

UNIT 25

LibreOffice Impress

Learning Objectives

After the completion of this lesson, students will be able to:

- define presentation.
- create a new presentation.
- insert text box, images, audio and video files.
- insert and delete a slide.
- view a slide show.



Introduction

LibreOffice Impress is a software that is used to create a presentation with text effect, graphics, sound to make it interesting and effective for the audience. A colourful presentation containing text, photos, picture, sound and animation will amaze the viewers and make them more interested to listen to the presentation. Animation is the process of creating movement for an object. It is a user friendly application software. To start LibreOffice Impress, we can follow the steps given below:

1. Click the **Start** button.
2. Click **All Programs**.
3. Click **LibreOffice Impress**
4. Click **LibreOffice Impress** option.

25.1 Presentation

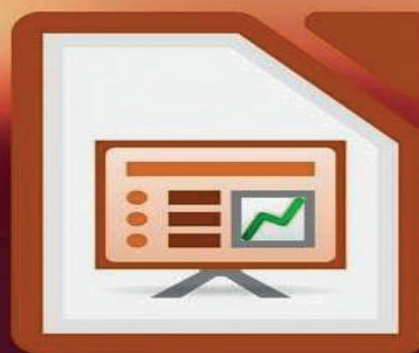
A presentation is a structured delivery of information. It is a systematic display of information along with graphics, movies, sound, etc. All these are displayed together on the screen.

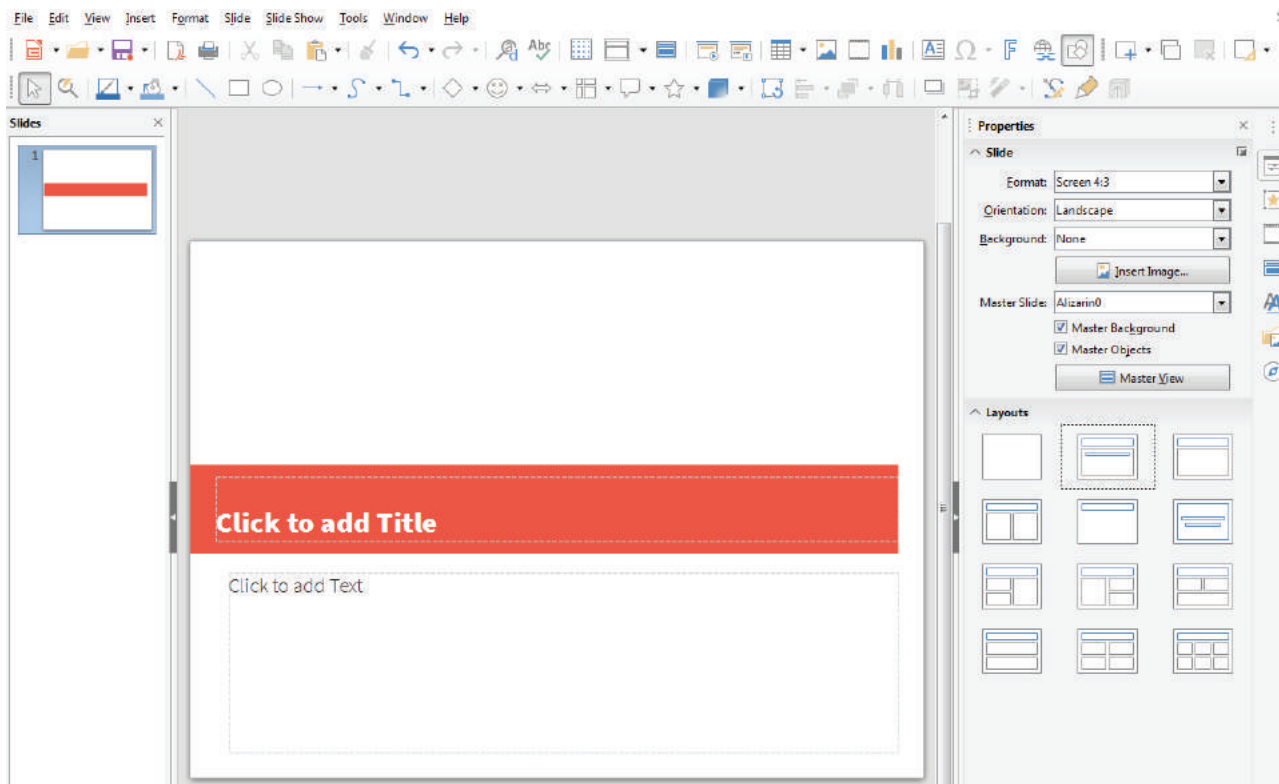
25.1.1 Create a Blank Presentation

To create a Blank presentation, follow the given steps:

