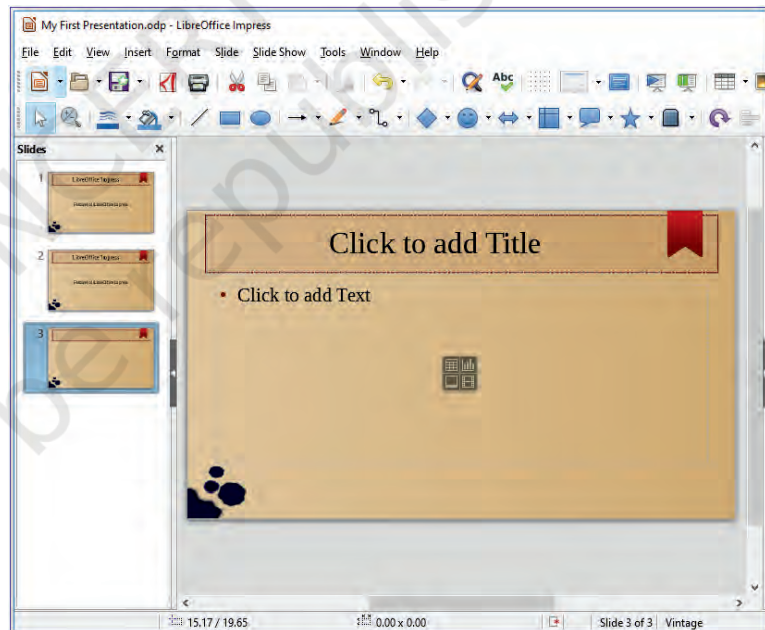
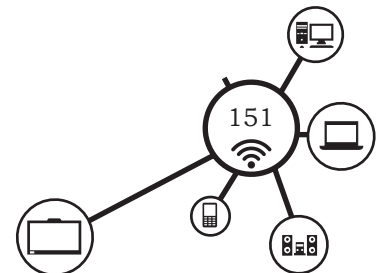


Fig. 5.13 (b) Inserting new slide

## Slide layout

After inserting a new slide, the layout contains one or more content boxes. Each of these content boxes can be configured to contain text, movies, images, charts or tables. You can select the icon based on the content by



clicking on the corresponding icon that you want to display as shown in the middle of the content box (Figure 5.14).

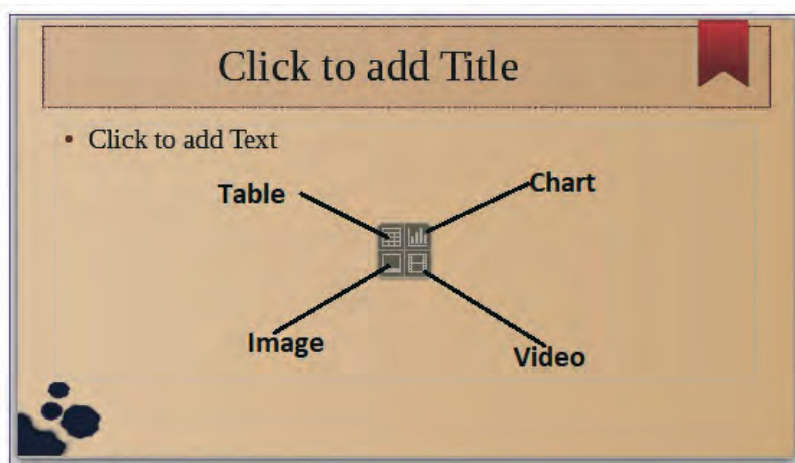


Figure 5.14: Selecting content type

To change the layout of a slide, just select the slide in the Slides Pane. It will appear in the Workspace and select the desired layout from the Layouts section in the Sidebar. Several layouts contain one or more content boxes. To use the content box for text, click on **Click to add text**. Enter the text as you want to display in the slide.

### Copying and moving slides

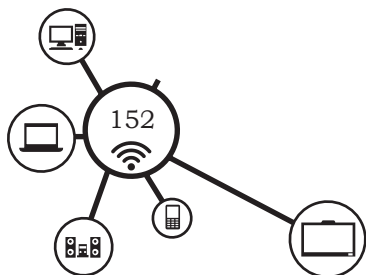
The slides once created can be reused within the presentation or in another presentation. To move the slide to another location use **cut and paste** process. To copy the slide, use the process of **copy and paste**.

**(a) Cut and paste:** To cut and paste something in a presentation

- (i) Select the slide by marking it in the Slide Shorter view, or on the left side of the screen in the Normal view.
- (ii) Click on the right mouse button, and select the **Cut** option (if you want to move it) or **Copy** option (if you want to copy it), from the context menu.
- (iii) Mark the place in the presentation where you want to move or copy the slide.
- (iv) Right click the mouse button, select the Paste option from the context menu.

**(b) Using keyboard shortcuts:** *Cut, Copy and Paste operations* can also be performed by the combination of keys:

- (i) Cut – Ctrl + X
- (ii) Copy – Ctrl + C
- (iii) Paste – Ctrl + V



**(c) 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.

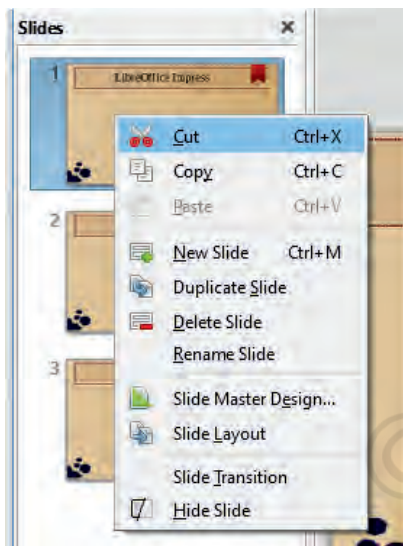


Fig. 5.15 (a) Cut slide

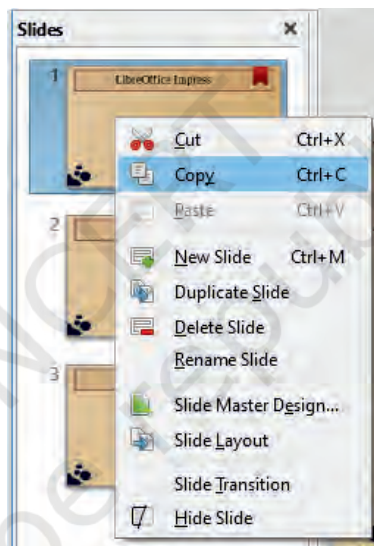


Fig. 5.15 (b) Copy slide

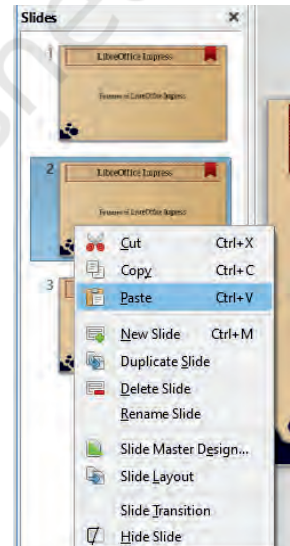


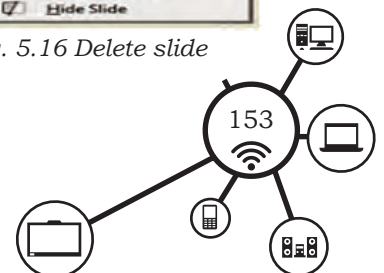
Fig. 5.15 (c) Paste slide

**(d) Deleting slides:** To delete any slide from a presentation, first it should be selected. To delete one or more slides

- (i) Select the slide(s) by marking them in the Slide Pane
- (ii) Right click the mouse button on the selected slide
- (iii) Select the Delete Slide option in the context menu



Fig. 5.16 Delete slide



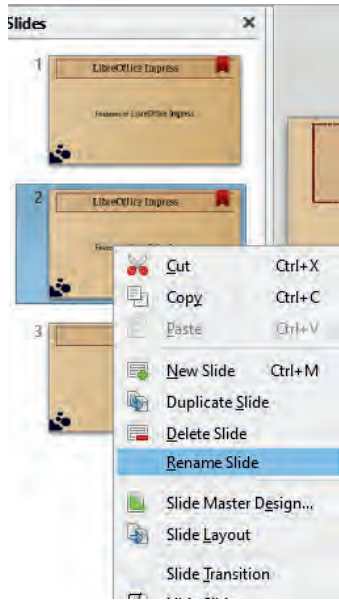


Fig. 5.17 : Rename slide

(iv) Another quick way to delete the slide is just select the slide and press the Delete button from the keyboard

