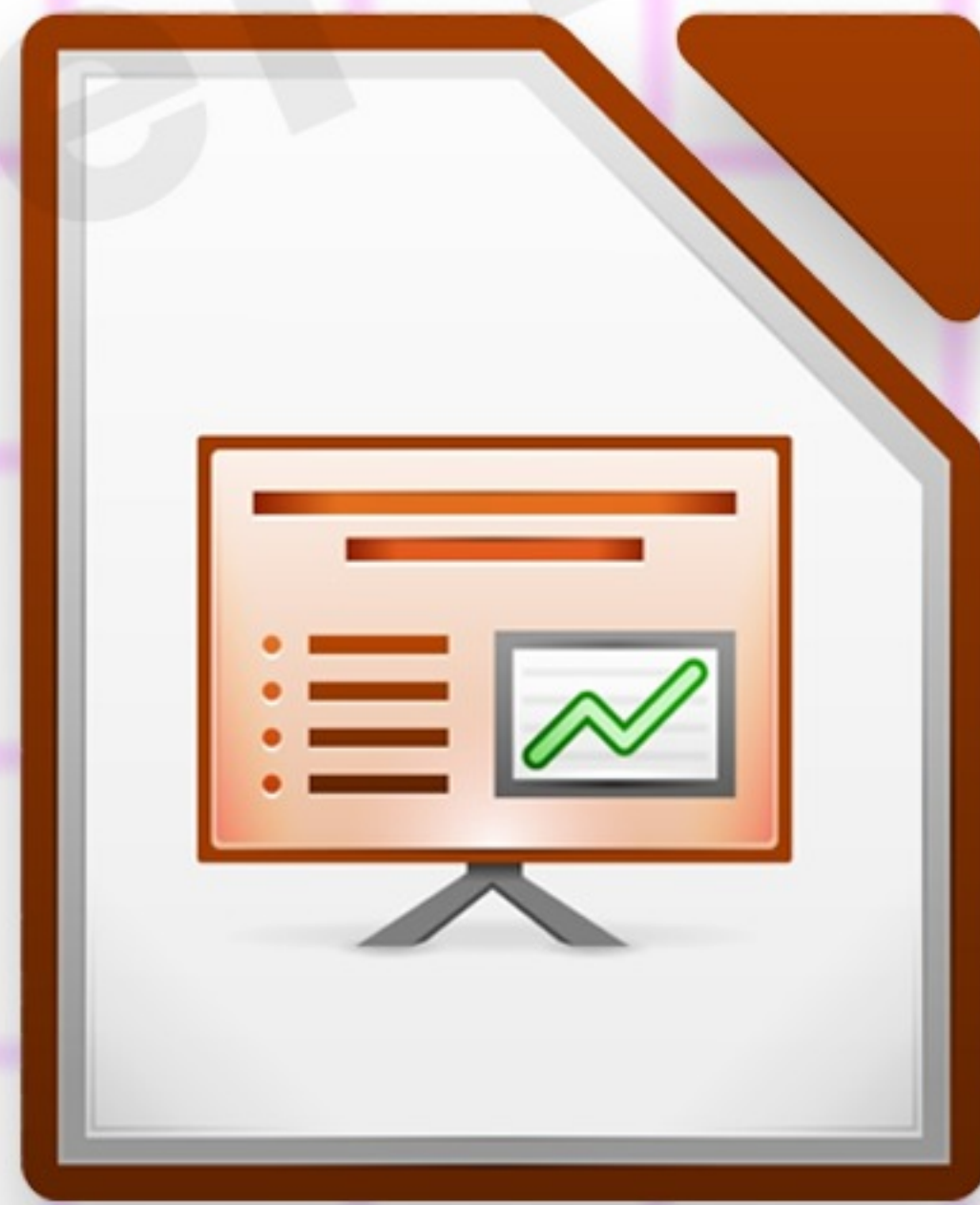




**Baghel
Institute**

LIBRE OFFICE

IMPRESS

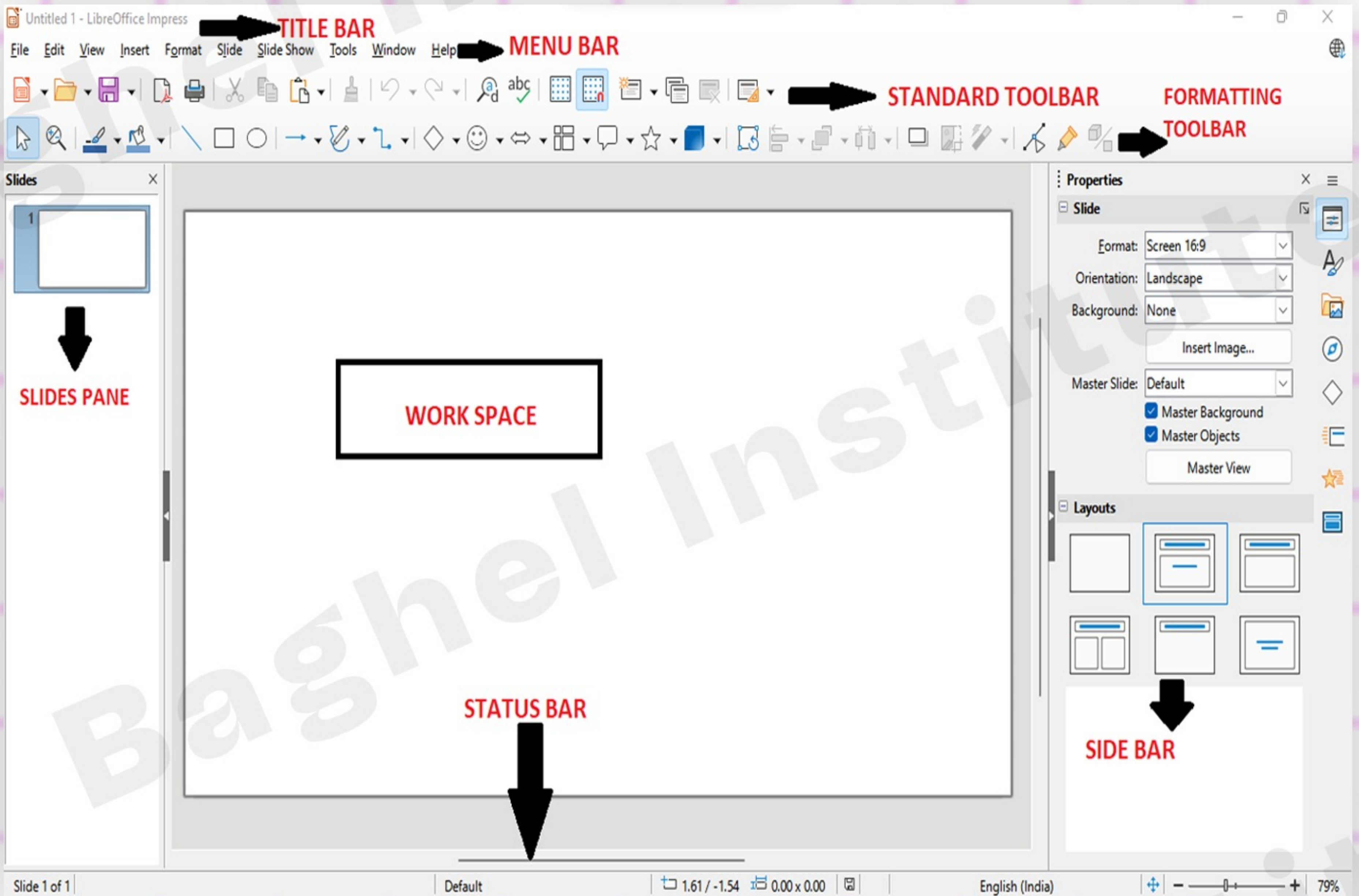


LIBRE OFFICE IMPRESS



Impress is the presentation (slide show) program included in LibreOffice. You can create slides that contain many different elements, including text bulleted and numbered lists, tables, charts, and a wide range of graphic objects such as clip-art drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles, and background styles.

Impress window



Important Terms

Default File Name	Untitled 1
Default Zooming Range	75%
Minimum Zooming Range	5%
Maximum Zooming Range	3000%
File Extension	.Odp
Default Font Name	Liberation Sans
Heading's Default Font Size	44
Text Box's Default Font Size	18
Sub Heading's Default Font Size	32
Minimum Font Size	6
Maximum Font Size	96
(Manually) Minimum Font Size	2
(Manually) Maximum Font Size	999.9

Starting a presentation

When you start Impress for the first time, the Presentation Wizard is shown. Here you can choose from the following options;

Empty presentation which gives you a blank document.

From template which is a presentation designed with a template of your choice.

