INDIAN SCHOOL MUSCAT

CLASS XI

INFORMATION TECHNOLOGY(802)

Chapter - 2 : Office Automation Tools

OpenOffice Presentation(Impress)

Teacher: Saju Jagannath

Some points to keep in mind…..

- Please avoid login from multiple systems.

- Kindly logout at the end of the session.

- Please turn off your mic and webcam

- If you have any doubt, write in the chat box

- If there is any technical problem, hold on – we will be back

- Since it is a lockdown situation you can use rough notebook or notepad or sheets of paper to take down notes. You may take screenshots during the course of delivery of topics.

Open Office Presentation

PLEASE WRITE

Presentation software is required for the creation of the presentations for a larger audience.

The presentation software has tools that allow the user to create presentations with sound, text, movies, pictures, and tables.

Open Office Presentation

OpenOffice Impress is a popular open source software for presentation. The OpenOffice Impress software can be downloaded from Internet for free, and can be installed on Linux based machines and also on Windows-based machines.

Start Openoffice Impress

Start Openoffice Impress:

To start using the OpenOffice Impress software, *any* one of the following steps needs to be performed:

- <Start> <Programs> <OpenOffice> <Presentation> ,OR,
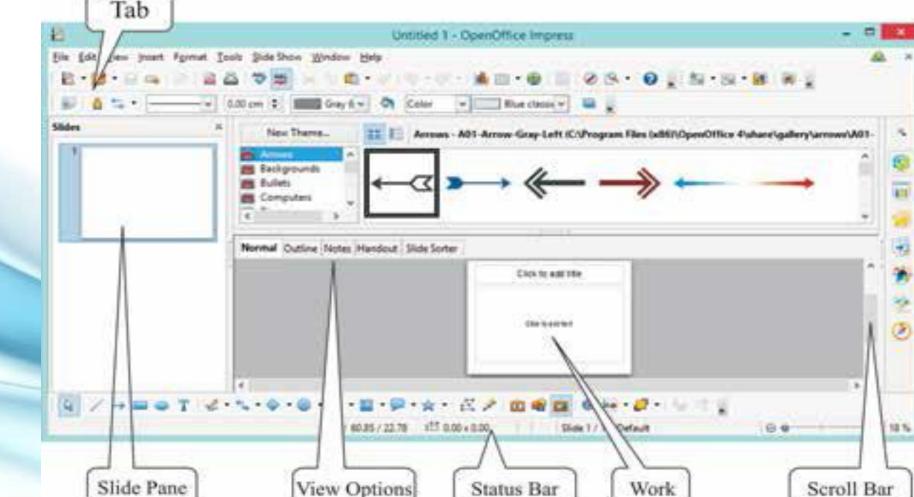- If the OpenOffice Icon is on the desktop, double click the icon

OpenOffice 4.1.1

Open Office Presentation

Openoffice Screen and its Components

Open Office Presentation

Tabs (File, Edit, View, Insert etc.) contain drop down menu which have commands provided by the tab.

- **Status Bar:** It displays information about the current open presentation. It displays the current slide number, total slides in the presentation, zoom slider, etc.
- **Scroll Bar:** There are two scroll bars – horizontal and vertical. They help to scroll the content or the body of the slide.

PLEASE WRITE

Open Office Presentation

Work Area: It is the working area where the text of the slide is typed.

View Options: The slides can be viewed in different views – Normal, Outline, Notes, Handout, and Slide Sorter. Normal is the main view. Notes shows the Notes pane where notes can be viewed and edited, Outline gives the outline of the slides, Handout allows the user to print two or more slides on a

Open Office Presentation

single page, and Slide Sorter view presents miniature slides where the user can change the order of the slides, delete the slide, etc.

Slide Pane: It displays the slides as thumbnails. The user can view all slides in the presentation, rearrange them or hide slides.

Impress Tabs

The OpenOffice Impress has eight tabs – File, Edit, View, Insert, Format, Tools, Slide Show, and Window. There is also a help tab. On clicking any of the tabs, a drop down menu appears which have several commands and options. Select the command that you want to execute.

