



Learning Objectives

After learning this chapter, the students will be able to

- Know the OpenSource 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 and inserting OLE
- Draw freeform shapes
- Rotate Objects
- Create animation in slides/objects

Presentation Basics

12.1 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.
- 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, animation effects, links and sound can be combined on each slide to create a final product.

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

12.2. Impress

Impress is the OpenOffice presentations (slide show) module. You can create slides using Impress. It contains different elements like text, bullets and numbered lists, tables, charts, clipart 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.

12.3. 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 → OpenOffice 4.1.4 → OpenOffice Impress**. (Figure 12.1)
- If it is already pinned in the Start menu, just click and open it. (Figure 12.2)

12.4. 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
3. By selecting from Open existing presentation

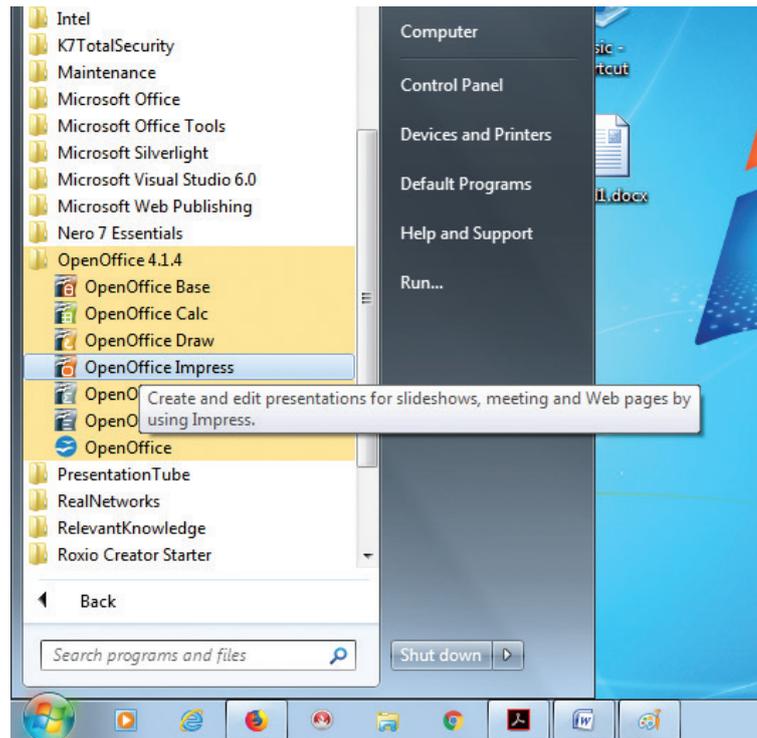


Figure 12.1 – Opening Impress using Start → All Programs

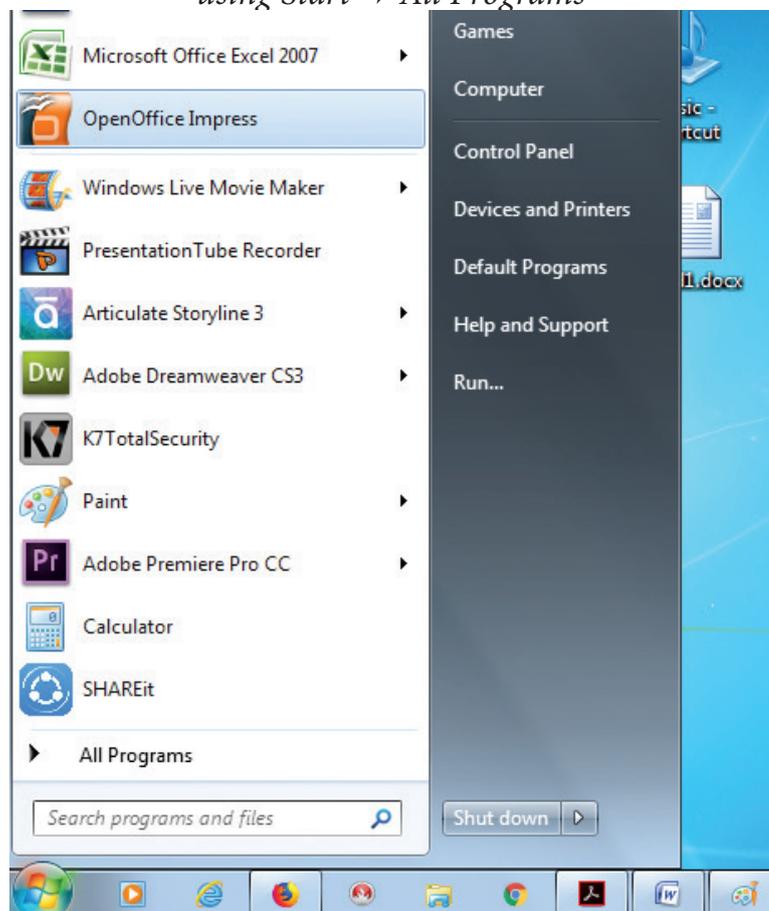


Figure 12.2 – Opening Impress using Start button

3. By selecting from Open existing presentation

12.4.1. 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 12.4** 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. Select the output medium from the list of choices for slide design. Choose anyone from the list. The preview of the same will be shown in the preview pane.

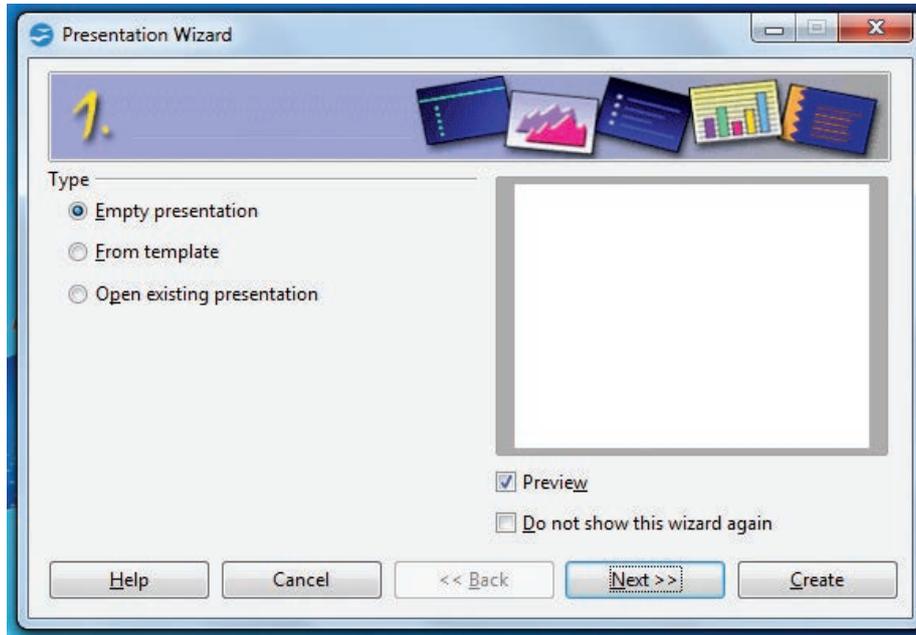


Figure 12.3 – Using the Presentation Wizard to choose the type of presentation

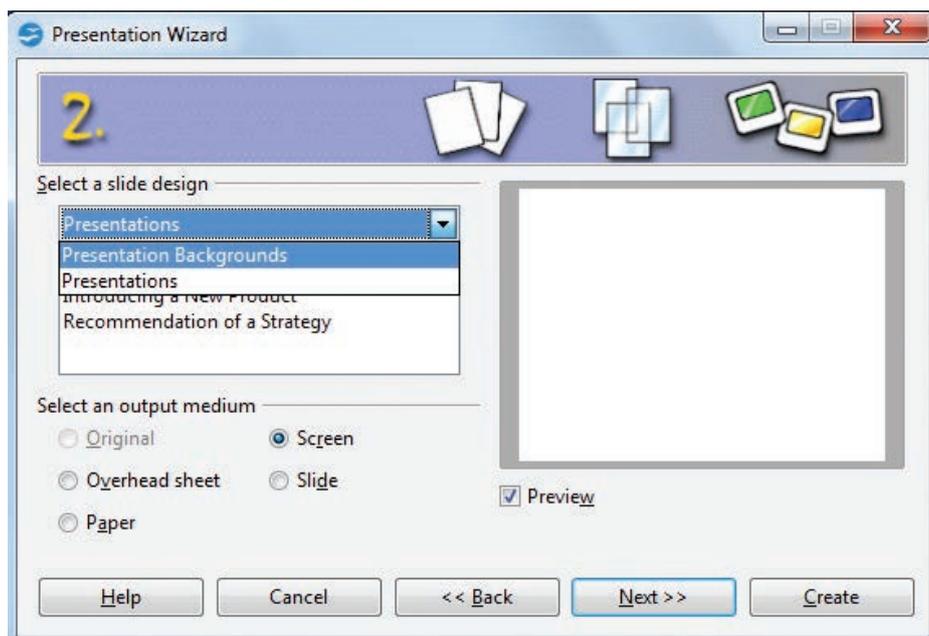


Figure 12.4 Wizard showing the main choices

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 12.6).
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 12.6).
8. Click **Next**. The Presentation Wizard Step 3 appears (Figure 12.7). 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 12.8)

