

**Presentation Basics****Learning Objectives**

After learning this chapter, the students will be able to

- Know the open source presentation software
- explore opening a new presentation using Impress
- create a new presentation using various ways using Impress
- Know parts of the main Impress Window
- differentiate five sections of Task pane
- explain Window elements of Impress
- differentiate various views in Workspace
- explore drawing Objects & inserting OLE
- draw freeform shapes
- rotate Objects
- create animation in slides/objects

**8.1 Presentation Software - Meaning**

- A presentation software is a computer software package used to show information, in the form of a slide show.

**It includes three major functions:**

- an editor that allows the text to be inserted and formatted,
- a method for inserting and manipulating graphic images and
- a slide-show system to display the content.
- Presentation software is used to create presentations, quizzes, e-learning packages and multimedia products.
- Most presentation software packages will create your multimedia product using a series of slides.
- Text, images, video, animations, links and sound can be combined on each slide to create a final product.

The most commonly known presentation programs are OpenOffice.org Impress, Microsoft PowerPoint and Apple's Keynote. In this chapter, we are going to explore on OpenOffice.org's presentation Software Impress.

## 8.2. Impress

Impress is OpenOffice.org's presentations (slide show) module. You can create slides using Impress. It contains different elements like text, bulleted and numbered lists, tables, charts, clip art and a range of graphic objects. Impress has access to the spelling checker and thesaurus. Also, it comes with pre-packaged text styles, background styles with online help.

## 8.3. Opening a new presentation

You can start Impress in several ways:

- In order to open Impress using Start button, click Start button and select **All Programs → Open Office → OpenOffice Impress**. (Figure 8.1)
- If it is already pinned in the Start menu, just click and open it. (Figure 8.2)

## 8.4. Creating a new presentation

You can create a presentation by any one of the following methods.

1. By selecting an Empty presentation
2. By selecting From template

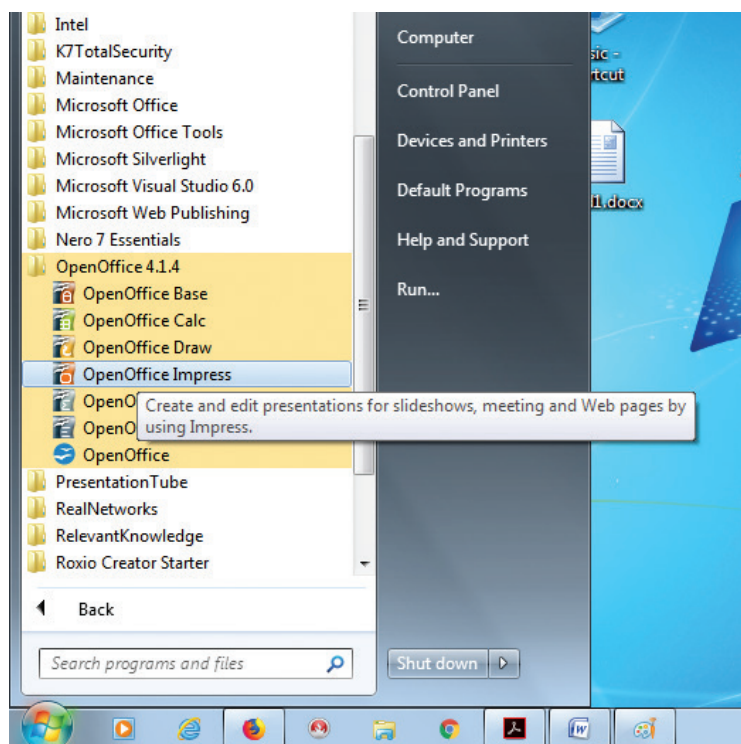


Figure 8.1 – Opening Impress using Start button (using All Programs)

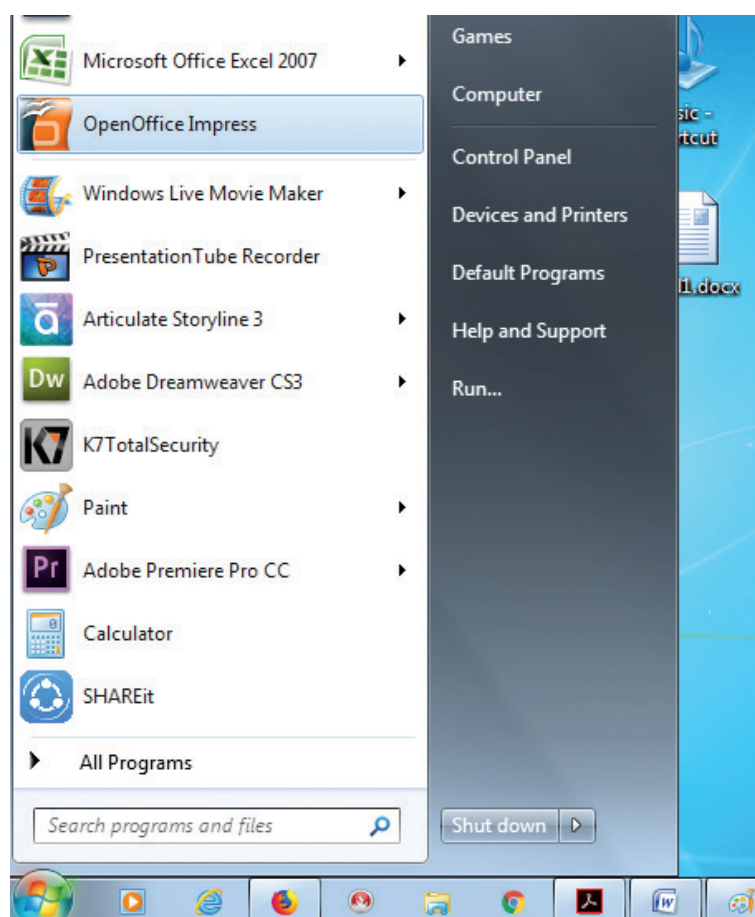


Figure 8.2 – Opening Impress using Start button

3. By selecting from Open existing presentation

#### 8.4.1. Using Empty presentation

1. Select Empty presentation under Type. It creates a presentation from scratch.
2. Click Next. The Presentation Wizard step 2 appears. Figure 8.4 shows the Wizard.

3. Choose a design under **Select a slide design**. The slide design section gives you two main choices: Presentation Backgrounds and Presentations.
4. Each one has a list of choices for slide designs. If you want to use one of these other than the <Original>, click it to

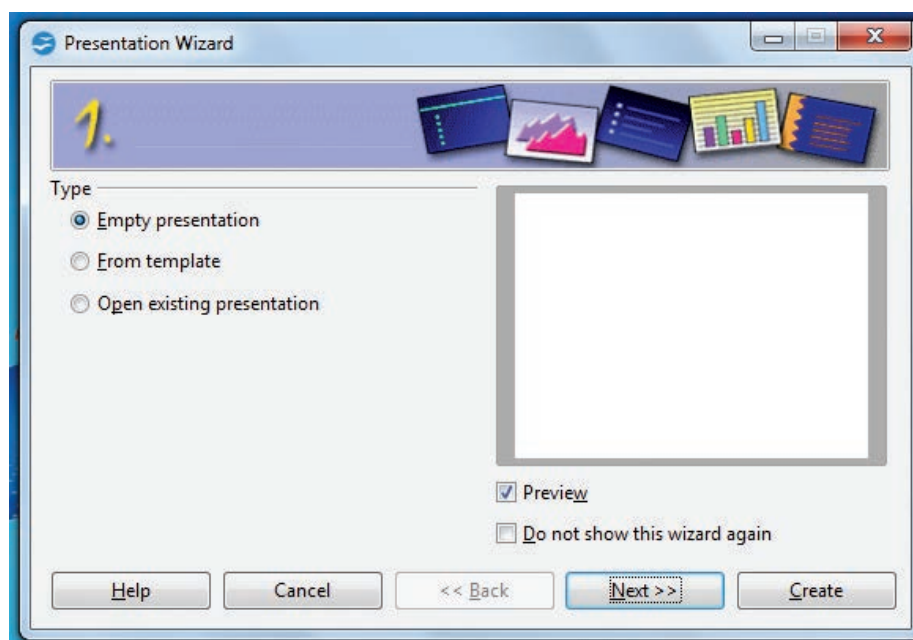


Figure 8.3 – Using the Presentation Wizard to choose the type of presentation

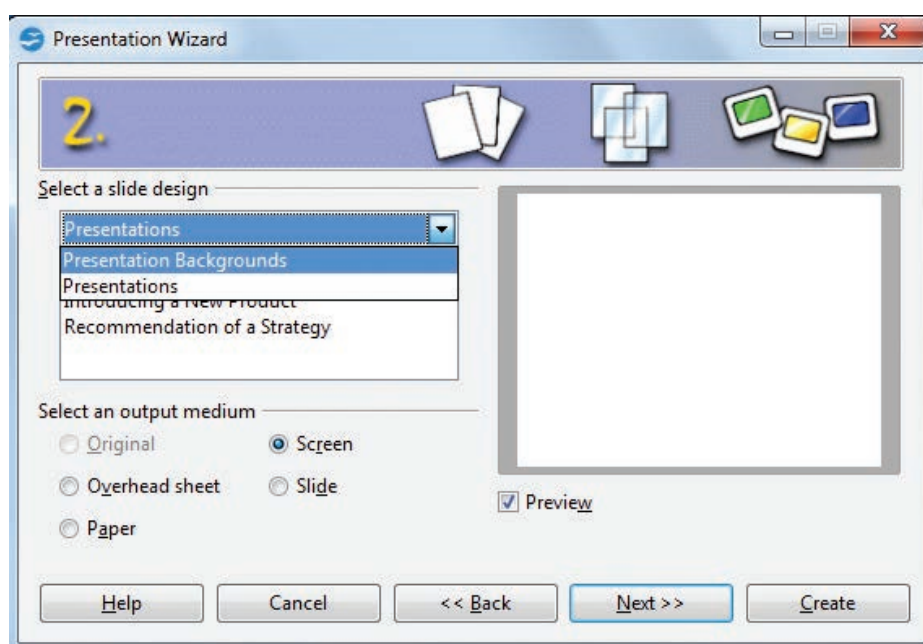


Figure 8.4 Wizard showing the main choices

select it. The preview of the same will be shown in the preview pane.

5. <Original> is an empty background. You can also select among three predefined Presentations: <Original>, Introducing a New Product, and Recommendation of a Strategy. (Figure 8.6).
6. Click an item to see a preview of the slide design in the Preview window.
7. Select how the presentation will be used under **Select an output medium**. Generally, presentations are created

for computer screen display, so select Screen option. (Figure 8.6).

8. Click Next. The Presentation Wizard step 3 appears (Figure 8.7). In this step, you can choose the desired slide transition from the **Effect** drop-down menu. Select the desired **speed** for the transition between the different slides in the presentation from the Speed drop-down menu. Medium is a good choice. Click Create. A new presentation is created. (Figure 8.8)