File   Edit   View   Insert   Format   Tools   Slide Show   Window   Help

Impress Tabs

The key tasks that can be performed using the tabs are as follows:

PLEASE WRITE

- **File:** To apply commands to current presentation, to open or close presentation
- **Edit:** For editing the current presentation, like cut, paste etc.
- **View:** For controlling display of slides on the screen
- **Insert:** For inserting new elements in the presentation, like slide, page number, hyperlink etc.
- **Format:** For formatting the layout and content of slides

Impress Tabs

- **Tools:** For spelling check, gallery of object art to add to slides, to configure menus
- **Slide Show:** To make settings for slide show, animation and transition in a presentation
- **Window:** For manipulating and displaying presentation windows

File Tab

The OpenOffice Impress is used to create a presentation. The presentation is stored as a file in the computer with the extension .odp. For example, a document stored as a file Result.odp. The File tab consist of commands required to perform operations on a file (presentation). It contains several commands. The commands which are required to be known at this stage are described. The commonly used commands allow the user to – create, save, print, open, and close a presentation file.

	New —————————→	Create a new Presentation
	Open... Ctrl+O ——→	Open an existing Presentation
	Recent Documents ——→	View list of recent Presentation
	Wizards ▸	
	Close —————————→	Close a Presentation
	Save Ctrl+S ——→	Save an already existing Presentation
	Save As... Ctrl+Shift+S ——→	Select folder and save Presentation
	Save All	
	Reload	
	Versions...	
	Export...	
	Export as PDF...	
	Send ▸	
	Properties...	
	Digital Signatures...	
	Templates ▸	
	Preview in Web Browser	
	Print... Ctrl+P ——→	Print a Presentation
	Printer Settings... ——→	Make Printer Settings before printing
	Exit Ctrl+Q ——→	Exit OpenOffice Impress

File Tab

Some operations performed using the commands of the File tab are described as follows -

- Using New: When you click <File><New>, a drop down menu appears. To create a presentation, select<Presentation >.

- Using **Save As**: This is used when you want to

(1) Save a file for the first time, or

(2) Save an already saved file with a different name.

File Tab

When you click <File Tab> <Save As>, a Save As dialog box appears. You can –

- Select folder (directory) where the file is to be saved,
- Type the File name for the presentation,

Select "save as type" of presentation (.odp etc.)

Click "Save: button to save the file.

File Tab

To Print:<File><Print>: Print the presentation to the connected printer. You can select the size of the paper, the slides to be printed, the number of slides on a single sheet to be printed etc.

Edit Tab
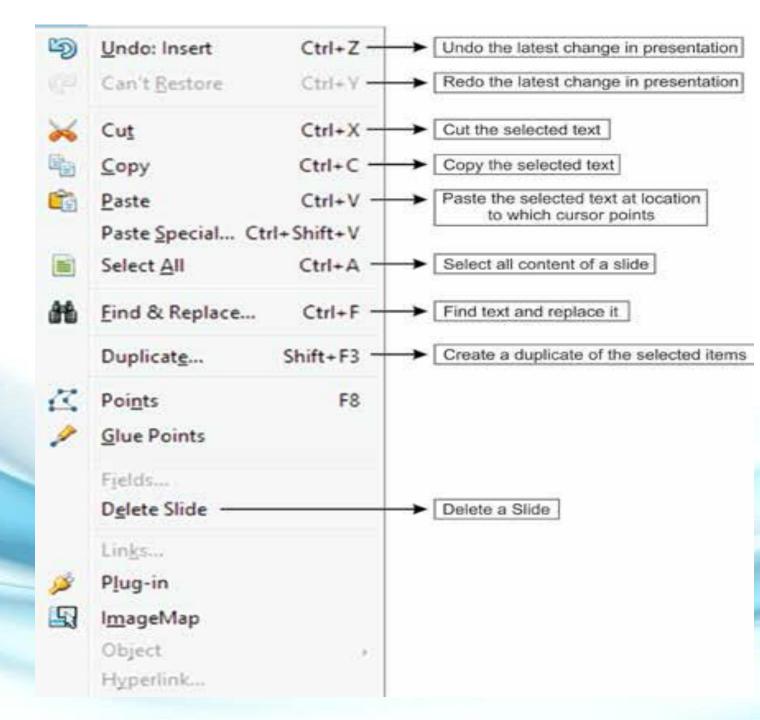
The Edit tab consist of commands required to perform editing on the current presentation.
It contains several commands. The commands which are required to be known at this stage are described in the figure. The commonly used commands allow the user to – cut, copy, paste, find & replace, undo, and redo changes in the current presentation.