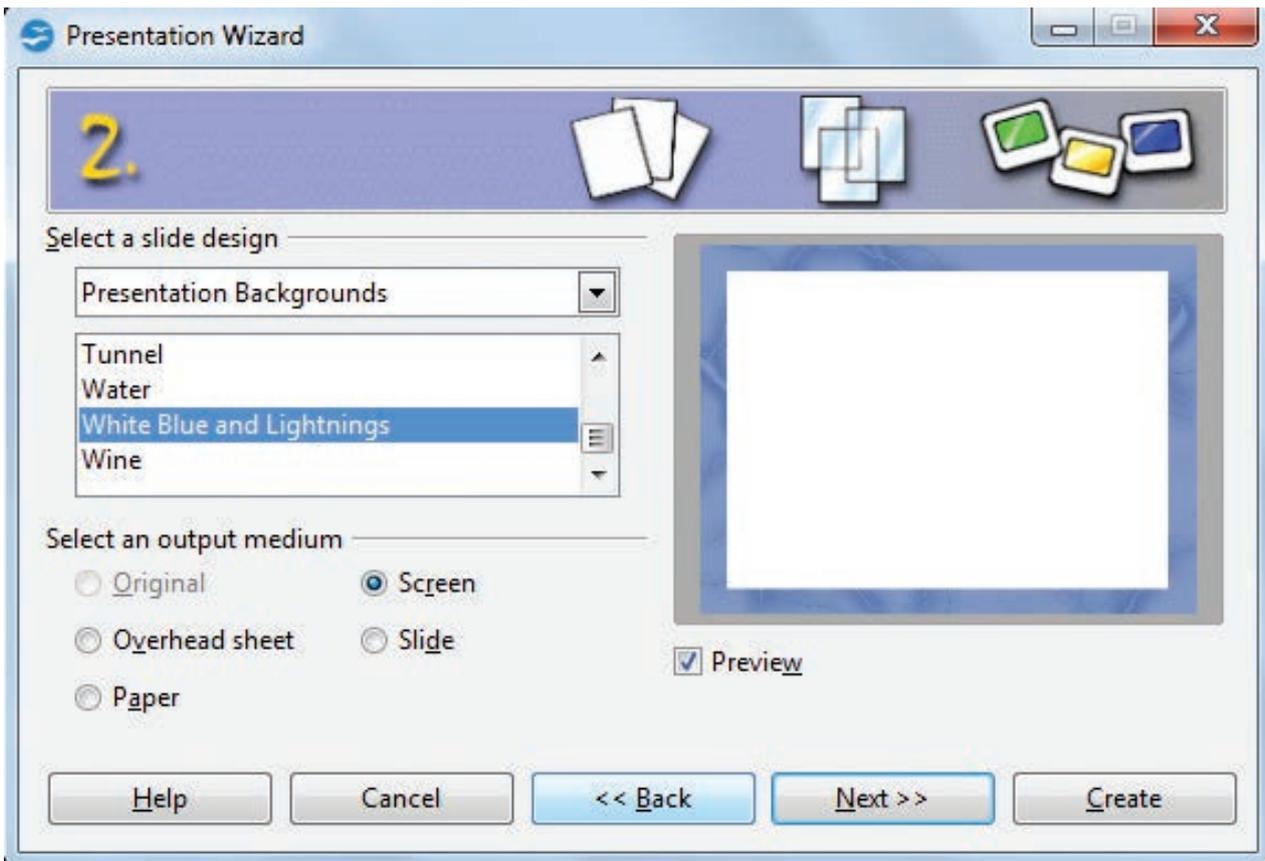


Figure 12.5 Selecting a slide design using Presentation Backgrounds

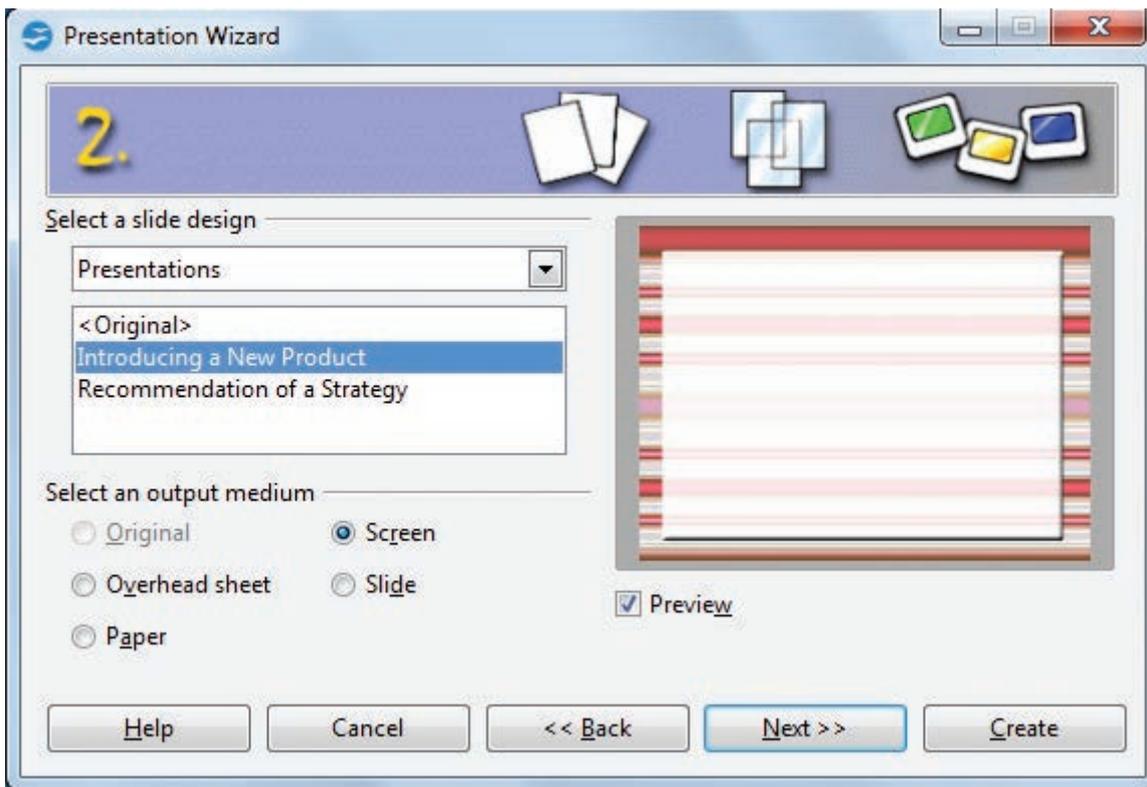


Figure 12.6 Selecting a slide design using Presentations

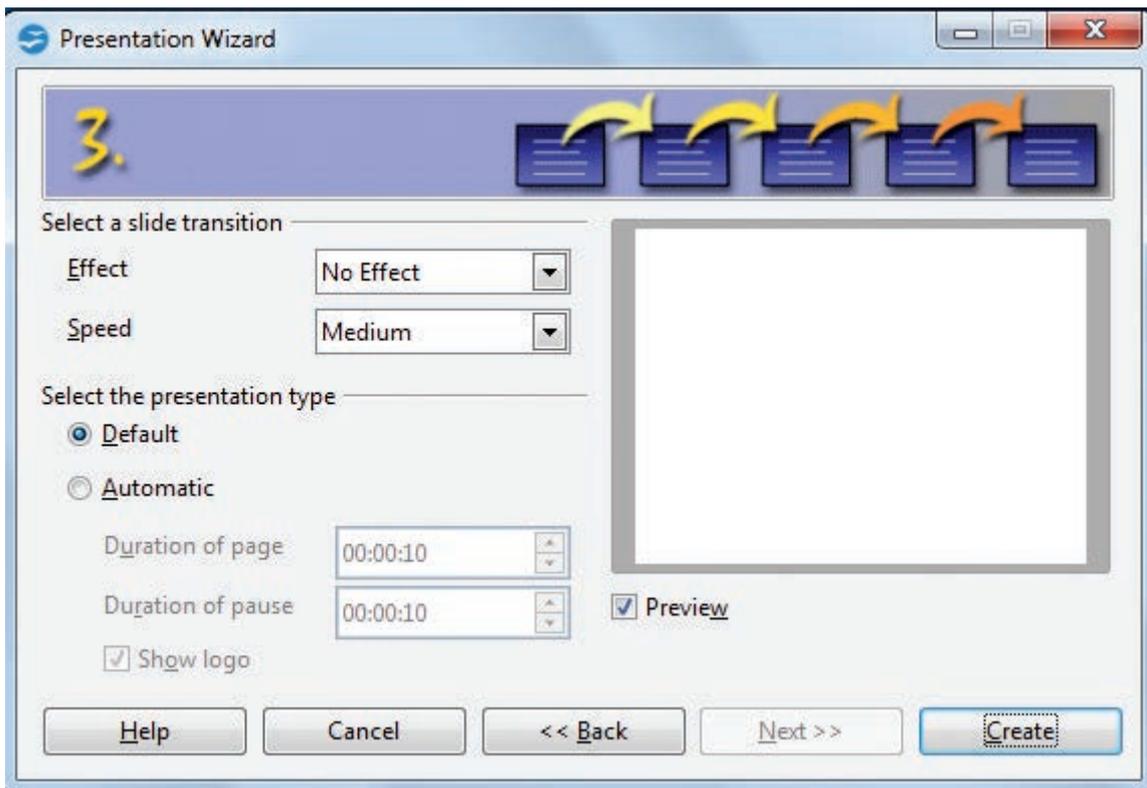


Figure 12.7 Selecting a slide transition effect

12.4.2. 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.