1. Click the LibreOffice Impress
2. Click the New option from the File menu.
3. Click Presentation option from the left pane.
4. Click Blank Presentation option.

LIBREOFFICE IMPRESS



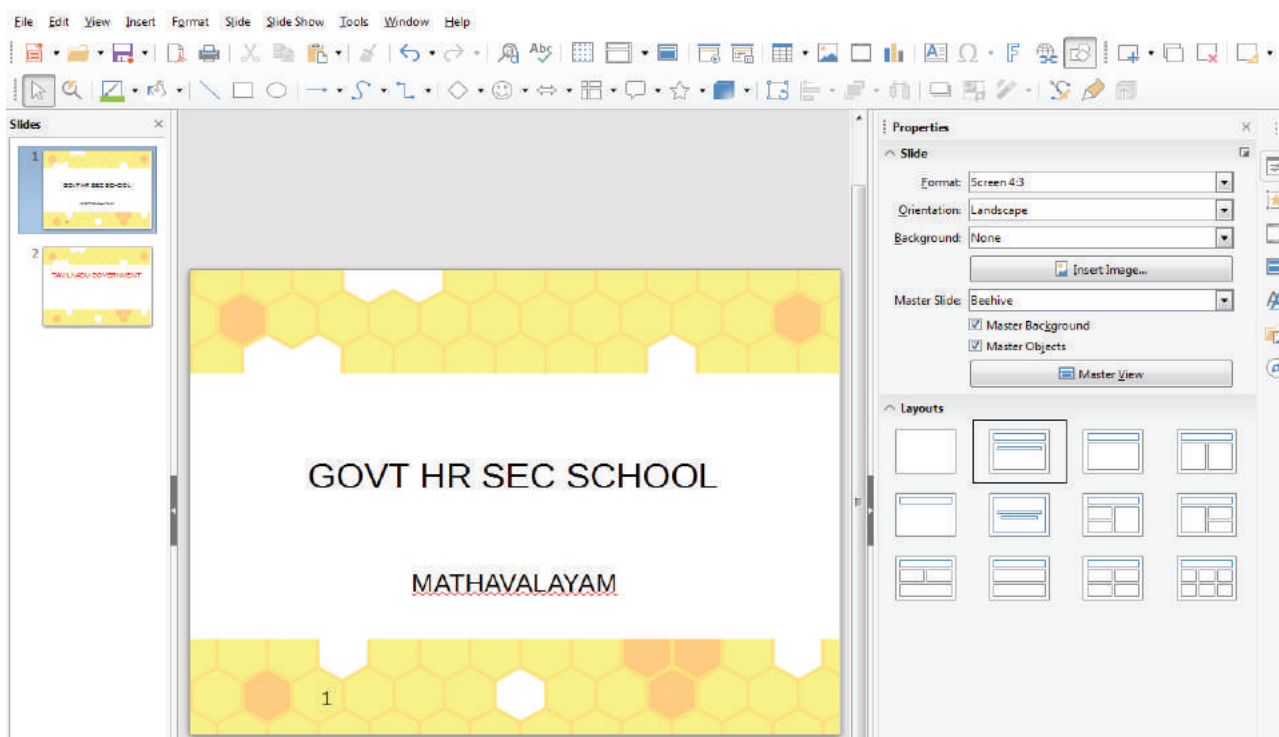


25.1.2 Working in a Slide

You know that a LibreOffice Impress presentation is a combination of many slides. You can create additional slides. These slides, when displayed in sequence, form a presentation. So, in order to prepare a presentation, we have to prepare its slides first.

