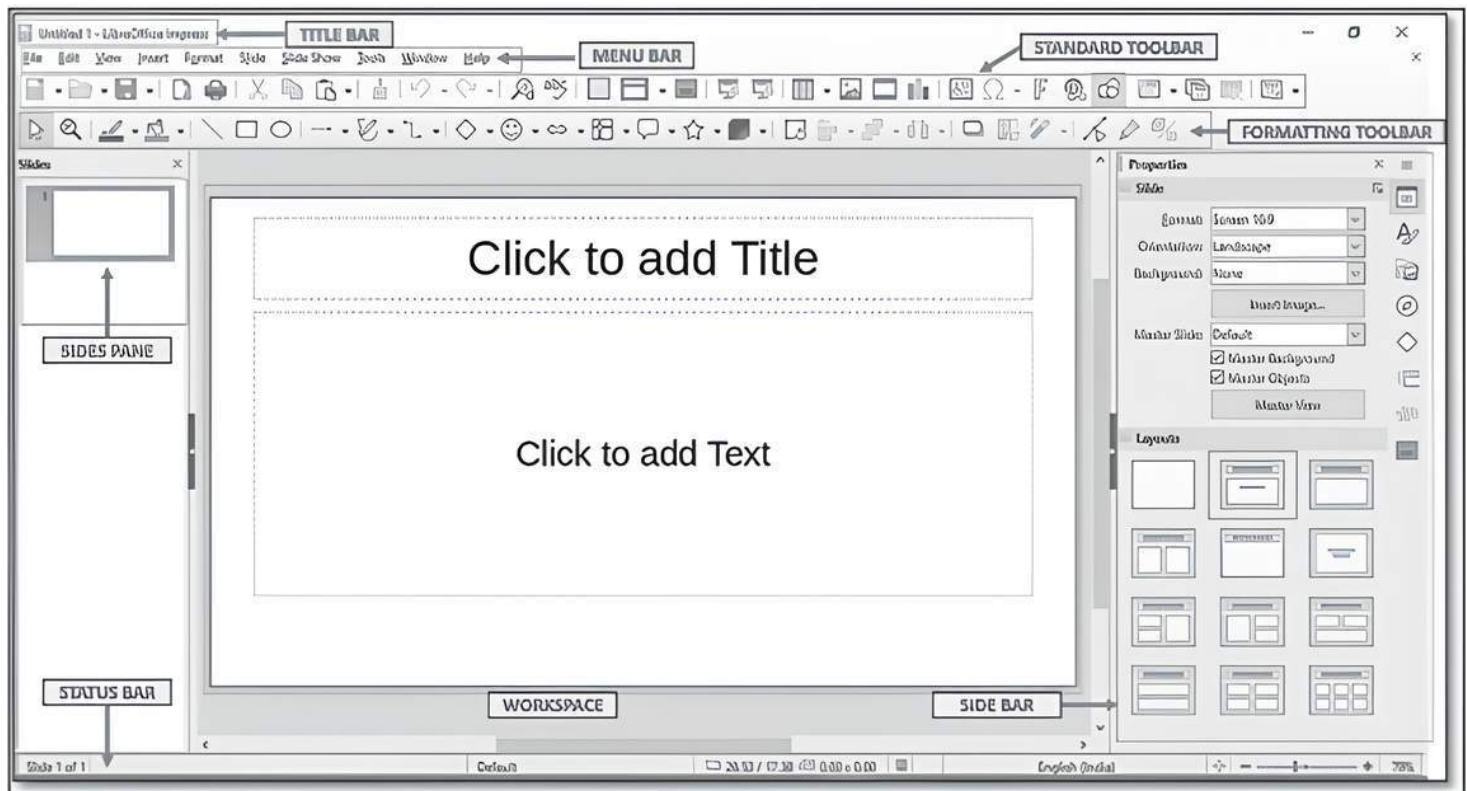


Digital Presentation

Fastrack REVISION

- ▶ **Impress:** It is the presentation (slide show) program included in LibreOffice. Impress creates presentations in the Open Document Presentation (ODP) format, which can be opened by other presentation software or can be exported in different presentation formats.
- ▶ Slides can be created that contain many different elements, including text, bulleted and numbered lists, tables, charts and a wide range of graphic objects such as clipart, drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles, and background styles.
- ▶ **Starting Impress:** Impress can be started in several ways:
 - ▶ From the LibreOffice Start Center that opens when LibreOffice is opened and no other LibreOffice module is open.
 - Click on Impress Presentation to create a new presentation;
 - Click on Open File and navigate to the folder where there is an existing presentation.
 - ▶ From the system menu using the standard menu from which most applications are started.
 - Start menu in Windows.
 - Applications menu in Linux with a Gnome desktop.
 - Applications menu in macOS.
 - ▶ From any open module of LibreOffice, go to File > New > Presentation on the Menu bar or click on New on the Standard toolbar and select Presentation from the drop-down menu.
- ▶ **Starting Impress for the First Time:** When starting Impress for the first time, the main Impress window opens, as default, with the Select a Template dialog displayed. Templates included with Impress are designed to fit the two standard sizes of presentation slides: 4:3 and 16:9 ratios. However, templates will adapt to other sizes that are available and can be selected by going to Slide > Slide Properties > Slide on the Menu bar or the Slide panel in the Properties deck on the Sidebar.
- ▶ **To Start Impress without the Select a Template Dialog Opening:** Deselect Show this dialog at startup in the lower left of the dialog.
 - ▶ **In Windows or Linux,** go to Tools > Options > LibreOffice Impress > General on the Menu bar and deselect Start with Template Selection under New Document.
 - ▶ **In macOS,** go to LibreOffice > Preferences > LibreOffice Impress > General on the Menu bar and deselect Start with Template Selection under New Document.
- ▶ **Menu Bar:** The Impress Menu bar, at the top of the main window, provides several menus common to all LibreOffice modules. The commands may differ between the modules for File, Edit, View, Insert, Format, Tools, Window, and Help. Impress has two extra menus for Slide and Slide Show. When one of the menus is selected, a submenu drops down to show commands. The Menu bar can be customised and for more information, see the Getting Started Guide.
- ▶ **Workspace:** The Workspace (normally the center of the main window) opens in the Normal view. It has four standard views selected using tabs: Normal, Outline, Notes and Slide Sorter. If master slides are being used, then master views become available: Master Slide, Master Notes and Master Handout.
- ▶ **Slide Pane:** The Slide Pane contains thumbnail images of slides in a presentation in the order in which the slides will be shown. The slide show order can be changed. Clicking on a slide image in the Slide Pane selects it and places the slide in the Workspace where changes are made to the displayed slide.
 - ▶ To display or close the Slide Pane, go to View > Slide Pane on the Menu bar.