Choose the template that you want. (Figure 12.9).

- "Introducing a New Product" and "Recommendation of a Strategy" are pre-packaged presentation templates.

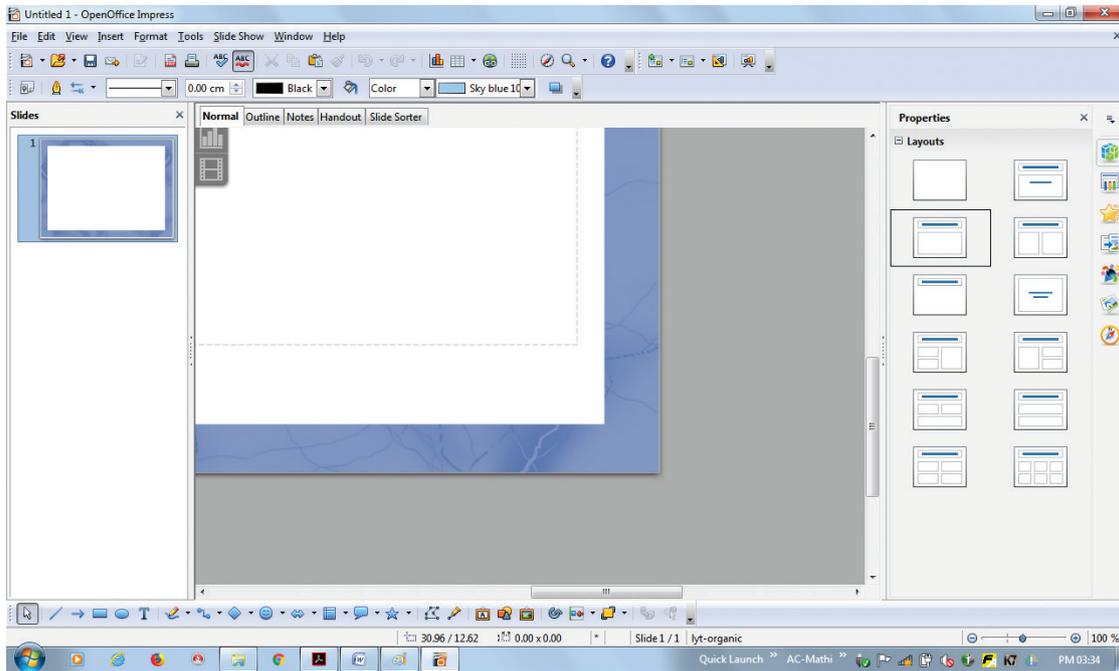


Figure 12.8 New presentation

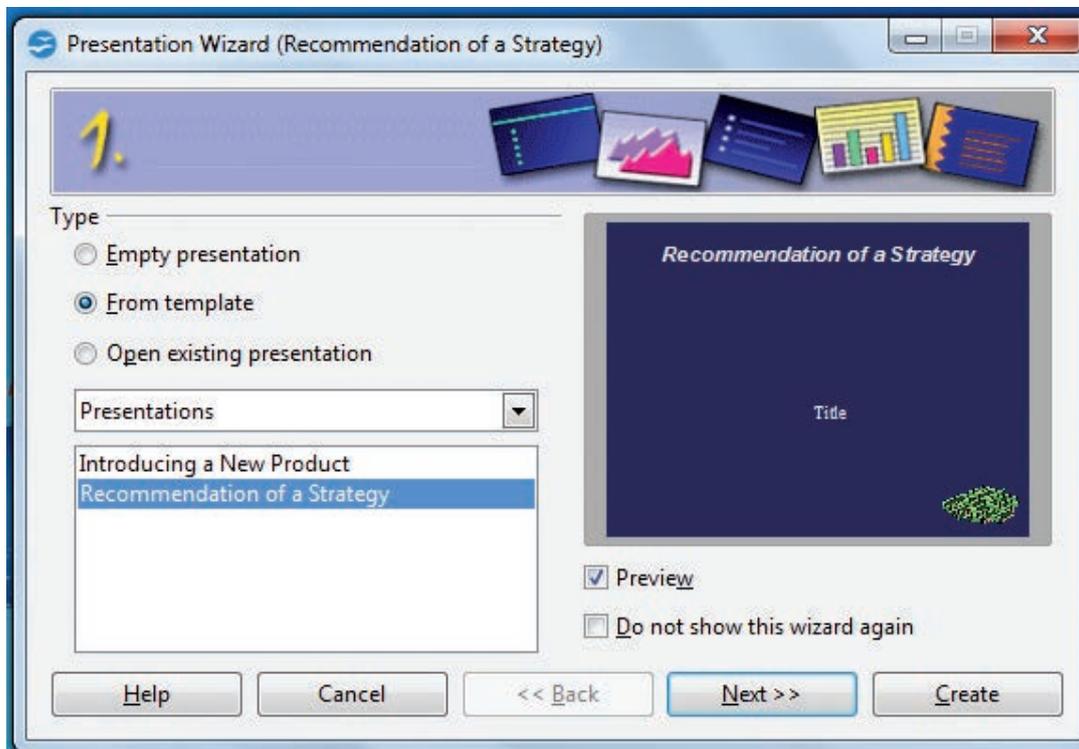


Figure 12.9 Opening a new presentation using From template option

12.4.3. 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 12.10**).