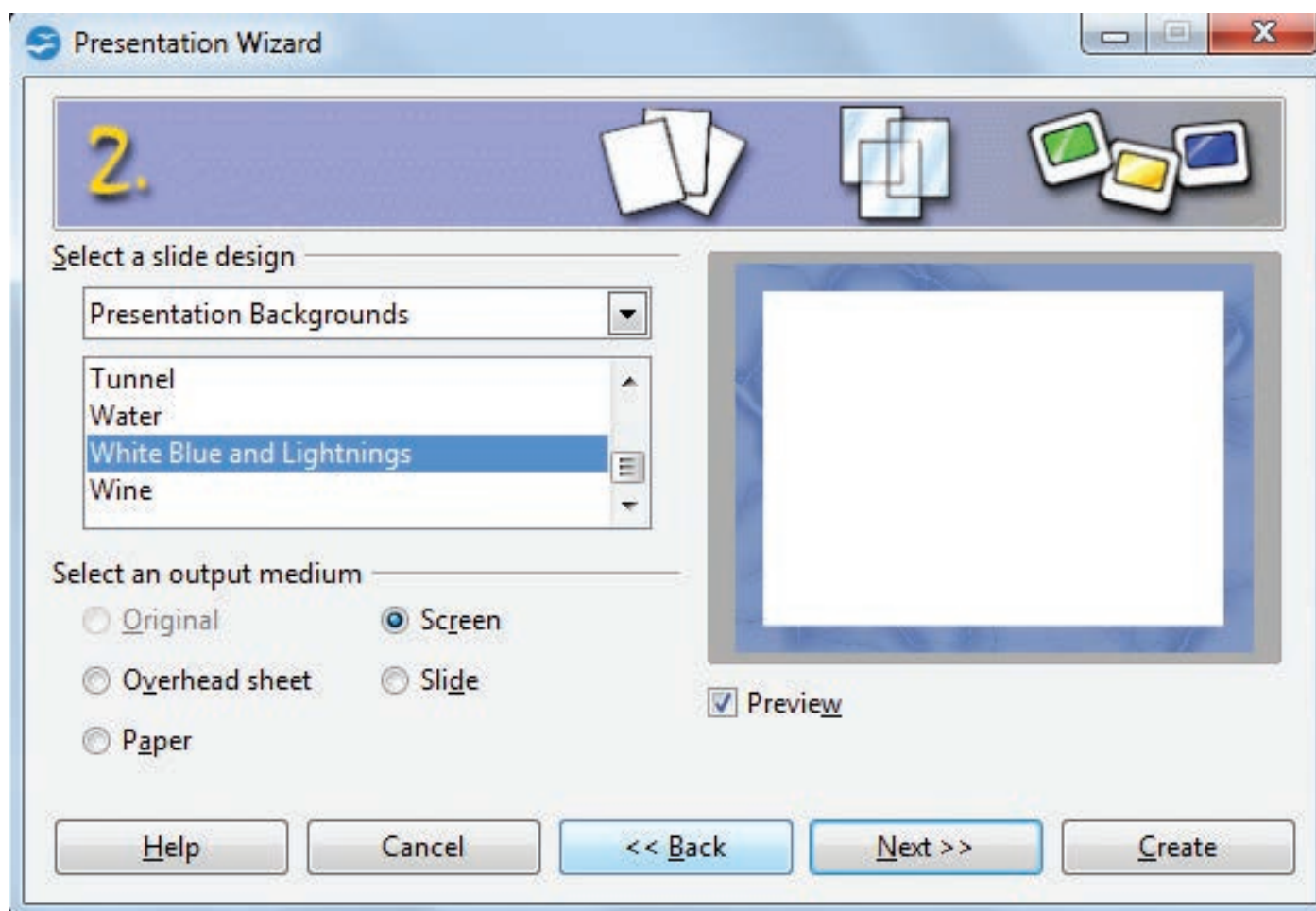


Figure 8.5 Selecting a slide design using Presentation Backgrounds



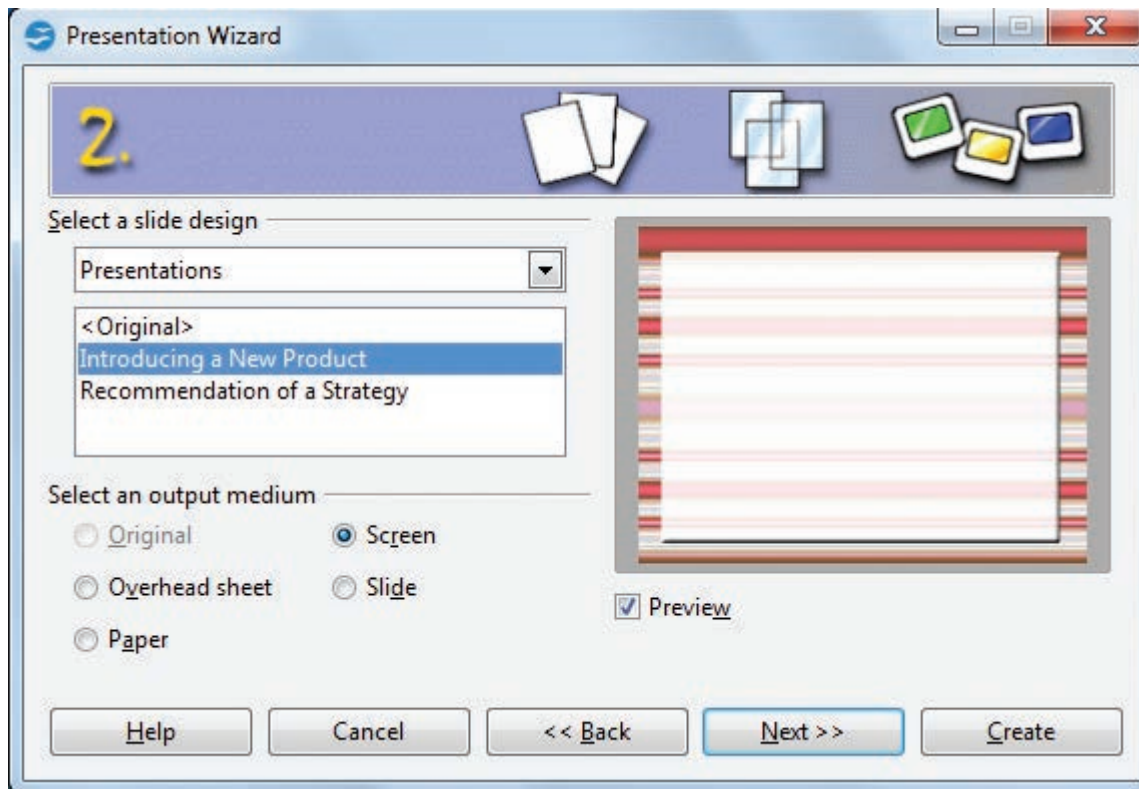


Figure 8.6 Selecting a slide design using Presentations

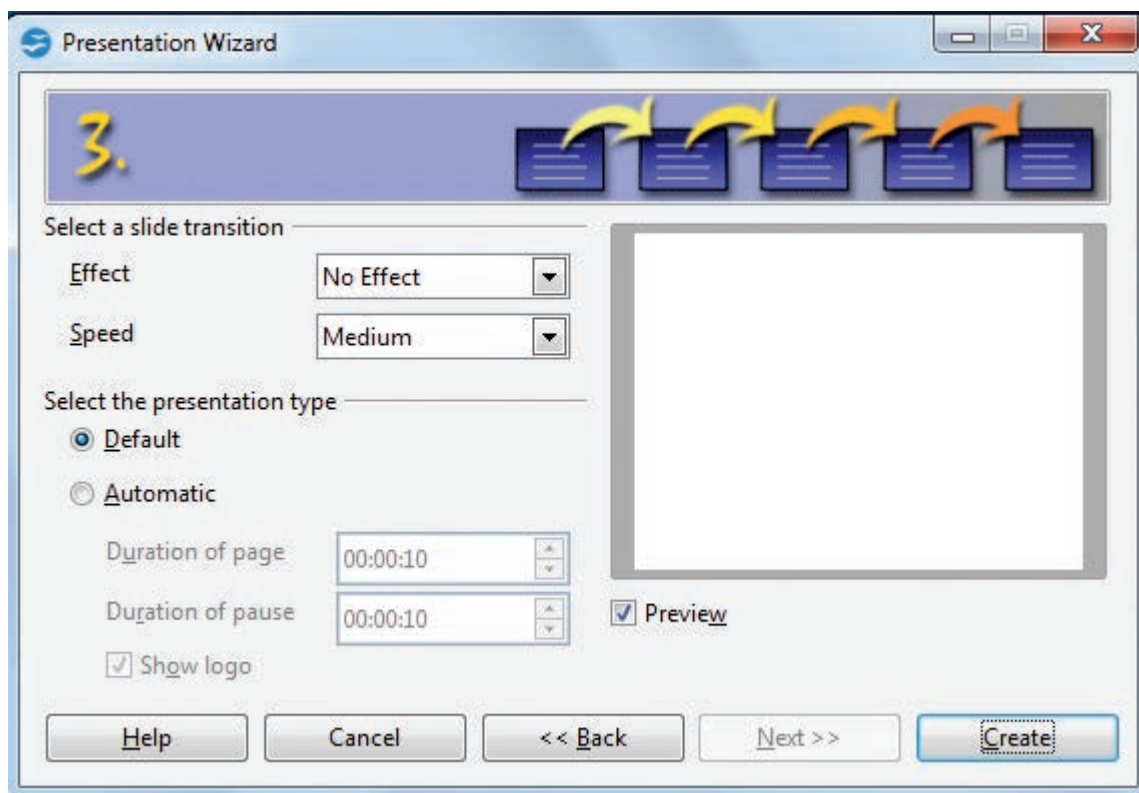


Figure 8.7 Selecting a slide transition effect

### 8.4.2. Using Template

- If you choose the option **From template**, it uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates.
- Introducing a New Product and Recommendation of a Strategy are pre-packaged presentation templates.

Choose the template that you want. (Figure 8.9).

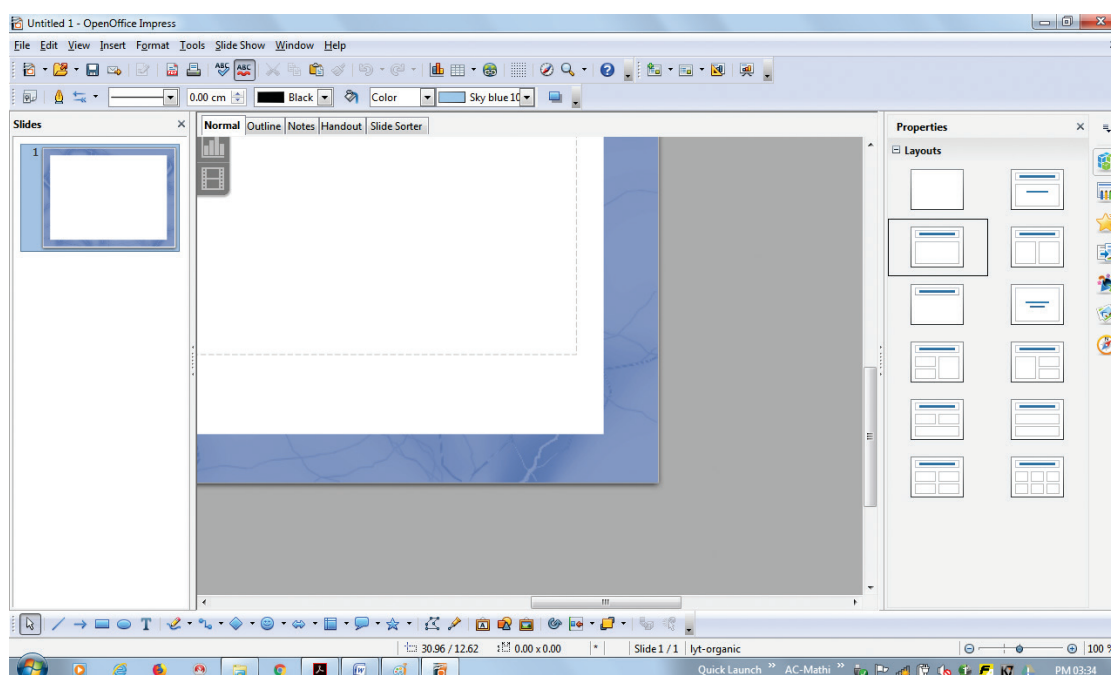


Figure 8.8 New presentation

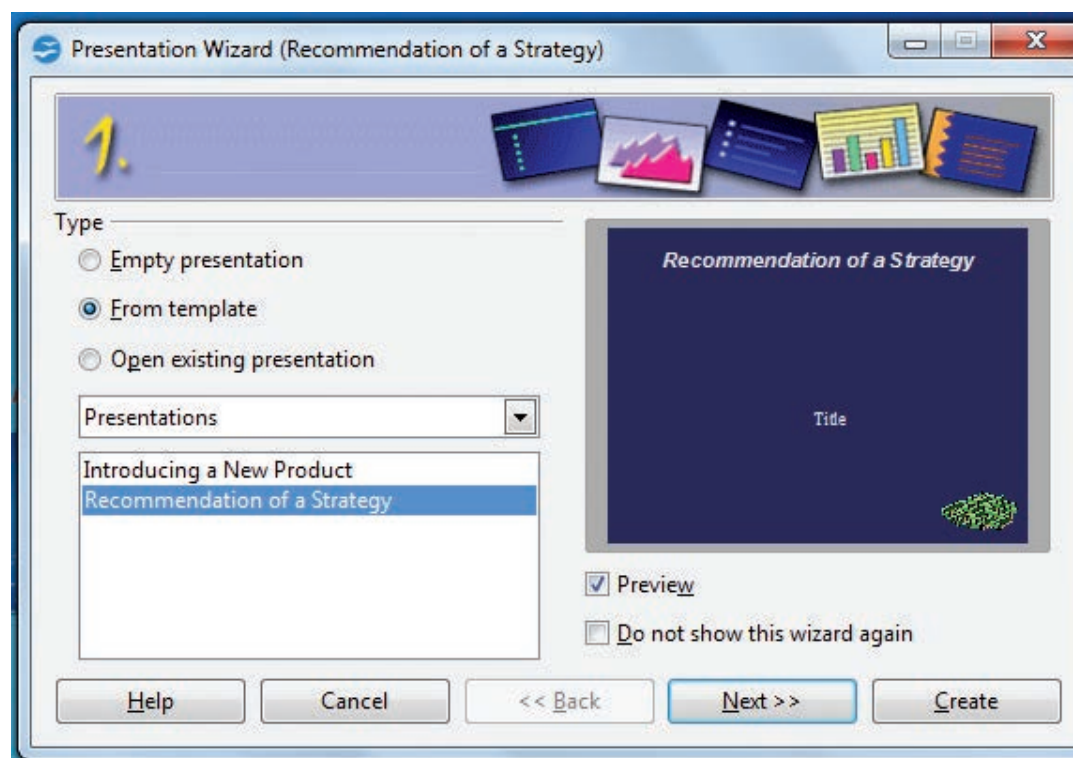


Figure 8.9 Opening a new presentation using From template option

### 8.4.3. Using Open existing presentation

- If you choose the option Open existing presentation, it helps in continuing the work on a previously created presentation.
- You have to open a presentation already prepared by clicking Open button. The wizard changes to show a list of existing presentations, from which you can choose the one that you want. (Figure 8.10).

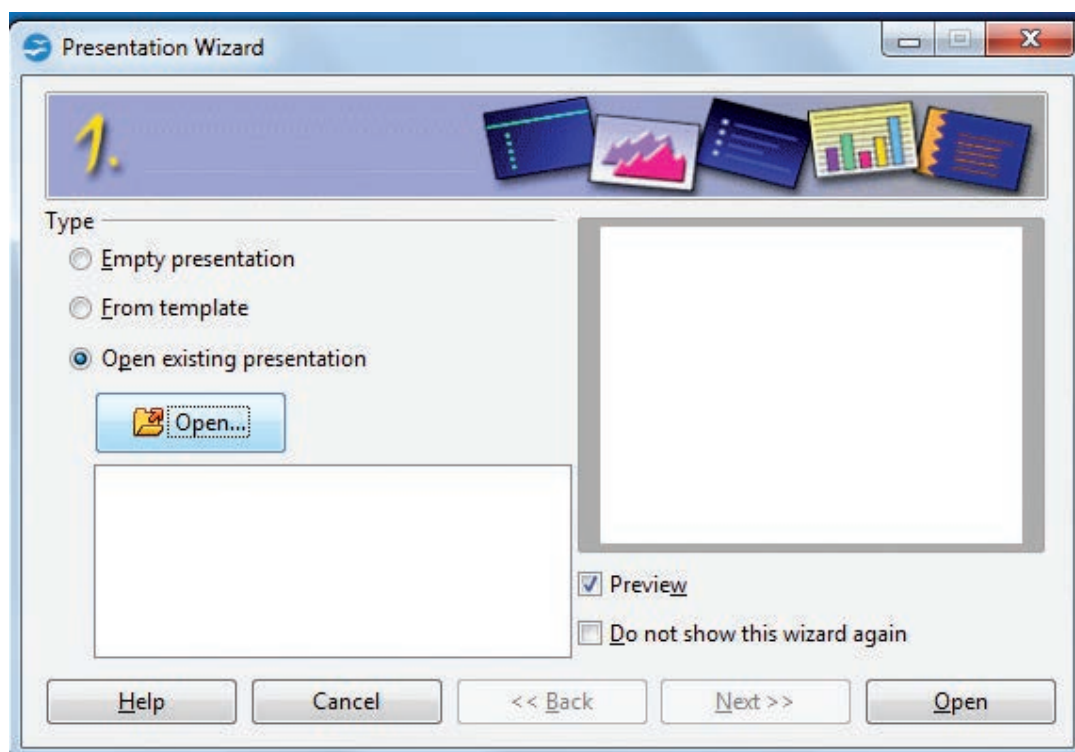


Figure 8.10 Opening a new presentation using Open existing presentation option

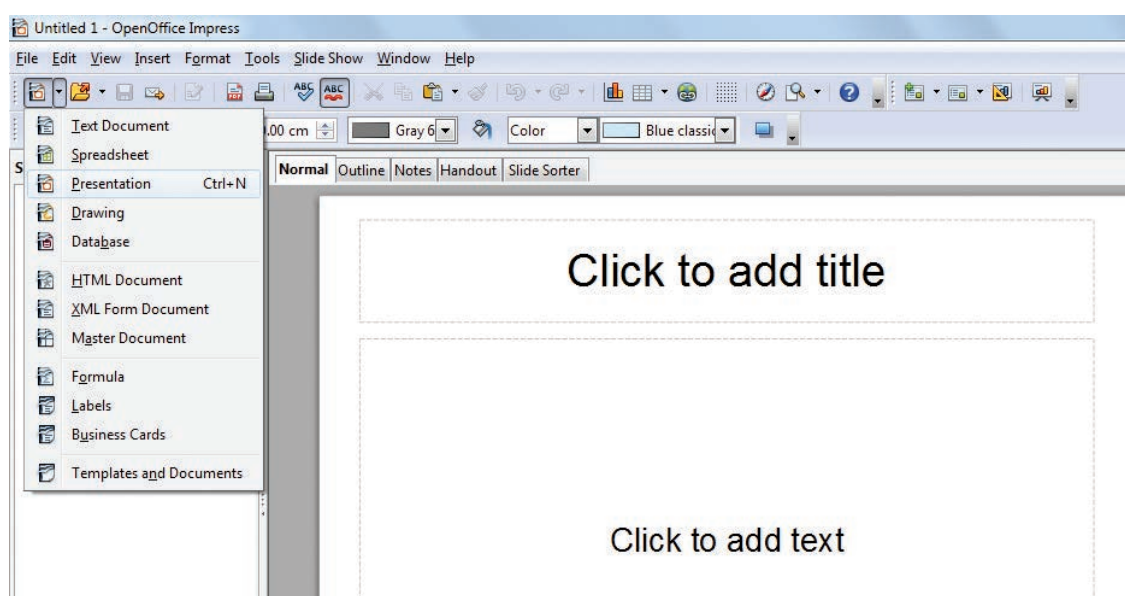


Figure 8.11 Opening a new presentation using New icon



### Tip Notes



#### First Spreadsheet

- If you do not want the wizard to start every time you start Impress, select the Do not show this wizard again checkbox.
- Leave the Preview checkbox selected, so templates, slide designs, and slide transitions appear in the preview box as you choose them.

toolbar and select Presentation from the drop-down menu (Figure 8.11).