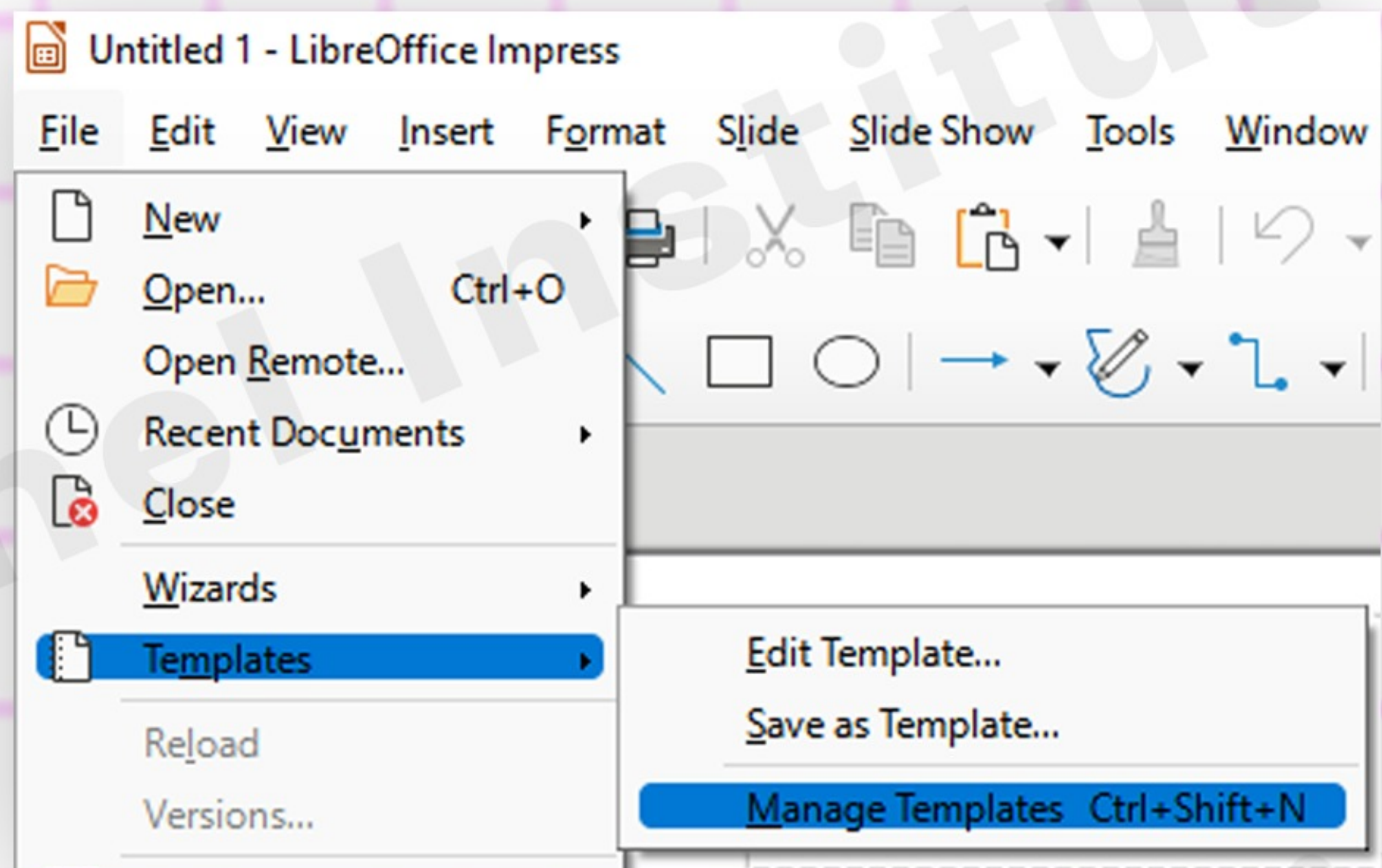
Open existing presentation.

Click Create to open the main Impress window.

Creating A Presentation Using

Template

SHORTCUT KEY :- SHIFT + CTRL + N



Go to File Menu > New > Template >

Template dialogue box will appear

You can select one according to your choice and click open.

How to open an existing

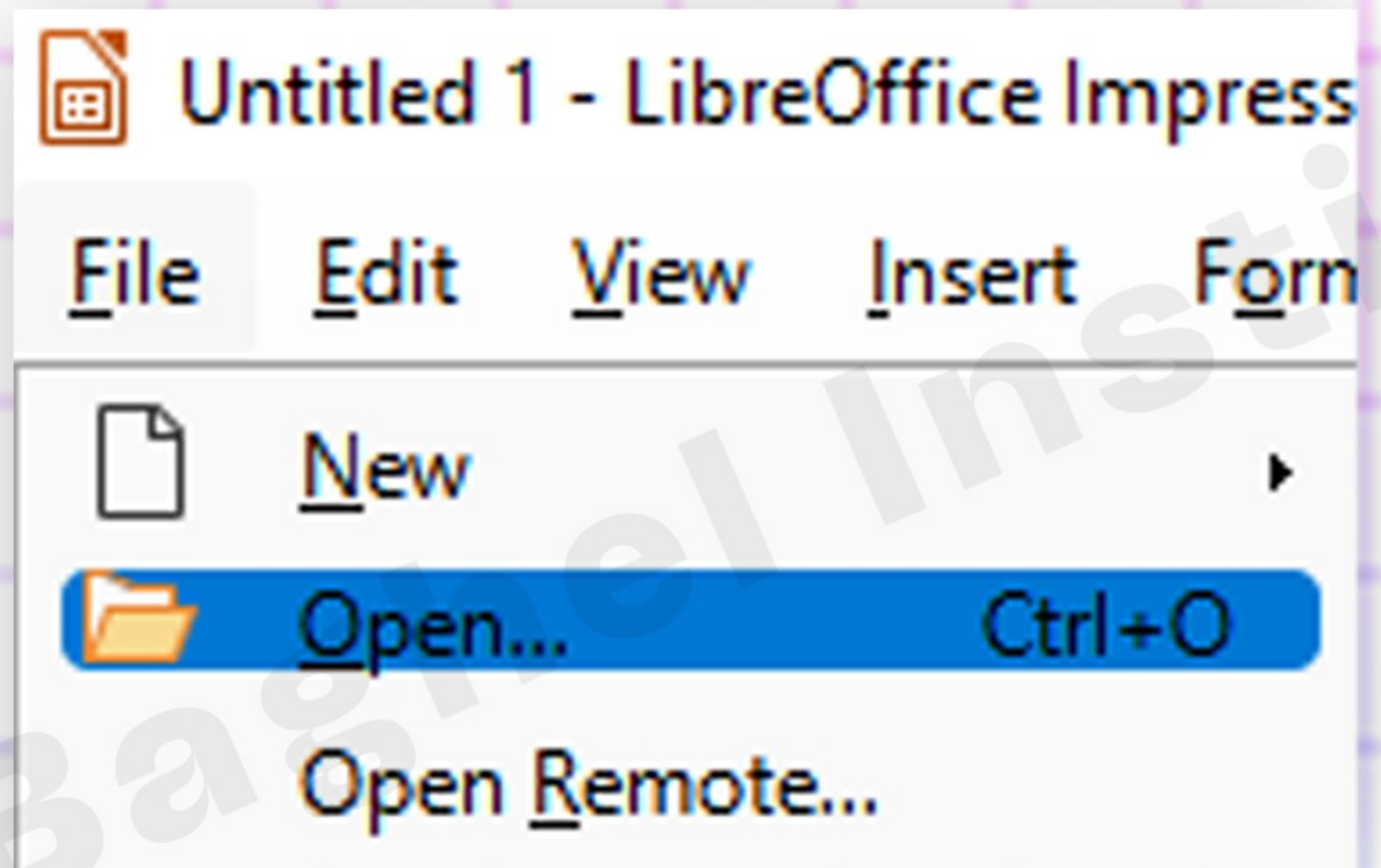
Presentation ?

SHORTCUT KEY:- CTRL + O

Go To File Menu > Click On Open >

Select File Location > File Name >

Click "Ok" Button.