When you create a Blank Presentation, a slide appears on the screen with two placeholders.

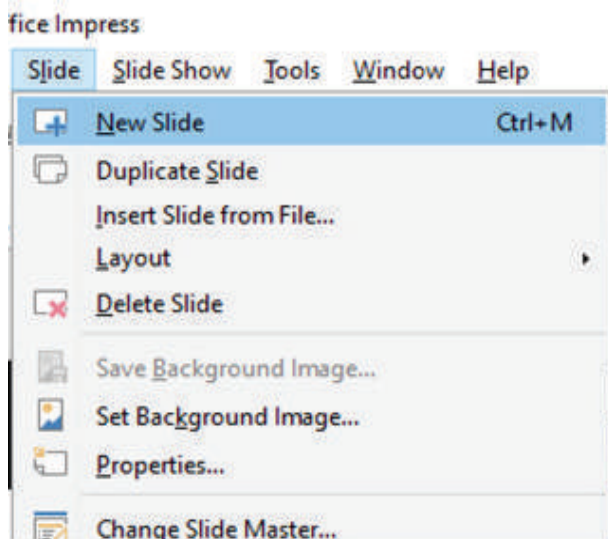
1. Click inside a placeholder to enter text. The cursor appears.
2. Type the text. After you finish typing the text, click outside the placeholder.



25.1.3 Inserting New Slide

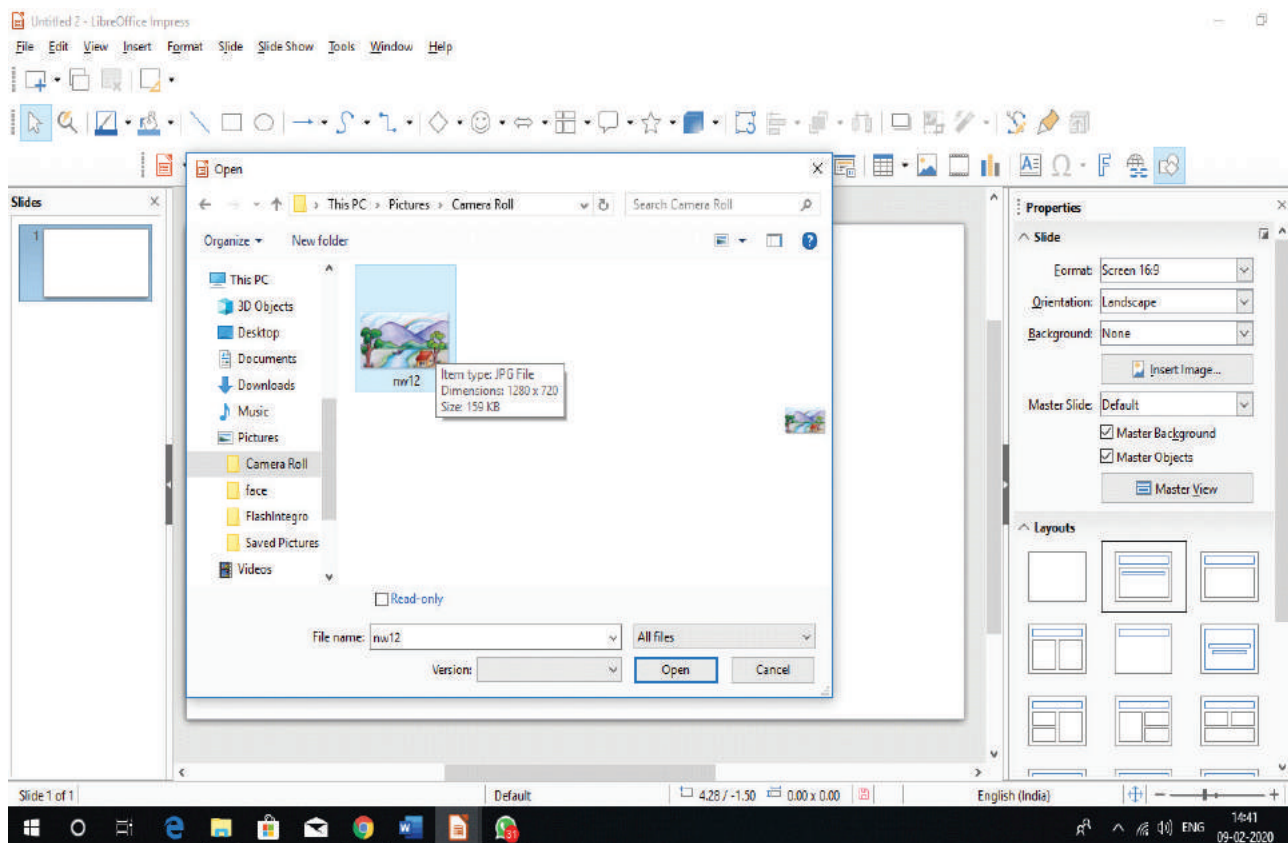
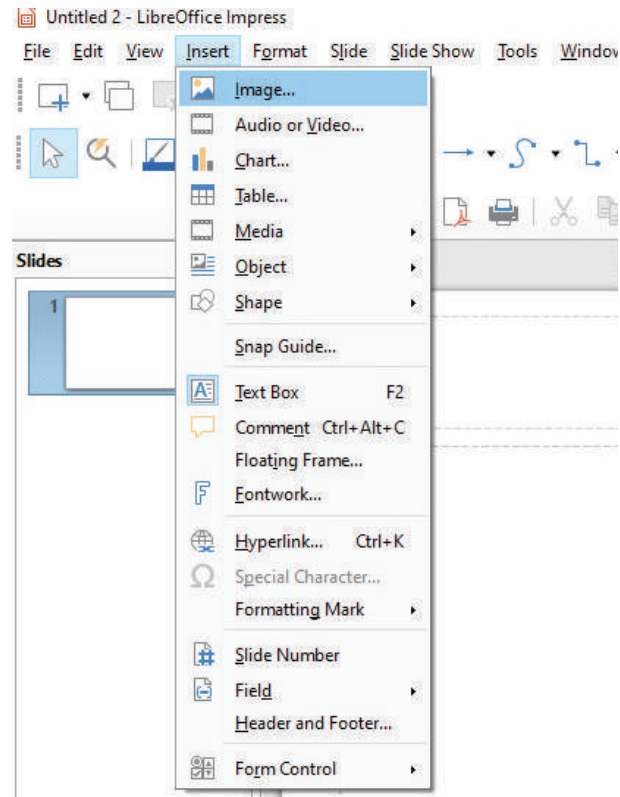
To insert a new slide in a presentation, follow the given steps:

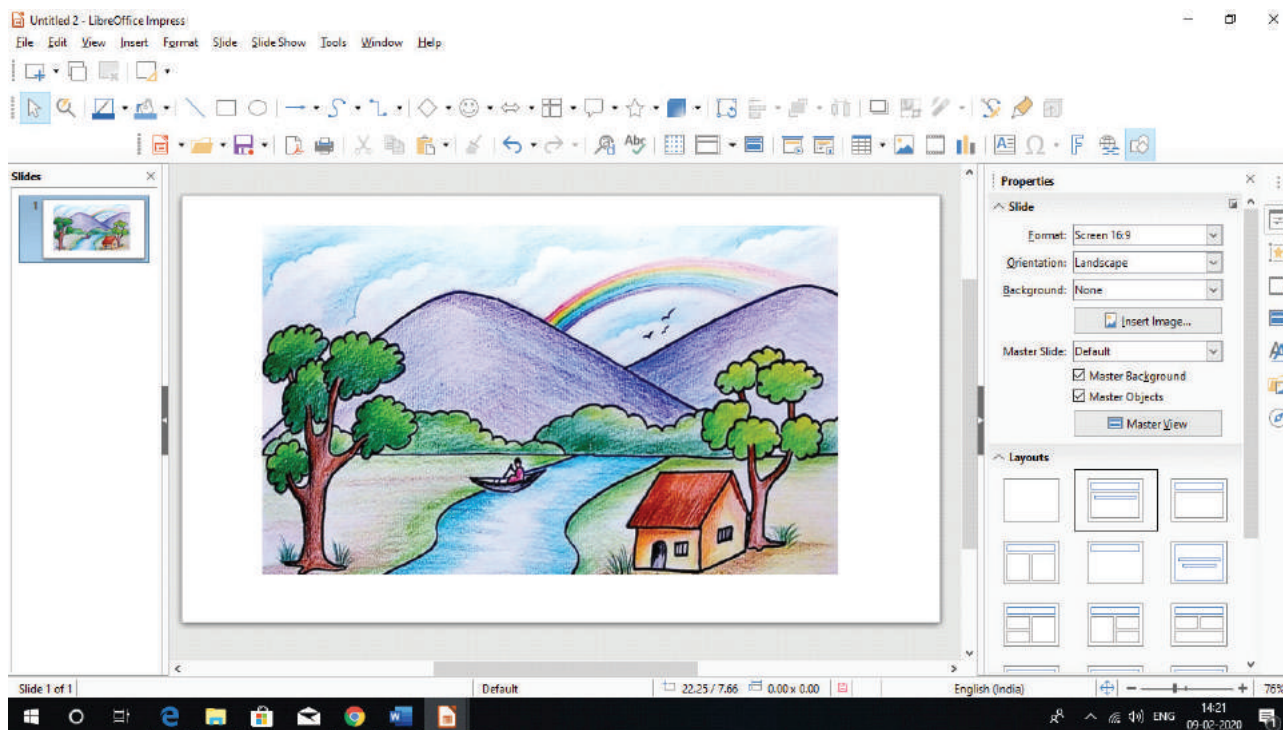
1. Click the Slide Menu.
2. Click New Slide from slides menu.
3. Choose the layout you want. For example, Blank, the new slide is inserted. Similarly, you can add many slides in a presentation.