Edit Tab

Some operations performed using the commands of the Edit tab are described as follows -

- Move Text: Remove the text to be moved by selecting the text and then applying <File><Edit><Cut>. Then take the cursor to the place in the slide where you want to move the text. Then do <File><Edit><Paste>.

Edit Tab

Copy Text: Select the text to be copied and then apply <File><Edit><Copy>. Then take the cursor to the place in the slide where you want the copied text. Then do <File><Edit><Paste>.

- Find and Replace: This is used to find words then replace it with the new one. This option is useful to find the word at multiple places in the presentation and replace all of them with the new one.

View Tab
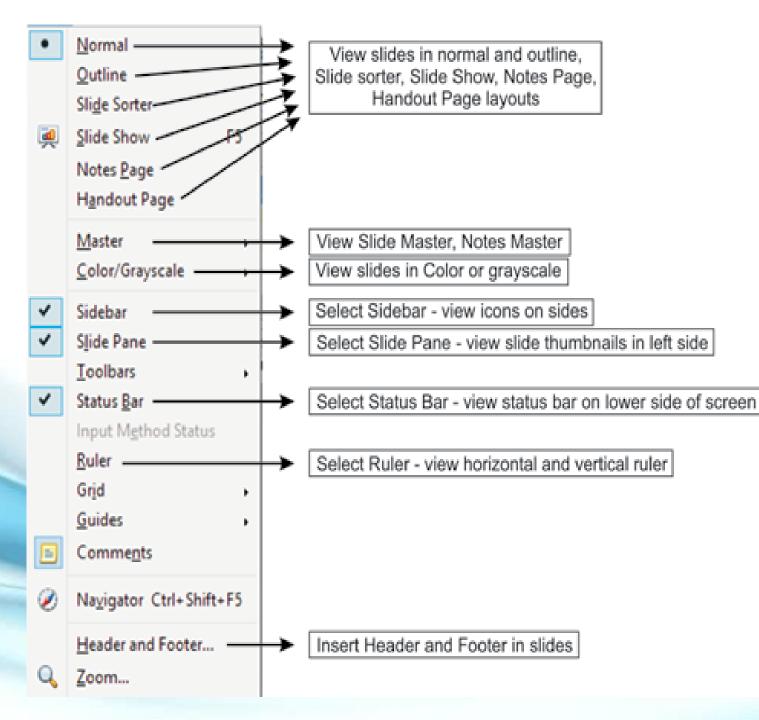
The View tab consist of commands required for viewing the current presentation on the screen. It contains several commands. The commands which are required to be known at this stage are described in the figure. The commonly used commands allow the user to view slides in different layouts, status bar, ruler, sidebar, etc.

View Tab

Some operations performed using the commands of the View tab are described as follows -

- Different ways in which presentation slides can be viewed:
- <View><Normal>: This is the main editing view for writing and creating slides
- <View> <Outline>: This displays an outline of the text in the slides.

PLEASE WRITE

View Tab

- <View> <Slide Sorter>: This presents all slides of the presentation in a miniature form. It helps in viewing all slides together and allows easy moving of slides.

- <View> <Slide Show>: It shows slides as they will be actually presented. No editing can take place in this view.