HOW TO INSERT A NEW SLIDE

Method 1

Go to slide menu > select new slide

or

Method 2

Press shortcut key:- CTRL + M

Slide

Slide Show

Tools

Window

Help



New Slide

Ctrl+M

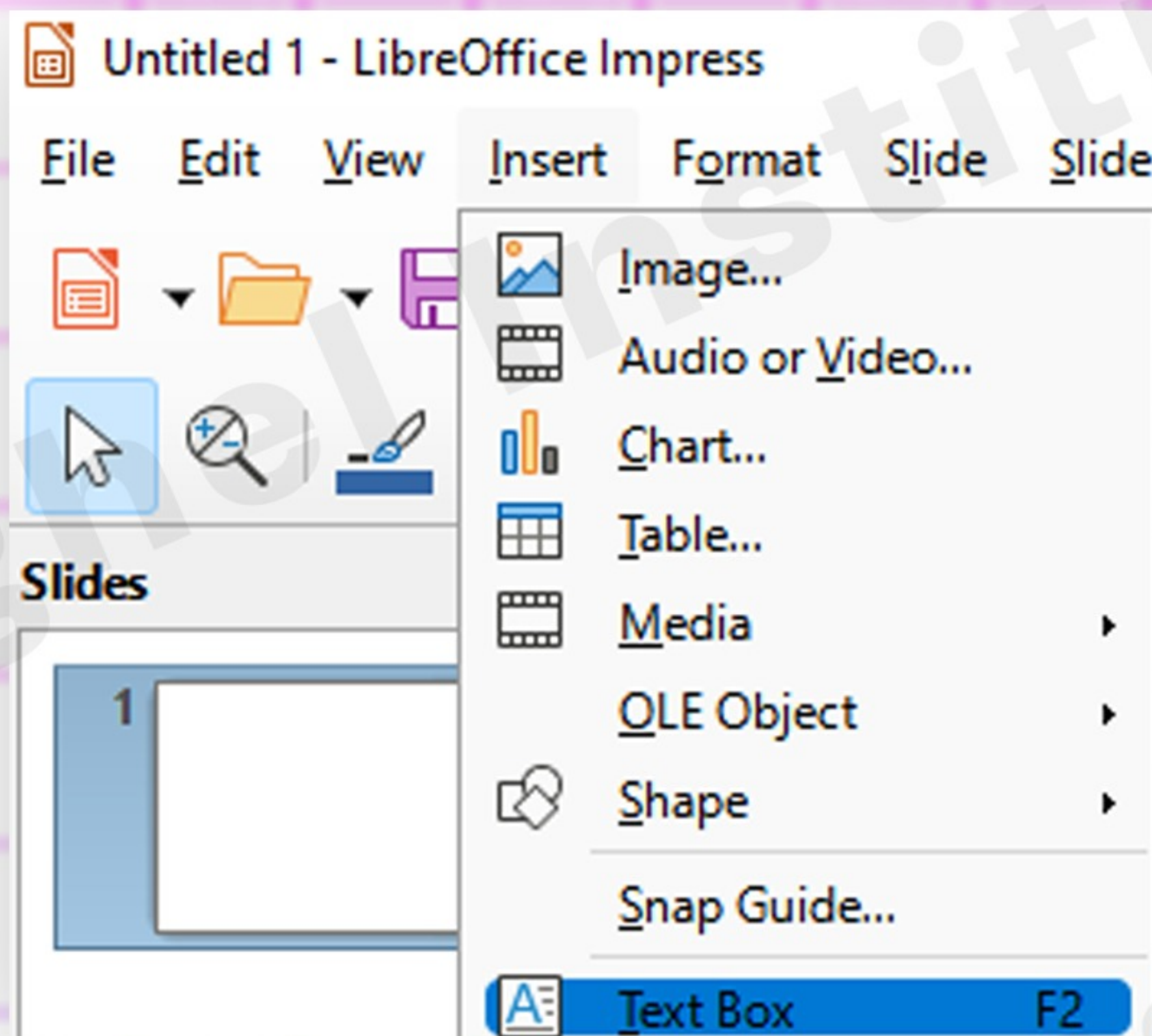
HOW TO ADD A TEXT BOX

Step 1

Go to insert menu > select the text box.

OR

(SHORTCUT KEY:- F2)

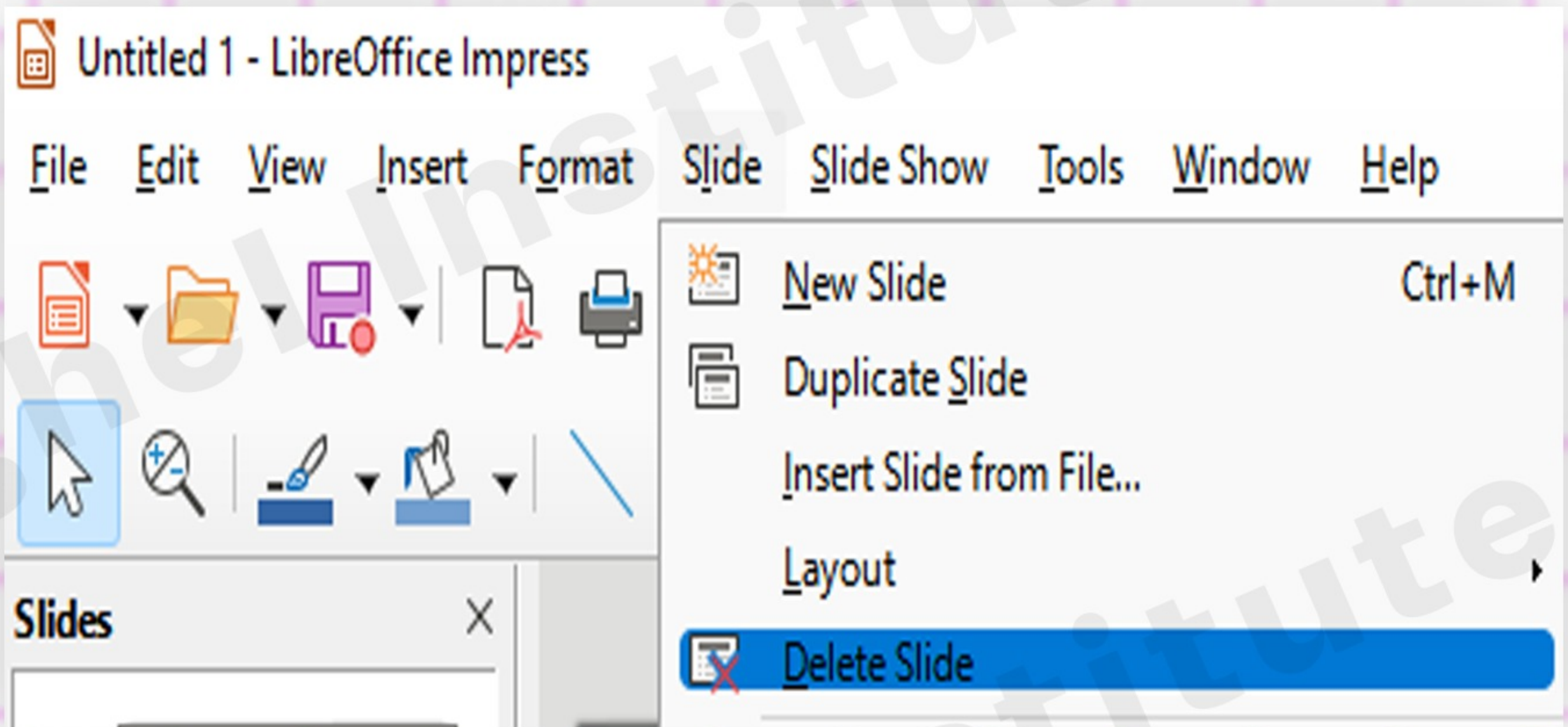


Step 2

click hold and dragging to draw the text box.

When you insert a new slide, it will usually have placeholders.

DELETING SLIDES



METHOD 1

Selecting the slide you want to delete, then go to slide menu, delete slide.

METHOD 2

You can delete the selected slide by right click on mouse and then click on delete slide.

Saving a presentation

Shortcut key ctrl+s or ctrl+ shift + s.