3. Or else, choose **File** → **New** → **Presentation**. (Figure 8.12).

### 8.5. Parts of the main Impress window

The main Impress window (Figure 8.13) has three parts: the Slides pane, the Workspace and the Task pane. Additionally, several toolbars can be displayed or hidden during the creation of a presentation.

### Various ways of Starting Impress:

You can start Impress in various ways.

1. You can select the presentation from the system menu or the OpenOffice.org Quickstarter.
2. Or you can click the triangle to the right of the New icon on the main

### Tip Notes



You can remove the Slides pane or Tasks pane from view by clicking the Close (X) option in the upper right corner. You can also show or hide these panes using View → Slide Pane or View → Task Pane/Side bar.

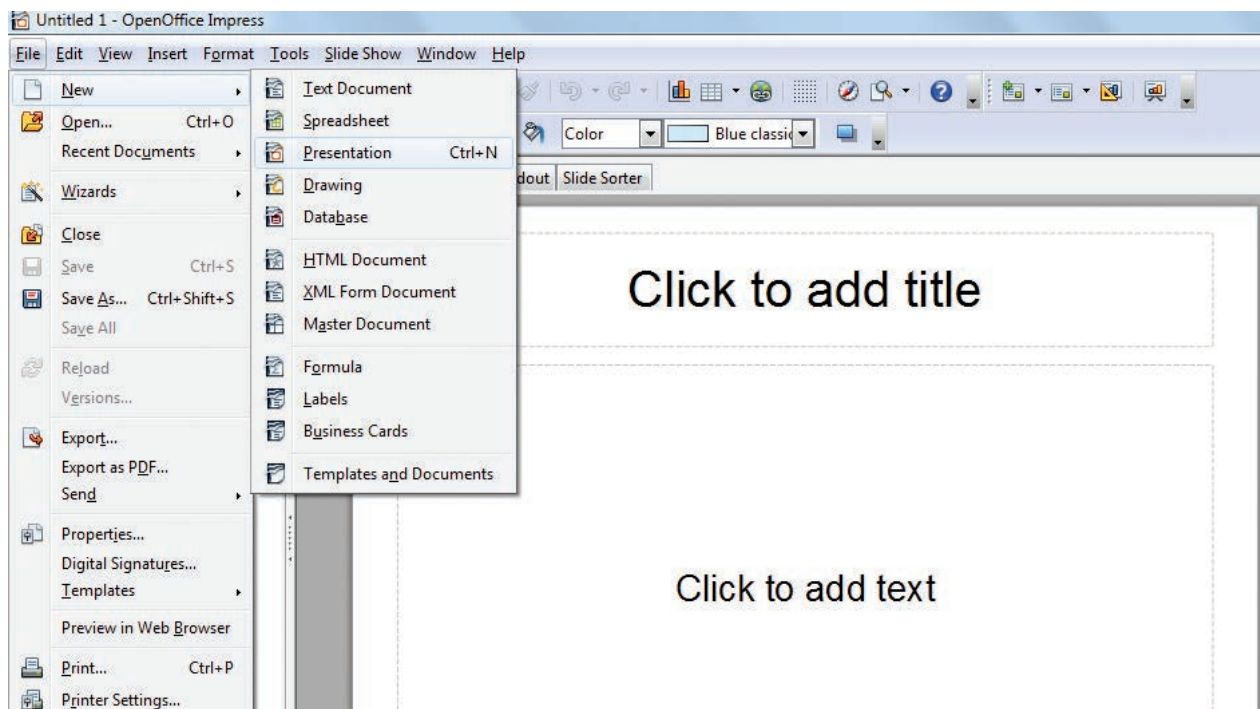


Figure 8.12 Opening a new presentation using File menu





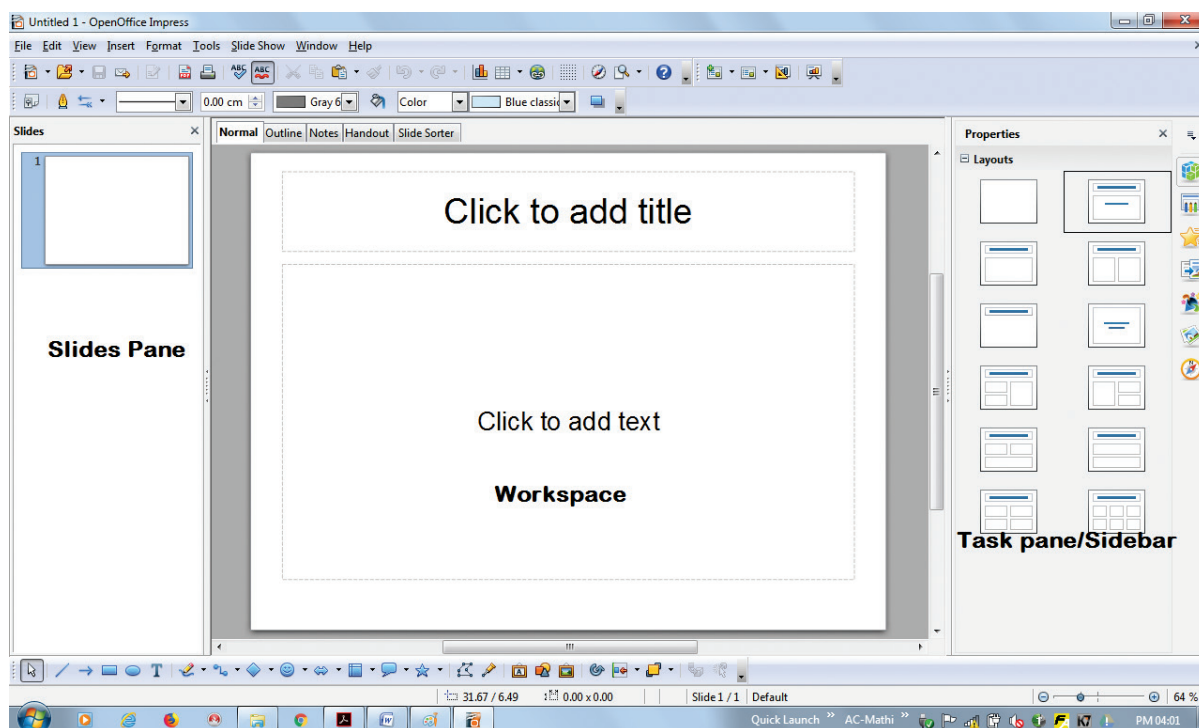


Figure 8.13 Main window of Impress

### 8.5.1. Slides pane

- The Slides pane contains thumbnail pictures of the slides in your presentation, in the order of our insertion of slides.
- Clicking a slide in this pane selects it and places it in the Workspace. While it is there, you can apply any changes that are desired to that particular slide.

Several additional operations can be performed on one or more slides in the Slides pane:

- Add new slides at any place within the presentation after the first slide.
- Mark a slide as hidden so that it will not be shown as part of the slide show.
- Delete a slide from the presentation if it is no longer needed.

- Rename a slide.
- Copy or move the contents of one slide to another (copy and paste, or cut and paste, respectively).

It is also possible to perform the following operations, other than using the Slides pane.

- Change the slide transition following the selected slide or after each slide in a group of slides.
- Change the sequence of slides in the presentation.
- Change the slide design. (A window opens allowing you to load your own design.)
- Change slide layout for a group of slides simultaneously. (This requires using the Layouts section of the Tasks pane.)

## 8.5.2. Tasks pane

The Tasks pane has five sections:

### 8.5.2.1. Master Pages

You define the page style for your presentation using Master Pages. Impress contains pre-packaged Master Pages (slide masters). One of them by default is blank, and the rest have a specific background. (Figure 8.14)



Figure 8.14 Master Pages

### 8.5.2.2. Layout

Pre-packaged layouts are shown. You can choose the one that you want, use it as it is or modify it to suit your own requirements. At present, it is not possible to create custom layouts. (Figure 8.15)

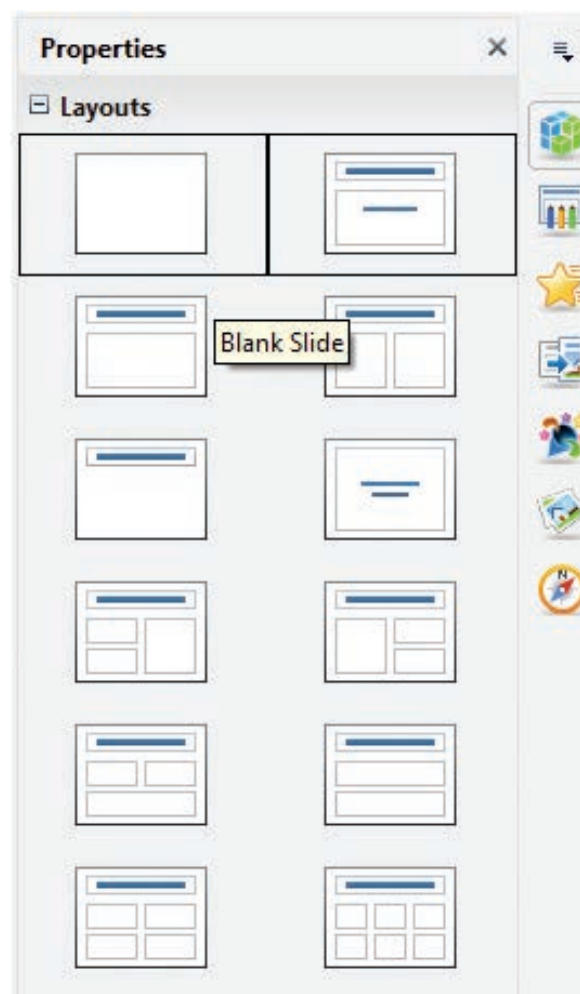


Figure 8.15 Layout

### 8.5.2.3. Table Design

Standard table styles are provided in this pane. You can further modify the appearance of a table with the selections to show or hide specific rows and columns, or to apply a banded appearance to the rows and columns. (Figure 8.16)

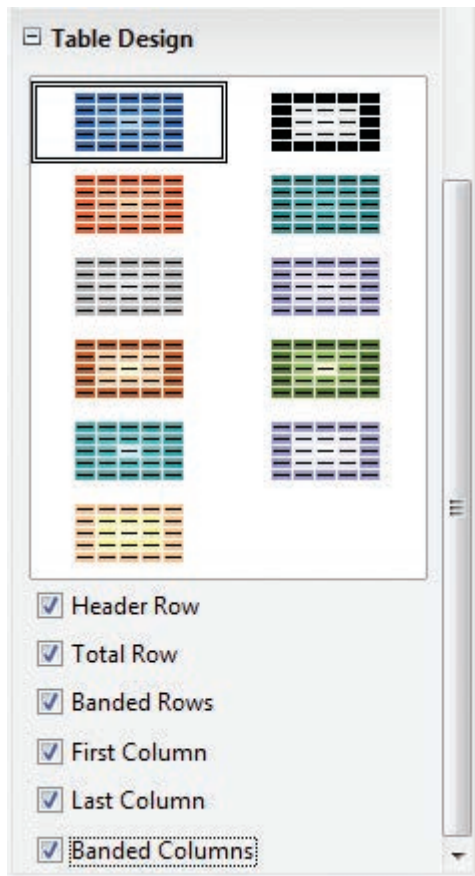


Figure 8.16 Table Design

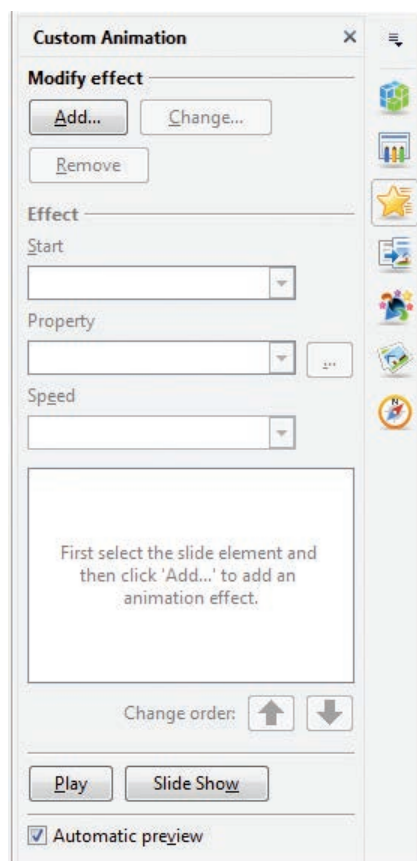


Figure 8.17 Custom Animation

#### 8.5.2.4. Custom Animation

A variety of animations for selected elements of a slide are listed here. Animation can be added to selected elements of a slide and it can also be changed or removed later. (Figure 8.17)

#### 8.5.2.5. Slide Transition

Transitions are available, including **No Transition**. You can select the transition speed (slow, medium, fast). You can also choose between an automatic or manual transition, and how long you want the selected slide to be shown (automatic transition only). (Figure 8.18)

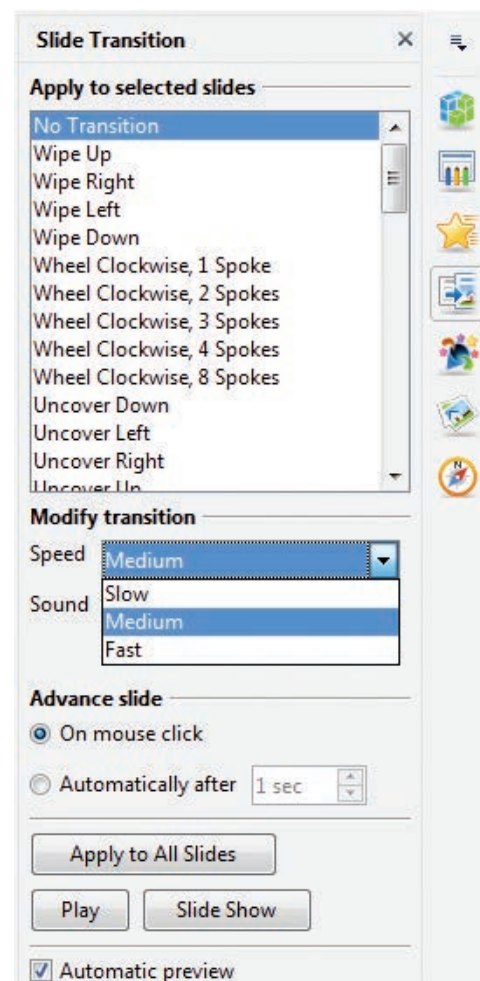


Figure 8.18 Slide Transition

## 8.6. Window elements of Impress

Figure 8.19 shows the elements of the Impress Window Open source application.

The window elements of Impress include Title Bar, Menu Bar, Tool Bar, Ruler Bar and the Scroll Bar which are similar to the elements in Open Office writer.

### 8.6.1. View Buttons:

The Workspace has five tabs: Normal, Outline, Notes, Handout, and Slide Sorter, as seen in Figure 8.19. These five tabs are called View Buttons.

### 8.6.2. Status Bar:

Status Bar is present at the bottom of your window, which gives you some

statistics about the file that you are viewing. It is a good practice to check the information shown there. In case you do not need the information in the Status Bar, you can hide it by selecting **View** → **Status Bar** from the main menu.