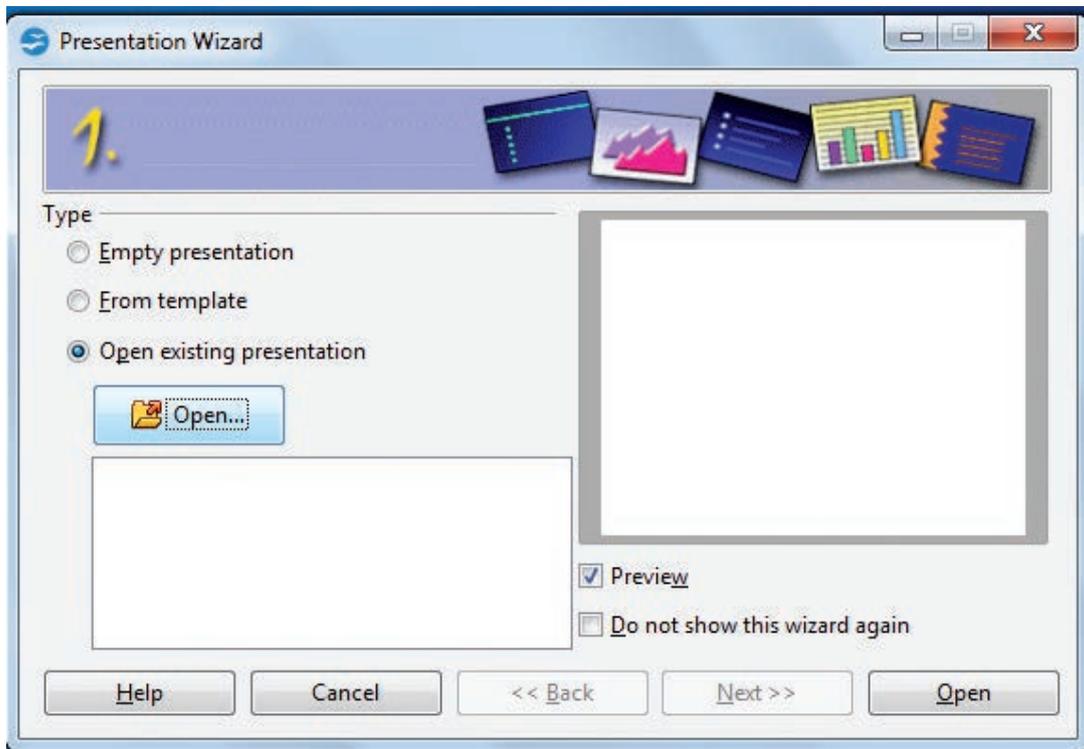


Figure 12.10 Opening a new presentation using Open existing presentation option

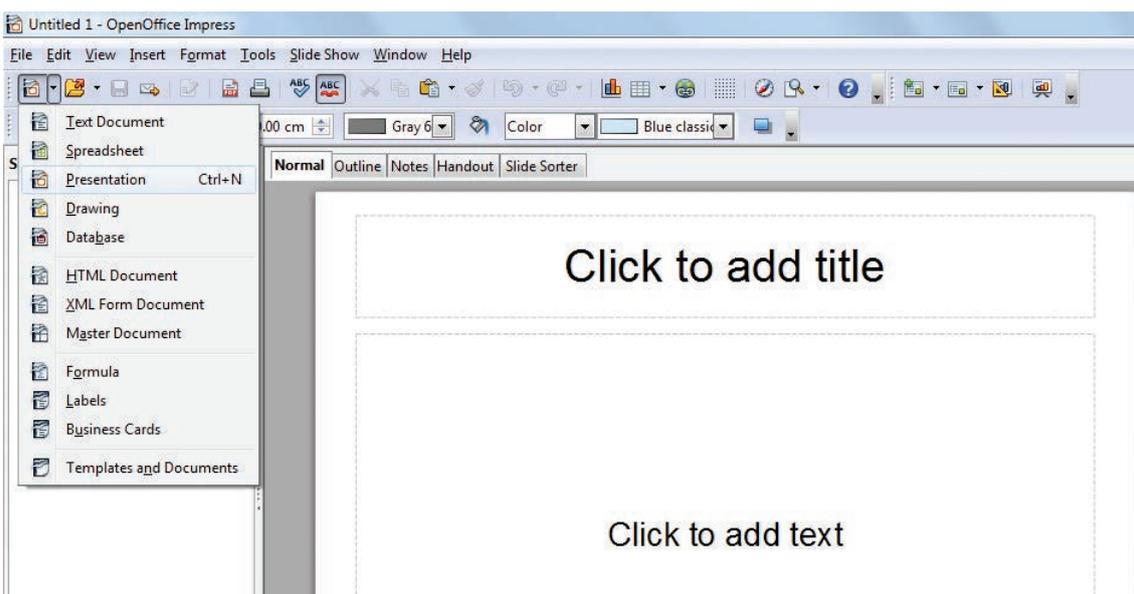


Figure 12.11 Opening a new presentation using New icon

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.

Various ways of Starting Impress:

You can start Impress in various methods.

1. You can select the presentation from the **system menu** or the **OpenOffice Quickstarter**.
2. Or you can click the **New** icon and select **Presentation** from the drop-down menu (Figure 12.11).

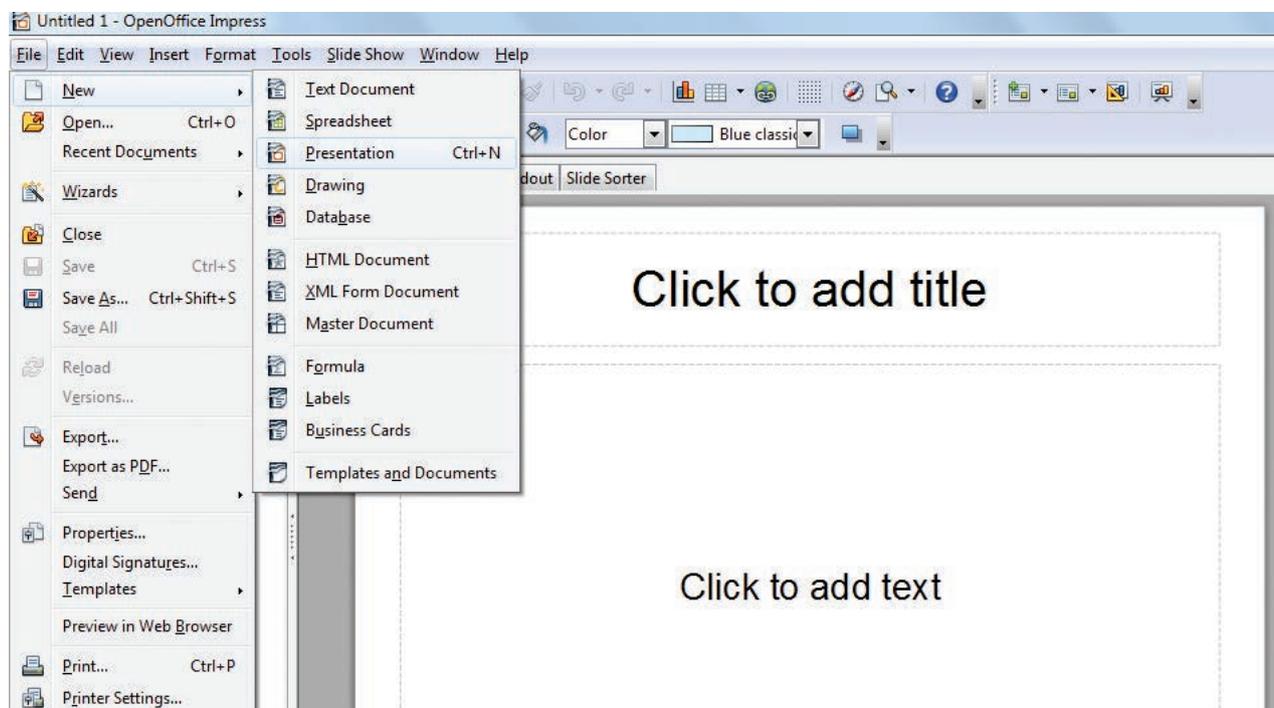


Figure 12.12 Opening a new presentation using File menu

3. Or else, choose **File** → **New** → **Presentation**. (Figure 12.12).

12.5. Parts of the Main Impress window

The main Impress window (Figure 12.13) 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.

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**.