View Tab
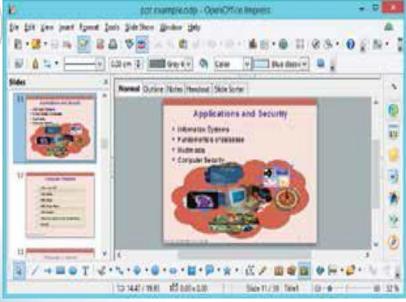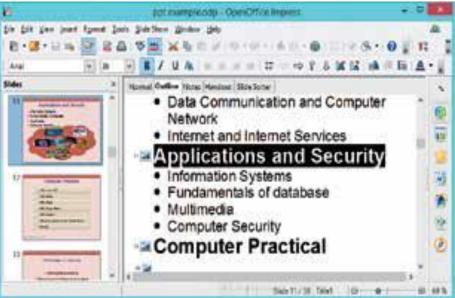
- <View> <Notes Page>: Allows user to make notes for the selected slide. The notes can be seen only by the presenter while making a presentation. The note page is not visible to the audience of the slide show presentation.
- <View> <Handout Page>: It displays slides on a page as seen when printed. The user can vary the number of slides to be visible in a handout.
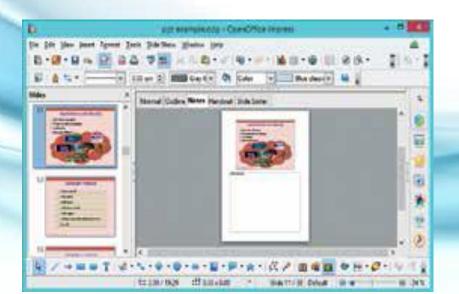
Different views (a) Normal (b) Outline (c) Notes (d) Slide Sorter

View Tab

- Use Slide Master: Select <View> <Slide Master>: This allows changing the background color, text color, bullet type, bullet color, etc. The change in the slide master is visible in all slides of the presentation.
- Insert Header and Footer in slides: Select <View> <Header and Footer>

Insert Tab
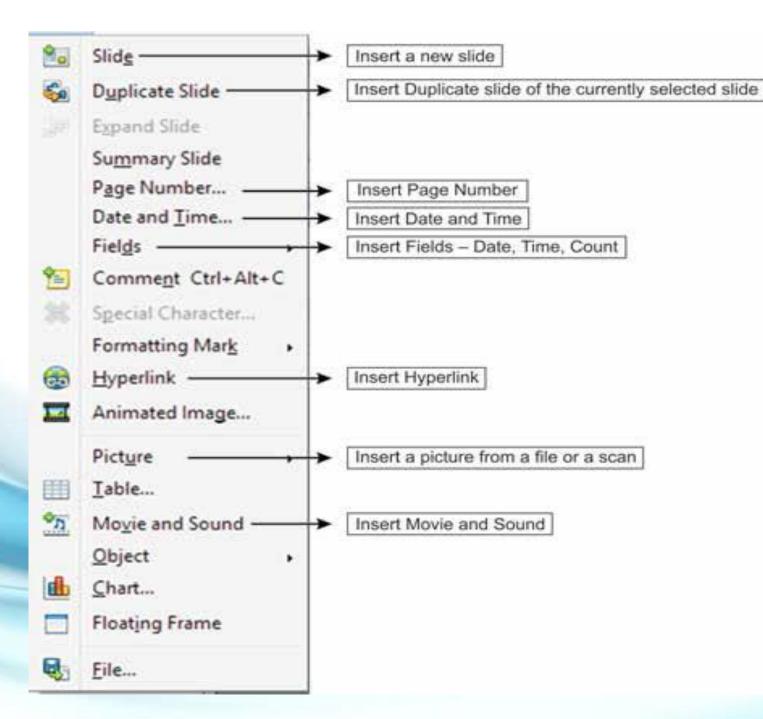
The Insert tab consist of commands required for inserting different elements in the slides or inserting slides itself. It contains several commands as shown in Figure 5.8. The commands which are required to be known at this stage are described. The commonly used commands allow the user to insert slide, page number, date and time, pictures, sound, hyperlinks, etc. in the current presentation.

Insert Tab

When using an Insert tab to insert an element, the insertion of an element in the presentation happens at the location where the cursor is present on the slide. So you must place the cursor at the right location on the screen before inserting the element. Also, when using insert, a dialog box may open for further settings and selection.

Insert Tab

Please choose the options in the dialog box and proceed further. The dialog box is self-explanatory. Some operations performed using the commands of the Insert tab are described as follows -

- **Insert Page Number, Date and Time:** <Insert> <Page Number> : A Header and Footer Window opens. Make settings here for date, time and page number.