(e) **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

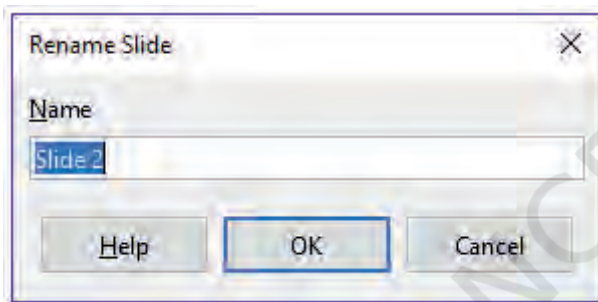


Fig. 5.18: Rename Slide dialog box

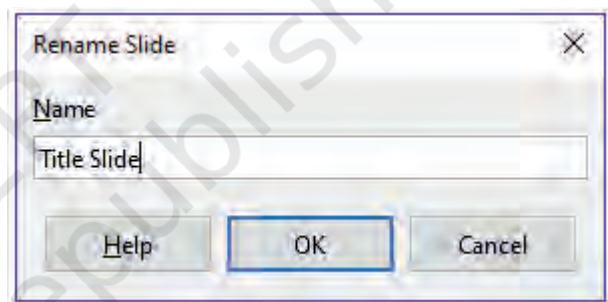
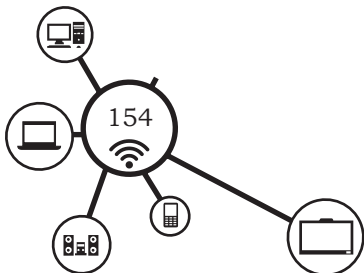


Fig. 5.19 : After renaming a Slide

### Copying, moving and deleting content

Impress is the component of LibreOffice. So you can use the same commands and options that of LibreOffice Writer for text editing in LibreOffice Impress. To copy or move some text or an object in the presentation to another location (in the same presentation or another presentation), it is necessary to first select the text.

- (i) Select the text and click the right mouse button.
- (ii) Select the **Copy** option from the context menu (keyboard shortcut: *Ctrl + C*) for copying or **Cut** option (keyboard shortcut: *Ctrl + X*) to cut.
- (iii) Position the cursor on the location on the slide, to which you want to move or copy the content.



(iv) Press the right mouse button and select the **Paste** option from the context menu (keyboard shortcut: *Ctrl + V*).

- (a) **Deleting the text:** It is easy to delete the text of the slides. The **delete** and **backspace** button on keyboard is used to delete the text. The **delete** key deletes the character on the right of the cursor, and the **backspace** button deletes the character on the left of the cursor. Pressing delete key or backspace keys deletes one character at a time. To delete the line or paragraph of text, first select the text and then press the delete key. Alternately you can use the cut option to delete the text.
- (b) **Undoing and returning the changes:** Impress keeps the history of recent changes made. When we execute a command on some text, for example delete the text, we are able to reverse what we have done. This is known as the undo function. It is also possible after having undone the change, get it back. This is called the redo function. These options are located in the Standard toolbar, and can also be performed using keyboard shortcut keys *Ctrl + Z* is used for Undo and *Ctrl + Y* is used for Redo.

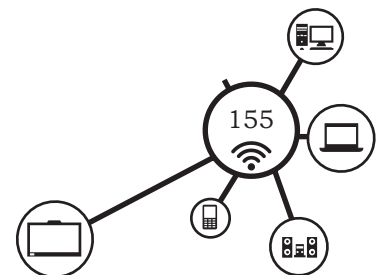
Sometimes you may apply any command or option by mistake. To revert this mistake, there is a function called as **Undo**. It returns the document to its previous state. Pressing the key combination **Ctrl+Z** undoes the last change you have made. Pressing it again, will undo one before that, and so on.



Alternately, use **Edit→Undo**. Using this method, the menu will indicate what type of operation you will be undoing. Another way to do this is to press the undo icon on the function bar.



Redo function is used to revert the result of the Undo function. It can be used many times, as the Undo function was used. To use this function use Edit →Redo. If you want to rollback your undo command, you can use redo. You can also execute the redo function by pressing the redo icon on the function bar, or by using the keyboard shortcut **Ctrl+Y**.



## 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.

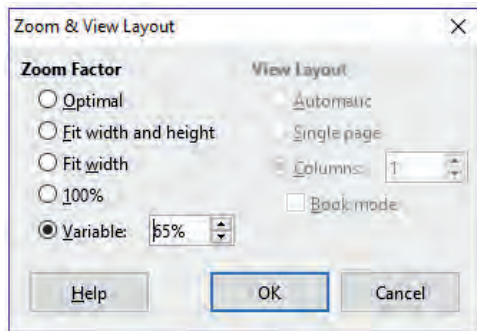


Fig. 5.20 (a) Zoom & View Layout dialog

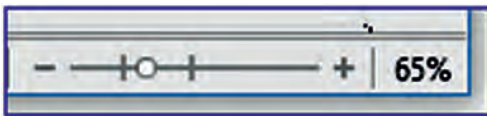


Fig 5.20 (b) Zoom in out using slider

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

**Zoom slider** on the Status bar has two marked sections. If you are positioned in the first highlighted section, the entire slide will display within the Workspace. If you position yourself to the second one, the increase of 100% of the slide, will be displayed.

### Workspace views

The various workspace views are in the drop-down list of the View menu. These views are *Normal*, *Outline*, *Notes*, *Slide Sorter*, *Slide Master*, *Notes Master*, *Handout Master*. The appropriate view can be selected from the View menu.

**(a) Normal view:** As shown in Figure 5.21, it is the main view for working with individual slides. This view is used to

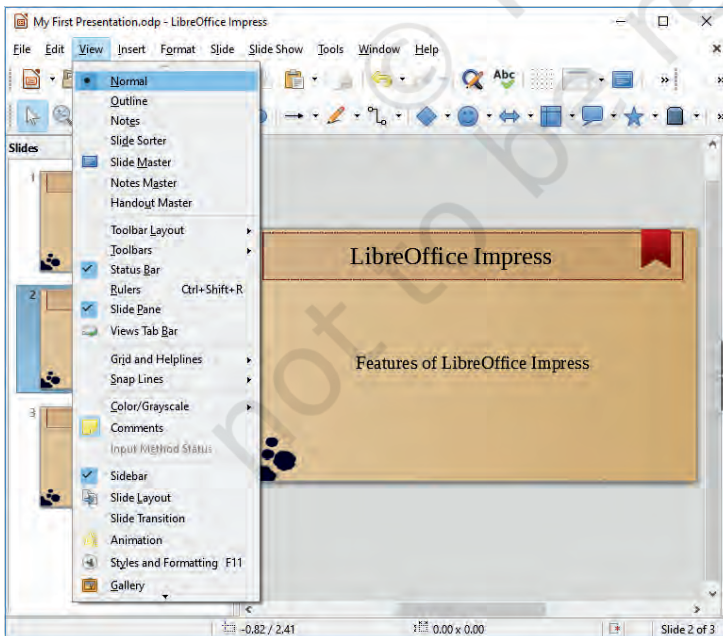
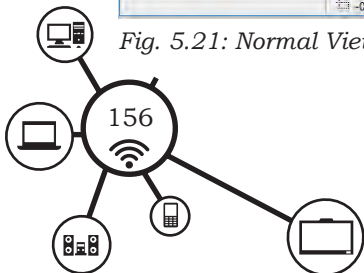


Fig. 5.21: Normal View



format and design and to add text, graphics, and animation effects. In this view, the slide is displayed in the middle of the window. On the left side of the window, the pane with slides thumbnails (slides) is displayed (if the Slide Pane is selected, from the View menu).