 - ▶ To close the Slide Pane, click on the X in the right top corner of the Slide Pane.
 - ▶ To display or hide the Slide Pane, use the Hide/Show marker on the left of the Workspace.



- ▶ **Several Additional Operations can be Carried Out on one or More Slides in the Slide Pane:** These additional operations are available from a context menu when right clicking on a slide in the Slide Pane.
 - Add new slides to a presentation.
 - Hide a slide so that it will not show in a presentation.
 - Delete a slide from a presentation.
 - Rename a slide.
 - Duplicate a slide.
 - Move a slide to another position in the slide order by dragging and dropping it to the desired position.
- ▶ **Sidebar:** The Impress Sidebar, normally located on the right side of the Workspace, is similar to the Sidebar in the other LibreOffice modules. It consists of eight decks, as described below. To open a deck, use one of the following methods:
 - Click on its icon on the right side of the Sidebar.
 - Click on Sidebar Settings at the top of the Sidebar and select a deck from the drop-down list.
 - Go to View on the Menu bar and select the deck required from the submenu.
- ▶ **Properties:** The Properties deck has ten panels, allowing the slide layout to be changed and the formatting of any objects on a slide.
 - When a slide is selected and appears in the Workspace, the Properties deck opens with the Slide and Layouts panels available.
 - When an object on a slide is selected, the Properties deck has the following panels available: Character, Lists, Paragraph, Area, Shadow, Line, Position and Size, Columns, Effect and Image. Actual panels displayed depends on the type of object selected.
- ▶ **Styles:** On the Styles deck, drawing and presentation styles can be applied to a selected object, new styles created for drawing and presentation and both types of styles can be modified. When saving changes to a style, the changes are applied to all of the elements formatted with that style in the presentation.
- ▶ **Gallery:** On the Gallery deck, an object can be inserted into a presentation either as a copy or as a link. A copy of an object is independent of the original object. Changes to the original object have no effect on the copy. A link remains dependent on the original object. Changes to the original object are also reflected in the link.
- ▶ **Navigator:** The Navigator deck displays all objects contained in a presentation. It provides a convenient way to move between slides in a presentation or select an object on a slide. It is recommended to give slides and objects in a presentation meaningful names so that they are easily identified when using the Navigator.
- ▶ **Shapes:** The Shapes deck provides quick selection of most items that are available on the Drawing toolbar: Lines and Arrows, Curves and Polygons, Connectors, Basic Shapes, Symbol Shapes, Block Arrows, Flowchart, Callouts Stars and Banners and 3D Objects.
- ▶ **Slide Transition:** The Slide Transition deck provides a selection of slide transitions available in Impress, also controls to adjust transition speed, automatic or manual transition and how long a selected slide is shown (automatic transition only).
- ▶ **Animation:** The Animation deck provides an easy way to add, change or remove animations for different elements or objects on a slide and adjust how they appear during a slide show.