Insert Tab

- **Insert Fields:** <Insert> <Fields> : A pop-up menu appears. Select the element to be inserted. The selected element will insert at the location of the cursor.

Insert Hyperlink: <Insert> <Hyperlink> : A dialog box opens. On the left side of the dialog box, select where you want to link – current presentation slides, new presentation or Internet link. Then fill the details path, Form (text, button), etc. The Text is the name that appears in your document as a hyperlink.

Insert Tab

Format Tab

The Format tab consist of commands required for formatting the presentation slides. It contains several commands. The commands which are required to be known at this stage are described. When using the Format tab, the formatting happens on the text or the figure that has been selected.

Format Tab

So you must select the text or the figure on which the formatting has to be applied and then use the relevant command from the Format tab. Some operations performed using the commands of the Format tab are described as follows –

- **Format Character:** <Format> <Character>. A dialog box opens. Select the font type, typeface and size. Select font effects, background etc.
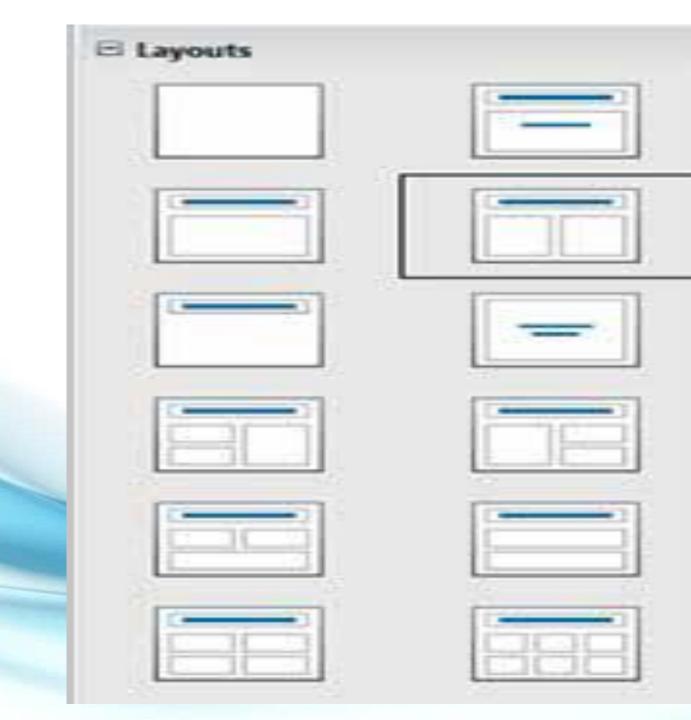
Format Tab

- **Format Paragraph:** <Format> <Paragraph>. A dialog box opens. You can change the indentation and spacing, borders, alignment etc.
- **Format Line:** <Format> <Line>. A dialog box opens. You can selectfrom line style, width, color etc. In the slide, formatting applies to the selected line.
- **Format Slide Layout:** <Format> <Slide Layout>. You can select a slide layout forthe slide from the different slide layouts presented to you.

