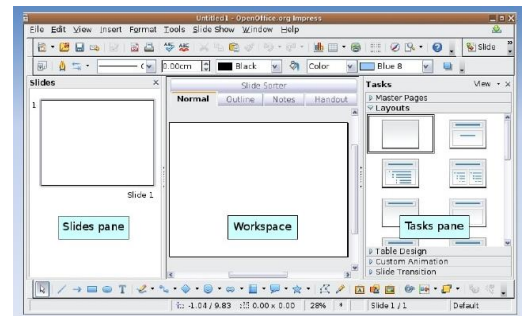


10

DIGITAL PRESENTATION

- **INTRODUCTION TO IMPRESS:** Impress is the presentation software that comes with OpenOffice Suite. Using Impress, we can create slides that contain text, pictures, images, tables, audio and even video elements. We can apply various background themes and colours, text styles, animation and transition effects to enhance our presentations.
- **CREATING AN EMPTY PRESENTATION:** Select Empty Presentation → Click Next>> → Select a Slide Design → Select an Output medium → Click Next>> → Select a slide transition → Click Create button
- **CREATING A PRESENTATION FROM TEMPLATES:** click From Templates → Select the desired template and click Next>> → select the presentation background colour scheme from Select a slide design section → Select a Slide Transition → Select the desired presentation type - Default or Automatic → click Next>> → type name of the company and subject of presentation → click Next>> → Click Create
- **OPENING AN EXISTING PRESENTATION:** Choose Open existing presentation → Select the name of the file → Click Open button
- **CLOSING A PRESENTATION:** Click Close button on the top right corner of the Impress Window or we can click File → Exit option
- **COMPONENTS OF IMPRESS WINDOW:**
 - Title bar: The title bar is located at the top of the Impress window.
 - Menu Bar: It is present just below the Title bar and it displays various menus- File, View, Insert,

Format, Tools , Slide Show,
Window and Help.



- Toolbars: Various toolbars can be displayed while creating or editing a presentation.
- Slides Pane: The Slides Pane is located on the extreme left of the Impress window.
- Workspace: The slide on which the objects are being inserted / edited is known as active slide and it appears in the workspace.
- Status Bar: This is present at the bottom of the Impress window
- View Tabs: Presentation in OpenOffice Impress can be viewed in six views – Normal, Outline, Notes, Handouts, Slide Sorter and Slide Show.
 - Docking Tasks Pane
- **INSERTING A NEW SLIDE:** To add a new slide click Insert → Slide option. Alternatively we may right click and select Slide → New Slide option
- **EDITING AND FORMATTING A SLIDE:**
 - Using the Slide Master: Click Format → Slide Design → Click Load button → In the Categories section, select the design that you

- want to apply to the presentation → Click OK button → The Slide Design dialog box re-appears with the selected design → Click OK button
- Changing Background Colour: Select Format → Page option → Click the Background tab → In the Fill section, select the background option → Choose the desired colour and click OK → Click Yes if the background colour has to be changed in all slides and No if the background colour of only the current slide has to be changed.
 - Formatting Text: Click Format → Character → Select the desired font style, size, typeface and click OK to apply the selected formatting effects.
 - Copying and Moving Slides: Click the Slide Sorter view tab → Select the slide to be copied → From the Standard toolbar, click Copy button to copy and Cut button to move the selected slide → Click at the place where the slide has to be pasted and click Paste button from the Standard toolbar
 - Deleting and Hiding Slide: open the Slide Sorter view → Right click on the slide that we want to hide or delete → Select Delete Slide or Hide Slide option.
 - INSERTING PICTURE IN A SLIDE: Select Insert → Picture → From File → Browse for the folder where the picture is saved → Select the desired picture and click Open button. The selected picture will be inserted on the slide.
 - INSERTING CLIPART: Click the Gallery button → In the Gallery tasks Pane, the pictures are categorized according to various themes, Select the desired theme → Right click on the picture that you want to insert and select Insert → Copy from the drop down menu.
 - INSERTING AUTOSHAPES: In the Drawing toolbar, click the down arrow button beside the desired category → Select the desired shape from the list → Click and drag the mouse pointer on the workspace to draw the selected shape of desired size on the active slide
 - INSERTING AUDIO AND VIDEO: Select the slide on which any sort of audio/video has to be inserted → Select Insert → Movie and Sound option → Browse for the folder which contains the desired audio/video file → Select the audio/video file and click Open button.
 - APPLYING ANIMATION EFFECTS: Select the object on which the animation effect has to be applied → select the Custom Animation button → In the Modify Effect section, click Add button to add the animation effect to the desired object. The Custom Animation dialog box appears → The Entrance tab will be selected → Select the Automatic Preview check box → Click OK button to go back to Custom Animation tasks pane → From the Start list box, select the manner in which the animation will be shown on the slide → Choose the speed of animation from the Speed list box and the direction of transition from the Direction list box → Click OK button to save the selected animation settings.
 - VIEWING SLIDE SHOW: To view the slide show of the presentation, click Slide Show → Slide Show option. Alternatively we can also select View → Slide Show option.
 - REHEARSE TIMING FEATURE: Click Slide Show → Rehearse Timings

option. The Slide show begins with a timer at the bottom left corner of the screen → Press the arrow key or click the mouse button to move to the next slide.

- **SAVING A PRESENTATION:** Click File → Save As → Browse for the folder in which the file has to be saved → Type the name of the presentation in the File name text box → Click Save button
- **PRINTING A PRESENTATION:** Select File → Print option → In the Range and Copies section, specify the range of slides to be printed – All Slides, Selected Slides or Current Slide → Click Print button to start the printing process.

CHECK YOURSELF

Q1. Which view is generally used for Creating, Formatting and designing slides:

- A. Normal View
- B. Outline View
- C. Notes
- D. Slide Sorter View

Q2. Which of the following option is not available on Presentation Wizard?

- A. Empty Presentation
- B. Form Template
- C. Open New Presentation
- D. Open Existing Presentation

Q3. Which of the following is not a part of main impress window?

- A. Slides Pane
- B. Workspace
- C. Work Pane
- D. Task Pane

Q4. Which file format cannot be added to office impress?

- A. HTML

- B. JPEG
- C. GIF
- D. WAV

Q5. In presentation tools, the entry effect as one slide replaces another slide in a slideshow. Identify the option that suits after reading the statement

- A. Animation
- B. Slide Transition
- C. Custom Animation
- D. Rehearse Timing

STRETCH YOURSELF

1. What are the steps to insert a audio/video in the presentation?
2. Write the steps to add an animation to an object?
3. Create a presentation on Digital India and try to utilize maximum features.

ANSWERS

Answers to Check Yourself:

1. D
2. A
3. B
4. A
5. B