### 8.6.3. Navigator

The Navigator (Figure 8.20) displays all objects contained in a document. It provides another convenient way to move around a document and find items in it. The Navigator button is located on the Standard toolbar. You can also display the Navigator by choosing **Edit** → **Navigator** on the menu bar or pressing **Ctrl+Shift+F5**.

The Navigator is more useful if you give your objects (pictures, spreadsheets, and so on) meaningful names, instead of leaving them as the default “Object 1” and “Picture 1” as shown in Figure 8.20.

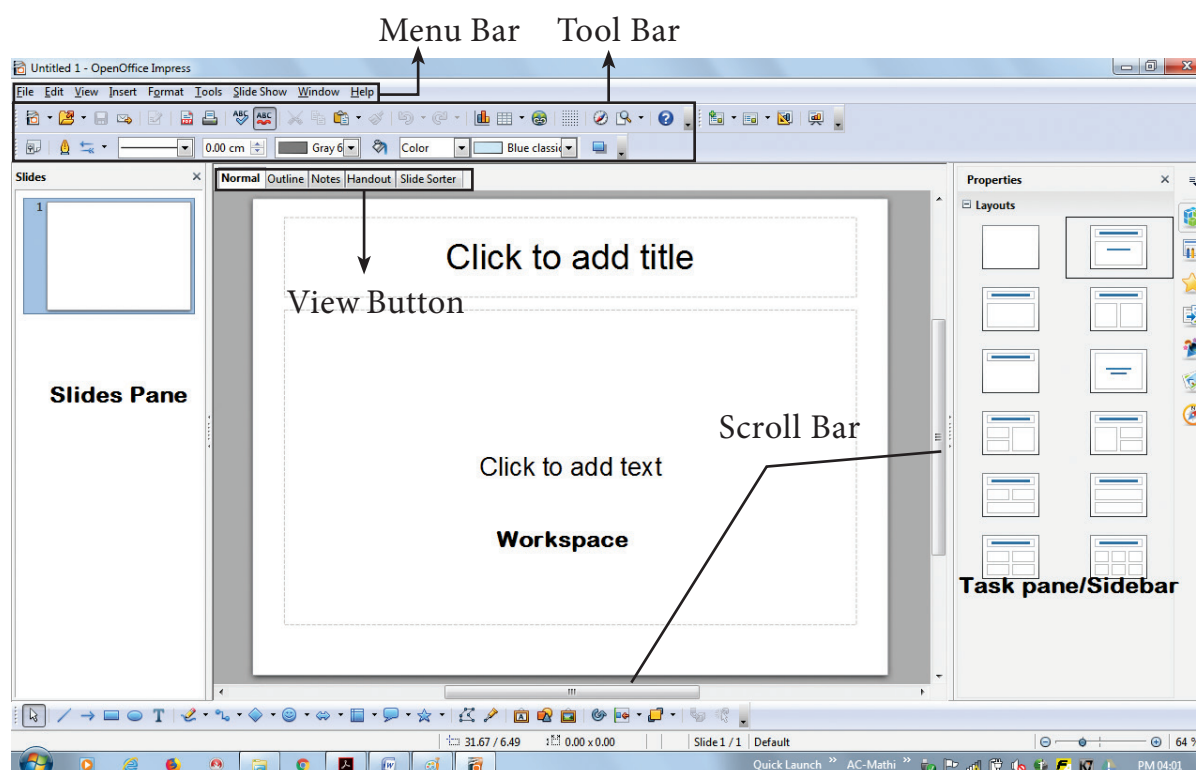


Figure 8.19 Window elements of Impress



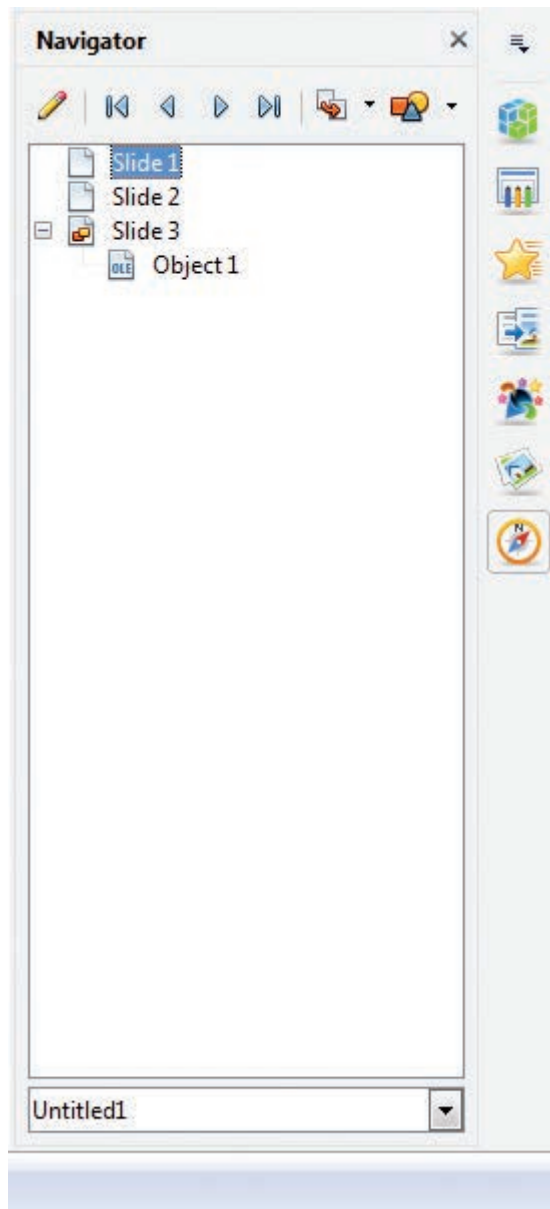


Figure 8.20 Navigator

## 8.7. Workspace

The Workspace has five tabs: Normal, Outline, Notes, Handout and Slide Sorter, as seen in Figure 8.19. These five tabs are called View Buttons. There are many toolbars that can be used during the slide creation; they are revealed by selecting them with **View → Toolbars**.

The actual Workspace section is below the View Buttons. This is where

you assemble the various parts of your selected slide. Each view is designed to ease the completion of certain tasks.

**Normal view** is the main view for creating individual slides. Use this view to format and design slides and to add text, graphics and animation effects.

**Outline view** shows topic titles, bulleted lists and numbered lists for each slide in outline format. Use this view to rearrange the order of slides, edit titles and headings, rearrange the order of items in a list and add new slides.

**Notes view** lets you add notes to each slide that are not seen when the presentation is shown.

**Slide Sorter view** shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.

**Handout view** lets you print your slides for a handout. You can choose one, two, three, four, or six slides per page from **Tasks pane → Layouts**. Thumbnails can be re-arranged in this view by dragging and dropping them.

### 8.7.1. Normal view

There are two ways to place a slide in the Slide Design area of the Normal view: clicking the slide thumbnail in the Slides pane or using the Navigator.

To open the Navigator, click the Navigator button in the Standard Toolbar or press Ctrl+Shift+F5 and select a slide

by scrolling down the Navigator list until you find the one that you want and then double-click it. (Figure 8.21)

### 8.7.2. Outline view

Outline view contains all the slides of the presentation in their numbered sequence. Only the text in each slide is shown. Slide names are not included.

Outline view serves for two purposes.

1) Making changes in the text of a slide:

- Add or delete text in a slide just as in the Normal view.
- Move the paragraphs of text in the selected slide up or down by using the up and down arrow buttons (Move Up

or Move Down) on the Text Formatting toolbar.

Change the outline level for any of the paragraphs in a slide using the left and right arrow buttons (Promote or Demote).

Both move a paragraph and change its outline level using a combination of these four arrow buttons.

2) Comparing the slides with your outline (if you have prepared one in advance). If you notice from your outline that another slide is needed, you can create it directly in the Outline view or you can return to the Normal view to create it, then return to review all the slides against your outline in the Outline view.

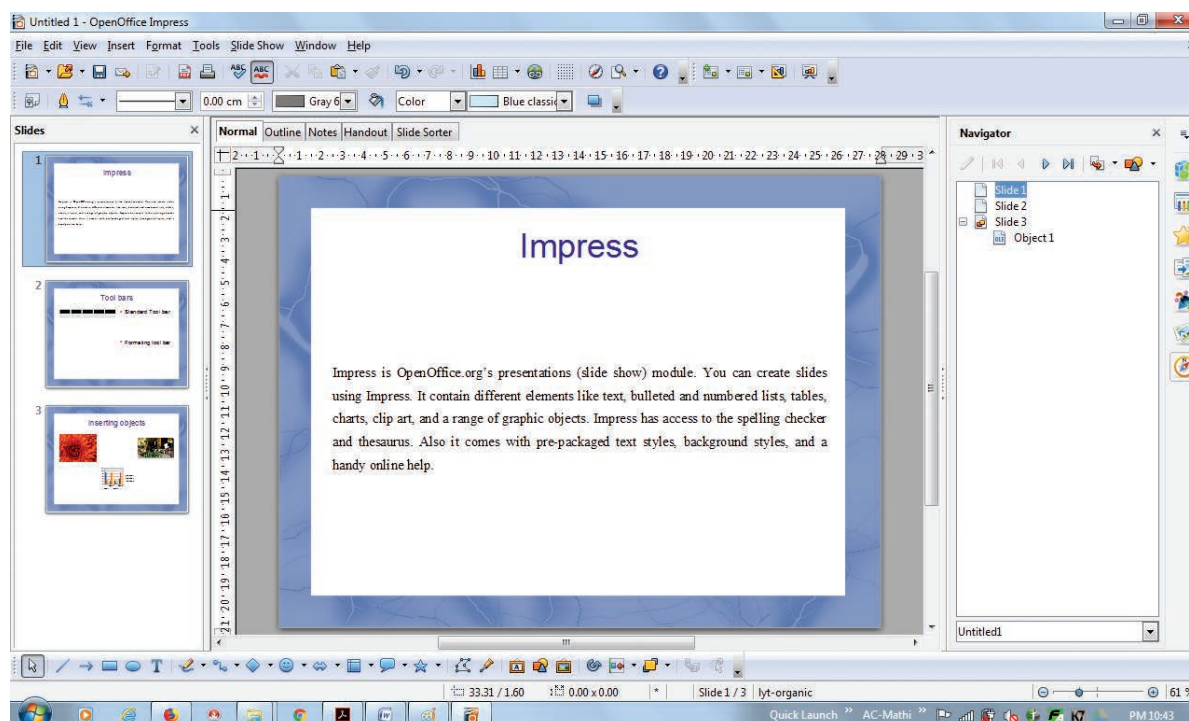


Figure 8.21 Presentation in Normal view

If a slide is not in the correct sequence, you can move it to its proper place:

- a) Click the slide icon of the slide that you wish to move, as indicated in Figure 8.22.
- b) Drag and drop it where you want.

### 8.7.3. Notes view

Use the Notes view to add notes to a slide:

- 1) Click the Notes tab in the Workspace (Figure 8.23).
- 2) Select the slide to which you will add notes.

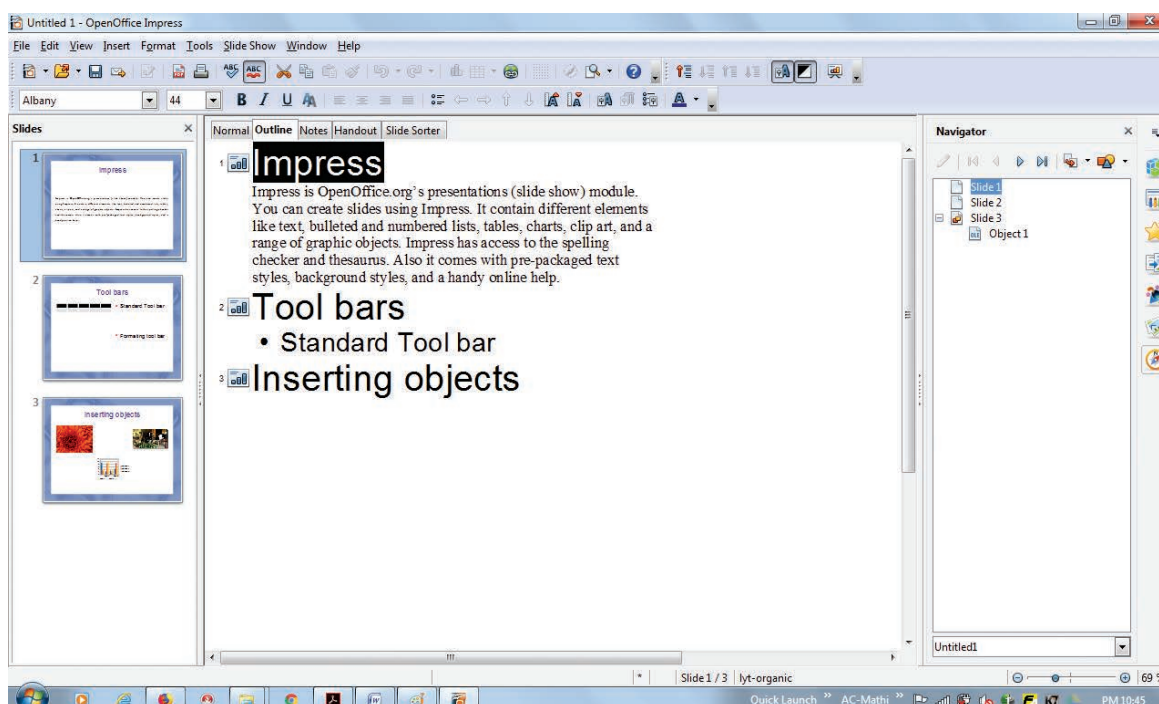


Figure 8.22 Presentation in Outline view

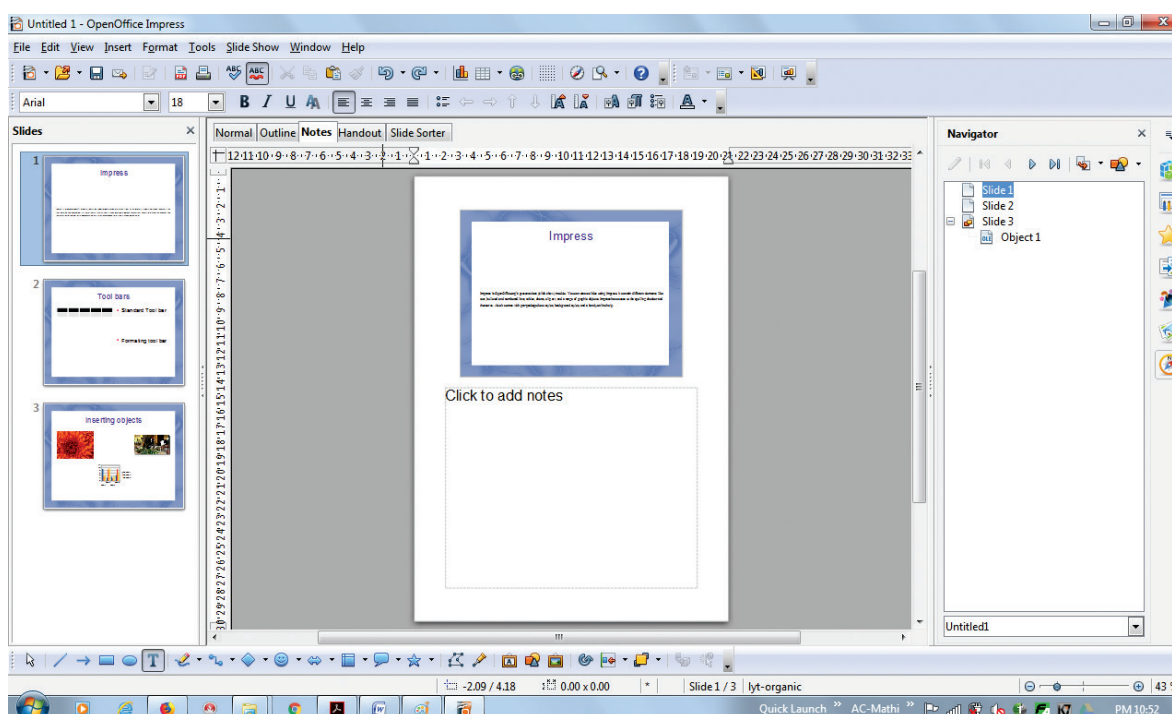


Figure 8.23 Presentation in Notes view

- Double-click the slide in the Slide pane, or
  - Double-click the slide's name in the Navigator.
- 3) In the text box below the slide, click on the words **Click to add notes** and begin typing.