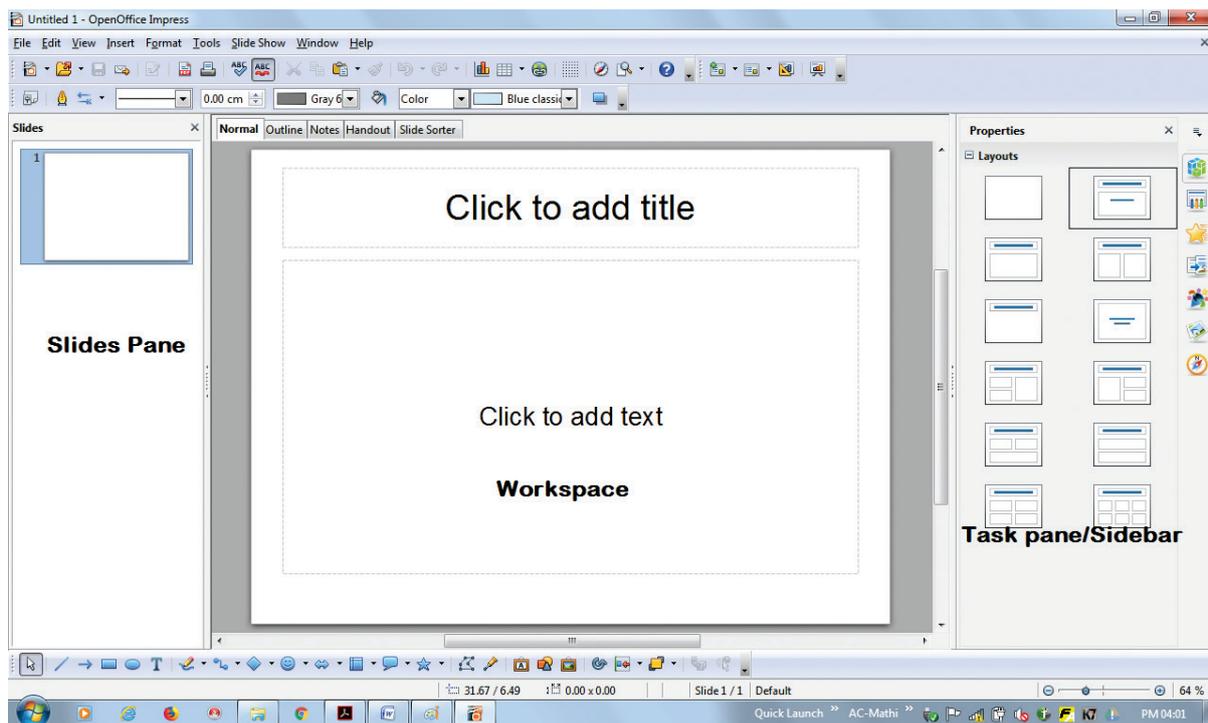


Figure 12.13 Main window of Impress

12.5.1. 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 helps to change the name of a slide. The default names are slide1, slide2,....**
- **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.)

12.5.2. Tasks pane

The Tasks pane has five sections:

1. Master Pages

You can 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 12.14)



Figure 12.14 Master Pages

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 12.15)

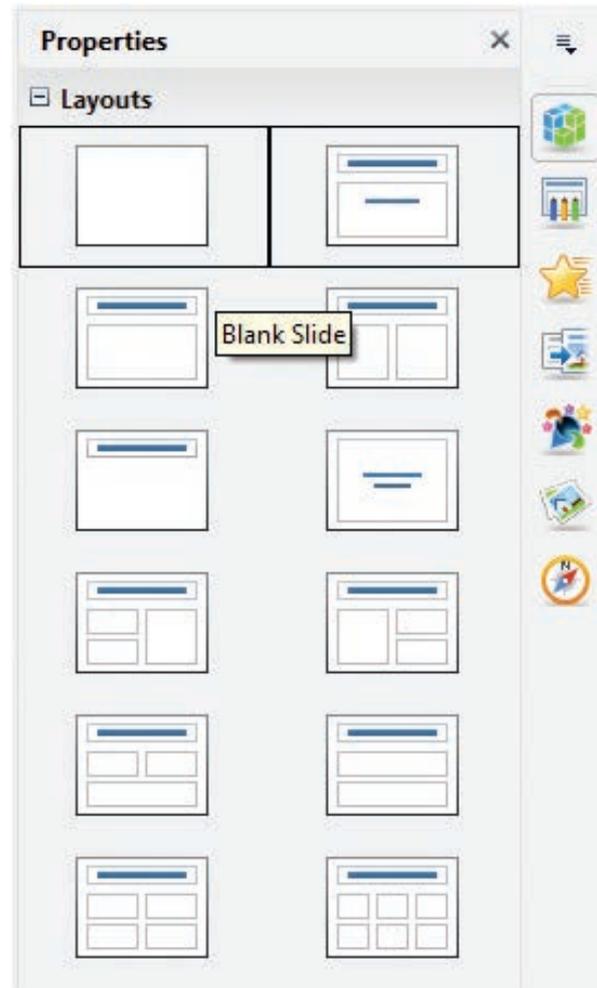


Figure 12.15 Layout

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 12.16)

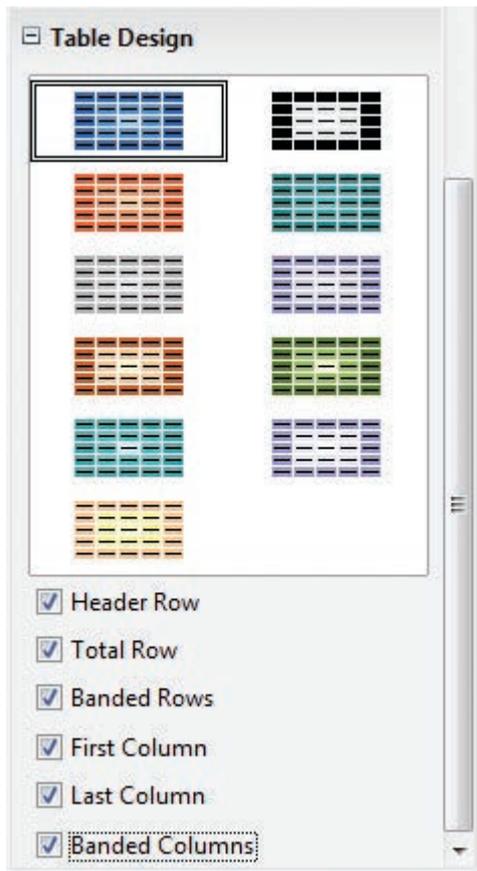


Figure 12.16 Table Design

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 12.17)

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 12.18)

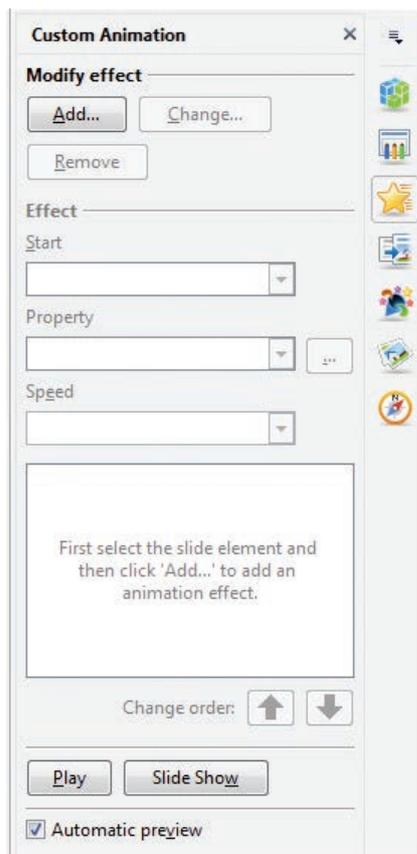


Figure 12.17 Custom Animation

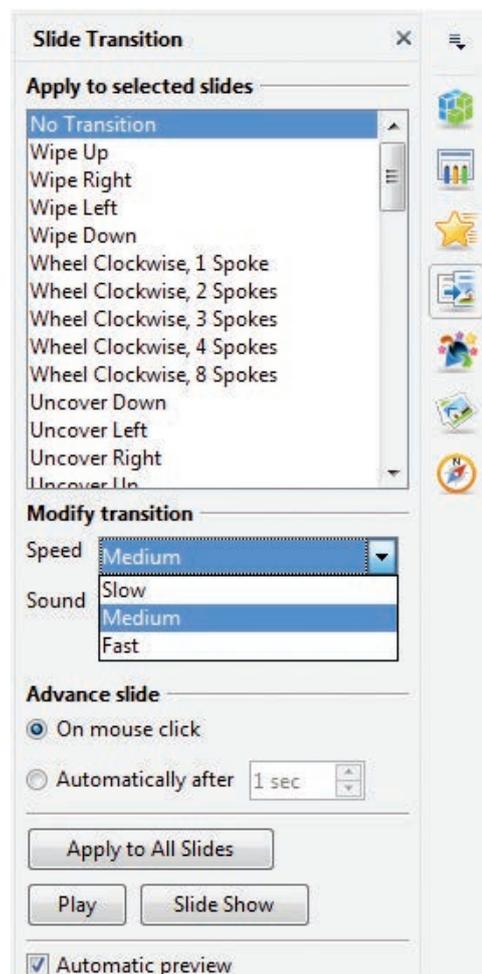


Figure 12.18 Slide Transition

12.6. Window elements of Impress

Figure 12.19 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.