- ▶ **Master Slides:** Using the Master Slides deck, the slide design can be selected for a presentation. Impress includes several designs of master slides. The default master slide is blank, but the remaining master slides have backgrounds and styled text.
- ▶ **Rulers:** Rulers are positioned on the upper and left-hand sides of the Workspace. If they are not visible, go to View > Rulers in the Menu bar. The rulers show the size of a selected object on the slide using double lines. Rulers are also used to manage object handles and guide lines when positioning objects.
- ▶ **Status Bar:** The Status Bar, located at the bottom of the Impress main window, contains information that may be useful when working on a presentation. To hide the Status Bar, go to View on the Menu bar and deselect Status Bar.
 - ▶ **Slide Number:** The slide number currently displayed in the Workspace and the total number of slides in the presentation.
 - ▶ **Information Area:** This changes depending on the object selected on the slide.
 - ▶ **Master Slide:** The master slide associated with the slide or notes page currently displayed in the Workspace. Right-click to open a list of available master slides and select one to apply it to the selected slide. Double-click to open the Available Master Slides dialog.
 - ▶ **Cursor Position/Object Size:** Shows different information depending on whether objects are selected or not.
 - When no object is selected, the position numbers show the current position (X and Y coordinates) of the mouse cursor.
 - When an object is selected and being resized with the mouse, the object size numbers show the size of the object (width and height).
 - When an object is selected, clicking in either of these areas opens the Position and Size dialog.
 - ▶ **Unsaved Changes:** Indicates if there are any unsaved changes in the presentation. Clicking this icon saves the document. If the presentation has not been saved before, the Save As dialog opens giving the opportunity to save the presentation.
 - ▶ **Digital Signatures:** Indicates if your presentation has a digital signature.
 - ▶ **Text Language:** Indicates the language used for any text on a presentation.
 - ▶ **Fit Slide:** When this icon is clicked on, the slide in the Workspace zooms to fit in the Workspace.
 - ▶ **Zoom Slider:** When moved, the slide changes its viewing zoom in the Workspace.
 - ▶ **Zoom Percentage:** Indicates the zoom level of the slide displayed in the Workspace. Clicking on zoom percentage opens the Zoom and View Layout dialog where the settings for zoom factor and view layout are adjusted.
- ▶ **Navigator:** The Navigator displays all objects contained in a presentation. It provides another convenient way to move around a presentation and find items in it. To open the Navigator dialog, go to View > Navigator on the Menu bar, or use the keyboard shortcut Ctrl+Shift+F5. Alternatively, click on Navigator in the Sidebar to open the Navigator deck that is similar in appearance and function as the Navigator dialog.
- ▶ **Workspace Views:** The Impress workspace has four standard views selected using tabs: Normal, Outline, Notes, and Slide Sorter. These tabs are normally displayed the top of the Workspace. If the tabs are not displayed, then go to View > Views Tab Bar on the Menu bar. Each of the workspace views is designed to ease the completion of certain tasks.
- ▶ **Normal View:** Normal view is the main standard view for creating individual slides in a presentation. In Normal view slides are designed, text or graphics added and formatted and any animation effects added to text or graphics. To place a slide in Normal view of the Workspace, either click on the slide thumbnail in the Slide Pane or click on the slide name in the Navigator.
- ▶ **Outline View:** Outline view in the Workspace contains all of the slides of the presentation in a numbered sequence. It shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Only the text contained in the default text boxes in each slide is shown. If text boxes or graphic objects have been added to the slides, then these objects are not displayed.
- ▶ **Notes View:** Use Notes view in the Workspace to add notes to a slide. These notes are not seen when the presentation is shown to an audience using an external display connected to a computer.
- ▶ **Slide Sorter View:** The Slide Sorter view in the Workspace contains all the thumbnails of slides used in a presentation. Use this view to work with one slide or a group of slides.
- ▶ **Working in Slide Sorter View:** Working with slides in slide sorter view is similar to working with slides in the slide pane. To make changes, right-click on a slide in slide sorter view and choose one of the following from the context menu:
 - ▶ **Cut:** Removes the selected slide and saves it to the clipboard.
 - ▶ **Copy:** Copies the selected slide to the clipboard without removing it.
 - ▶ **Paste:** Inserts a slide from the clipboard after the selected slide.
 - ▶ **New Slide:** Adds a new slide after the selected slide.
 - ▶ **Duplicate Slide:** Creates a duplicate of the selected slide and places the new slide immediately after the selected slide.
 - ▶ **Rename Slide:** Renames the selected slide.
 - ▶ **Hide Slide:** Any slides that are hidden are not shown in the presentation.
 - ▶ **Delete Slide:** Deletes the selected slide.
 - ▶ **Layout:** Allows changes to the layout of the selected slide.
 - ▶ **Move:** Allows moving or repositioning of the slide in the presentation order.