**(b) Outline view:** As shown in Figure 5.22, 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.

**(c) Notes view:** As shown in Figure 5.23, 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.

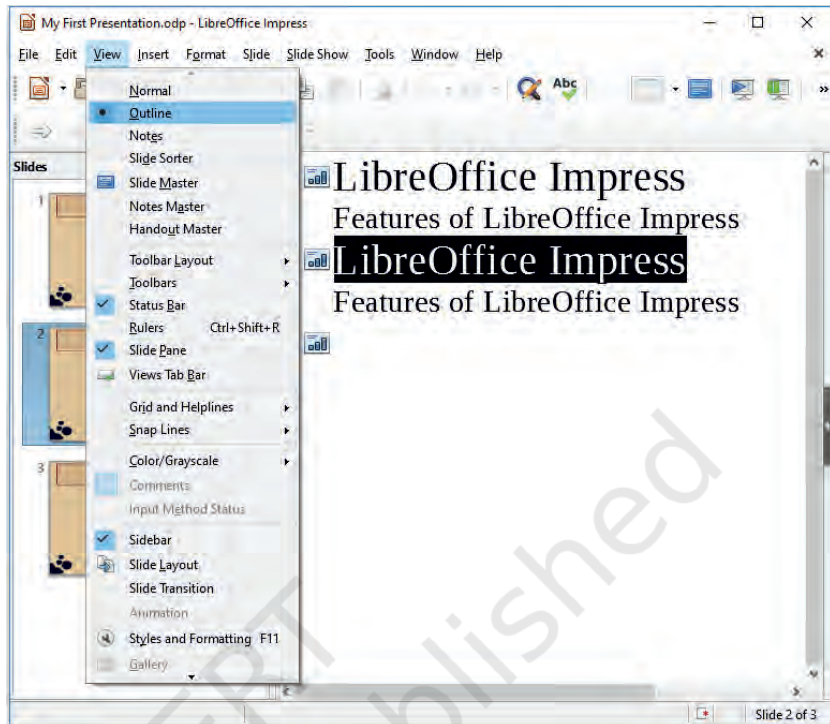


Fig. 5.22 :Outline View

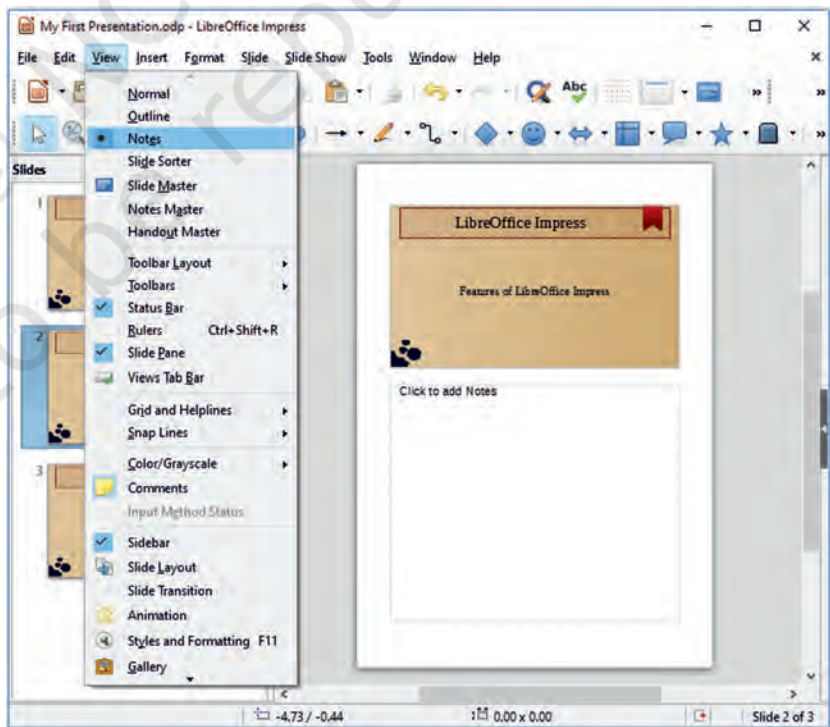
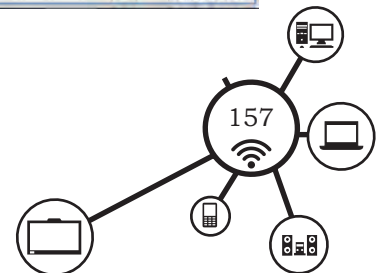


Fig. 5.23 : Notes View



## NOTES

(d) **Slide Sorter view:** As shown in Figure 5.24, 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.

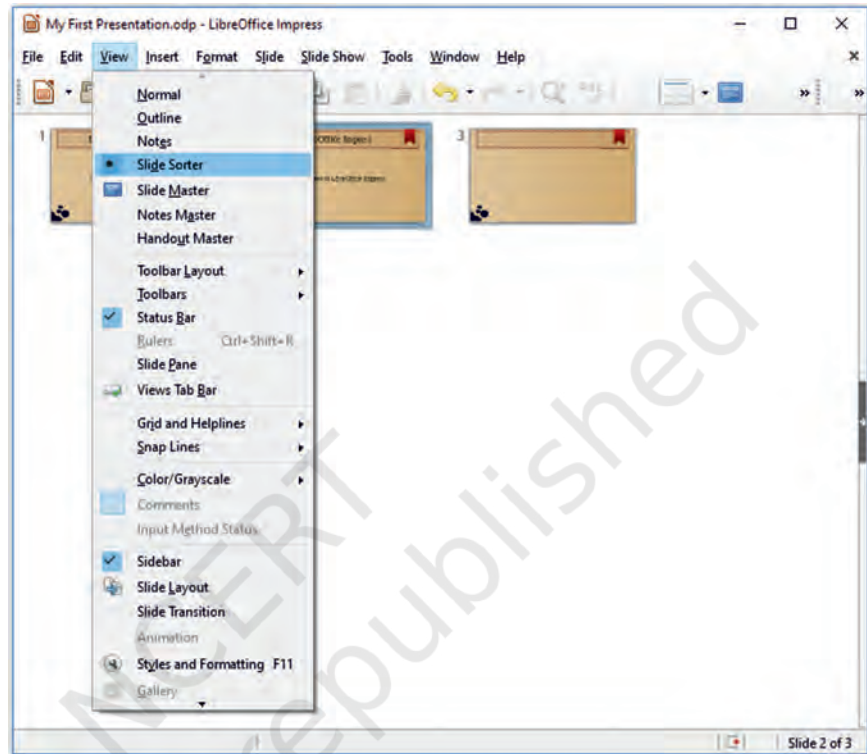


Fig. 5.24 : Slide Sorter View

## Formatting text

The contents of the slides can be formatted in various ways. The most common way is to use the formatting icons on the Formatting toolbar. Another way is by selecting **Format**→**Text** from the menu bar, and the third way is by using the keyboard shortcuts. The various formatting options are explained below and shown in the Figure 5.25.

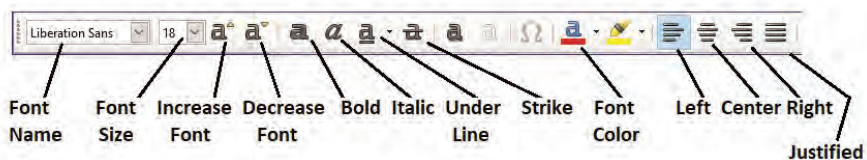
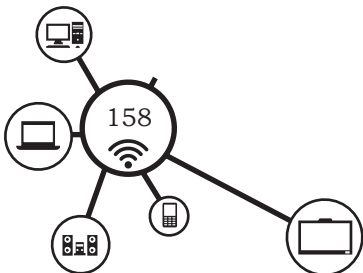
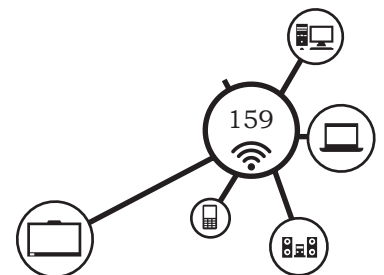


Fig. 5.25 : Formatting toolbar options



- (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**).
- (viii) Strikethrough: Clicking on ~~a~~ draws a line through the selected text.
- (ix) Superscript : Clicking on <sup>a<sup>b</sup></sup> raises the selected text above baseline (Keyboard shortcut: **Shift+Ctrl+P**).
- (x) Subscript: Clicking on <sub>a<sub>b</sub></sub> lowers the selected 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.
- (xii) Highlighting: Clicking on drop-down box (▼) to the right of highlight colour icon opens the colour pallet from where you can change the highlight colour.

There are other text formatting options that are used sometimes while working with paragraphs.