12.6.1. View Buttons:

The Workspace has five tabs: **Normal**, **Outline**, **Notes**, **Handout**, and **Slide Sorter**, as seen in **Figure 12.19**. These five tabs are called **View Buttons**.

12.6.2. 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.

12.6.3. Navigator

The Navigator (**Figure 12.20**) 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 names as “Object 1” and “Picture 1” as shown in **Figure 12.20**.

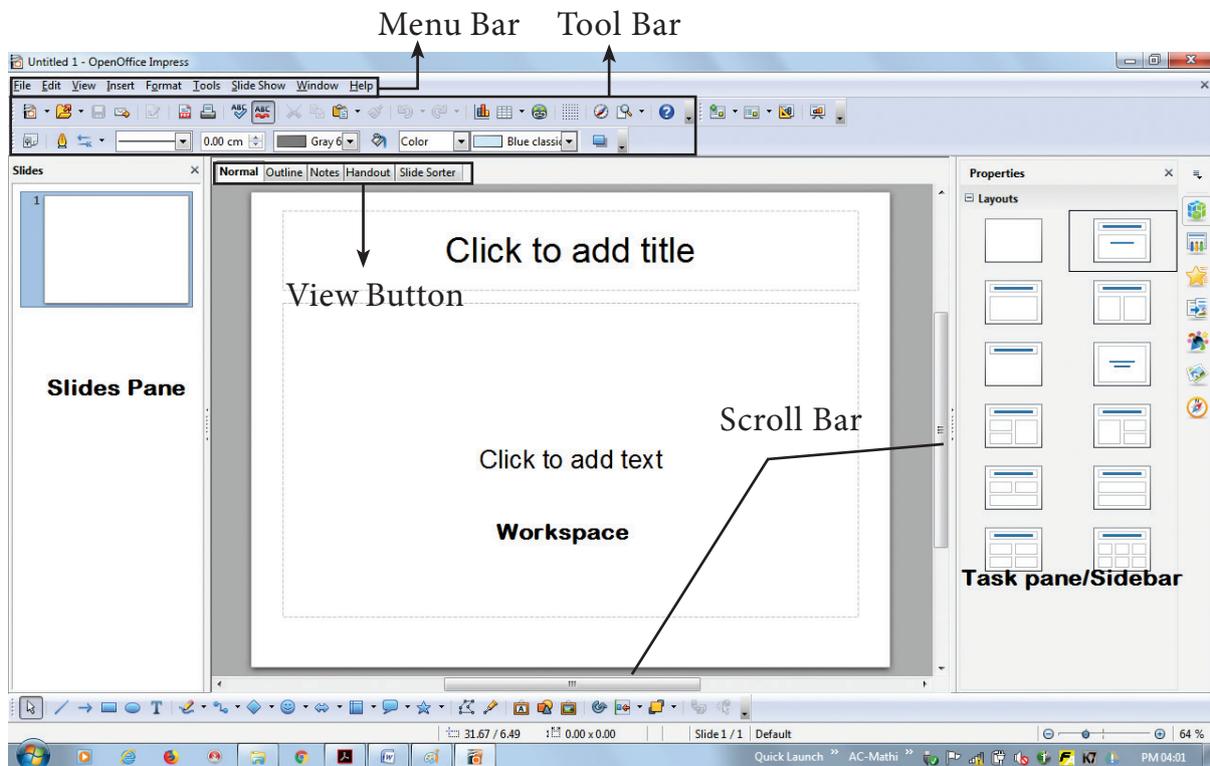


Figure 12.19 Window elements of Impress

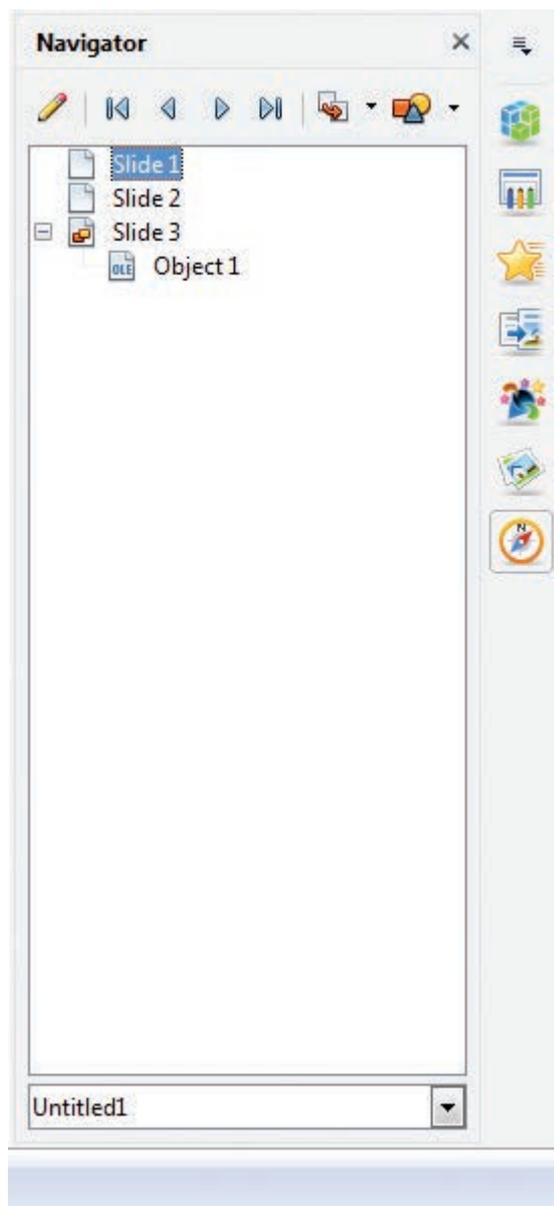


Figure 12.20 Navigator

12.7. Workspace

The Workspace has five tabs: **Normal**, **Outline**, **Notes**, **Handout** and **Slide Sorter**, as seen in Figure 12.19. 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.

12.7.1. 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 12.21).

12.7.2. 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 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.