You can resize the notes text box using the green resizing handles and move it by placing the pointer on the border, then click and drag. To make changes in the text style, press the **F11** key to open the **Styles and Formatting** window.

#### 8.7.4. Slide Sorter view

The Slide Sorter view contains all of the slide thumbnails (Figure 8.24).

Use this view to work with a group of slides or with only one slide.

Change the number of slides per row, if desired:

- 1) Check **View Toolbars Slide View** to show the Slide view toolbar (Figure 8.24 ).
- 2) Adjust the number of slides (up to a maximum of 15).
- 3) After you have adjusted the number of slides per row, **View Toolbars Slide View** will remove this toolbar from view.

To select a group of slides, use one of these methods:

- Use the **Control (Ctrl)** key: Click on the first slide and, while pressing Control, select the other desired slides.

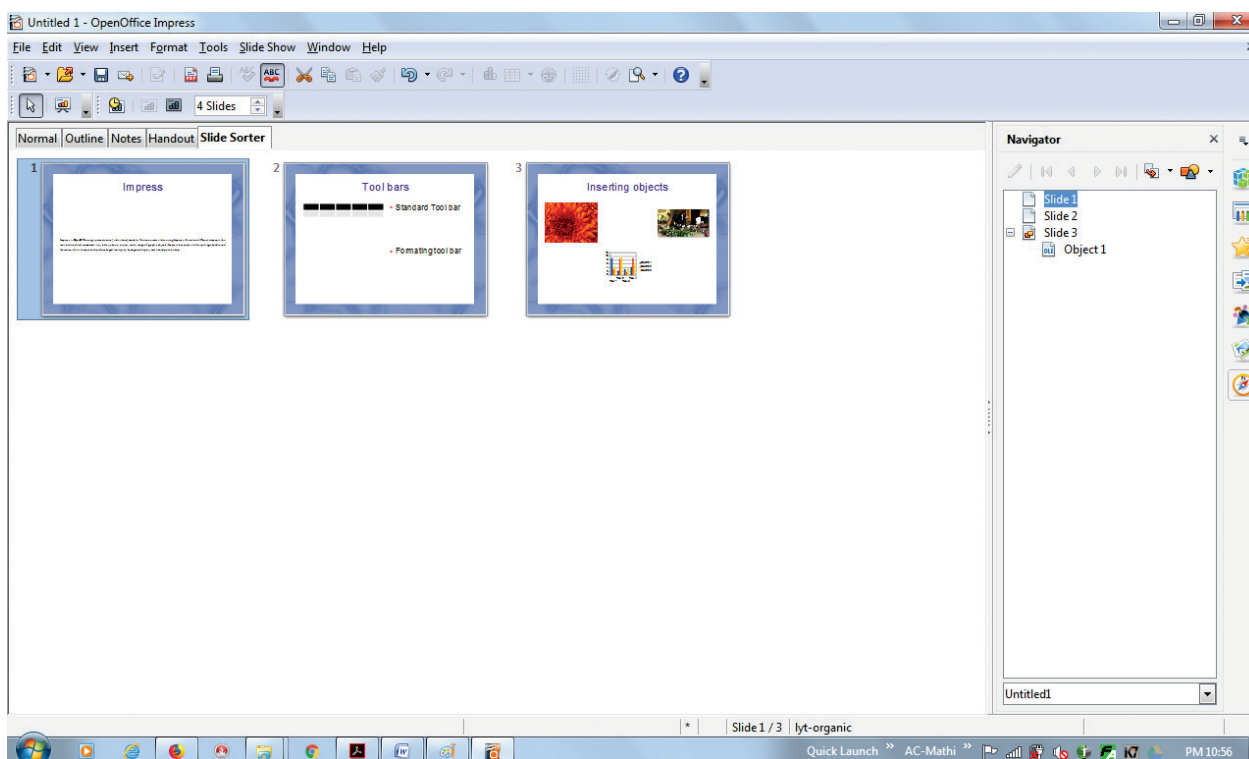


Figure 8.24 Presentation in Slide Sorter view





- **Use the Shift key:** Click on the first slide, and while pressing the Shift key, select the final slide in the group. This selects all of the other slides in between the first and the last.
- **Use the cursor:** Click on the first slide to be selected. Hold down the left mouse button.
- Drag the cursor to the last slide thumbnail.

A dashed outline of a rectangle forms as you drag the cursor through the slide thumbnails and a thick black border is drawn around the selected slides. Make sure that this rectangle includes all the slides you want to select. (Figure 8.25)

#### To move a group of slides:

- 1) Select the group of slides.
- 2) Drag and drop the group to their new location. The same vertical black line appears to show you where the group of

slides will go. You can work with slides in the Slide Sorter view as in the Slide pane.

To make changes, right-click a slide and do the following, using the pop-up menu:

- Add a new slide after the selected slide.
- Delete or rename the selected slide.
- Change the Slide Layout.
- Change the Slide Transition.
  - For one slide, click the slide to select it. Then add the desired transition.
  - For more than one slide, select the group of slides and add the desired transition.
- Mark a slide as hidden. Hidden slides will not be shown in the slide show.
- Copy or cut and paste a slide.

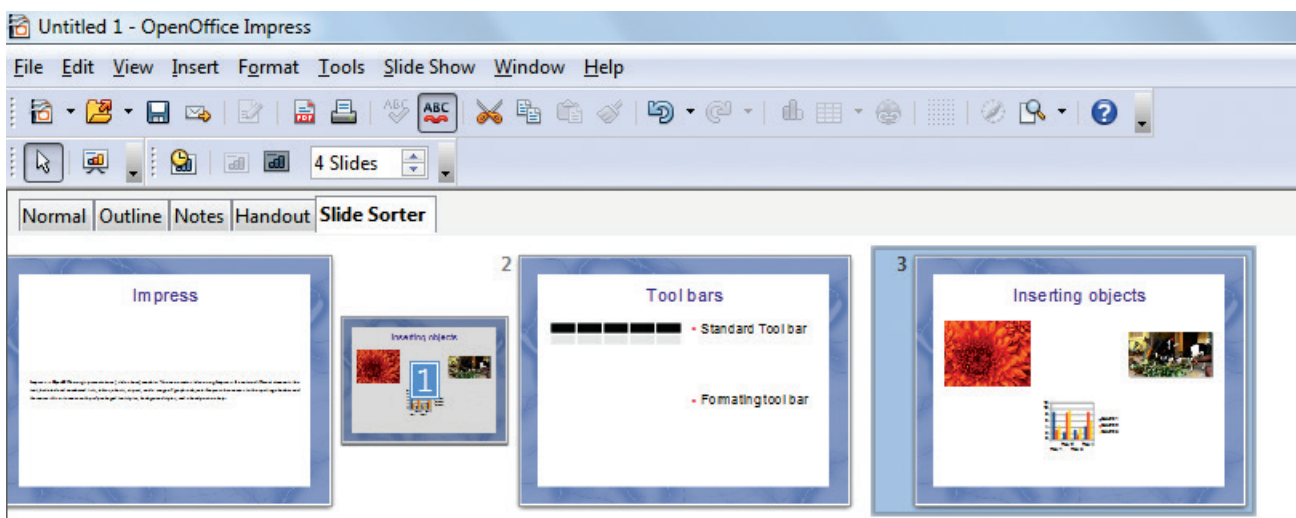


Figure 8.25 To move a slide in a presentation using the Slide Sorter

### 8.7.5. Handout view

Handout view is for setting up the layout of your slides for a printed handout. Click the Handout tab in the workspace, then choose Layout in the tasks pane (Figure 8.26). You can then choose to print one, two, three, four, or six slides per page.

#### To print a handout:

- 1) Select the slides using the Slide Sorter. (Use the steps listed in selecting a group of slides.)
- 2) Select **File Print** or press **Ctrl+P** to open the Print dialog box.
- 3) Select Options in the bottom left corner of the Print dialog box.
- 4) Check Handouts in the Contents section, and then click OK.
- 5) Click OK to close the Print dialog box.

## 8.8. Formatting a presentation

### 8.8.1. Inserting, deleting and rearranging slides

Tip Note: Remember to save frequently while working on the presentation, to prevent any loss of information. You might also want to activate the AutoRecovery function (Tools → Options → Load/Save → General). Make sure that Save AutoRecovery information every is selected and that you have entered a suitable recovery frequency.

### 8.8.2. Creating the first slide

The first slide is normally a title slide. Decide the layout as per its purpose of presentation. You can use the pre-packaged layouts available in the Layout section of the Tasks pane. Suitable layouts are Title Slide (which also contains a section for a subtitle) or Title Only, Title and Content, Title and two content and so on.

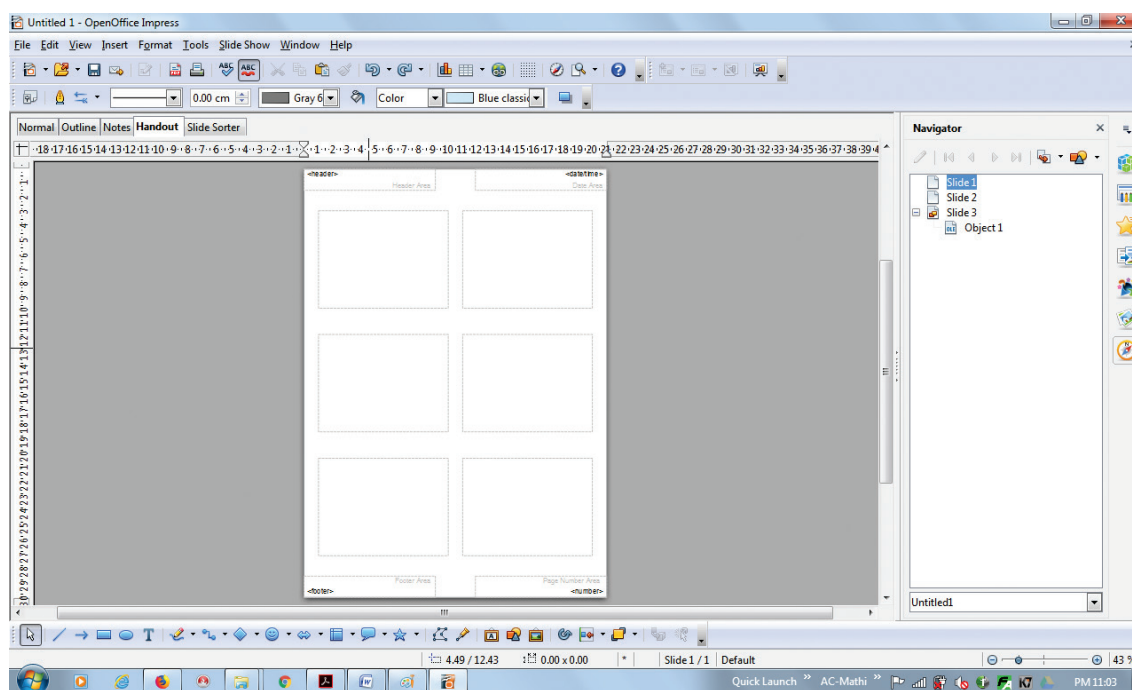


Figure 8.26 Presentation in Handout view



### Tip Notes



If you do not know the names for the pre-packaged layouts, you can use the tooltip feature. Position the cursor on an icon in the Layout section (or on any toolbar icon) and its name will be displayed in a small rectangle. If the tooltips are not enabled, you can enable them. From the main menu, select **Tools Options OpenOffice.org General Help** and mark the Tips checkbox. If the Extended tips checkbox is also marked, you will get more detailed tooltip information, but the tooltip names themselves will not be provided.

- Adjustments to the formatting of the title can be done by pressing the **F11** key, right-clicking the Title presentation style entry, and selecting **Modify** from the pop-up menu.
  - If you are using the Title Slide layout, click on “**Click to add text**” to add a subtitle. Proceed as above to make adjustments to the formatting if required. (Figure 8.27)
- ### 8.8.3. Inserting additional slides
- The steps for inserting additional slides are basically the same as for selecting the title page. It is a process that has to be repeated for each slide.
- Unless you are using more than one slide master, your only concern is the Layouts section of the Tasks pane (Figure 8.28).
- First insert all the slides that are needed as per your outline. Only after this, you should begin adding special effects such as custom animation and slide transitions.

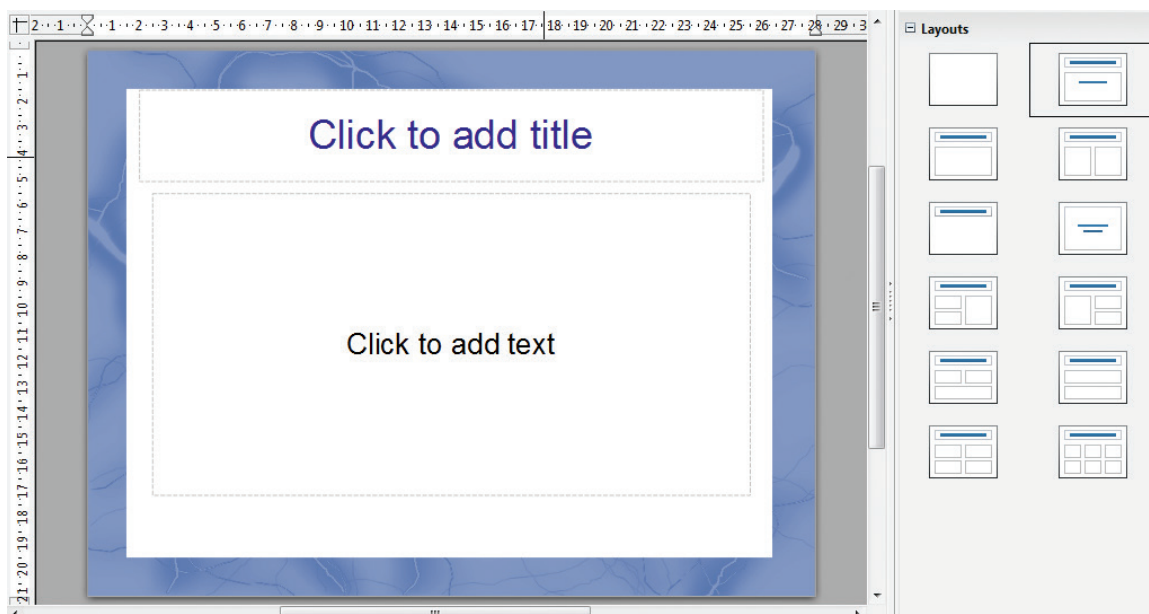


Figure 8.27 Creating the first slide

**Step 1:** Insert a new slide. This can be done in a variety of ways.

- Insert → Slide.
- Right-click on the present slide, and select Slide → New Slide from the pop-up menu. (Figure 8.28).
- Click the empty space after the last slide also to create a new slide by right clicking New Slide. (Figure 8.29)
- Click the Slide icon in the Presentation toolbar.