Step 1

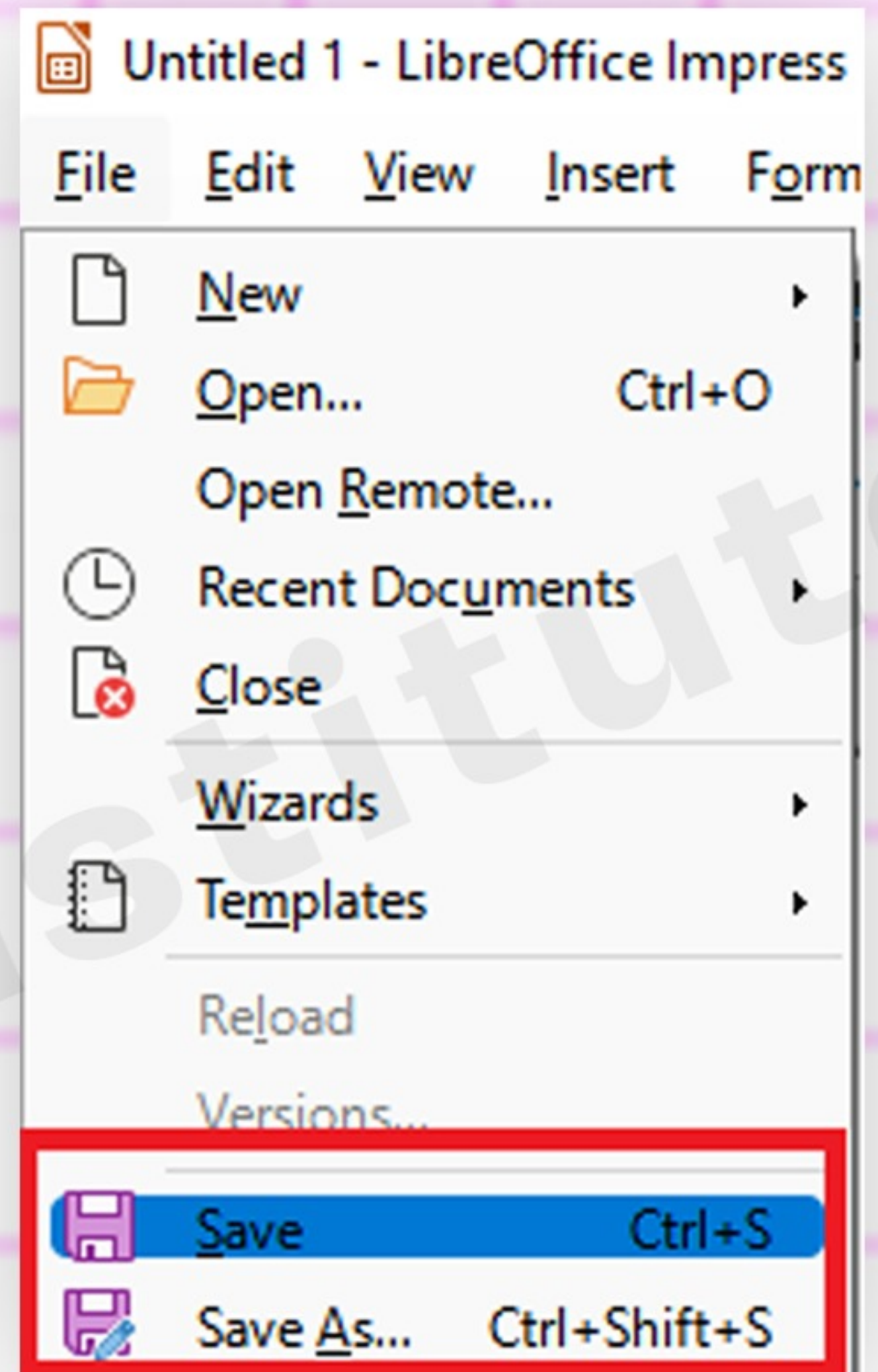
Go to file menu, > save.

Step 2

A dialog box will appear if you are saving the presentation for first time..

Step 3

choose your location where you want to save the file and give the file name then click on save.



MANIPULATING SLIDES

INSERTING TABLE

To insert a table into your slide, proceed as follows

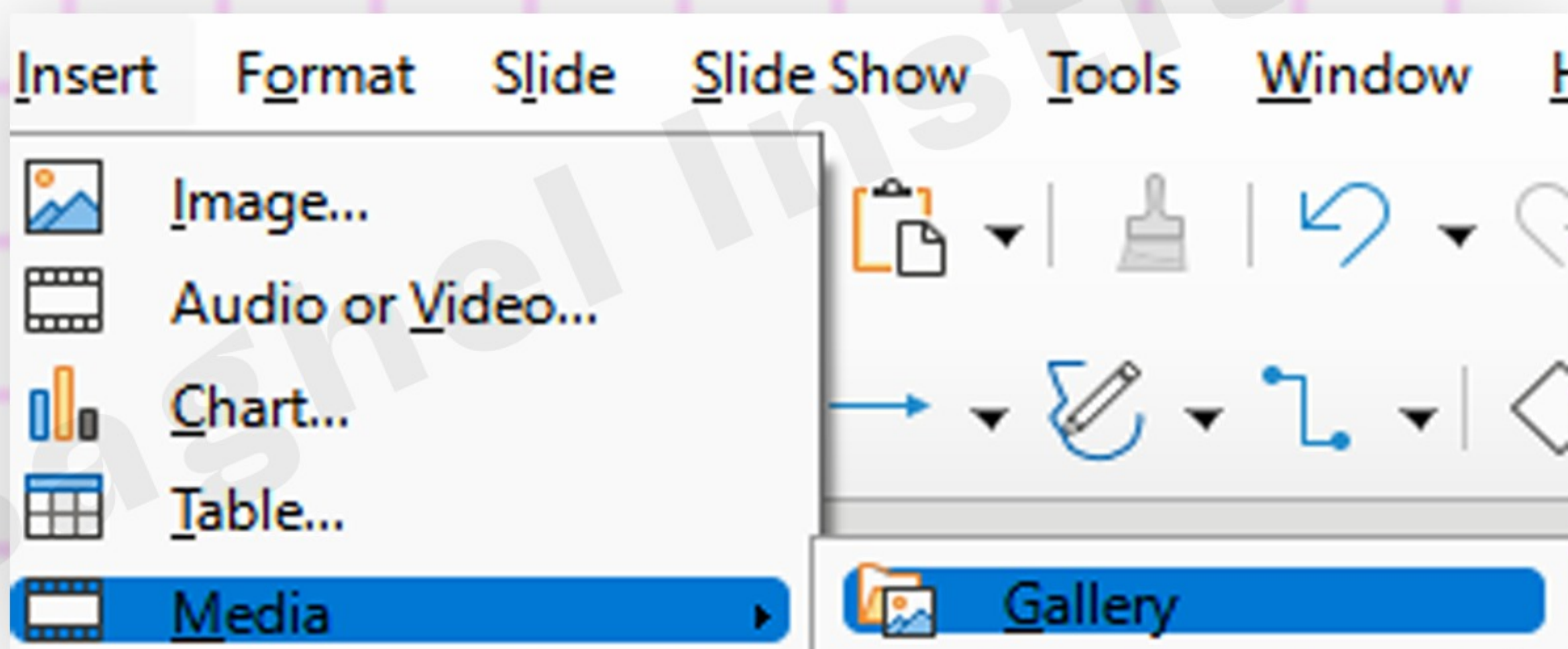
- 1) Select the slide which will contain the table and, if necessary, modify the slide layout to create space for the table.
- 2) Go to Insert > Table on the main menu bar or click on the Table icon on the Standard toolbar to open the Insert Table dialog.
- 3) Specify the number of columns and number of rows you require for your table.
- 4) Click OK to close the dialog and your table appears in the center of your slide.

Adding clip art pictures.

Clip art or some small graphical content can be used in slide of the presentation.