Line

Line | Shadow | Line Styles | Arrow Styles

Line properties

Style

Line with Fine Dots ▾

Color

Pink 1 ▾

Width

0.00 cm ▴▾

Transparency

0 % ▴▾

Arrow styles

Style

- none - ▾   - none - ▾

Width

0.20 cm ▴▾   0.20 cm ▴▾

☐ Center   ☐ Center

☐ Synchronize ends

Corner and cap styles

Corner style   **Cap style**

Rounded ▾   Flat ▾

OK   Cancel   Help   Reset

Tools Tab
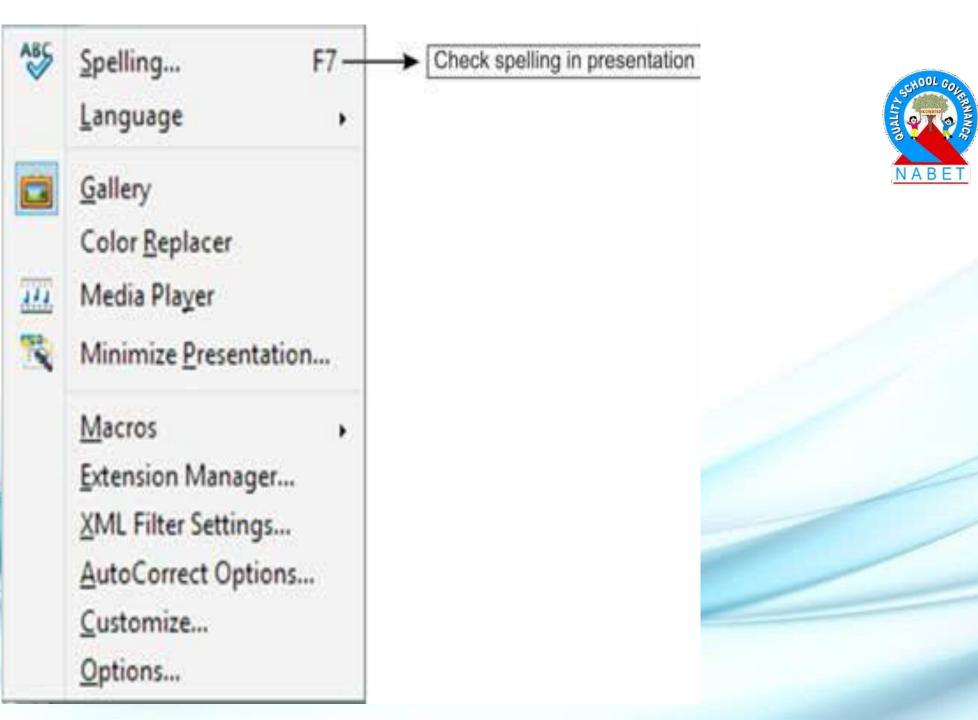
The Tools tab consists of commands that can be used on the presentation for better results.
It contains several commands. The commands which are required to be known at this stage are described in the figure. The commonly used commands allow the user to check the spelling of content in the presentation.

Tools Tab

Some operations performed using the commands of the Tools tab are described as follows -

- Check Spellings: <Tools> <Spelling>. The spelling of the presentation is checked. A window appears if there are no spelling errors in the document. If errors are there,then the errors are displayed with suggestions of correcting it.

PLEASE WRITE

Slide Show Tab

The Slide Show tab consists of commands that can be used on the presentation for better results. It contains several commands. The commands which are required to be known at this stage.

Slide Show Tab

When using the Slide Show tab, it contains commands that are required during the presentation of the slide show. Some operations performed using the commands of the Slide Show tab are described as follows:

Slide Show Settings: <Slide Show> <Slide Show Settings>. A dialog box opens, select the slide to start from, animation allowed etc.

Slide Show Tab

Custom Animation: <Slide Show> <Custom Animation>. A dialog box opens on the right side of the screen. Select the element on the slide on which the animation has to be applied. Click <Add>. Select the animation to be applied.
Slide Transition: <Slide Show> <Slide Transition>. A dialog box opens on the right side. Select the transition you want to apply to the slide.

Slide Show Tab

There is a difference between animation and transition. Slide transition applies to the pattern that will show up when one slide goes to the next (for example, wheel, diamond etc.). Slide animation applies to elements of a single slide, i.e., how the different elements in a slide will appear on the screen, their order, etc.
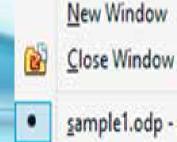
Window Tab

The Windows tab consists of commands that work on a window. The commands in this tab allow the user to open a new window or close an existing window.Also, the name of all currently open windows is also displayed.
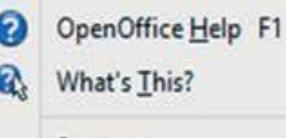
	New Window	
	Close Window	Ctrl+W
●	sample1.odp - OpenOffice Impress	

Help Tab

The Help tab consists of commands that provide help to the user of the OpenOffice Impress software. On clicking on the help tab, a screen as appears.
You can browse the Help for the command you want.

Any Questions?