**Step 2:** Select the layout slide that best fits your needs. (Figure 8.28).

**Step 3:** Modify the elements of the slide like removing unneeded elements, adding needed elements (such as pictures), and inserting text.

#### 8.8.4. Deleting a Slide

You can delete a slide at any time using the following procedure.

- Select the slide you want to delete

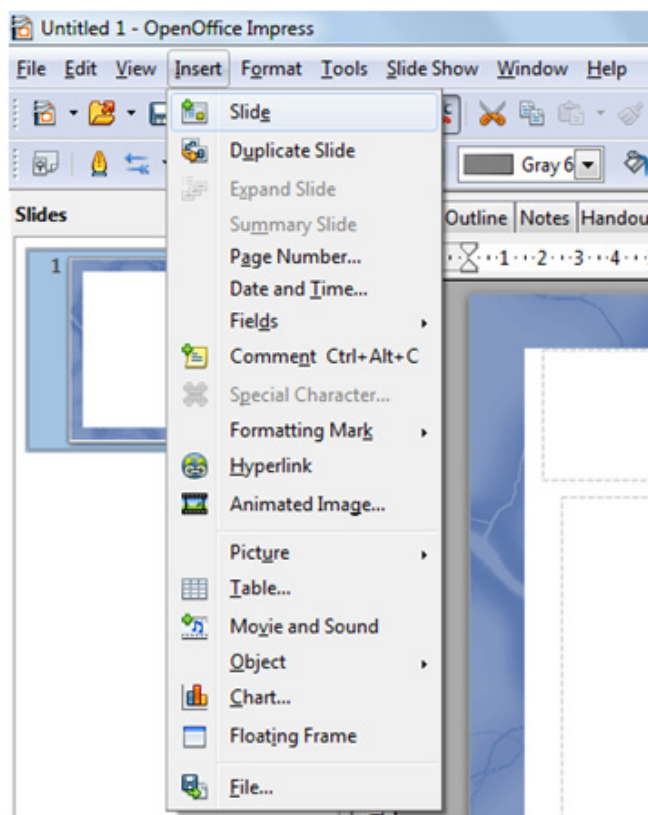


Figure 8.28 Inserting a new slide using Right Clicking on the previous slide

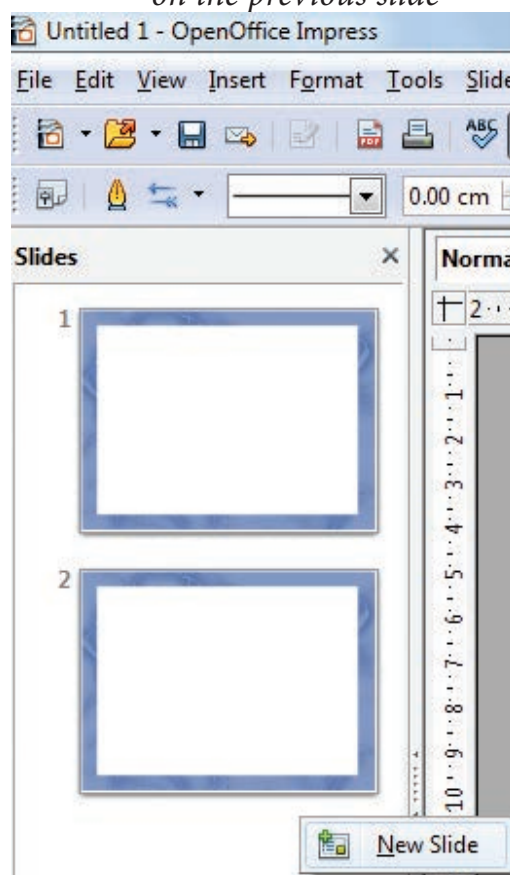


Figure 8.29 Inserting a new slide using Right Clicking in the empty space after the last slide



- Click **Edit** → **Delete** slide (Refer Figure 8.30)

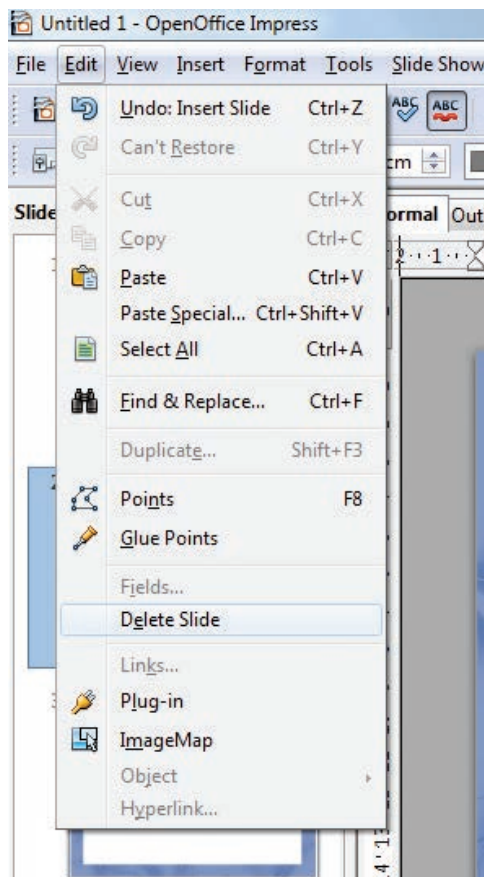


Figure 8.30 Deleting a slide using Edit menu

- Or else, right click the slide and choose Delete slide from the pop-up menu. (Figure 8.31)

#### Tip Notes

The same procedure can be followed by using the Slide sorter view also to delete a single slide or multiple slides.

### 8.8.5. Rearranging slides

If you want to rearrange the slides , you need to follow the procedure below.

- Select the slide that you want to rearrange.

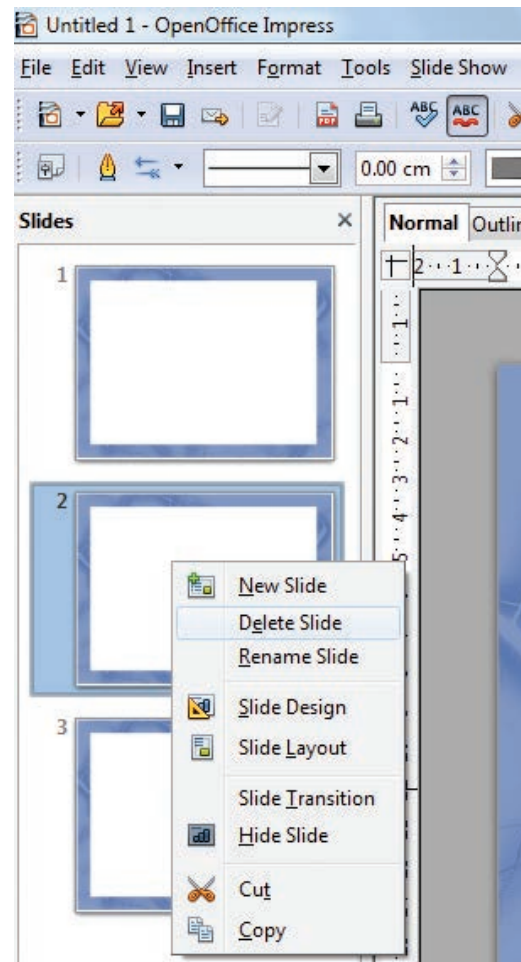


Figure 8.31 Deleting a slide using Right click

- Drag that slide to the desired position by holding the mouse using left click.
- Release the mouse once you drag the slide to the desired place. (Figure 8.32)

#### Tip Notes

The same can be done using the Slide sorter view.

### 8.9. Running the slide show

To run the slide show, do one of the following:

- Click Slide Show → Slide Show on the main menu bar. (Figure 8.33).

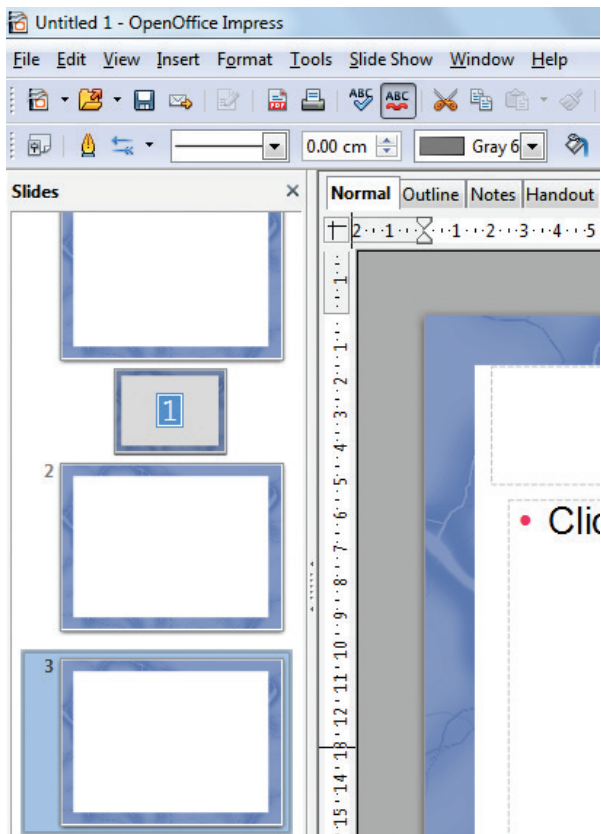


Figure 8.32 Rearranging the slide using

- Click the Slide Show button on the Presentation toolbar or the Slide Sorter toolbar (Figure 8.34).
- Press F5 or F9.
- If the slide transition is Automatically after x seconds, let the slide show run by itself.
- If the slide transition is On mouse click, do one of the following to move from one slide to the next.
- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- Click the mouse button to advance to the next slide.
- Press the Spacebar on the keyboard to advance to the next slide.

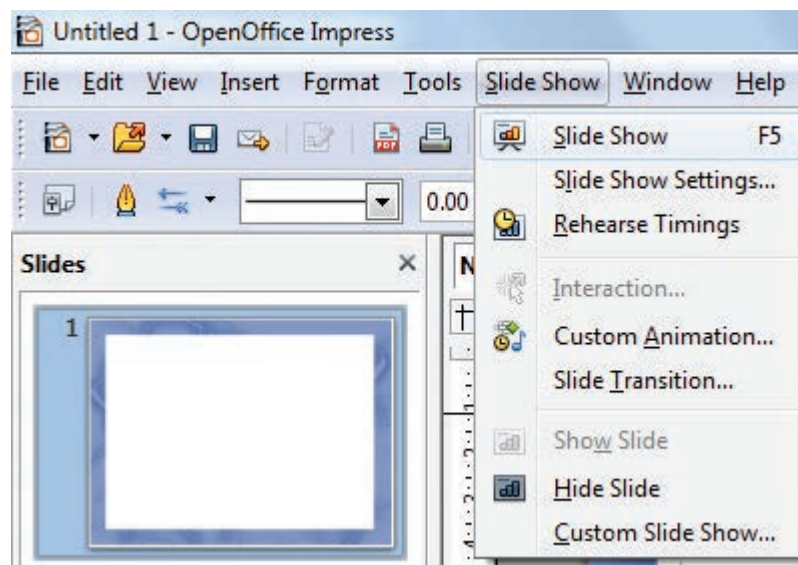


Figure 8.33 Running Slideshow using Slideshow menu

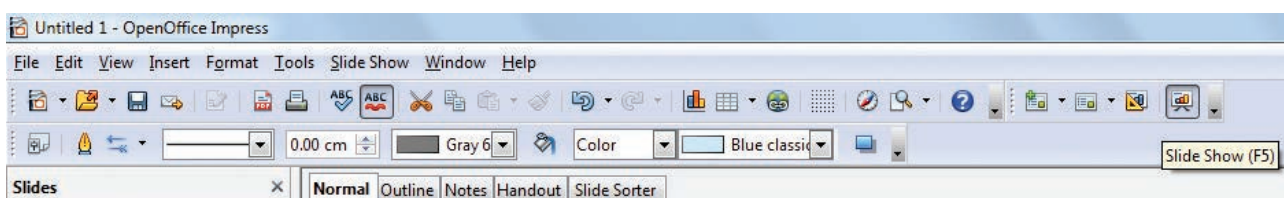


Figure 8.34 Running Slideshow using Slideshow button from the Toolbar

- When you advance past the last slide, the message “Click to exit presentation...” appears. Click the mouse or press any key to exit the presentation.
- To exit the slide show at any time, including at the end, press the Esc key.

### 8.10. Saving a Presentation

In order to save a presentation **Click File → Save** (Figure 8.35)

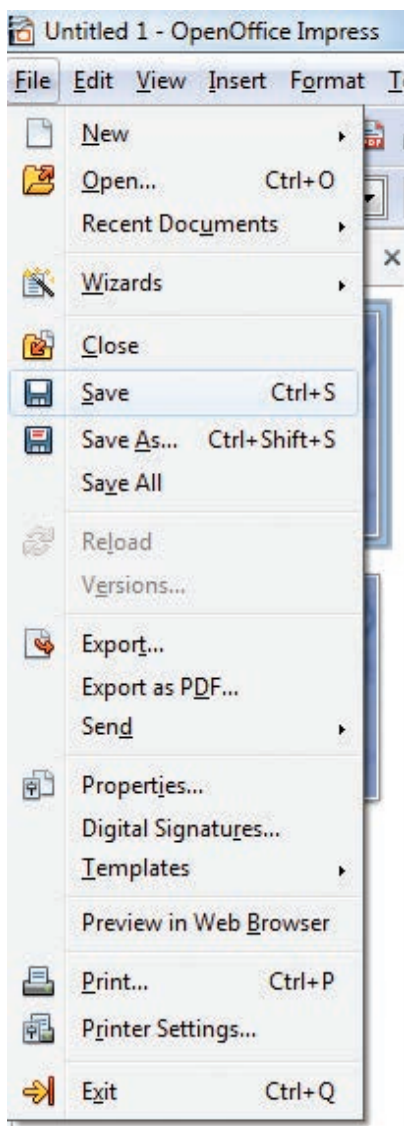


Figure 8.35 Saving a presentation using File menu

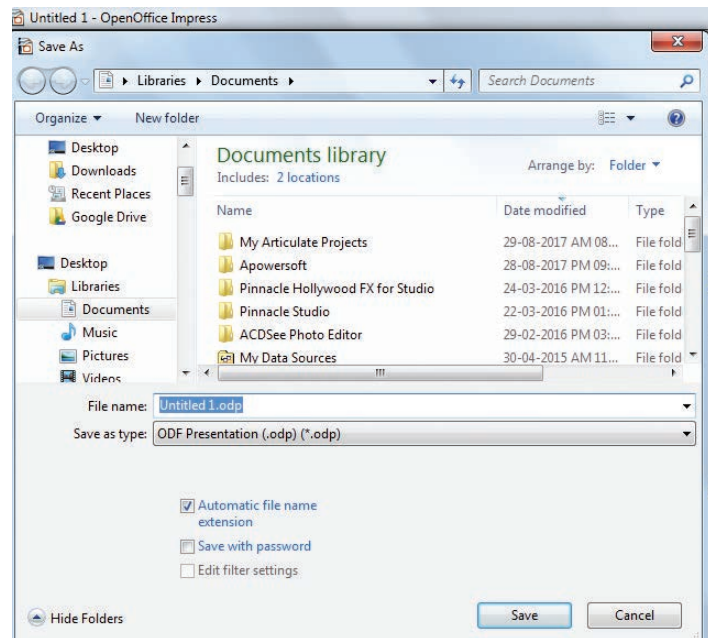


Figure 8.36 Save dialog box.