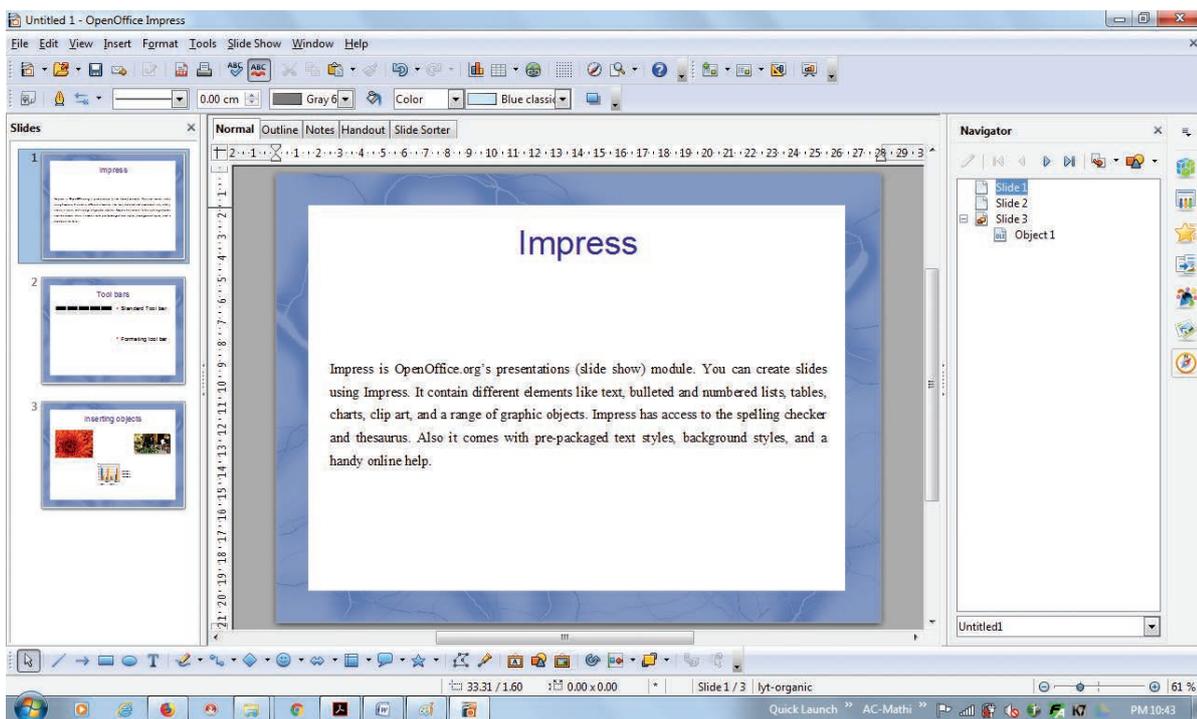


Figure 12.21 Presentation in Normal view

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 12.22**.
- b) **Drag and drop** it where you want.

12.7.3. Notes view

Use the Notes view to add notes to a slide:

- 1) Click the Notes tab in the **Workspace** (**Figure 12.23**).
- 2) Select the slide to which you will add notes.

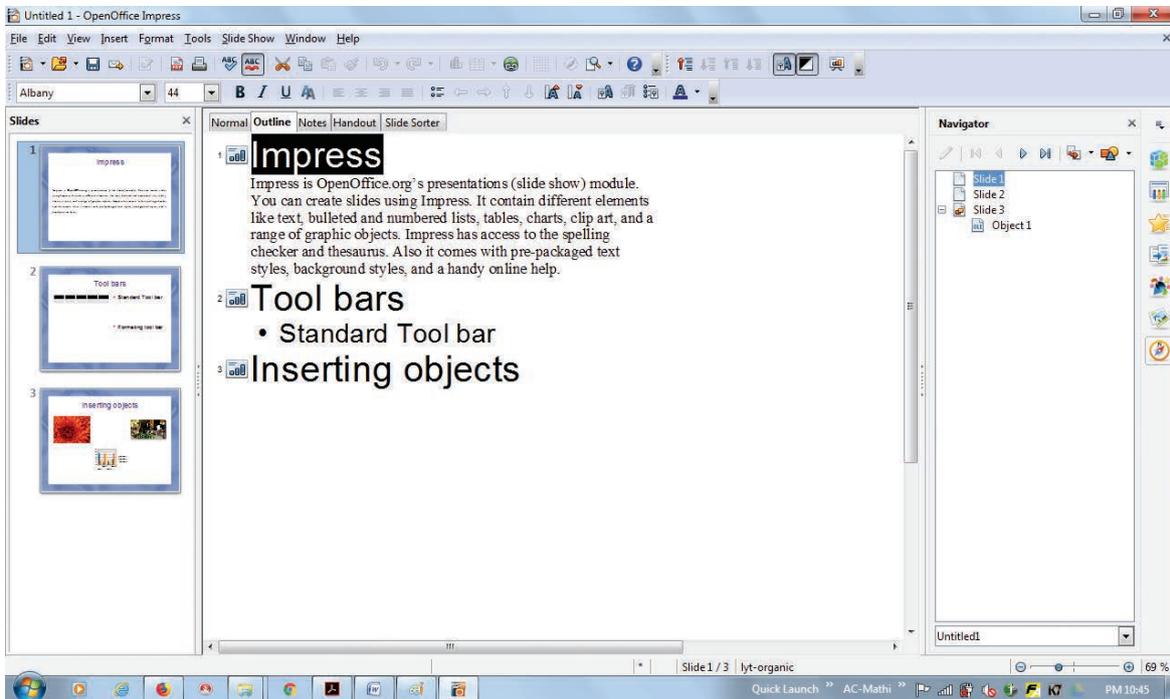


Figure 12.22 Presentation in Outline view

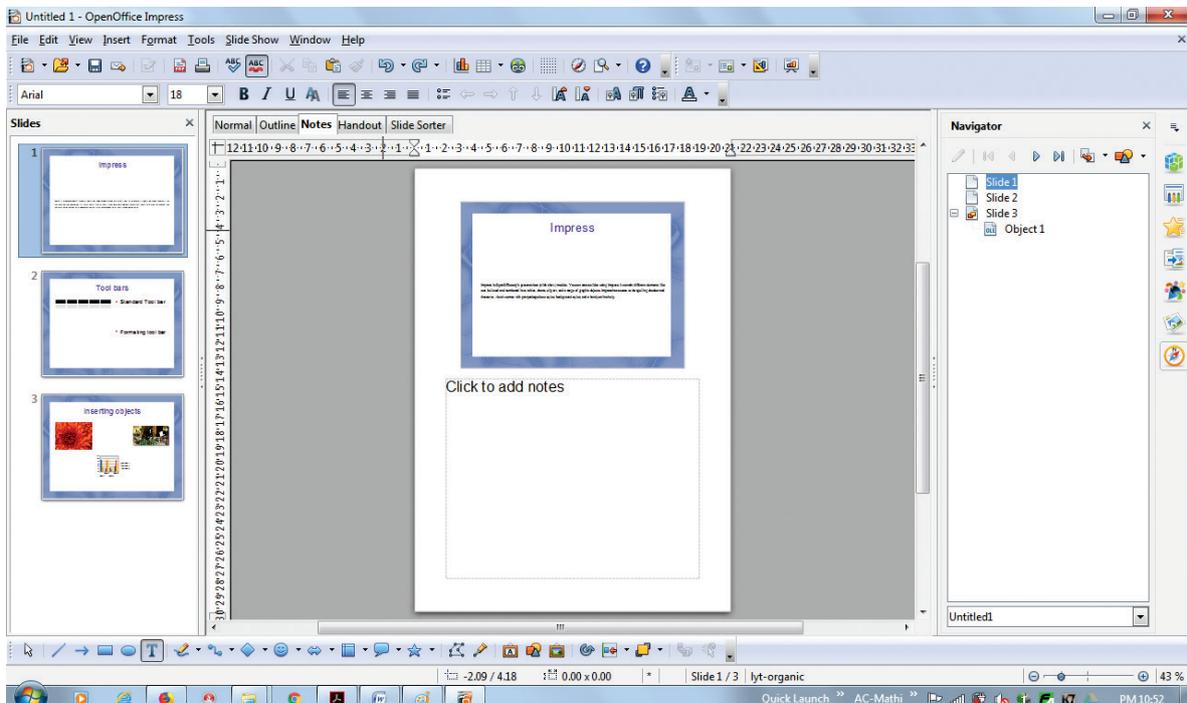


Figure 12.23 Presentation in Notes view

- **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**.

12.7.4. Slide Sorter view

The Slide Sorter view contains all of the slide thumbnails (**Figure 12.24**).

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 12.24**).

- 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 move a slide in a presentation using the Slide Sorter:

- 1) Click the **slide**. A thick black border is drawn around it.
- 2) **Drag and drop** it to the location you want.
 - As you move the slide, a black vertical line appears to one side of the slide.
 - **Drag the slide** until this black vertical line is located where you want the slide to be moved

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.