25.1.4 Inserting pictures

To Insert a Picture in a slide, choose insert -> Image or click the Insert image icon from the Standard Toolbar.



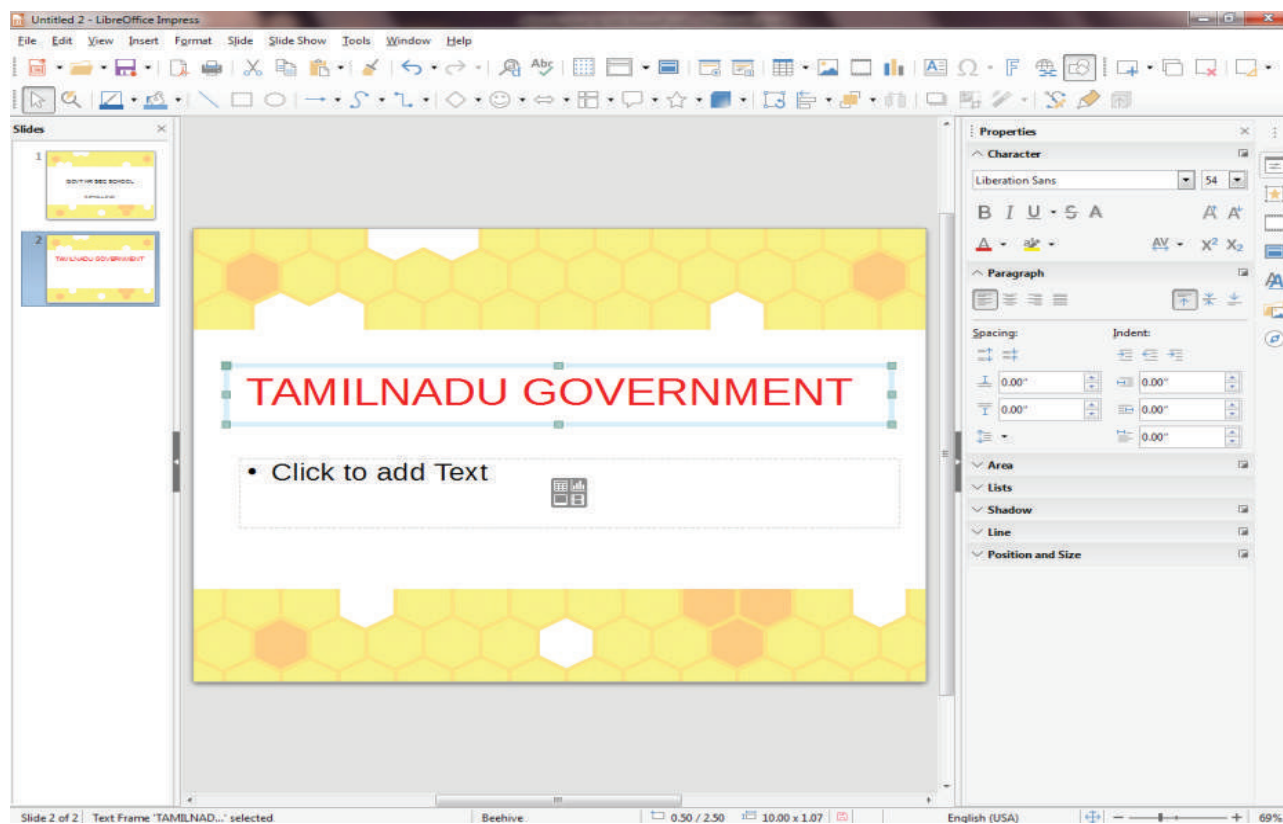


25.1.5 Inserting Text Box

Text box is used to add text anywhere on your slide.

To **add the text**, follow the given steps:

1. Select the slide where you want to add a Text Box.
2. Click the Insert Menu.
3. Click Text Box from the Text group.
4. Drag to draw a textbox where you want to add text.
5. Type whatever you want using the keyboard and click anywhere outside the text box.

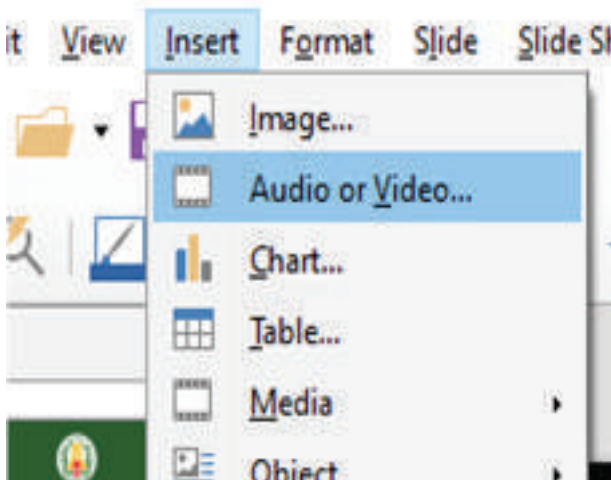


25.1.6 Insert audio and video files

You can insert audio video files to a slide to make your presentation more interesting. By default, LibreOffice provides audio and video clips that you can add to the presentation.

To insert an audio and video from the gallery, follow these steps.