Step 1

Go to insert menu > Media > gallery



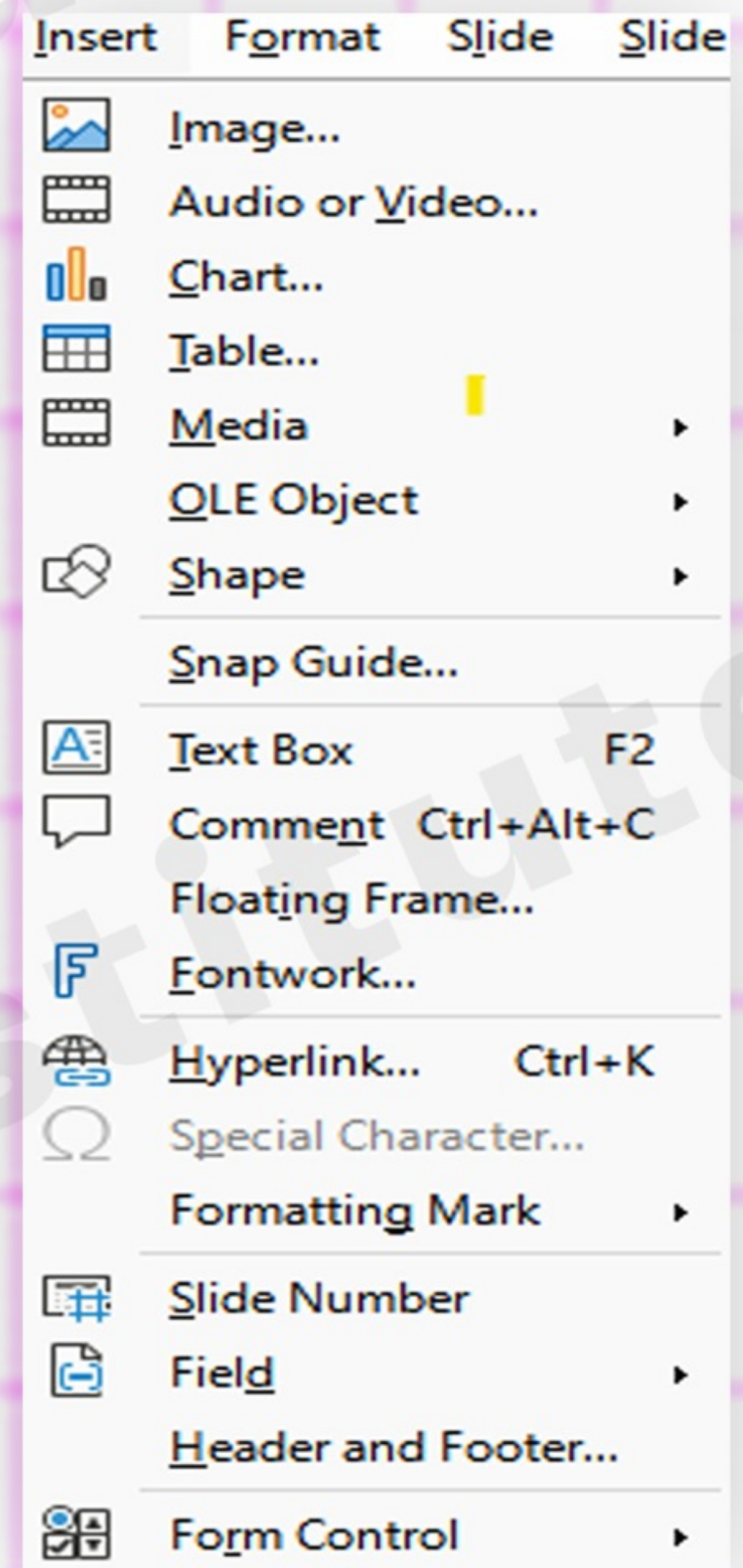
Step 2

Right side of the presentation. Gallery pane will appear in this pane. Select any clip according to category as you want and then again right click, select insert. To insert the selected clip into the slide.

Inserting other object

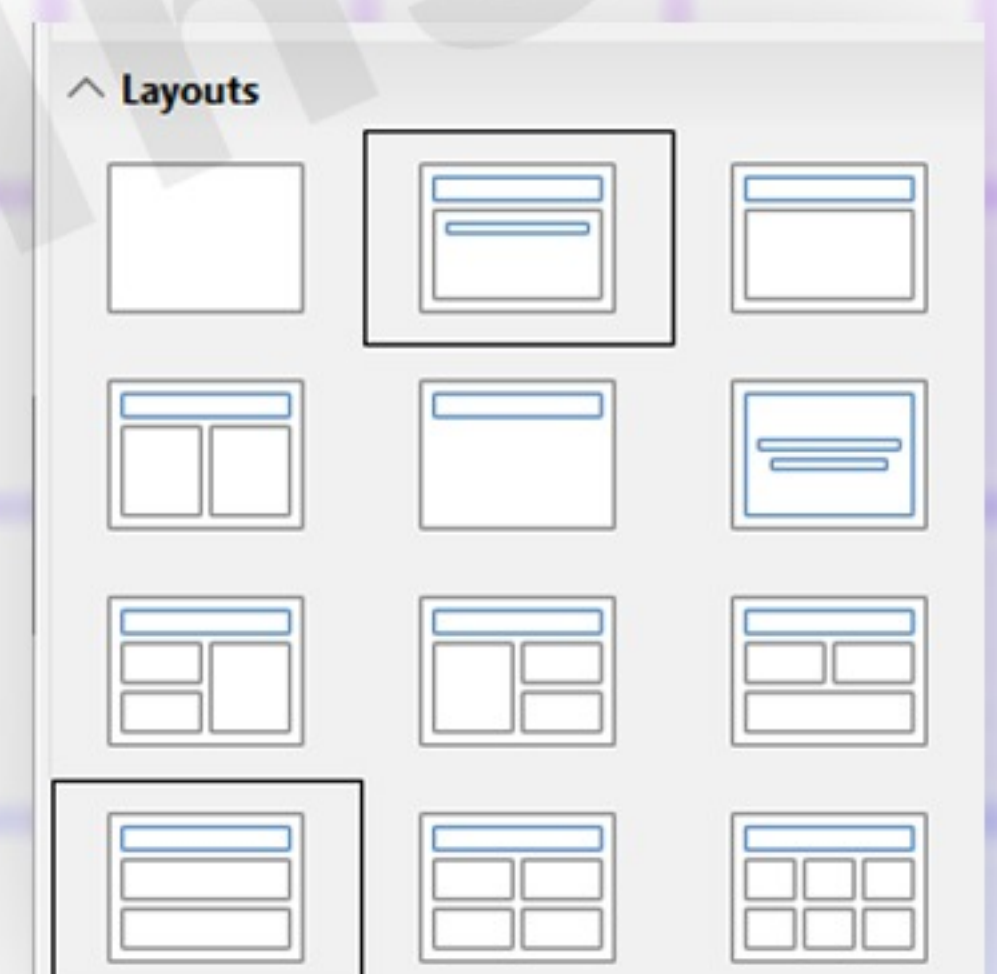
Steps

Choose insert menu image or audio /video/chart / object/shape/ hyperlink etc. Insert image or audio or video chart table hyperlink dialog box will appear on the screen. Select the image or audio or video file and click on open button.



Formatting Presentation

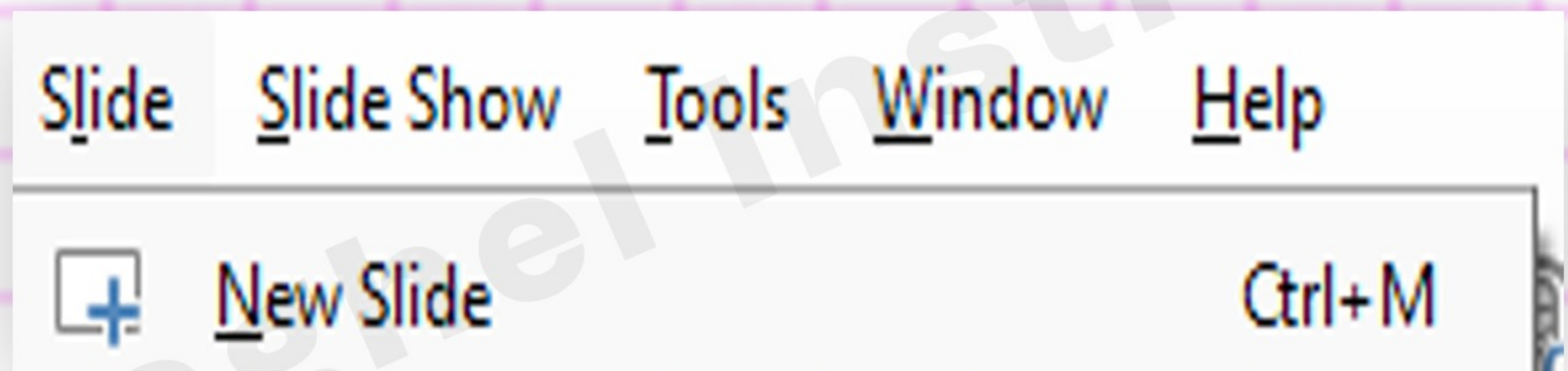
A new presentation only contains one empty slide. In this section we will start adding new slides and preparing them for the intended contents.



Inserting Slides

This can be done in a variety of ways; take your pick.