- **Slide Format:** Click on Properties on the Sidebar and open the Page panel to display the format options available for a presentation. The Page panel allows for quick formatting of all slides included in a presentation and selecting master slides for a presentation.
- **Slide Layout:** By default in Impress, the Title Slide layout is used for the first slide when a new presentation is created. The layouts included in Impress range from a blank slide to a slide with six contents boxes and a title. Slides and Notes.
- **Title Slide:** The first slide in a presentation is normally a title slide. The layouts Title Slide, which also contains a section for a subtitle, or Title Only are the most suitable layouts for the first slide in a presentation. For the remaining slides, the Title, Contents layout is used.
- **Slide Contents:** Several layouts contain one or more content boxes. Each of these boxes can be configured to contain one of the following elements: slide title, text, table, chart, image or audio/video.
 - **Slide Title:** Click on Click to add Title and type a title in the text box. Impress enters text editing mode and the Text Formatting toolbar automatically opens.
 - **Text:** Click on Click to add Text and type the contents into the text box. Impress enters text editing mode and the Text Formatting toolbar automatically opens.
 - **Table:** Go to Insert > Table on the Menu bar and the Insert Table dialog opens. Enter the number of columns and rows, then click OK. The dialog closes and a table is inserted into the slide. Impress enters text editing mode and the Text Formatting toolbar automatically opens.
 - **Chart:** Go to Insert > Chart on the Menu bar and the Impress default chart is placed in the slide. The Chart Type panel opens in the Properties deck on the Sidebar allowing editing of the chart to the presentation requirements.
 - **Image:** Go to Insert > Image on the Menu bar and a file browser opens. Navigate to where the required image is located. Select the file and click on Open. The image is placed into the slide and the file browser closes.
 - **Audio or Video:** Go to Insert > Audio or Video on the Menu bar and a file browser opens. Navigate to where the required audio or video file is located. Select the file and click on Open. The audio or video file is placed into the slide and the file browser closes. The Media Playback toolbar opens allowing operation of the audio or video file.
- **Animations:** If animations are going to be added to slides in a presentation, click on Animation on the Sidebar to open the Animation deck giving access to the various animation options as follows:
 - Animation category.
 - Animation effect.
 - How the animation starts.
 - Animation direction, duration and delay.
 - Automatic preview.
- **Slide Transitions:** To give a presentation a professional look, it is recommended to add transitions between each slide in a presentation. Click on Slide Transition on the Sidebar to open the Slide Transition deck giving access to the various transition options as follows:
 - Transition type.
 - Modify the transition.
 - How the slide advances in the presentation.
 - Automatic preview.

Practice Exercise

? Multiple

Choice Questions

- Q 1. We can insert in presentation.
 - a. Image
 - b. Video
 - c. Audio
 - d. All of these
- Q 2. is used in teaching the concepts that are difficult to explain.
 - a. Writer
 - b. Calc
 - c. Impress
 - d. None of these
- Q 3. is a free, open source and widely used by large community to create presentation.
 - a. Microsoft PowerPoint
 - b. Impress
 - c. Both a. and b.
 - d. None of the above
- Q 4. Which of the following is not the component of LibreOffice?
 - a. Impress
 - b. Calc
 - c. Writer
 - d. Internet Explorer
- Q 5. During slide show, we can move to the next slide by
 - a. clicking the mouse button
 - b. pressing right arrow keys on the keyboard
 - c. press the Spacebar key on the keyboard
 - d. All of the above
- Q 6. LibreOffice Impress runs on operating system.
 - a. Windows
 - b. Linux
 - c. Mac
 - d. All of these

- Q 7. is/are an online presentation software.
- MS-Office 365 PowerPoint
 - Google Presentation
 - Microsoft SkyDrive PowerPoint
 - All of the above
- Q 8. A good presentation is one which
- can convey the message clearly to the audience
 - has 5 – 8 lines in one slide.
 - has good color combination.
 - All of the above
- Q 9. Font size used in presentation depends on
- Size of the room where we have to play the presentation
 - Distance between the audience and the screen
 - Both a. and b.
 - None of the above
- Q 10. Characteristics of a good quality presentation is/are
- The grammar and language should be correct in your presentation
 - Avoid inserting more than two graphics (images, drawings, tables or charts) in any slide.
 - Pay attention to target group
 - All of the above
- Q 11. To start LibreOffice Impress in Windows
- Double click its shortcut icon on the desktop
 - Click on Windows button, select LibreOffice → LibreOffice Impress.
 - Both a. and b.
 - None of the above
- Q 12. Components of Impress Windows is/are
- Title bar
 - Workspace
 - Slide Pane
 - All of these
- Q 13. Which of the following shows the name of the presentation file?
- Status bar
 - Menu bar
 - Title bar
 - None of these
- Q 14. Which of the following bar shows Minimize, Maximize/ Restore and Close buttons.
- Blue bar
 - Title bar
 - Standard Toolbar
 - None of these
- Q 15. Which of the following method is used to run slide show in LibreOffice Impress is/are
- Click Slide Show → Start from First Slide
 - Click the Slide Show icon on the Presentation toolbar
 - Press F5
 - All of the above
- Q 16. Which menu contains functions for copying, cutting and pasting text segments?
- File
 - View
 - Insert
 - Edit
- Q 17. menu is used to insert various objects like tables, shapes, textbox and charts into a presentation.
- File
 - Edit
 - Insert
 - View
- Q 18. menu is used to insert new slide, duplicate slide or delete slide.
- Slide
 - Slide Show
 - Insert
 - View
- Q 19. Which of the following menu is used to control spelling of text in a presentation?
- Slide
 - View
 - Insert
 - Tools
- Q 20. menu is used for saving a file, opening an existing file, creating a new file, etc.
- File
 - Edit
 - View
 - Tools
- Q 21. bar displays information about the active presentation, the current position of the cursor and also contain zoom slider.
- Status
 - Zoom
 - Menu
 - None of these
- Q 22. toolbar, helps to make various artistic works in the presentation.
- Insert
 - View
 - Slide
 - Drawing
- Q 23. Shortcut to close the Impress application is
- Alt+F4
 - Ctrl+Q
 - Both a. and b.
 - None of these
- Q 24. In LibreOffice Impress, shortcut is used to open new presentation.
- Ctrl + O
 - Ctrl + N
 - Ctrl + P
 - Ctrl + S
- Q 25. Which menu has the option to open a new presentation?
- File
 - Edit
 - Slide
 - Slideshow
- Q 26. We can select a slide layout by clicking on
- Slide → Slide Layout
 - Slideshow → Slide Layout
 - Insert → Slide Layout
 - Edit → Slide Layout
- Q 27. Shortcut to save presentation is
- Ctrl + P
 - Ctrl + S
 - Alt + S
 - Ctrl + R
- Q 28. Which toolbar has icon to save the presentation?
- Formatting
 - Standard
 - Status
 - None of these
- Q 29. To save the presentation with a different name select
- File → Save As
 - File → Save
 - Both of the above
 - None of these