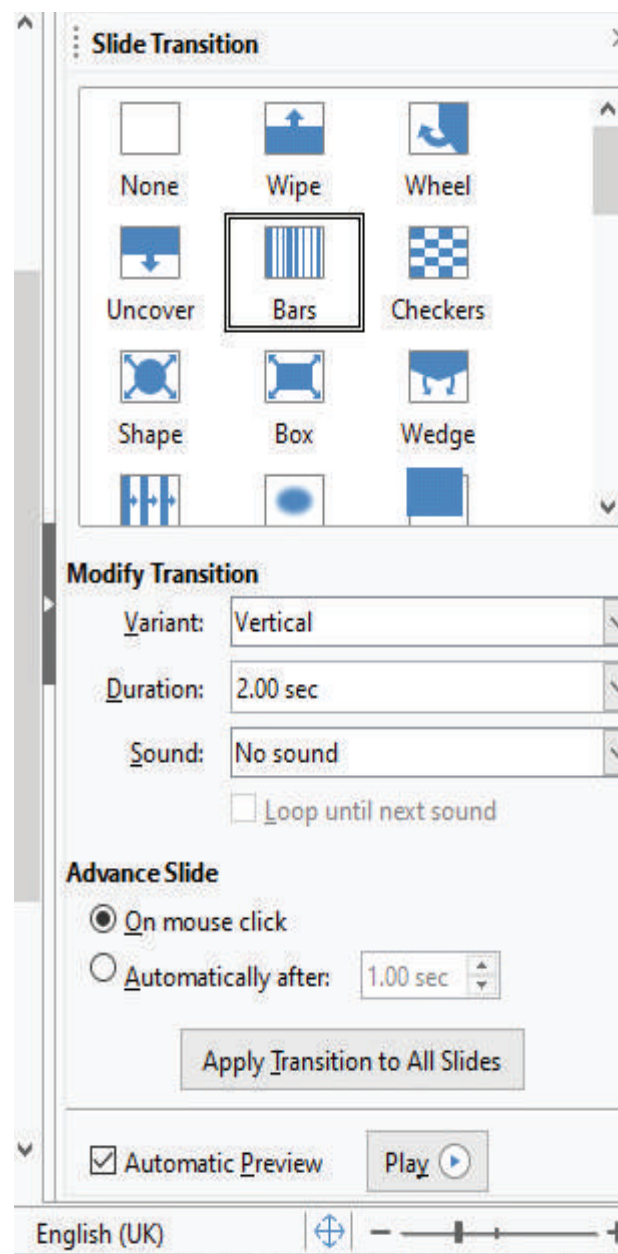
1. Open the slide
2. Click insert menu then click audio/video option. Insert audio/video dialog box appears.
3. Locate and select the audio or video file to insert in the slide.



25.1.7 Slide Transition

Slide transitions are the effects that take place when one slide gives way to the next one in the presentation, like Roll down from top or Fly in from left. They add dynamic flair to a slideshow, smoothing the transition between slides.

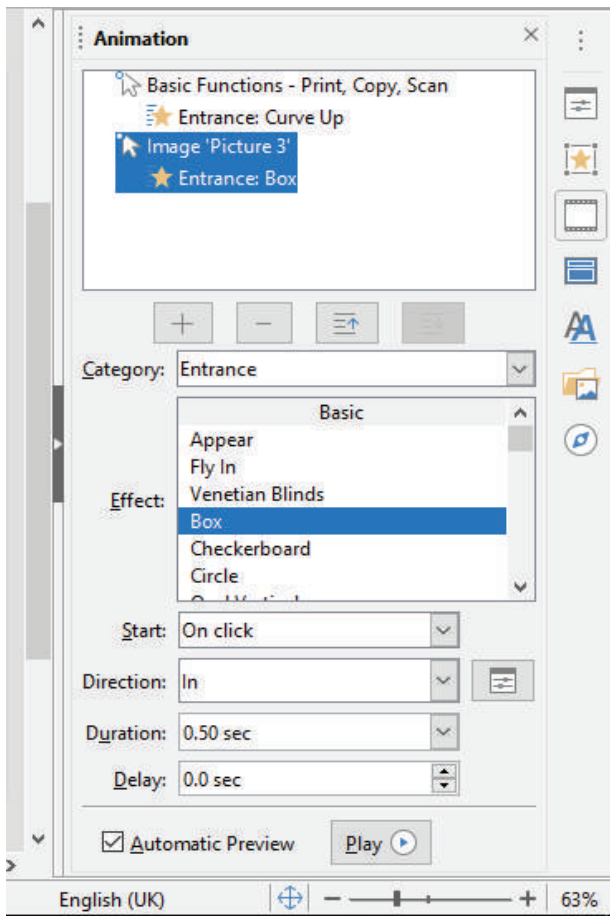
- Click view menu and then press slide transition option.
- Now you can select any one of the transitions (or) you can choose Slide transition option from the Sidebar setting



25.1.8 Animation

Slide animations are similar to transitions, but they are applied to individual elements in a single slide: title, chart, shape, or individual bullet point.