Shortcut key for new slide :- ctrl+M



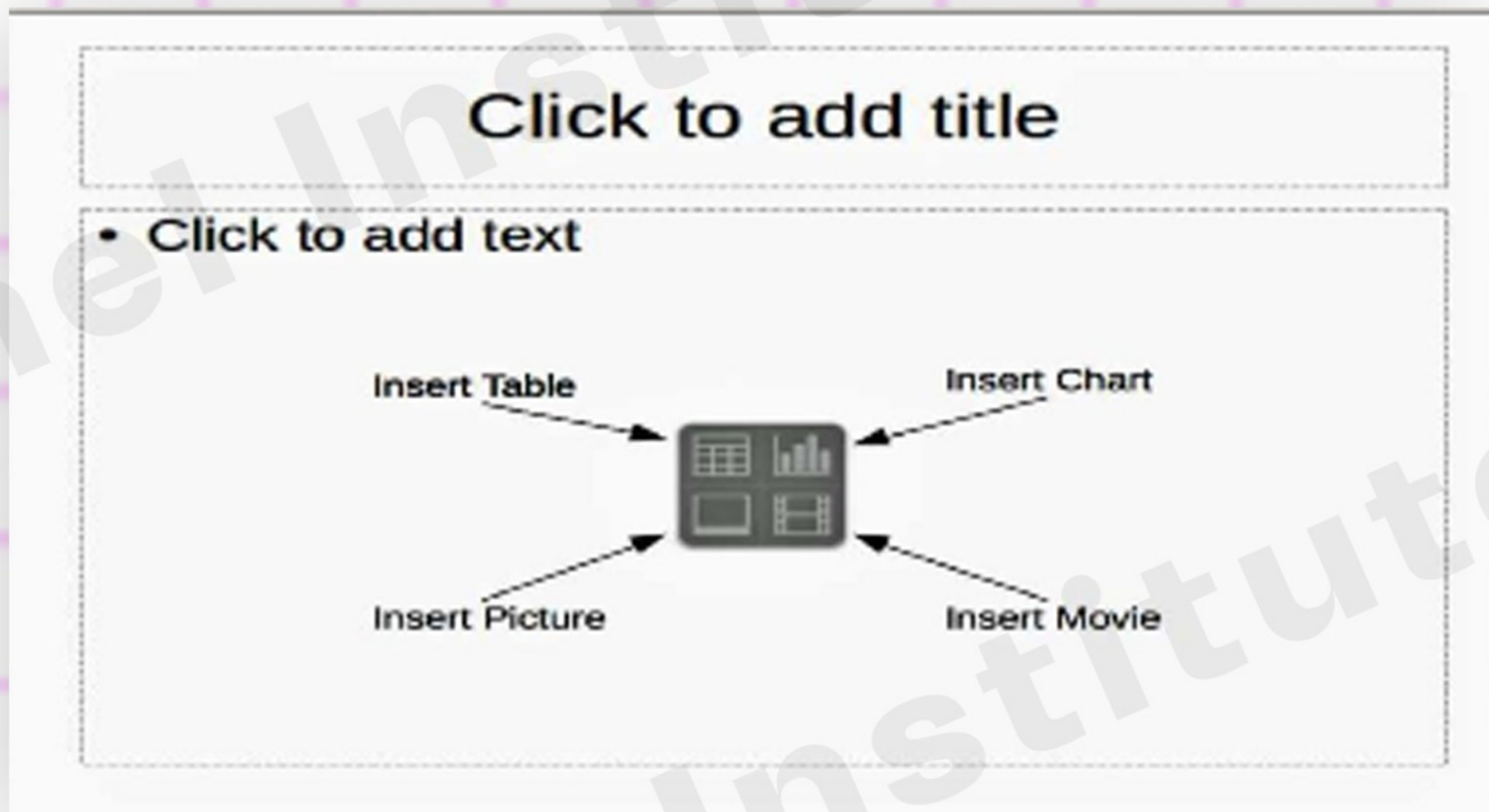
Insert > Slide.

Right-click on the present slide, and select

New Slide from the pop-up menu.

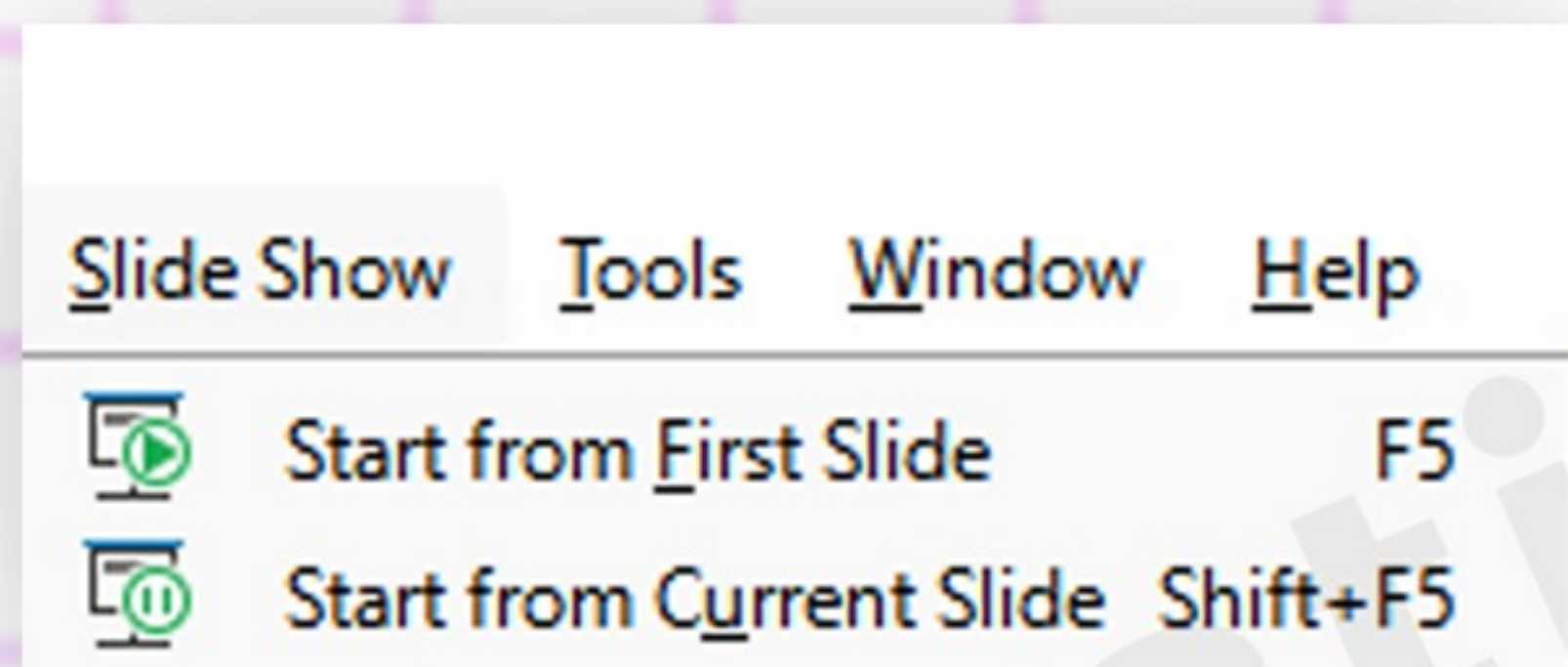
Click the Slide icon in the Presentation toolbar.

You can choose the type of contents by clicking on the icon that is displayed in the middle of the contents box



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

- Click Slide Show > Slide Show on the main menu bar.



- Click the Slide Show button on the Presentation toolbar.
- Press F5 for start from first slide.
- Press Shift+F5 For start for start from current slide

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.

- Click the mouse button to advance to the **next slide**.
- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- Press the **Spacebar** on the keyboard to advance to the next slide

What are slide masters?

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.

The diagram illustrates the layout of a slide master with several key areas:

- Title Area for AutoLayouts:** A dashed box at the top containing the text "Click to edit the title text format".
- Object Area for AutoLayouts:** A larger dashed box below the title area containing a bulleted list:
 - Click to edit the outline text format
 - Second Outline Level
 - Third Outline Level
 - Fourth Outline Level
 - Fifth Outline Level
 - Sixth Outline Level
 - Seventh Outline Level

- Date Area:** A dashed box at the bottom left containing the text "<date/time>".
- Footer Area:** A dashed box at the bottom center containing the text "<footer>".
- Slide Number Area:** A dashed box at the bottom right containing the text "<number>".

Creating a slide master

To start, enable editing of slide masters by selecting **View > Master > Slide Master** and the Master View toolbar opens.

You can also rightclick on the slide master in the Master Pages section of the tasks pane and select **Edit Master** to open the **Master View** toolbar. On the Master View toolbar, click the **New Master** icon.