- Q 30. Shortcut for Save As is
 a. Shift+Ctrl+S b. Alt+Ctrl+S
 c. Shift+Alt+S d. None of these
- Q 31. To save the presentation in html format
 a. Click on File → Export
 b. Click on File → Save As
 c. Click on View → Export
 d. None of the above
- Q 32. PDF stands for
 a. Portable Document Frame
 b. Print Document Format
 c. Portable Document Format
 d. Portable Document Form
- Q 33. Just after the last slide of presentation, you will get a message
 a. Click anywhere to exit presentation.
 b. Click to exit presentation.
 c. Press any key to exit presentation.
 d. None of the above
- Q 34. To exit the slide show at any time, just press the key.
 a. Escape b. Enter
 c. Space d. None of these
- Q 35. To publish the presentation on the web save it in format.
 a. PDF b. PNG
 c. HTML d. None of these

- b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
 c. Assertion (A) is true, but Reason (R) is false.
 d. Assertion (A) is false, but Reason (R) is true.

- Q 43. Assertion (A): Presentation graphics software allows us to create an attractive multimedia presentation using a series of slides.
 Reason (R): Text, images, videos, animations, links and sound can be combined on each slide to create a final presentation.
- Q 44. Assertion (A): The Title bar is a horizontal bar present at the bottom of the Impress window. It displays the name of the file followed by the name of the program which in this case is LibreOffice Impress.
 Reason (R): The Quick Access toolbar is located at the top-left corner of the title bar.
- Q 45. Assertion (A): The Slide area is the place to design and create slides for a presentation. We can add, edit and delete text, images, shapes and other multimedia such as audio and video, in this area.
 Reason (R): The Slide tab displays all the slides of a presentation in a sequence. We can add, delete and reorder the slides, in this area.
- Q 46. Assertion (A): A placeholder is an area on the slide which is enclosed by a dotted rectangular border and can contain an object.
 Reason (R): A presentation is a collection of individual slides that contains information on a topic. A presentation is like a notebook that contains multiple pages in the form of pages.
- Q 47. Assertion (A): A slide show in Impress is actually a way of organising the slides and running them either on a monitor or on a big screen using the projector.
 Reason (R): The Section Header layout contains two title text boxes, one for writing the title and another for writing text for the slide.

? Fill in the Blanks

Type Questions

- Q 36. is used to maintain consistency in design and colour in the presentation.
- Q 37. view is used to view all the slides simultaneously.
- Q 38. is used to perform basic operations on the presentation
- Q 39. The short cut key to insert a new slide is
- Q 40. To create a new blank presentation, use the key combination
- Q 41. In every presentation, first slide should be
- Q 42. To save a presentation, we can use key combination

? Assertion and Reason

Type Questions

Directions (Q. Nos. 43-47): In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).

Answers

1. (d) 2. (c) 3. (b) 4. (d) 5. (d) 6. (d)
 7. (d) 8. (d) 9. (c) 10. (d) 11. (c) 12. (d)
 13. (c) 14. (b) 15. (d) 16. (d) 17. (c) 18. (a)
 19. (d) 20. (a) 21. (a) 22. (d) 23. (c) 24. (b)
 25. (a) 26. (a) 27. (b) 28. (b) 29. (a) 30. (a)
 31. (a) 32. (c) 33. (b) 34. (a) 35. (c)
 36. Master Slide
 37. Slide Sorter
 38. File Menu
 39. Ctrl + M
 40. Ctrl + N
 41. Title Slide
 42. Ctrl + S
 43. (a) 44. (d) 45. (b) 46. (c) 47. (b)

? Case Study Based

Questions

Case Study 1

Presentation is the method of putting a topic in front of an audience. The main aim of presentation is to gain the interest of audience and to present the topic in an attractive, concise and informative manner. Earlier the presentation used to be in the form of lectures with handouts, notes, posters, etc. With the development of presentation software, the total concept of presentations has revolutionised. Teachers can develop presentation on topics and make teaching more interesting. Companies can present their goals and products in front of their clients for better sale and so on. Impress is a very powerful and simple tool provided by LibreOffice to design presentation. Making slides for a presentation on a computer using Impress is a very easy and attractive method. Impress slides have animation effects and sound effects which help in creating and maintaining the interest of the audience.