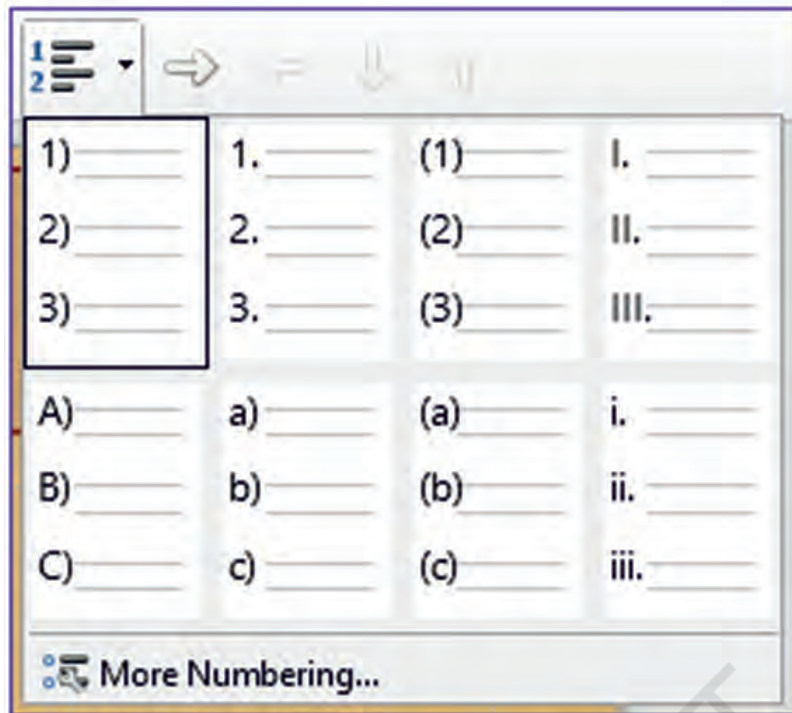


Fig. 5.26: Selecting numbers

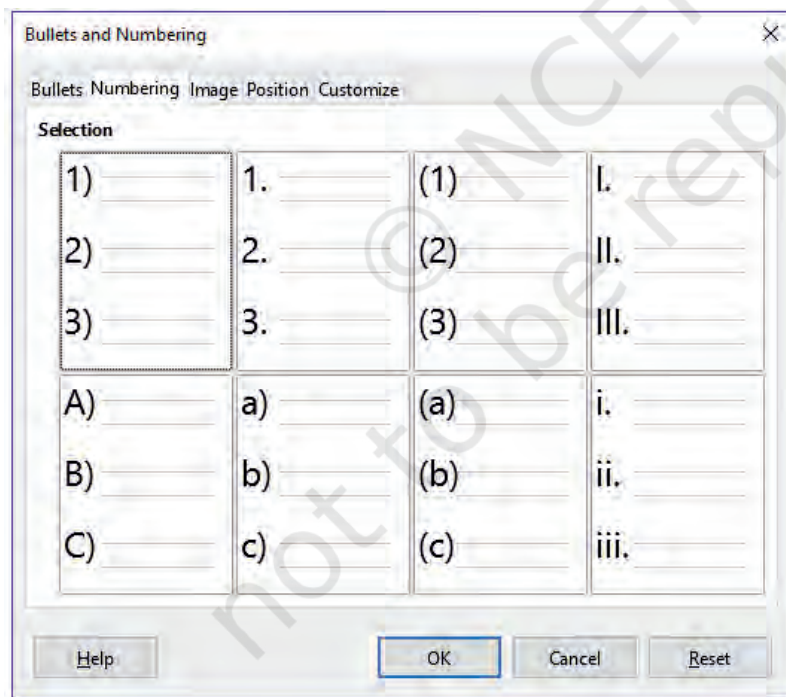
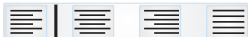
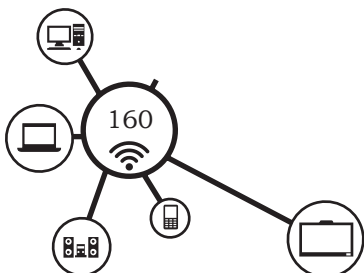


Fig. 5.27 : Bullets and numbering dialog box

- (i) The alignment  icons are used to align the text to the Left, Center, Right, or Justify.
- (ii) Align top, align center vertically, align bottom are used to align the selected text to the top, center or bottom of the text box.
- (iii) Bullets and numbering: Creates a bulleted or numbered list from selected paragraphs. Click on the small triangle to the right of the icon to select a bullet or numbering formatting option from a drop-down list as shown in Figure 5.26.
- (iv) Clicking on **More Options** at the bottom of these drop-down lists open the Bullets and Numbering dialog as shown in Figure 5.27.
- (v) Increase paragraph spacing, decrease paragraph spacing: It increases or decreases the spacing above and below the selected paragraphs.
- (vi) Line spacing: Adjust the spacing between the lines of a selected



paragraph. Click on the small triangle to the right of the icon and select the type of line spacing from the drop-down list (Figure 5.28).

## Working with tables

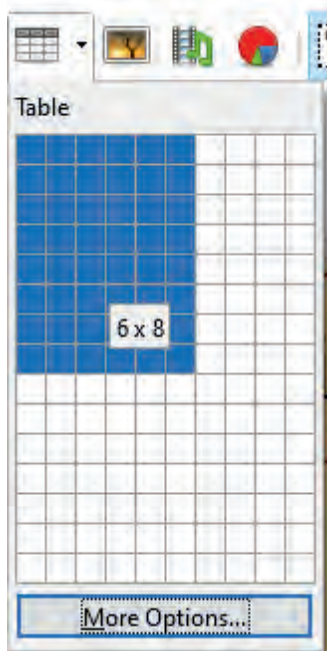


Fig. 5.29 Creating table

### Inserting tables

Tables are inserted by selecting the Table icon on the Standard toolbar, or by selecting the Table command on the Insert tab. In the Insert Table dialog box, the Number of columns and the Number of rows are specified.

We have already seen that when we insert a blank slide in the presentation, we can create a table by clicking on the table icon. Tables can also be inserted by selecting the Table icon on the Standard toolbar as shown in Figure 5.29. By clicking on the arrow next to the Table icon, the Table drop-down menu

opens, by dragging the cursor, the desired number of rows or columns can be selected.

A Table can be inserted from the Insert menu by selecting **Insert** → **Table**. In the Insert Table dialog box, the Number of columns and the Number of rows are specified as shown in Figure 5.30. In the Insert Table dialog box, the Number of columns and the Number of rows are specified.

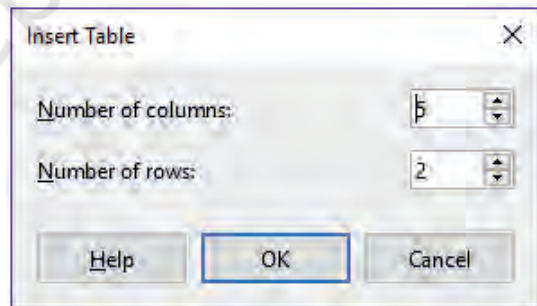


Fig. 5.30: Insert Table Dialog

### Entering and editing data in a table

The content is put in table by placing the insertion point in a table cell and entering text. Moving the insertion point in a table can be done in three ways:

- by pressing the left mouse button
- by pressing the TAB key on a keyboard
- by using arrow keys on the keyboard

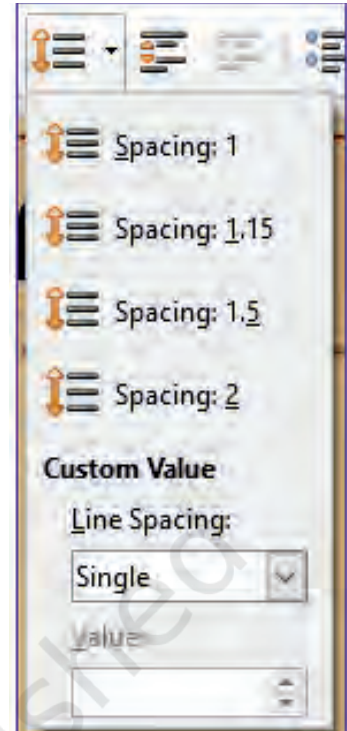
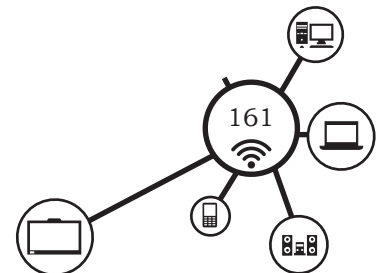


Fig. 5.28 : Line Spacing



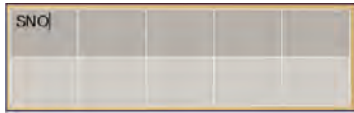


Fig. 5.31: Selecting a table cell

**(a) Selecting a cell:** To select a cell within a table, position the mouse cursor along its left edge, and when the cursor changes to a sloped white arrow, press right mouse button (Figure 5.31).