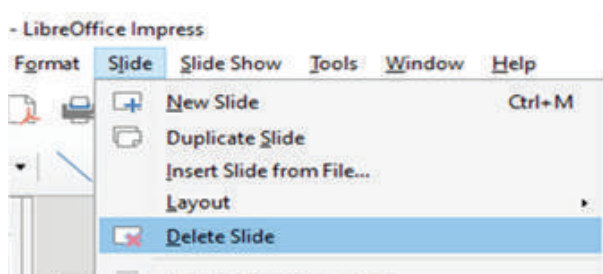
Select the slide and the object (text box, image) you want to apply the animation effect to. In the Sidebar, select Custom Animation icon to open the Custom Animation section. Select the animation effect types from one of the tabbed pages on the Custom Animation dialog.



25.1.9 Deleting Slide

To **delete a Slide**, follow the given steps:

1. Select the slide you want to delete.
2. Click the Slide Menu.
3. Click Delete from the Slides menu. The slide gets deleted.



25.1.10 Saving a Presentation

To save a presentation, follow the given steps:

1. Click the File Menu.
2. Click the Save option. The Save As dialog box appears.

3. Type the file name.
4. Click the Save button.

25.1.11 Viewing a Slide Show

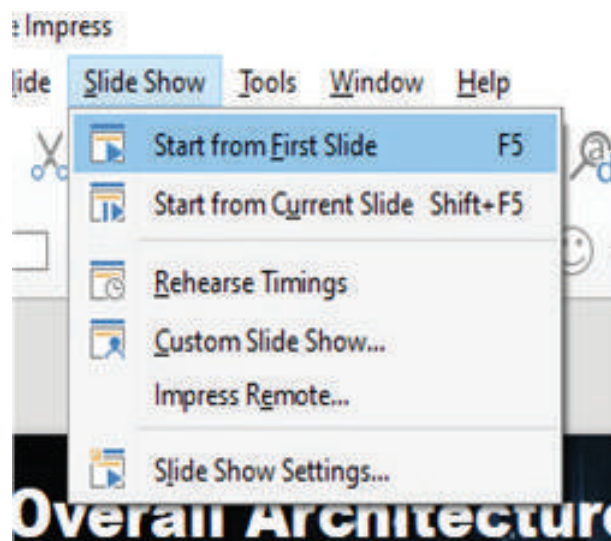
To have a look at how the actual presentation looks is called viewing a slide show.

To **view a slide show**, follow the given steps:

1. Click the Slide Show tab on the Ribbon.
2. Click **From Beginning** from the Start Slide Show group.

You can also press F5 Key on the Keyboard to start the slide show from the first slide .

You see your slides on full screen. Click your mouse each time to see the next slide.



25.1.12 Closing a presentation

To **close a presentation**, follow the given steps:

1. Click File Menu.
2. Click Close option from the list.

If the current file is unsaved, LibreOffice Impress displays a dialog box asking you to choose whether or not to save your file.

Select Yes, if you wish to save the file or No, if you do not wish to save the file. You can choose Cancel, to return to your presentation without saving it.

25.1.13 Opening an Existing Presentation

To open an existing presentation, follow the given steps:

1. Click the File Menu.
2. Click the Open option. The open dialog box appears.
3. Select the file to be opened.
4. Click the Open button.

You can also open your file directly by clicking its name from the Recent Documents list.

25.1.14 Exit LibreOffice Impress

To **Close LibreOffice Impress**, follow the given steps:

1. Click the File Menu.
2. Click Exit LibreOffice Impress.



TEXTBOOK EXERCISES



I. Choose the correct answer.

1. _____ is a structured delivery of information.
a. Slide Show b. Page
c. WordArt d. Presentation
2. The slides are grouped together in a sequence to form _____.
a. slide show b. sharts
c. page d. messages
3. A presentation consists of many _____.
a. pages b. slides
c. placeholders d. messages
4. which key should be pressed to run a slide show ?
a. F1 b. Tab c. F5 d. F2

5. _____ is used to insert attractive text in the slide.
a. Slide Show b. Word Art
c. Text d. Header and Footer

II. Answer briefly.

1. What is LibreOffice Impress?
2. What is a Presentation?
3. What is a Slide?
4. Write the steps to view a Slide Show.

III. Lab Work

1. Create a presentation on Festivals of Tamil Nadu. Save it with suitable name.