- After giving save option, Impress will open a dialog box asking the name in which this file should be saved (Figure 8.36)
- The default file extension for Impress is .odp.

#### Tip Notes

You can also use Save As option from the File menu. The difference between Save and Save As is Save option will save the presentation in the folder specified by you. Save As will save another copy of the same file either in the same folder or in a different folder specified by you.

- Type the name of the file you want to give in the text box space after **File Name** in the dialog box. (Figure 8.36).
- You can save the presentation as a PPT presentation also. (Figure 8.37)



- You can also export the presentation directly as pdf. (Figure 8.38)
- Figure 8.39 Shows exporting the presentation directly as PDF.

### 8.11. Master slide

A slide master is a slide that is used as the starting point for other slides. It is similar to a page style in Writer: it controls the basic formatting of all slides based on it. A slide show can have more than one slide master.

#### Tip Notes

Three terms are used for this concept. Master slide, slide master and master page all refer to a slide which is used to create other slides.

A slide master has a defined set of characteristics, including the background color, graphic, or gradient; objects (such as logos, decorative lines and other graphics) in the background; headers and footers; placement and size of text frames; and the formatting of text.

All of the characteristics of slide masters are controlled by styles. The styles of any new slide you create are inherited from the slide master from which it was created. In other words, the styles of the slide master are available and applied to all slides created from that slide master. Changing a style in a slide master result in changes to all the slides based on that slide master; it is, however, possible to modify each individual slide without affecting the slide master.

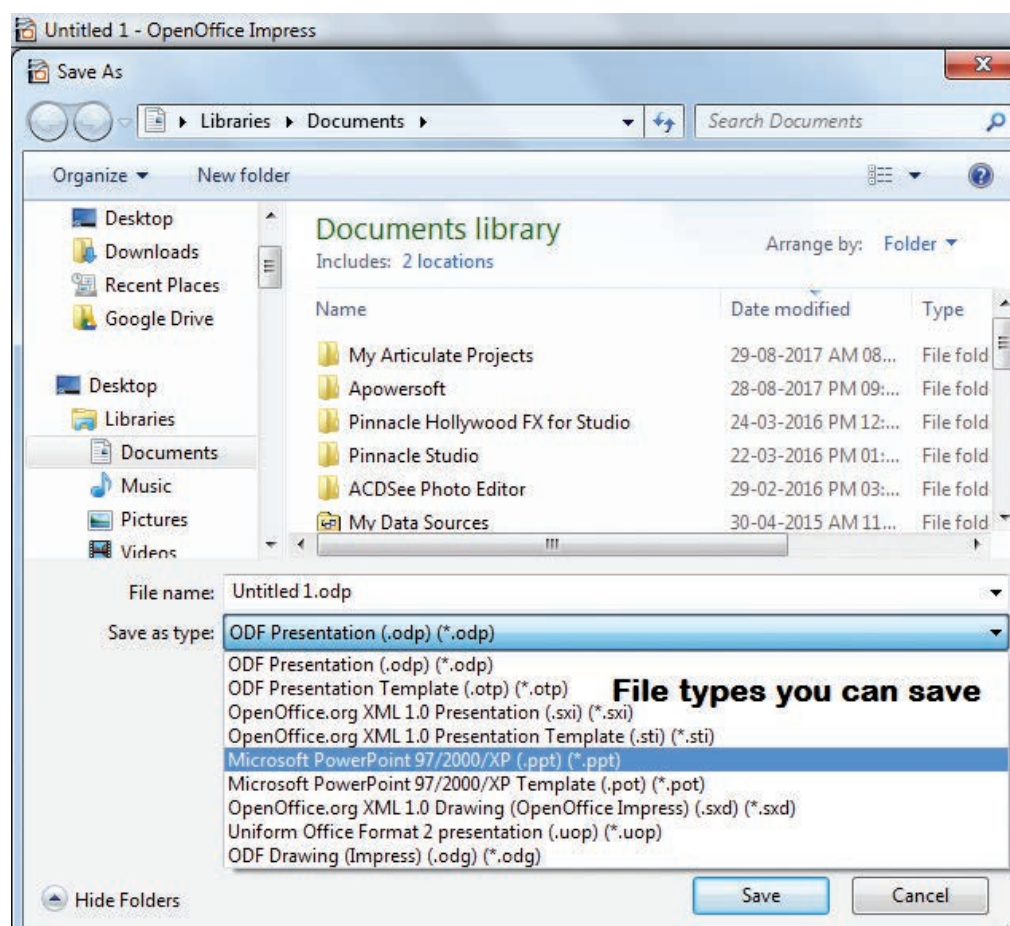


Figure 8.37 Saving a presentation under various File types



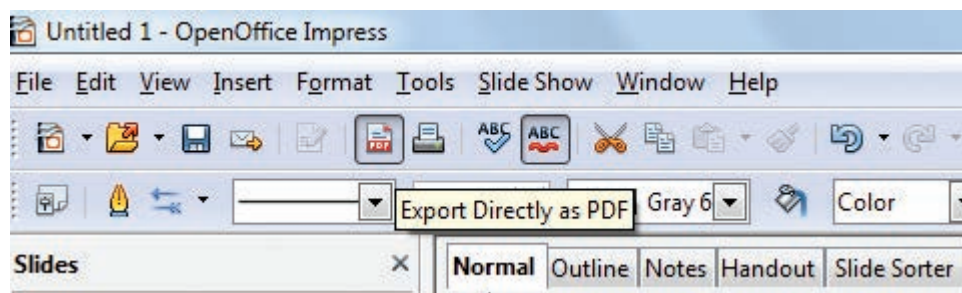


Figure 8.38 Export the presentation directly as PDF

### Tip Notes

Though it is highly recommended to use the slide masters whenever possible, there are occasions where manual changes are needed for a particular slide, for example to enlarge the chart area when the text and chart layout is used.

The pre-packaged presentation styles can be modified, but new

presentation styles cannot be created.

Figure 8.39 Shows the Slide Master.

- **Click View → Master → Slide Master**

It is possible to view the Master slides in two styles:

1. Slide Master
2. Notes Master

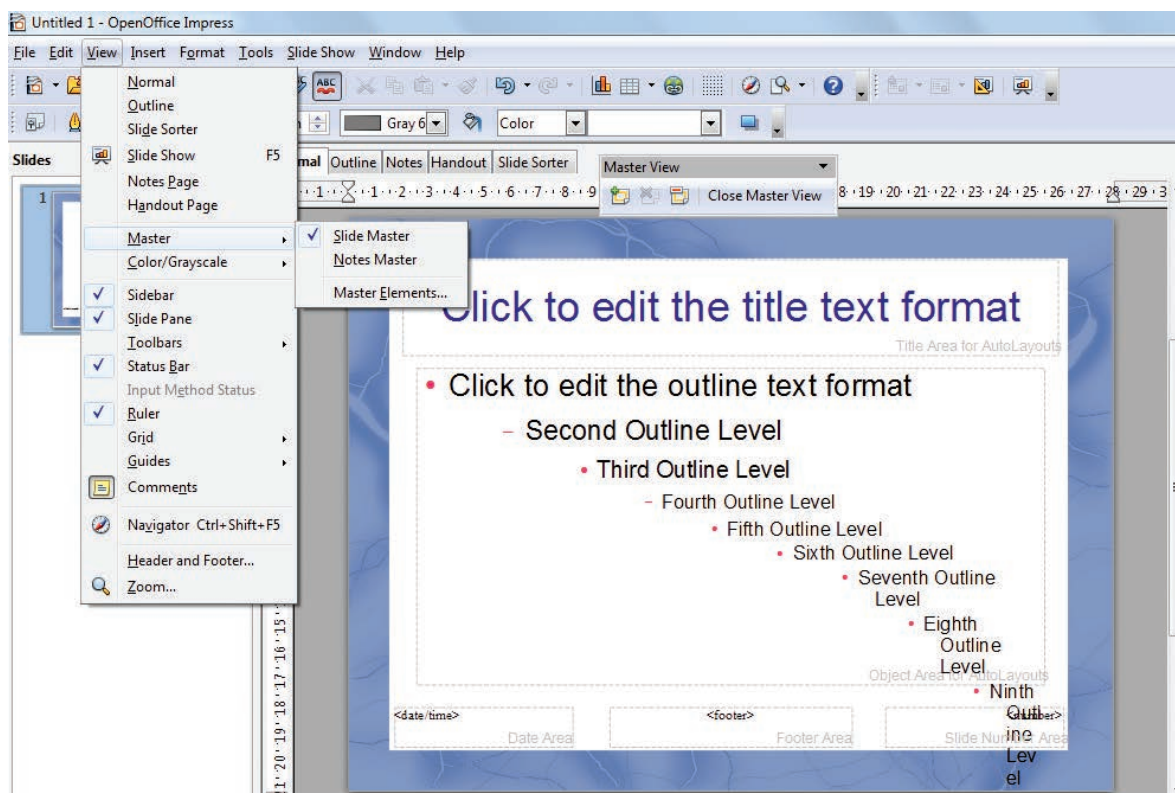


Figure 8.39 Slide Master View

- A New Master slide can be created either by using the Master View dialog box or by right clicking slides in the Slides pane. (Figure 8.41)
- The renaming of the Master Slide is also done by the same procedure.
- Master Slide will be closed by using the Close Master View in the Master View dialog box .

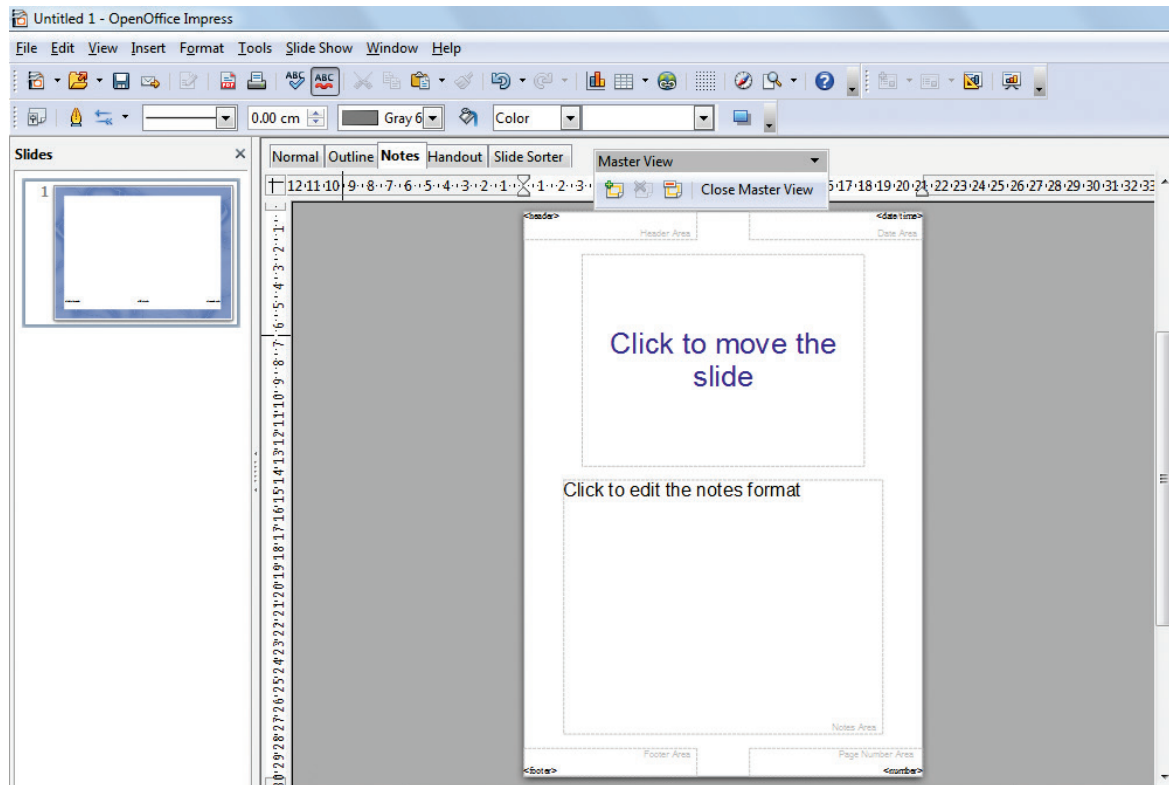


Figure 8.40 Notes Master View

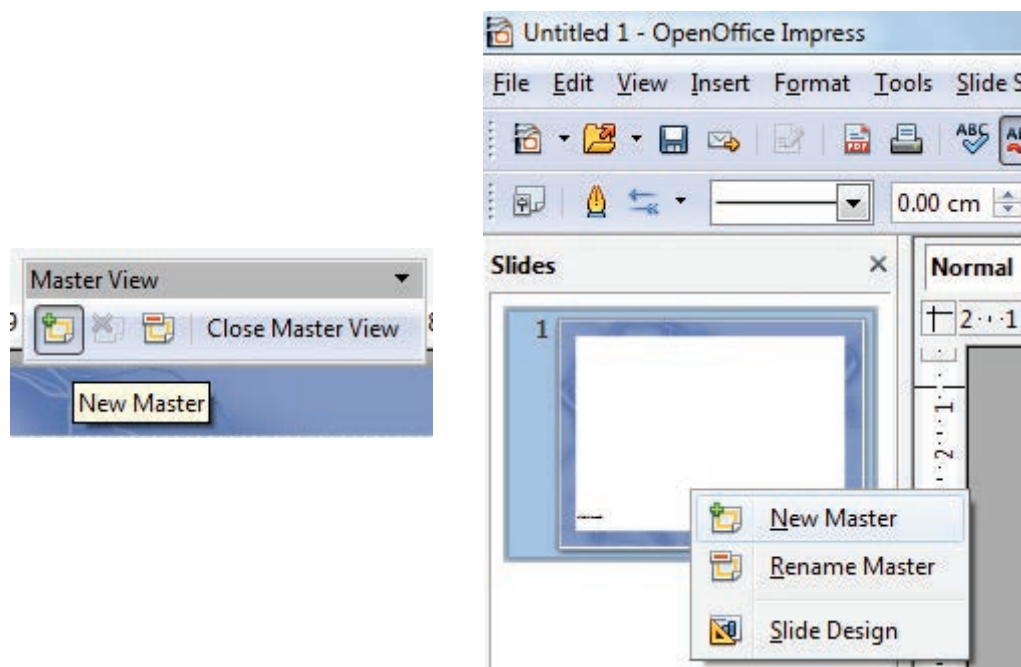


Figure 8.41 Creating New Master using Master View and right click option

## 8.12. Creating Graphic Objects

You can create your own graphics using the drawing tools available in Impress. Impress contains a number of advanced drawing functions. To create more advanced graphic objects, you can use OpenOffice.org to draw and import the graphic object created into an Impress slide.

### 8.12.1. The Drawing toolbar

The Drawing toolbar contains tools that are used to create graphic objects. If this toolbar is not showing, select **View** → **Toolbars Drawing** from the main menu bar.

- **Select**: selects objects. You can select multiple objects by dragging the mouse.
- **Line**: draws a straight line.
- **Arrow**: draws a straight line ending with an arrowhead. The arrowhead will be placed where you release the mouse button.
- **Rectangle**: draws a rectangle. Press the Shift button to draw a square.

- **Ellipse**: draws an ellipse. Press the Shift button to draw a circle.
- **Text**: creates a text box with the text aligned horizontally.
- **Vertical text**: creates a text box with the text aligned vertically.
- **Curve**: draws a curve.
- **Connectors**: draws a connector line between two figures. Click the black triangle for additional connectors.