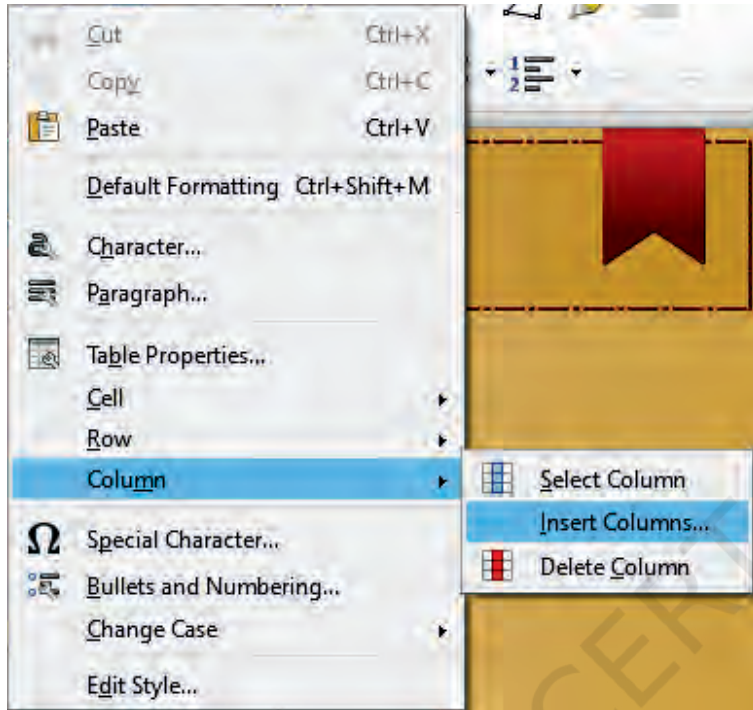


Fig. 5.32: Selecting column in a table

**(b) Selecting a row/column:**

To select a row or column in a table, position the row or column to select, and when the mouse cursor changes to a sloped white arrow press the left mouse button and drag it to the end of the row or column. A row or column can also be selected by pressing the right mouse button on the row or column you want to select, and selecting the row or column and Select the option from the context menu as shown in Figure 5.32.

**(c) Selecting a table:** To select an entire table, first click on its edge. When the

mouse cursor changes to a sloped white arrow, click on the left mouse button. To move the table, position on its edge, and when the cursor changes to a sloped white arrow, drag the table to a specified location.

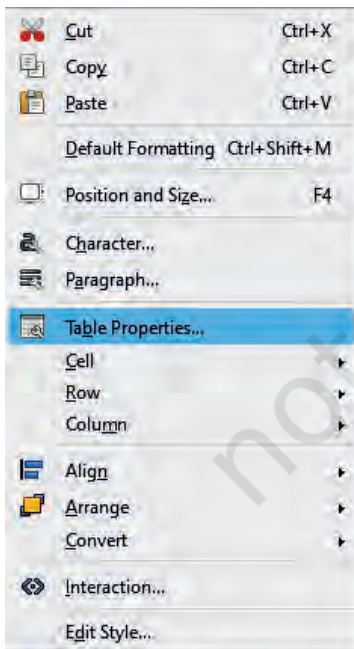


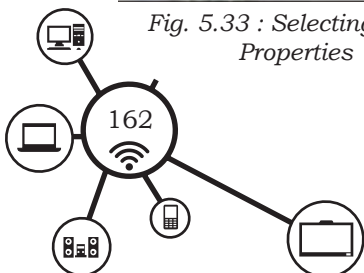
Fig. 5.33 : Selecting Table Properties

### 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 (↔) 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



can be assigned to the table. To do this, right click on the table border, the Table Properties dialog box will open as shown in Figure 5.34, from where you can change the borders and background of the table.

- (a) Deleting a table:** To delete a table, Click on the slide and drag a selection box over the table to select it, then press the Delete key, Or Click on the table border to select the table and press the Delete key.

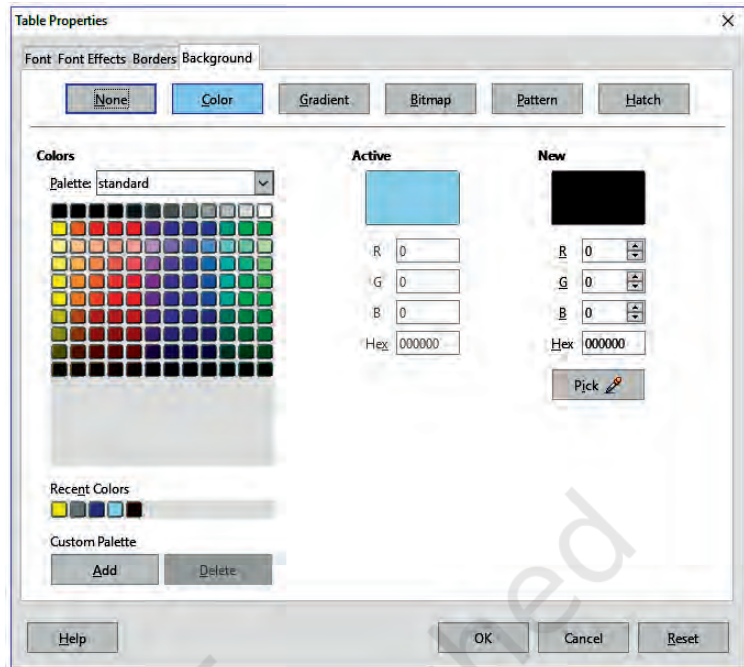


Fig. 5.34 : Table Properties Dialog box

## Adding and formatting images

Graphics can be inserted in the presentations for giving more information. Images can be inserted from the gallery, files stored in the computer.

### Inserting an image from a file

- (i) To insert an image into presentation, select **Insert** → **Image** on the menu bar or, click on the Insert Image icon located on the standard toolbar. The **Insert Image** dialog opens.
- (ii) Select the file from the desired directory. By selecting the Preview option, a thumbnail of the selected image will be displayed in the preview pane on the right as shown in Figure 5.35.

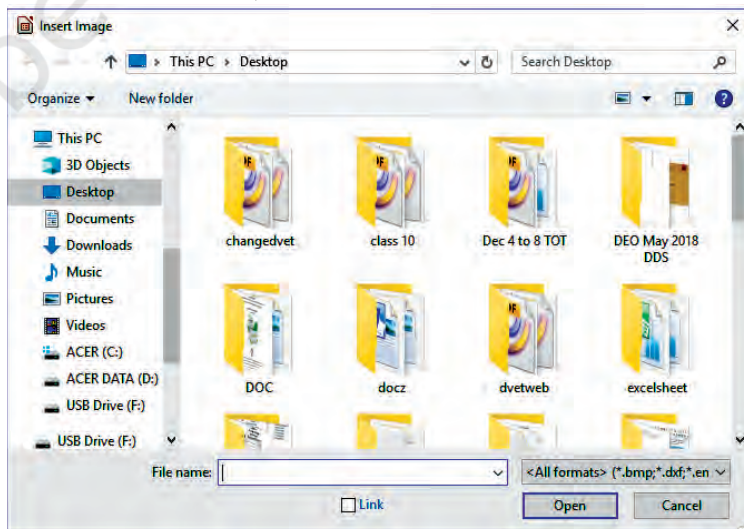
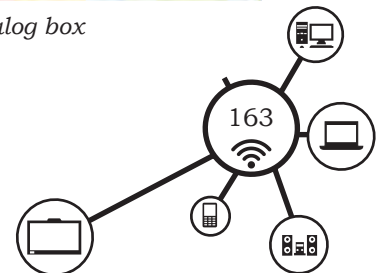


Fig. 5.35: Insert Image Dialog box



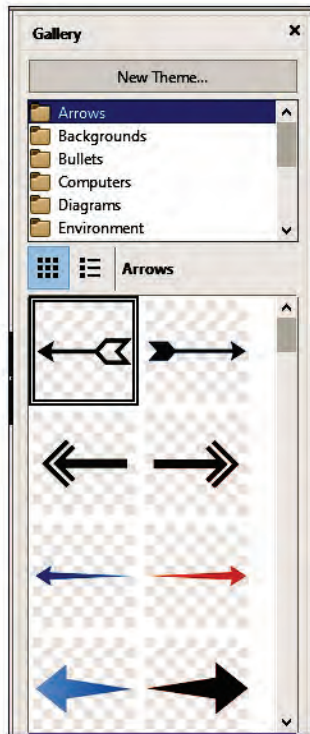


Fig. 5.36: Insert from gallery

## 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.

## Formatting images

Formatting an image includes moving, resizing, rotating an image. The image inserted into a presentation can be formatted.

### Moving images

- (i) To move the image in the slide, click on an image, observe that the cursor changes to hand shape (Figure 5.37).
- (ii) Click and drag the picture to the desired position.
- (iii) Release the mouse button.