- Q 1. The custom animation can apply**
- Font work gallery
 - Gallery
 - Text
 - All of these
- Q 2. Professional looking visual aids are prepared with the help of software called**
- DBMS
 - Multimedia
 - Graphics software
 - Presentation graphics software
- Q 3. A set of predefined formats of text or color scheme is called**
- slide
 - presentation scheme
 - theme
 - schema
- Q 4. Which of the following view is useful for representing the structure of a presentation?**
- Notes view
 - Outline view
 - Slide view
 - Normal view
- Q 5. The entire presentation can be seen at a time in**
- Slide Show view
 - Outline view
 - Normal view
 - Slide Sorter view

Answers

1. (d) 2. (d) 3. (c) 4. (b) 5. (d)

Case Study 2

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 clipart, drawings and photographs.

A slide show in Impress is actually a way of organising the slides and running them either on a monitor or on a big screen using the projector. The sequence of changing the slides from one to another may be either automatic at regular intervals or they may be manually controlled by a presenter or a viewer.

A slide layout is actually an arrangement of different Placeholders on a slide. It organises the content that one wants to place on a slide using different types of placeholders, depending on the information that one may want to include in the presentation.

- Q 1. Which among the following views allows you to give a thumbnail view of all the slides in a presentation?**
- Normal view
 - Outline view
 - Notes view
 - Slide Sorter view
- Q 2. Which among the following views allows you to add some extra information to a slide which is not viewed during the presentation.**
- Normal view
 - Outline view
 - Notes Page view
 - Slide Sorter view
- Q 3. Which file format can be added to an Impress show?**
- .jpg
 - .gif
 - .wav
 - All of these
- Q 4. Rama is preparing a presentation on her company's annual performance. She wants some text present on a slide to fly in from the left, when she clicks the mouse. Which of the following features should she use?**
- Slide Show
 - Slide Transition
 - Custom Animation
 - Text Animation
- Q 5. Special effects used to introduce slides in a presentation are**
- transitions
 - effects
 - custom animations
 - annotations

Answers

1. (d) 2. (c) 3. (d) 4. (c) 5. (a)

Case Study 3

Presentation Graphics Software is an application software that lets us create computer-based, attractive and convincing presentations. There are different presentation graphics software available such as LibreOffice, MS PowerPoint, Apple Keynote, OpenOffice Impress, Corel Presentations, Adobe Persuasion, FlowVella, Kingsoft Presentation, etc. Presentation graphics software allows us to create an attractive multimedia presentation using a series of slides. Text, images, videos, animations, links and sound can be combined on each slide to create a final presentation.

Impress is a presentation software developed by LibreOffice. It allows us to create dynamic slide presentations that can include animation, narration, images and videos. LibreOffice Impress includes all the features that we need for a professional-looking presentation.

- Q 1. Define slide in impress presentation.
- Q 2. What do you mean by template?
- Q 3. Define placeholder.
- Q 4. Name the view in which, we can see all the slides in a presentation concurrently.
- Q 5. What is the shortcut to begin Slideshow from Current slide?

Answers

- 1. An electronic page in a presentation is called slide.
- 2. A template is a pre-designed format of text and colour scheme.
- 3. A placeholder is a box with a dotted outline, designed for the placement of different type of content on the slide.
- 4. Slide Sorter.
- 5. Shortcut to begin Slideshow from Current slide is Shift + F5

Case Study 4

Business graphics, charts and diagrams used in a presentation. Presentation graphics software provides predefined backgrounds and sample page layouts to assist in the creation of computer-driven slide shows, which, in combination with a data projector, made the 35mm slide presentation obsolete. Navigation from page-to-page (slide-to-slide) can be done manually or automatically every so many seconds. The most popular presentation software is Microsoft PowerPoint.

Presentation graphics programs typically include a small library of lightweight images and icons so that a creator can add a dash of colour to charts and graphs by adding a picture related to the subject matter- for example, an airplane for a chart of earnings in the aerospace industry. Users can print output or display output onscreen as a computer slide show. Microsoft PowerPoint is easily the market leader in this niche, despite the fact that people use the software for presentations that have nothing to do with charts or statistics all the time.

- Q 1. In your own words explain the importance of "Rehearse Timing".
- Q 2. Kanan wants to see all the slides in her presentation simultaneously. Suggest which view she should use to see all the slides simultaneously.
- Q 3. Define the term Strikethrough.
- Q 4. What is mean by the term tOGGLE cASE?
- Q 5. What is mean by theme in presentation software?