Modifying a slide master

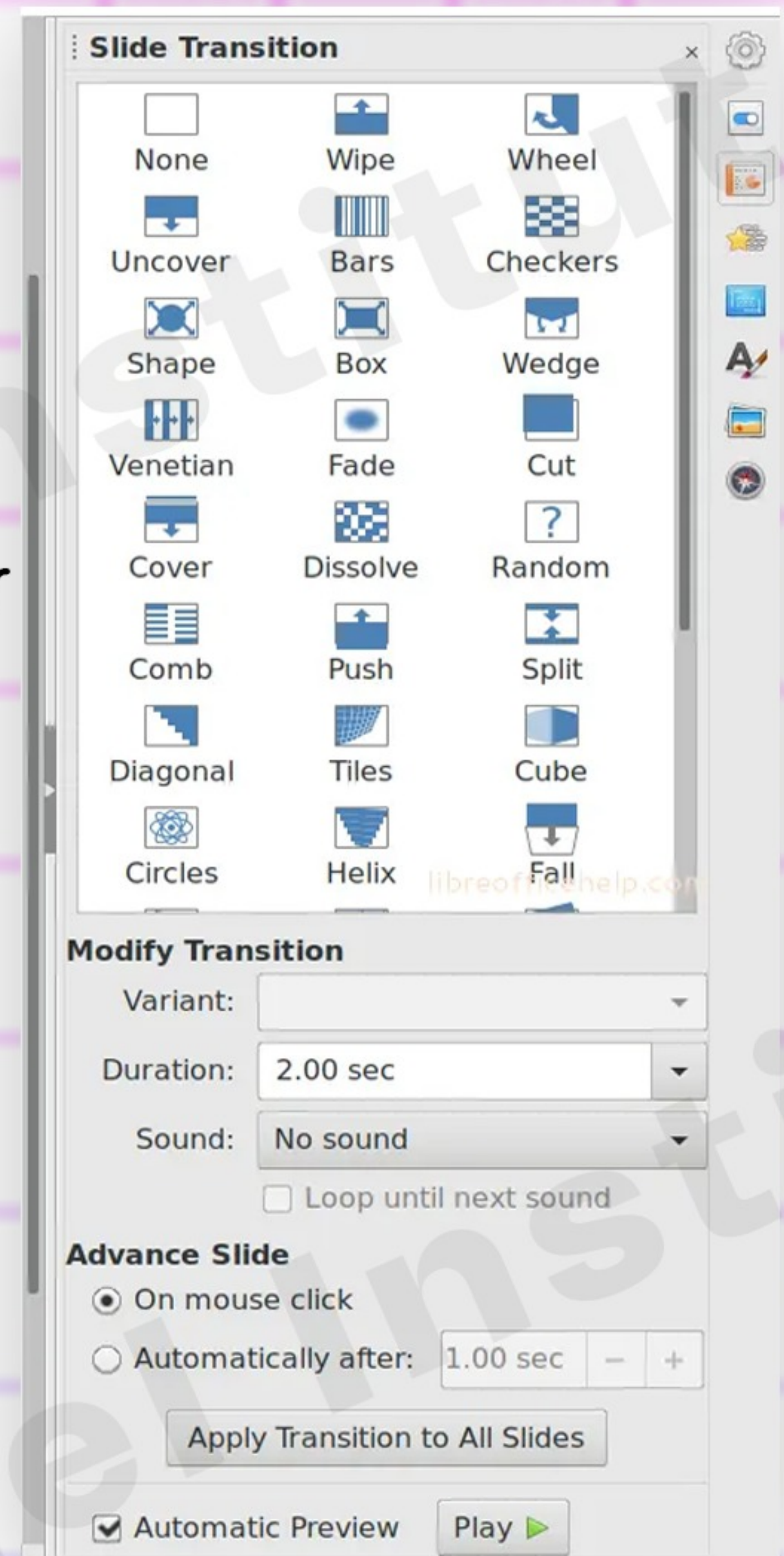
The following items can be changed on a slide master:

Background (color, gradient, hatching, orbitmap)
Background objects (for example, adding a logo or decorative graphics)
Text attributes for the main text area and notes
Size, placement, and contents of header and footer elements to appear on every slide

Add Animations and Transitions

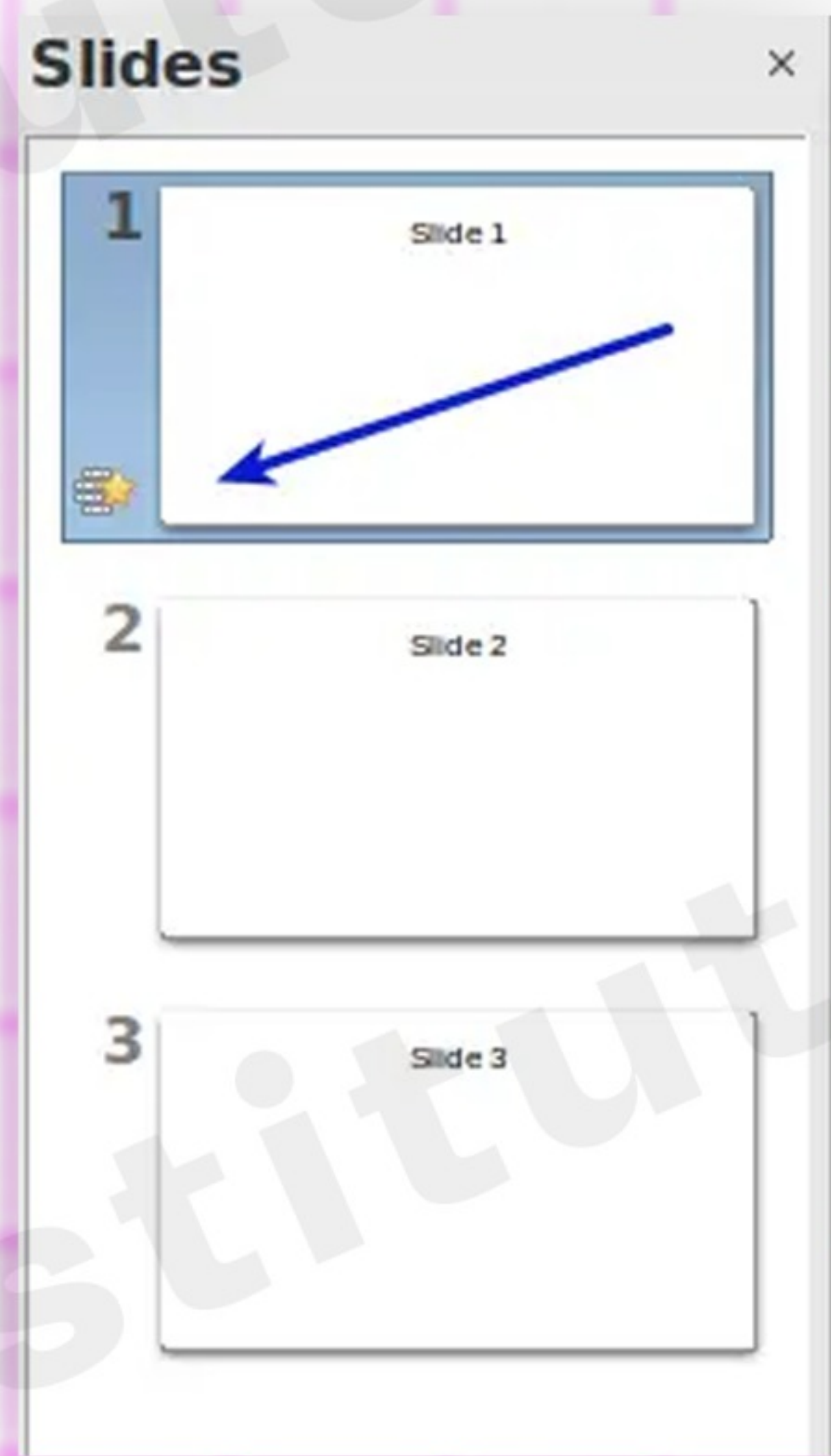
Open a blank Impress presentation or open your own presentation where you would like to add the slide transition or animation.

- Open sidebar (CTRL+F5) or select from menu view > slide transition On the sidebar you would see slide transition settings
- Select the slide where you would like to add transition.