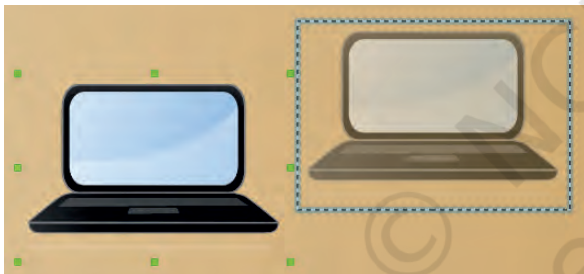


Fig. 5.37 : Moving Image

### Resizing images

- (i) Select the image by clicking on it. Observe that selection handles displayed.
- (ii) Position the cursor over one of the selection handles. The cursor changes the shape giving a graphical representation of the direction of the resizing.
- (iii) Click and drag to resize the image (Figure 5.38).
- (iv) Release the mouse button when satisfied with the new size.

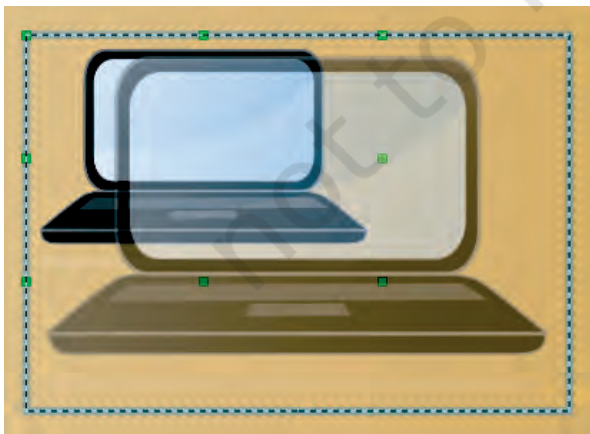
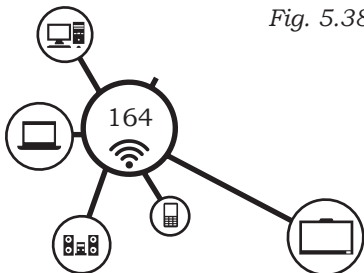



Fig. 5.38: Resizing Image



## Rotating images

- (i) The image can be rotated in any direction using the Rotate icon. To manually rotate an image:
- Select the image to display the selection handles.
  - Click the **Rotate**  icon on the Line and Filling toolbar.
  - Click again on the selected image and the selection handles change shape and colour (Figure 5.39).
  - Click the mouse and move in the direction in which you want to rotate the image.
  - When satisfied, release the mouse button.

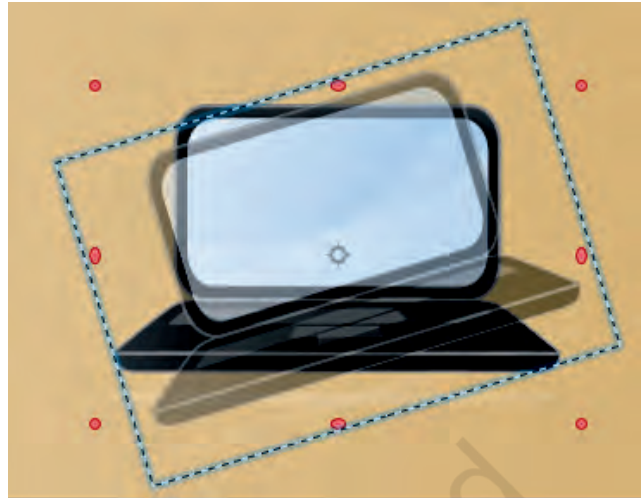


Fig. 5.39: Rotating image

## Formatting using the Image toolbar

When an image is selected, the Image toolbar becomes available under the Properties window as shown in Figure 5.40. This toolbar provides a number of formatting options. The Image toolbar can also be displayed by selecting **View** → **Toolbars** → **Image** from the menu bar.

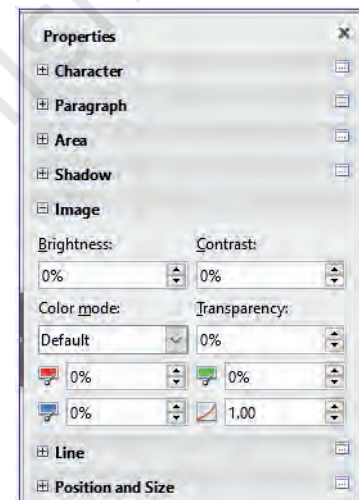


Fig. 5.40: Image toolbar

## Managing graphic objects

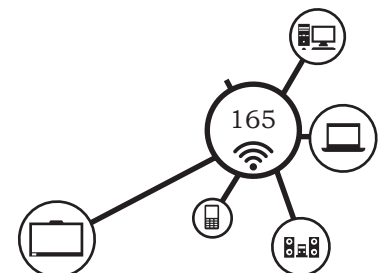
### Drawing tools

Impress provides various drawing tools. The Drawing toolbar having the majority of the tools used to create graphical objects as shown in Figure 5.41. To activate this toolbar, select **View** → **Toolbars** → **Drawing** from the main menu bar.



Fig. 5.41: Drawing toolbar

- (a) **Drawing lines:** To draw a line follow the below given procedure.



- (i) Click on the small triangle to the right of the line tool and select the desired line from the available selection (Figure 5.42).

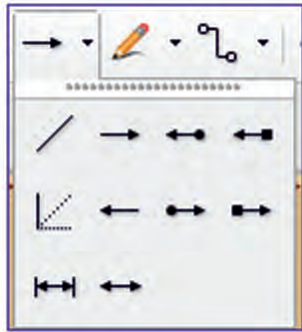


Fig. 5.42 : Lines



Fig. 5.43 Select Drawing shapes



Fig. 5.44: Dragging to slide

- (ii) Click and drag on the slide to create the line or shape and release the mouse button.

- (b) **Drawing shapes:** As similar to drawing a line, you can draw shapes by selecting the desired shapes from the available selection and clicking and dragging on the slide. An example of drawing the human face shape has been illustrated in Figure 5.45.

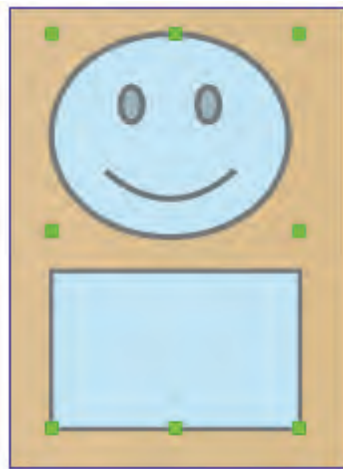
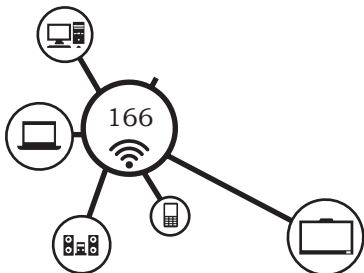


Fig. 5.45: Grouped object

### Grouping objects

More than one object can be grouped together and treated as a single object. A group formed by grouping the objects can be formatted as a single object, moved, rotated, deleted, and so on. To group objects together:

- (i) Select the objects to be grouped using selection tool on the Drawing toolbar and draw a rectangle around the objects to be grouped, or hold down the Shift key and click on each object. To select all the objects, go to **Edit** → **Select All** on the main menu bar or use the keyboard combination **Ctrl+A**.
- (ii) When the selection handles are displayed, go to **Format**→**Group** on the main menu bar or use the keyboard combination **Ctrl+Shift+G** or right-click on an object within the selected group and select **Group** from the context menu. An example of grouped objects has been shown in Figure 5.45.



## Ungrouping

To ungroup objects follow the below given procedure:

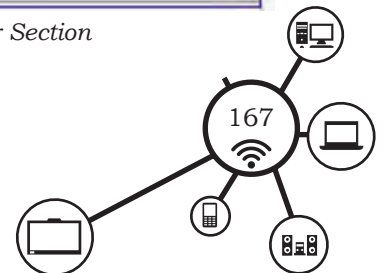
- (i) Select the group by clicking on any one of the objects in the group.
- (ii) When the selection handles are displayed, go to **Format** → **Group** → **Ungroup** on the menu bar or use the keyboard combination **Ctrl+Alt+Shift+G** or right-click on the group and select **Ungroup** from the context menu.

## Working with Slide Masters

Impress comes with various slide masters. These slide masters are available in the **Master Pages** section of the **Sidebar**. There are three subsections, namely **Used in this Presentation**, **Recently Used**, and **Available for Use**. Click the expand marker next to the name to expand it (see Figure 5.46). It will show thumbnails of the slides. Just click the collapse marker to collapse the subsection to hide the thumbnails. Every slide masters shown in the **Available for Use**, lists form templates with the same name.