## 8.13. Inserting images

In order to insert an image in OpenOffice Impress, place the cursor in the place where you want the image to be inserted. Then, **Click Insert** → **select Picture** → **From File** option from the Insert menu. Figure 8.44.

OpenOffice Impress will display the dialog box, where you can select the image from the specific location and select open. The image will be inserted in the specified location. Figure 8.44.

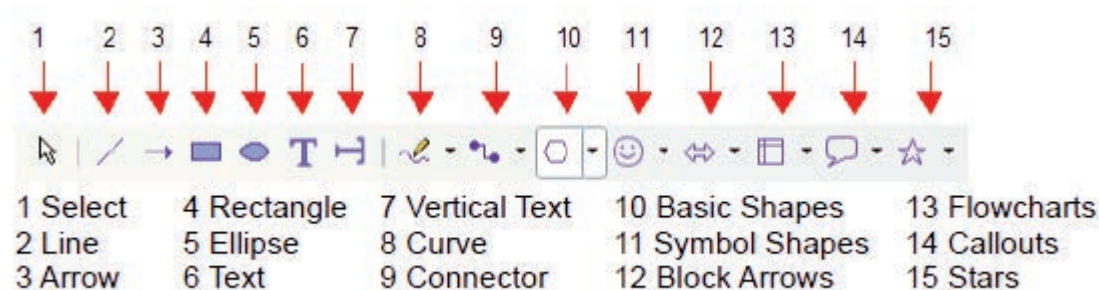


Figure 8.42 The Drawing Tool Bar



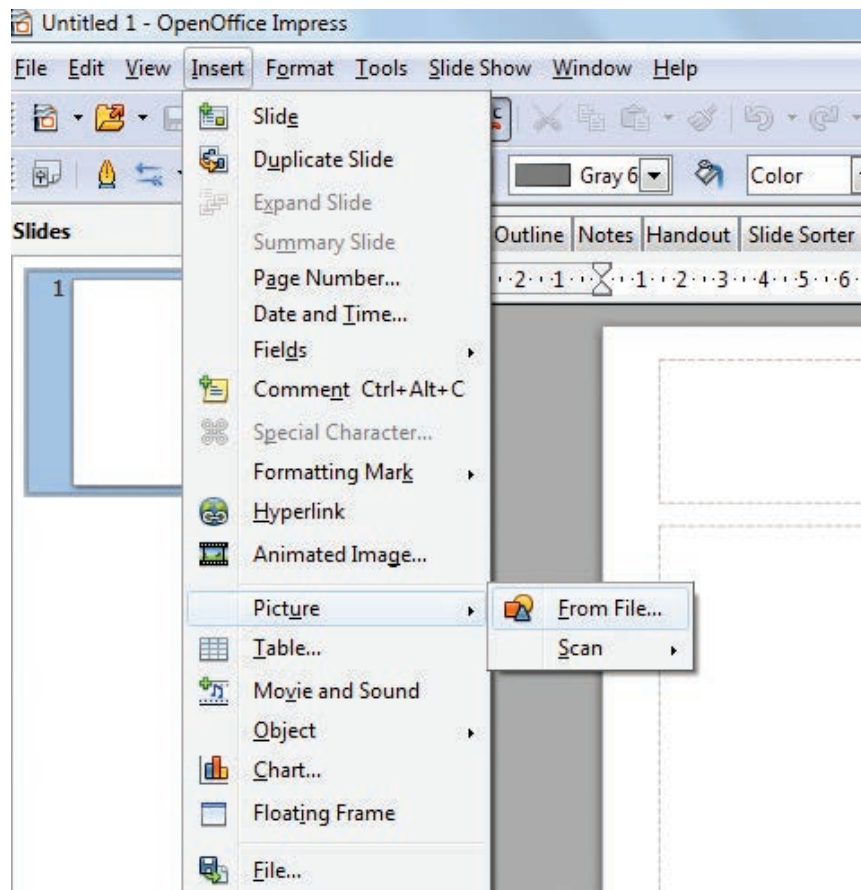


Figure 8.43 Inserting an image using insert menu

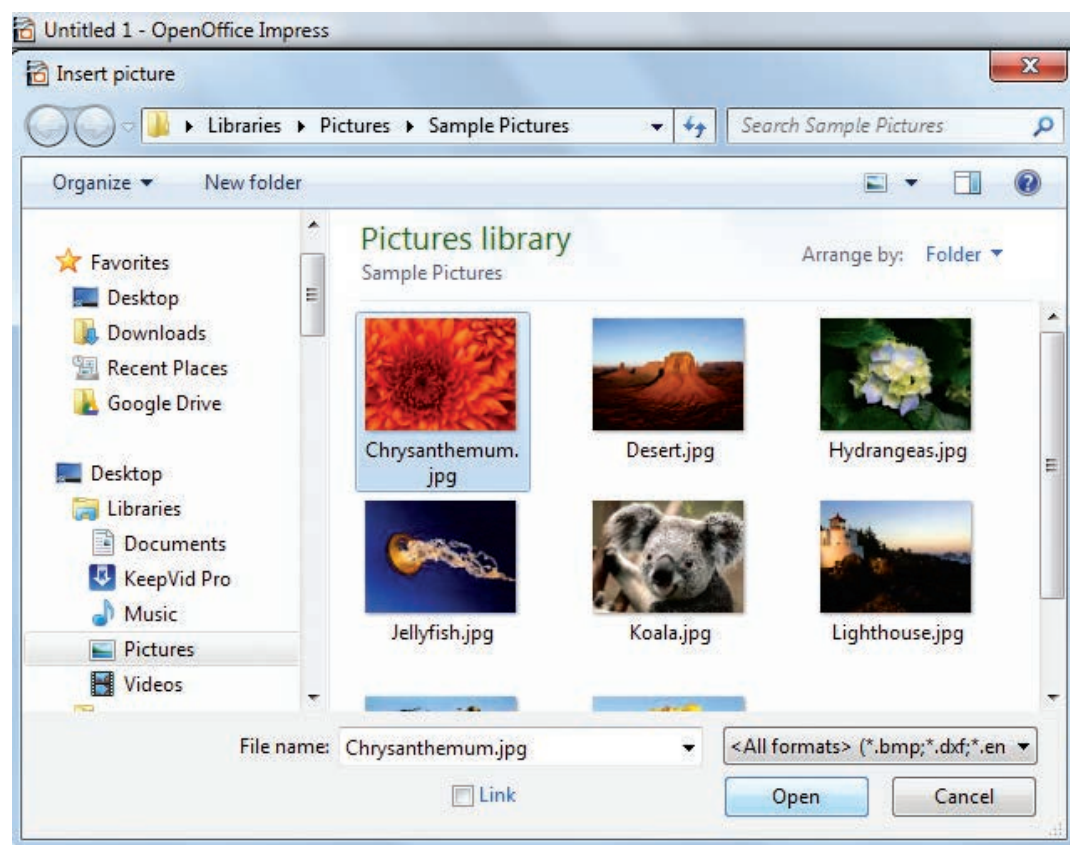


Figure 8.44 Selecting the image from a location



## 8.14 Inserting audio and video

Open Office Impress will let you insert audio files or movie files. The audio and movie files can be inserted by clicking **Insert Movie** and Sounds option from the **Insert** menu. Figure 8.45

Same as inserting images here also, a dialog box will be opened. Select the audio or movie file from the specified location and open. It will be opened in the slide. Figure 8.46. The movie or audio file inserted will be played during the slide show by clicking the mouse over it.

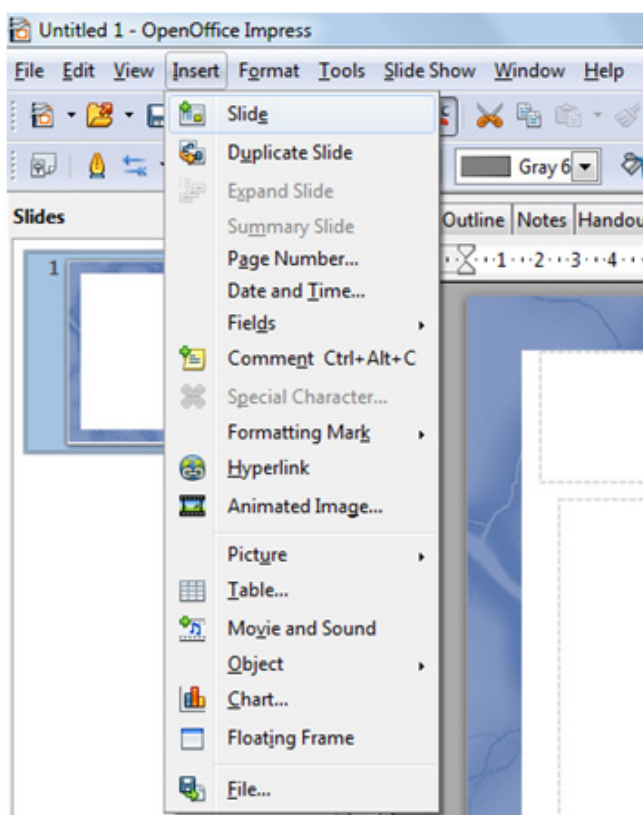


Figure 8.45 Inserting Movie and Sound

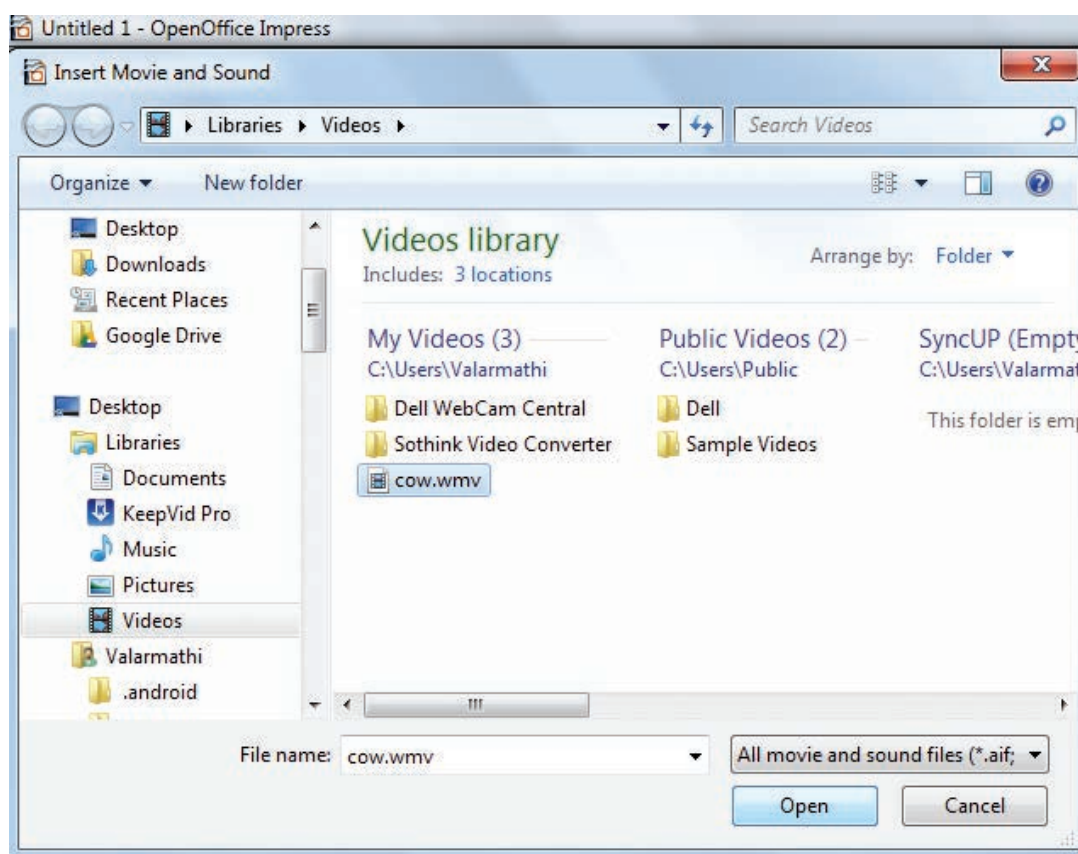


Figure 8.46 Selecting the Movie / Sound file



## Activity

### Student Activity

1. Create a presentation using
  - Empty presentation
  - Template
  - Open Existing Presentation
2. Create a presentation using MS PowerPoint.
3. Identify and write the differences between creating a presentation using Impress and MS PowerPoint.
4. Create a presentation of “My State” using all the types of slide layouts.
5. Run the slideshow of “My State” by fixing durations of time for each slide.

### Teacher Activity

This entire chapter can be taught with the help of the following methodology.

1. Laboratory Activity – the teacher can make the entire class to go to the lab and can explain the concept using a projector in the lab.
2. Or else, the teacher can demonstrate the concept using a PC and a projector inside the classroom.
3. The teacher apart from this Open source software, can compare the elements of the windows and creating presentations in MS PowerPoint also.



## Evaluation



### Part – I



#### Choose the correct answer

- Which is used to move quickly from one slide to another?  
A)Compass                      B)Navigator  
C)Fill color                      D)Page border
- Which is the shortcut key to view the slideshow?  
A)F6                      B)F9                      C)F5                      D)F10
- In Impress, which views shows thumbnail versions of all your slides arranged in horizontal rows.  
A)Notes                      B)Outline                      C)Handout                      D)Slide Sorter
- Identify the default view in Impress.  
A)Normal                      B)Slide Sorter                      C)Handout                      D)Notes
- Which menu contains the Slide Transition option?  
A)Slide Show                      B)View                      C)Tools                      D)Format
- Identify the extension of the Impress presentation.  
A) ,odp                      B) .ppt                      C) .odb                      d. ,ood
- In presentation tools, the entry effect as one slide replaces another slide in a slide show. Identify the option that suits after reading the statement.  
A)Animation                      B)Slide Transition  
C)Custom animation                      D)Rehearse Timing
- Vanya has made a presentation on “Global Warming”. She wants to progress her slide show automatically while speaks on the topic in the class. Which features of Impress would she use?  
A)Custom Animation                      B)Rehearse Timing  
C)Slide Transition                      D)Either (a) or (b).

### Part – II

#### Very Short Answers

- What is the difference between a slide and a slide show?
- How many in-built slide layouts does impress consist of?



3. What do you understand by a presentation?
4. Define a template in Impress.
5. What do you understand by the slide layout?

### Part-III

#### Short Answers

1. How many types of views are provided by Impress to its users?
2. Who uses the presentation software and why?
3. Define the Slide Sorter view and its significance.
4. What is a Normal view? Explain.
5. How are transition effects helpful in creating an effective presentation in Impress?

### Part-IV

#### Explain in Detail

1. Valarmathi's teacher asks her to create a presentation in OpenOffice Impress. As Valarmathi has never worked in Impress before, help her to perform the following tasks:
  - a. She wants that except for the first slide, all the slides should have the same design. For this, what does she need to do?
  - b. To easily communicate with her audience, she wants to provide them with a hard copy of the slides of the presentation. What should she create for it?
  - c. She wants to insert some pictures and movie files in some slides. How can she do that?
  - d. Suggest her the view that would be the most suitable for showing the presentation to the audience.
  - e. To make her presentation more attractive, she wants to add some effects in it. How can she do it? Suggest.
2. Explain how a presentation can help a salesperson to promote his/her products.
3. Sivabalan created a presentation to be shown at his school's Annual Function. Just 5 minutes before the presentation, he noticed that he has misspelt the name of the school, which is appearing in all the 30 slides of the presentation. How can he rectify this mistake in all the slides in one-shot?
4. List some advantages of using templates.