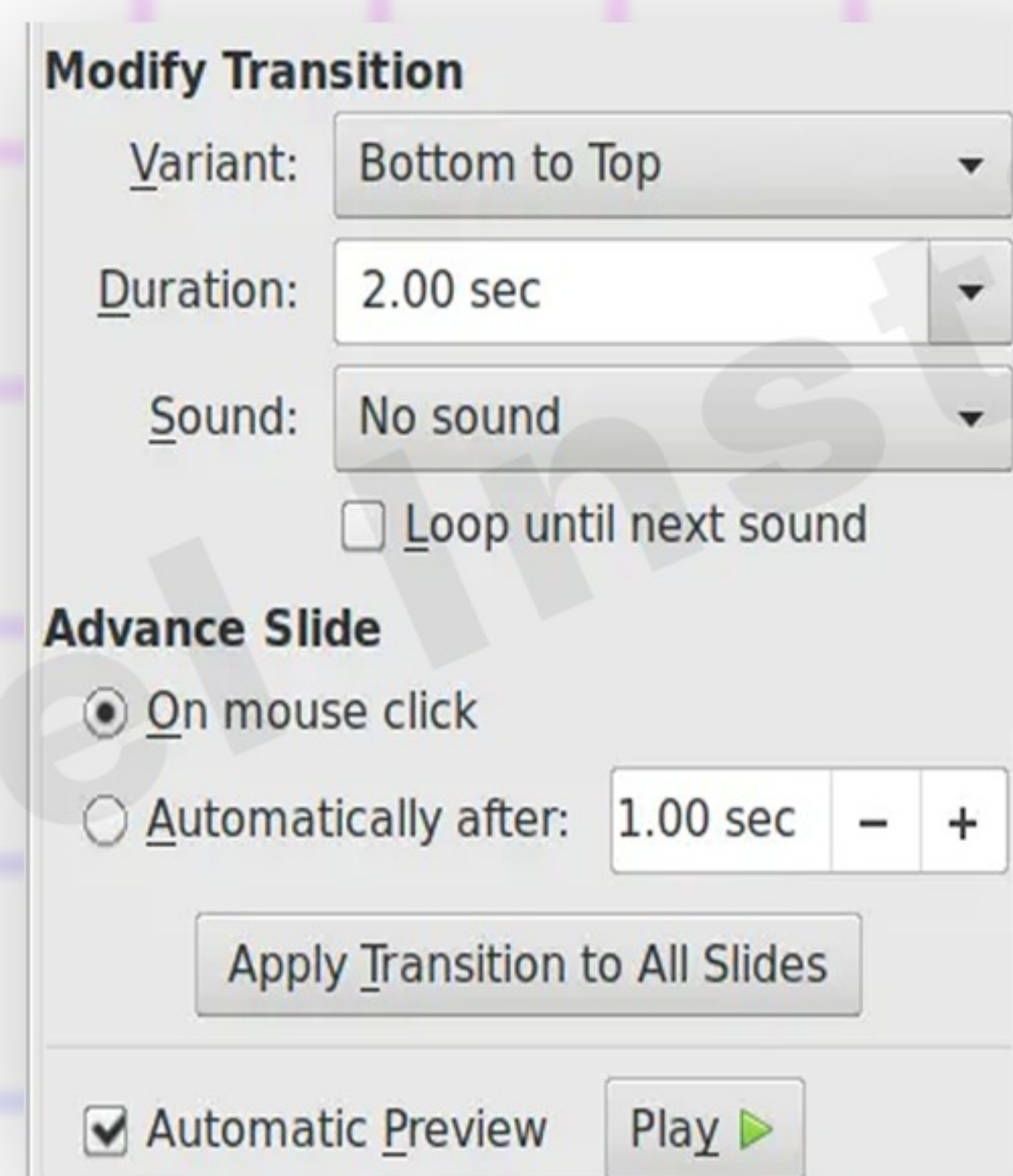
- Double click on the slide transition type which you would like to add.

Once you would see a small star icon at the left-bottom of the selected slides in left slide list pane. This means the transition is applied to this slide. You can modify the transitions based on Variant (e.g. For Wipe transition whether it would be bottom-up



or left to right etc), duration of the transition and also you can add sounds as well.

- Also you can add settings how the transition would start from Advanced Slide settings. You can select to start the transition On Mouse Click Or automatically after any given seconds.

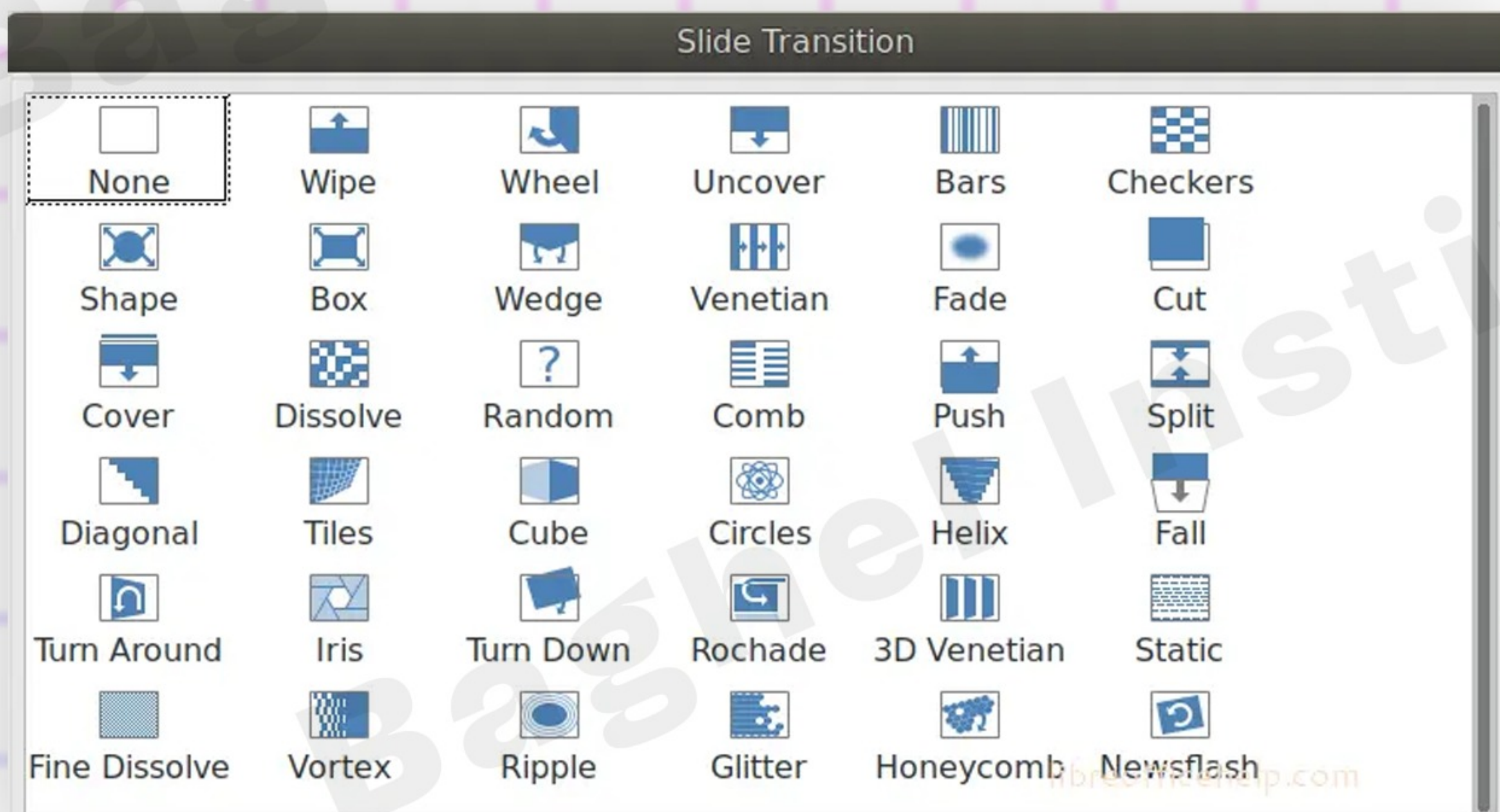


You can repeat the steps for each slides for custom transition to different slides.Or you can select one transition and click on the Apply Transition to All Slides to apply to all available slides in your presentations.

Available Transitions

Preview the Transition

To preview the applied transition,press F5 or click on the Play.



Remove Transition from a Slide

To remove transition from a slide, select the slide and apply transition from the available transition list. This will remove the transition and its options from the current slide.

Impress Shortcut Key

F1	Displays the help browser. When the help browser is already open F1 jumps to the main help page.
Shft+F1	Displays context help.
Ctrl+F1	Displays the note that is attached to the current cell.
F2	Switches to Edit mode and places the cursor at the end of the contents of the current cell. If the cursor is in an input box in a dialog that has a minimize button

Impress Shortcut Key

Ctrl+F2

Opens the Function Wizard.

Shft+Ctrl+F2

Moves the cursor to the input line where you can enter a formula for the current cell.

Ctrl+F3

Opens the Define Names dialog.

F4

Shows or hides the Database Sources menu

Shft+F4

Rearranges the relative or absolute references.

Impress Shortcut Key

F5

Shows or hides the Navigator.

Shft+F5

Traces dependents.

Shft+Ctrl+F5

Moves the cursor to the Name box.

F7

Checks spelling in the current sheet.

Ctrl+F7

Opens the Thesaurus if the current cell contains text.

Shft+F7

Traces precedents.

Impress Shortcut Key

F8

Turns additional selection mode on or off. In this mode

Ctrl+F8

Highlights cells containing numeric values (not text).

F9

Recalculates all of the formulas in the sheet.

Ctrl+F9

Updates the selected chart.

F11

Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.

Impress Shortcut Key

Shft+F11

Creates a document template.

Shft+Ctrl+F11

Updates the templates.

F12

Groups the selected data range.

Ctrl+F12

Ungroups the selected data range.

Alt+Down Arrow

Increases the height of current row.

Alt+Up Arrow

Decreases the height of current row.

Impress Shortcut Key

Alt+Right Arrow

Increases the width of the current column.

Alt+Left Arrow

Decreases the width of the current column.

Alt+Shft+Arrow Key

Optimizes the column width or row height based on the current cell.