Fig.5.46: Sidebar Master Section



## Adding transitions

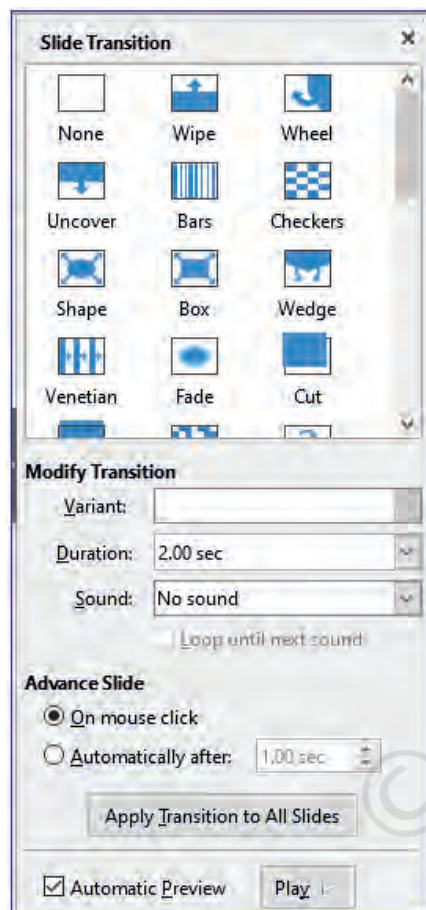


Fig. 5.47: Transition effects

- (i) In the Sidebar, select the **Slide Transition** icon to open the Slide Transition section.
- (ii) In the **Slides pane** or **Slide Sorter view**, select the slides to apply the transition. If you want to apply the transition to all the slides, do not select any slides.
- (iii) In the **Apply to selected slides** list, select a transition.
- (iv) Modify the selected transition by changing the speed or adding a sound, in the **Modify transition** section. To play a sound during transitions, select a sound from the **Sound** list.
- (v) If a sound is selected, the **Loop until next sound** option becomes active. Select this option to play the sound repeatedly until another sound starts.
- (vi) Select how to advance to the next slide: manually (By mouse click) or automatically (Automatically after). To select an automatically advance, you will have to specify how long the slide should remain visible before it automatically advances to the next slide.
- (vii) To apply transition to all slides, click **Apply to All Slides**.
- (viii) To start the slide show from the current slide, check transitions, click **Slide Show**.

## Let's Practice 2

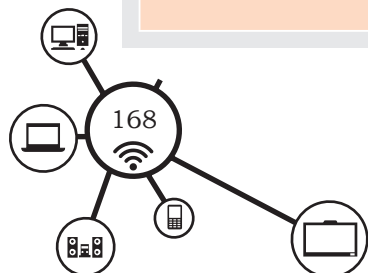
Make a presentation on the basis of clue given below.

### Model Story Board

#### Slide 1

Subject: ICT Mela, PSSCIVE, Bhopal  
Color: Green  
Various ICT Techniques

(Font size: 28)  
Background: Sky blue  
Animation: Fade in  
Slide transition:.....  
Various ICT Techniques with different Colour

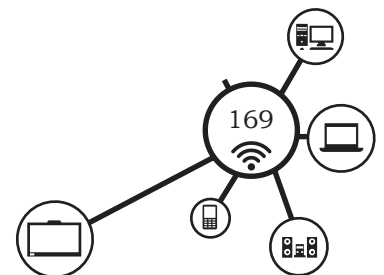


<b>Slide 2</b> Objectives of the Study 1. To find out the reason behind of ICT Mela. 2. To find out the areas of ICT Mela. 3. 4 .	Font size: (Study objectives : 44) Others: 32 Color: Red Background color: Light Yellow Animation : Fade in Slide Transition: .....
<b>Slide 3</b> Preparation steps for showing your method of learning. 1. 2.	Font size : (Preparation Steps : 24) Others : 32 Colour : Blue Background colour : Light Yellow Animation : Fade in Slide Transition: .....

## Check Your Progress

### A. Multiple Choice Questions

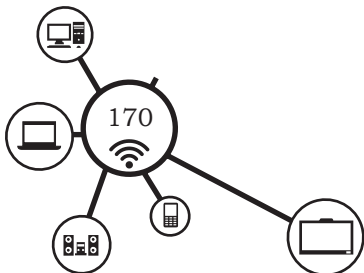
- Which of the following option is not available on Presentation Wizard?
  - Empty presentation
  - Form template
  - Open new presentation
  - Open existing presentation
- Which of the following is not a part of main Impress window?
  - Slides pane
  - Workspace
  - Work pane
  - Task pane
- Which of the following is not a section of tasks pane?
  - Master pages
  - Layouts
  - Custom View
  - Custom animation
- Which view button listed below is not one of those available in the workspace?
  - Normal view
  - Outline view
  - Thumbnail view
  - Notes
- Which view is generally used for creating, formatting and designing slides?
  - Normal view
  - Outline view
  - Notes
  - Slide Sorter view
- The slide show can be exited at any time during the show by pressing which of the following keys?
  - Space bar
  - End key
  - Break key
  - Esc key



7. Which of the following features is used to create a new slide show with the current slides but presented in a different order?
  - (a) Rehearsal
  - (b) Custom Slide show
  - (c) Slide Show Setup
  - (d) Slide Show View
8. Which of the following feature is used to progress the slide show automatically while speaking on the topic?
  - (a) Custom Animation
  - (b) Rehearse Timing
  - (c) Slide Transition
  - (d) Either (a) or (b)

**B. Fill in the blanks**

1. \_\_\_\_\_ is used to maintain consistency in design and colour in the presentation.
2. \_\_\_\_\_ view is used to view all the slides simultaneously.
3. \_\_\_\_\_ is used to perform basic operations on the presentation
4. Master Page is used to modify the \_\_\_\_\_ of the slide.
5. To create a new blank presentation, use the key combination \_\_\_\_\_.
6. In every presentation, first slide should be \_\_\_\_\_.
7. To save a presentation, we can use key combination \_\_\_\_\_.
8. In LibreOffice Impress, by default the presentation is saved with \_\_\_\_\_ extension.
9. The keyboard shortcut key for slide show is \_\_\_\_\_.
10. The short cut key to close the LibreOffice impress is \_\_\_\_\_.
11. The short cut key to insert a new slide is \_\_\_\_\_.
12. The \_\_\_\_\_ view is used to apply animation on the content of slide
13. A paper copy of presentation given to the audience is known as \_\_\_\_\_.
14. To play a sound during transitions, select a sound from the \_\_\_\_\_ list.
15. To play the sound repeatedly, the \_\_\_\_\_ is used.

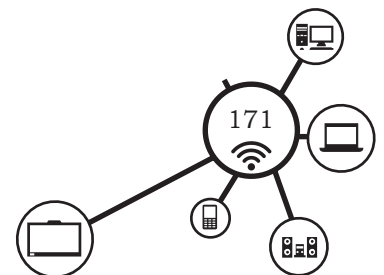


### C. State whether the following statements are True or False

1. The order of the slides cannot be changed in slides pane
2. Slide design or layout can be changed for multiple slides simultaneously.
3. Every slide in a presentation has exactly one slide master.
4. Animations once applied can be changed but cannot be removed.
5. Slide names are included in outline view.
6. The notes added to slides can be seen during the presentation.
7. A presentation can have multiple slide masters.
8. A user can create his/her own slide master.
9. Once a pre-defined slide master is selected, the background of slide cannot be changed.
10. The text added to the header is displayed on the first slide only.
11. The text added to the footer is displayed on the last slide only.
12. User can create his/her own template and use it in the Presentation Wizard.
13. The Notes View is used for the audience.
14. It is not possible to insert audio or video clips in the presentation.
15. Header and footer can be inserted in the presentation.

### D. Short answer questions (50 words)

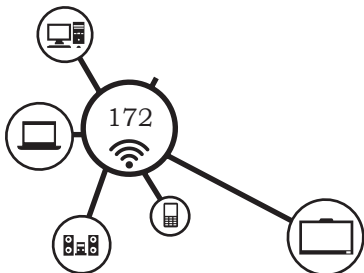
1. List the possible multimedia contents that are included while creating a presentation.
2. List the important points to be considered while making an effective presentation.
3. What are the advantages of using a presentation?
4. What objects can be inserted to slides in Impress?
5. What are the steps to add picture or object to the slide?
6. How can text be added to header or footer on the sliders?
7. Describe the use of fields available in header and footer.