Answers

- 1. LibreOffice impress assists you in defining the right rehearse timings for automatic slide changes. This is particularly important to know the display time for each slide, particularly when you are talking to an audience along with the slide.
- 2. Slide Sorter View.
- 3. Strikethrough crosses the text by drawing a line through it. Example: Computer Application.
- 4. tOGGLE cASE is used to capitalise every letter except the first letter.
- 5. A theme is a pre-defined combination of colours, fonts and effects that can be applied to a presentation.

? Very Short Answer

Type Questions

- Q 1. What do you mean by presentation graphics software?

Ans. A presentation graphics software is an application software that lets us create computer-based, attractive and convincing presentations.

- Q 2. Give one feature of presentation graphics software.

Ans. A presentation graphics software enables us to create slides that contain combination of text, images, videos, animations, links and sound to communicate our ideas.

- Q 3. What is presentation?

Ans. Presentation is a program, which performs the task of opening the information in Slides format with some multimedia features like Open, Create, Edit, Formatting, Share and Print etc. Impress is also a part of LibreOffice.

Q 4. Define Title Bar.

Ans. The Title Bar is a horizontal bar present at the top of the PowerPoint window. It displays the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

Q 5. What is meant by slide area?

Ans. The Slide area is the place to design and create slides for a presentation. We can add, edit and delete text, images, shapes and other multimedia such as audio and video, in this area.

Q 6. What is the maximum zoom supported by LibreOffice Impress?

Ans. The maximum zoom supported by PowerPoint is 3000% and the 5% is indicated by the mark in the middle.

Q 7. What is LibreOffice Impress?

Ans. LibreOffice Impress is a popular and widely used Open Source and free graphics presentation software.

Q 8. What is the default file name of a LibreOffice Impress file? When can it be changed?

Ans. The default file name of a PowerPoint file is Untitled1. We can change it at the time of saving a presentation.

Q 9. What is the use of slide tab?

Ans. Slide tab displays all the slides of a presentation in sequence. We can add, delete and reorder slides here in this area.

Q 10. Define slide show.

Ans. Slide show in Impress is actually a way of organising the slides and running them either on a monitor or on a big screen using the projector.

Q 11. What do you mean by slide layout?

Ans. A slide layout is actually an arrangement of different Placeholders on a slide.

Q 12. Name any two types of slide layouts.

Ans. The two types of slide layouts are as follows:

- (i) Title Only
- (ii) Blank Slide

Q 13. Define Section Header in slide layout.

Ans. The Section Header layout contains two title text boxes, one for writing the title and another for writing text for the slide.

Q 14. What do you mean by Normal view?

Ans. The Normal view is the main editing view, where we can write and design the presentation. The Normal view is more commonly known as the Slide view.

Q 15. Define the term WordArt.

Ans. The WordArt is a quick way to make text stand out with special effects.

Q 16. How many ways to insert a movie in Impress software?

Ans. We can insert a movie in two ways:

- (i) Using Insert tab
- (ii) Using Title and Content Layout Option

Q 17. List of the transition effects available in a presentation software.

Ans. Fades and Dissolves, Wipes, Random, push and cover, stripes and wars.

Q 18. List the possible multimedia contents that are included while creating a presentation.

Ans. Possible multimedia contents that are included while creating a presentation are:

- (i) Audio
- (ii) Video
- (iii) Image
- (iv) Animation

Q 19. What objects can be inserted to slides in Impress?

Ans. Various objects can be inserted to slides in Impress are:

- (i) Tables
- (ii) Shapes
- (iii) Textbox
- (iv) Charts

Q 20. What is Speaker Notes in presentation software?

Ans. Speaker notes are notes added to Impress presentation slides as a reference form the presenter. An area of an Impress slide that is hidden during the presentation is reserved for notes for the speaker.

? Short Answer

Type Questions

Q 1. What can we do in the presentation?

Ans. Presentation we can do the following:

- (i) Preparing a slide by Art Gallery.
- (ii) Creating graphical objects through animation.
- (iii) To present a program of business by slide.
- (iv) It is used in the fields of education business, medical engineering and research.

Q 2. How to insert a movie clip in presentation software?

Ans. Presentation allows the user to add movie clips to the presentation colourful and meaningful. We can insert movies or you tube videos downloaded from the internet.

- (i) Click on Movie option under Media clips group in the Insert tab.
- (ii) We can select the Movie from file....option to insert the movie clip.

Q 3. How to work with tables in presentation?

Ans. Presentation software enables the user to add tables in the slides in order to represent the statistical data meaningfully. We can insert a table in two ways:

- (i) Using insert tab
- (ii) Using Title and Content Option.

Q 4. What is Transition OR What is Slide Transition?

Ans. Transition effects can help in increasing audience's interest during a presentation. A slide transition is the visual motion when one slide changes to the next during a presentation. Most presentation software provides many different transition effects that you can use to liven up your slide show.

Q 5. What is Animation?

Ans. Animation are helpful way to make our slides look more dynamic. They are also great way to reveal text or object on a slide one step at a time. To apply an Animation, select the Animate option available in Animations group under the Animation tab.

Q 6. How to group of objects in presentation software?