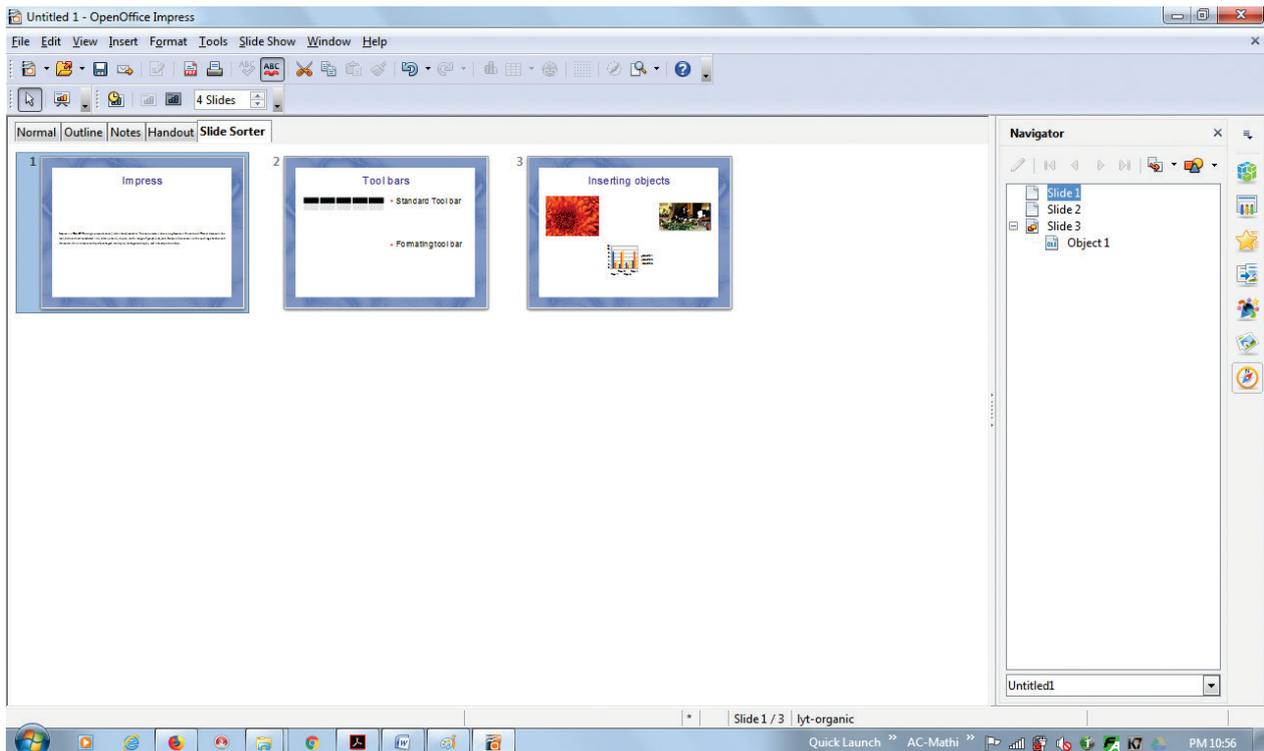


Figure 12.24 Presentation in Slide Sorter view

- **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 12.25**)

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.

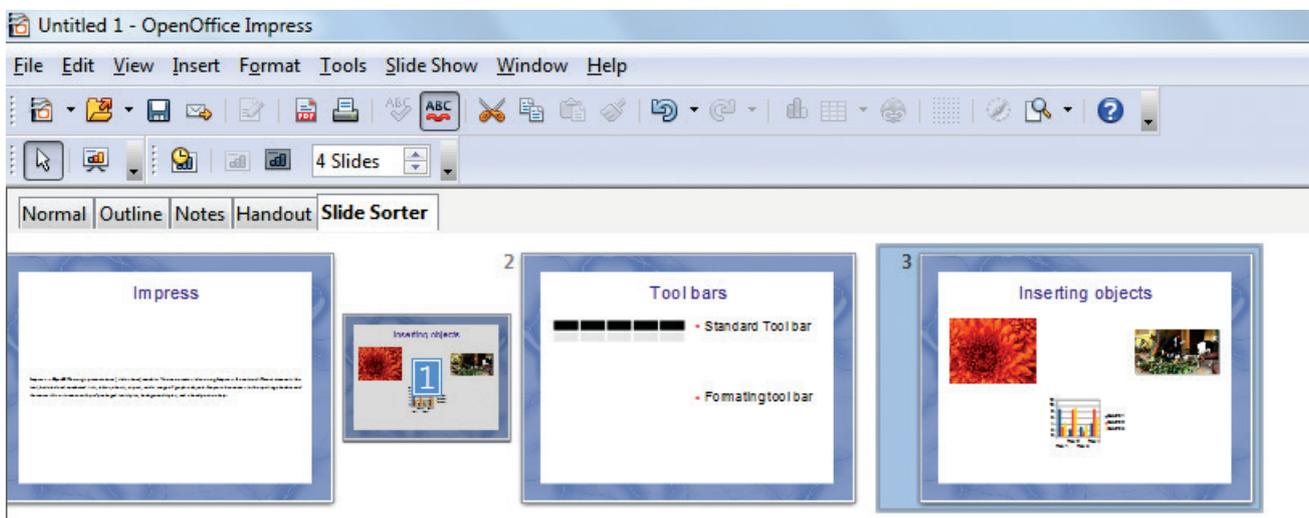


Figure 12.25 To move a slide in a presentation using the Slide Sorter

12.7.5. 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 12.26**). 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.

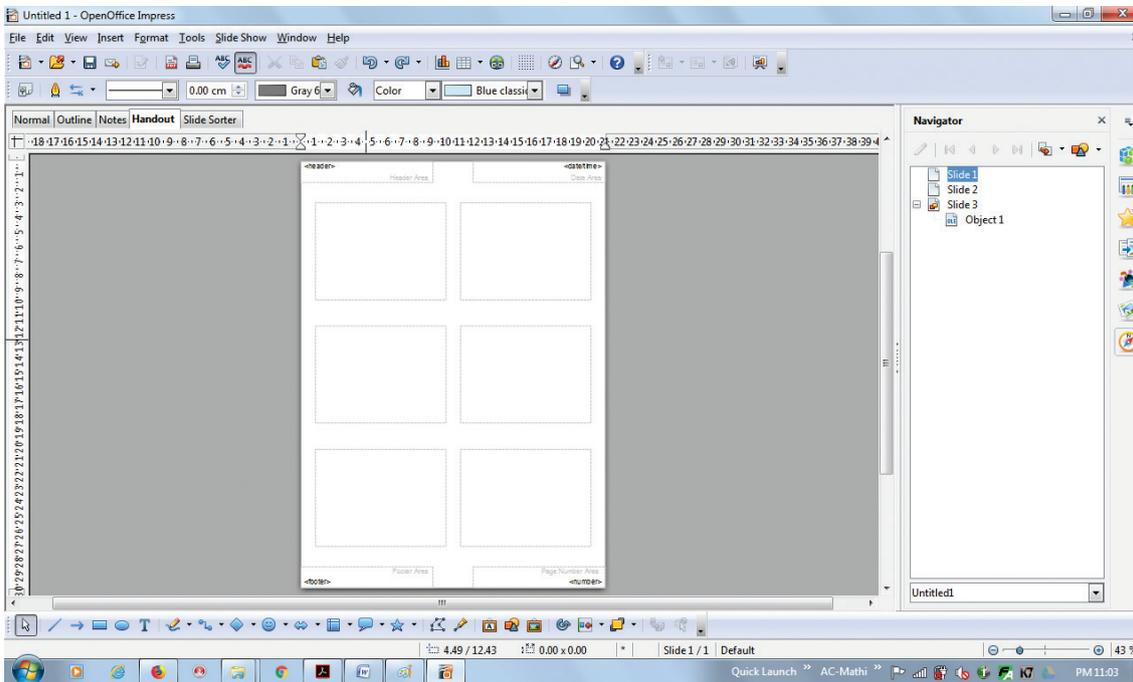


Figure 12.26 Presentation in Handout view

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.

Student Activity

1. Open a presentation using
 - Empty presentation
 - From Template
 - Open Existing Presentation
2. Compare the difference on opening the presentation using the above three methods.
3. Open impress using different ways.

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

1. A convenient way to move around a document.
A) Compass B) Navigator C) Fill color D) Page border
2. Which is the shortcut key to view the slideshow?
A) F6 B) F9 C) F5 D) F10

3. In Impress, which views shows thumbnail versions of all your slides arranged in horizontal rows.
A) Notes B) Outline C) Handout D) Slide Sorter
4. Identify the default view in Impress.
A) Normal B) Slide Sorter C) Handout D) Notes
5. Which menu contains the Slide Transition option?
A) Slide Show B) View C) Tools D) Format
6. Identify the extension of the Impress presentation.
A) .odp B) .ppt C) .odb D) .ood
7. 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
8. 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

Answer to all the questions (2 Marks)

1. What is the difference between a slide and a slide show?
2. 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

Answer to all the questions (3 Marks)

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

Answer to all the questions (5 Marks)

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 sales person 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.