8. Write the steps to create a template.
9. Write down the steps to add slide transition in your presentation.
10. How will you add the slide number at the bottom of each slide?
11. How will you insert a company's logo (picture) in first slide of your presentation?
12. How will you add the name of the company on the top of the each slide?
13. Write down the steps to create a table in a presentation.
14. Write down the steps to insert a chart in slide.
15. What are the five views of presentation?

## Practical Exercise

1. Create a presentation which gives an overview of the science subject. This presentation should contain the following slides:
  - (i) Title of the subject (use title slide layout only)
  - (ii) Index
  - (iii) Introduction of each chapter (Minimum one slide per chapter should be prepared.)
2. For the presentation created in Q.1 above, do the following:
  - (i) Rename each slide with the chapter name.
  - (ii) Change the font for the slide title.
  - (iii) Add a footer that contains the current date and your school name.
  - (iv) Apply at least one master page to your presentation.
  - (v) Hide slides of even chapters and see the effect.
  - (vi) Start the slide show after setting the option as Change slides manually. (Navigator should be visible during the presentation).
3. For the presentation created in Q.1, do the following:
  - (i) Convert the presentation to a PDF file.
  - (ii) Set the Handout view such that there are 4 slides per page.



4. Create a presentation which demonstrates details of a car launched by any company of your choice. Include the following sliders:
  - (i) Introduction of the company
  - (ii) List of cars the company sells.
  - (iii) Introduction of the new car launched.
5. For the presentation created in the question above, add the following functionalities:
  - (i) All models of the car should be displayed in tabular format. (Model name, Basic Price, Average, Capacity)
  - (ii) Modify the appearance of the table and set animation effect as box
  - (iii) Add the image of the each model with its description.
  - (iv) Change the background colour of each slides of your presentation.

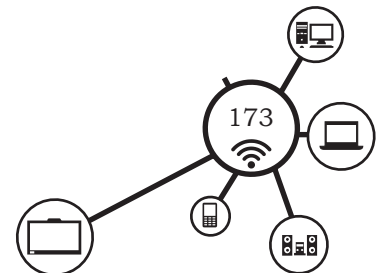
### List of General Shortcut Keys used in LibreOffice

#### Shortcut keys for controlling dialogs

Shortcut Keys	Effect
Enter key	Activates the focused button in a dialog
Esc	Terminates the action or dialog
Spacebar	Toggles the focused check box in a dialog
Arrow keys	Changes the active control field in an option section of a dialog
Tab	Advances focus to the next section or element in a dialog
Shift+Tab	Moves the focus to the previous section or element in a dialog
Alt+Down Arrow	Opens the list of the control field currently selected in a dialog These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key

#### Shortcut keys for controlling documents and windows

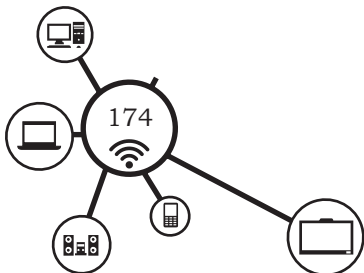
Shortcut Keys	Effect
Ctrl+O	Opens a document
Ctrl+S	Saves the current document
Ctrl+N	Creates a new document
Ctrl+Shift+N	Opens Templates and Documents dialog
Ctrl+P	Prints document
Ctrl+F	Activates the Find toolbar



Ctrl+H	Calls the Find & Replace dialog
Ctrl+Shift+F	Searches for the last entered search term
Ctrl+Shift+J	Toggles the view between full screen mode and normal mode in Writer or Calc
Ctrl+Shift+R	Redraws the document view
Ctrl+Shift+I	Enable or disable the selection cursor in read-only text
F1	Starts the LibreOffice Help
Shift+F1	Context Help
Shift+F2	Turns on Extended Tips for the currently selected command, icon or control
F6	Sets focus in next sub-window (for example, document/data source view)
Shift+F6	Sets focus in previous sub-window
F10	Activates the first menu (File menu)
Shift+F10	Opens the context menu
Ctrl+F4 or Alt+F4	Closes the current document (close LibreOffice when the last open document is closed)
Ctrl+Q	Exits application

### Shortcut keys for editing or formatting documents

Shortcut Keys	Effect
Ctrl+Tab	When positioned at the start of a header, a tab is inserted
Ctrl+X	Cuts out the selected elements
Ctrl+C	Copies the selected items
Ctrl+V	Pastes from the clipboard
Ctrl+Alt+Shift+V	Pastes unformatted text from the clipboard. The text is pasted using the format that exists at the insertion point
Ctrl+Shift+V	Opens the Paste Special dialog
Ctrl+A	Selects all
Ctrl+Z	Undoes last action
Ctrl+Y	Redoes last action
Ctrl+Shift+Y	Repeats last command
Ctrl+I	The Italic attribute is applied to the selected area. If the cursor is positioned in a word, this word is also marked in italic
Ctrl+B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold
Ctrl+U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a word, this word is also underlined
Ctrl+M	Removes direct formatting from selected text or objects (as in Format - Clear Direct Formatting)



# Answer Key

## UNIT 2: DATA ENTRY AND KEYBOARDING SKILLS

### A. Multiple choice questions

1. d      2. a      3. c      4. d      5. d

### B. Fill in the blanks

1. muscle      2. words per minute      3. Alpha Numeric  
4. current      5. 12      6. Numeric      7. Cursor  
8. Last      9. right-hand      10. four, five

### C. State whether the following statements are True or False

1. T    2. F    3. F    4. T    5. T    6. T    7. T    8. T  
9. F    10. F    11. T    12. F    13. F    14. F    15. F

## UNIT 3: DIGITAL DOCUMENTATION

### A. Multiple choice questions

1. c    2. c    3. b    4. b    5. c    6. a    7. b  
8. a    9. c    10. c    11. d    12. d    13. a    14. a  
15. b    16. b    17. a    18. b    19. a    20. b    21. b  
22. c    23. d    24. b    25. a

### B. Fill in the blanks

1. dialog box    2. another submenu    3. formatting a document  
4. beginning of the line, the end of a line    5. redo    6. word  
7. top, bottom    8. landscape    9. print preview    10. data source

### C. State whether the following statements are True or False

1. T    2. F    3. F    4. T    5. T    6. T    7. F  
8. T    9. F    10. T    11. T    12. T    13. T    14. T  
15. F    16. F    17. T    18. T    19. T    20. T

## UNIT 4: ELECTRONIC SPREADSHEET

### A. Multiple choice questions

1. a    2. a    3. c    4. a    5. d    6. d    7. a  
8. d    9. c    10. d    11. a    12. c    13. a    14. d  
15. a    16. c    17. a    18. b    19. d    20. d    21. c  
22. a    23. a    24. c    25. b

### B. Fill in the blanks

1. AA    2. .ods    3. Fill handle    4. =MIN(D1:D5)    5. =D2+E3  
6. 18    7. mixed    8. right    9. 20    10. Relative

## NOTES

### C. State whether the following statements are True or False.

1. F    2. T    3.F    4.T    5. T

### D. Solve the following in a spreadsheet

- a. 50,    b. -35,    c. =\$B\$5 + D5    d. =\$B5 + D5    e. =\$B5 + D5

### UNIT 5: DIGITAL PRESENTATIONS

#### A. Multiple choice questions

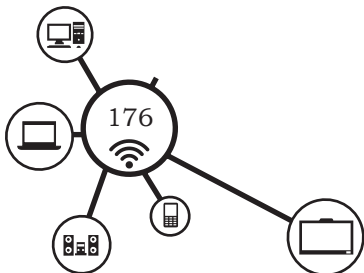
1. a    2. b    3. b    4. a    5. d    6. d    7. c  
8. a    9. b    10. c    11. d    12. c    13. d    14. b  
15. b    16.    17.    18.    19.    20

#### B. Fill in the blanks

1. Master slide    2. slide sorter    3. File Menu    4. Base architecture  
5. Ctrl + N    6. Title Slide    7. Ctrl + S    8..odp  
9. F5    10. CTRL + W    11.Ctrl+M    12. Normal View  
13. Handouts    14. Sound    15. loop until next sound

#### C. State whether the following statements are True or False

1. T    2. T    3. T    4. F    5. T    6. T    7. F  
8. T    9. F    10. F    11. T    12. T    13. F    14. F  
15. T



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Figs 2.1–2.4 (a&b), 2.8–2.23

**Unit 3**

Figs 3.2–3.38

**Unit 4**

Figs 4.1–4.44

**Unit 5**

Figs 5.1–5.4

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# NOTES

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