Ans. Grouping can help when we want to move, rotate or resize multiple objects in a presentation. We can group objects such as pictures, clip art, shapes and text box. The three options available under group dropdown option are Group, Regroup and Ungroup.

Q 7. What are the advantages of using a presentation?

Ans. Advantages of using a presentation are:

- (i) The concepts that are difficult to explain by teacher, can be easily presented to the audience in a simple way.
- (ii) Machine parts and operation of various machines can be easily shown.

Q 8. What are the steps to add picture or object to the slide?

Ans. To Insert an Image In your document, position the cursor where you want to insert the file. select Insert → Image.

or

Click on the insert image icon, located below the Formatting Toolbar. Select the Image file and click on Open button or just double click on the image file. The image will get inserted in the file.

Q 9. How can text be added to header or footer on the sliders?

Ans. Steps to add header and footer on slides are:

- (i) Click Insert → Header and Footer.
- (ii) Header and Footer dialog box appears.
- (iii) Select Footer check box and write text in Footer text box.
- (iv) Click Apply to All button to apply footer on all slides.

Q 10. How will you insert a company's logo (picture) in first slide of your presentation?

Ans. Steps to insert a company's logo (picture) in first slide of your presentation are:

- (i) Open your presentation and go to the first slide.

(ii) Click on Insert → Image.

(iii) Select your company logo/Image and click on Open.

(iv) Move the company logo at desired position.

Q 11. Write down the steps to insert a chart in slide.

Ans. Steps to Insert a chart In slide are:

- (i) Click on slide where you want to insert chart.
- (ii) Select Insert → Chart
- (iii) Chart based on default value will be inserted in slide.
- (iv) Right click on chart and change the Chart Data Table, Chart type, etc.

Q 12. What are the five views of presentation?

Ans. Five views of presentation are:

- (i) Normal View
- (ii) Outline View
- (iii) Notes View
- (iv) Slide Sorter View
- (v) Handout

Q 13. Write all the steps to customising Slide Sorter view.

Ans. To change the number of slides per row in Slide Sorter view:

- (i) Go to View > Toolbars > Slide View on the Menu bar to show the Slide View toolbar.
- (ii) Adjust the number of slides, up to a maximum of 15, in the Slides per Row box.

Q 14. How to change slide order?

Ans. To change the slide order in a presentation of a single slide or a group of slides using Slide Sorter view is as follows:

- (i) Select a slide or a group of slides.
- (ii) Drag and drop the slide or group of slides at the new position in the presentation.

Q 15. How to select a group of slides?

Ans. To select a group of slides in Slide Sorter view, use one of the following methods:

- (i) **Ctrl Key:** Click on the first slide and while holding the Ctrl key, select the required slides. The selected slides do not have to be next to each other.
- (ii) **Shift Key:** Click on the first slide and while pressing the Shift key, select the final slide for the group. This selects all of the slides between the first and the last slide selected.
- (iii) **Mouse:** Position the cursor slightly to one side and outside the first slide, then click and drag the cursor until all slides required for the group are selected.

? Long Answer

Type Questions

Q 1. List the important points to be considered while making an effective presentation.

Ans. Important points to be considered while making an effective presentation are:

- (i) On one page or slide try to include 5 to 8 lines.
- (ii) In presentation keep the font size appropriate so that the audience can easily read the contents.
- (iii) The grammar and language should be correct in your presentation.
- (iv) Try to avoid inserting more than two graphics (images, drawings, tables or charts) in any slide.
- (v) Do not include more than one animation or video in one slide.
- (vi) Pay attention to target group to meet the requirements of the target audience.

Q 2. Describe the use of fields available in header and footer.

Ans. The use of fields available in header and footer are:

- (i) **Header:** A header is a text/section which appear at the top of the slide.
- (ii) **Footer:** A footer is a text/section which appear at the bottom of the slide.
- (iii) **Date and Time:** This option helps to add Date and Time in header section of slide.
- (iv) **Page Number:** This option helps to add page number on slide.

Q 3. Write the steps to create a template.

Ans. Steps to create a template are:

- (i) Create a slide which you want to save it as a template.

- (ii) Click on File → Templates → Save As Template.
- (iii) Save As Template dialog box appear.
- (iv) Write the name of the template and select the Template category where you want to save.
- (v) Click on save button.

Q 4. Write down the steps to add slide transition in your presentation.

Ans. Steps to add slide transition in your presentation are:

- (i) In the Sidebar, select the Slide Transition icon.
- (ii) Select the slides to apply the transition. If you want to apply the transition to all the slides, do not select any slides.
- (iii) Select a sound from the Sound list.
- (iv) Select how to advance to the next slide: manually (By mouse click) or automatically.
- (v) To apply transition to all slides, click Apply to All Slides.
- (vi) Click Slide show to view the applied transition.

Q 5. Write all the possible ways to insert a new slide in LibreOffice Impress.

Ans. A new slide is inserted into a presentation using one of the following methods:

- (i) Go to Slide > New Slide on the Menu bar.
- (ii) Right-click in the Slide Pane and select New Slide from the context menu.
- (iii) Use the keyboard shortcut Ctrl+M.
- (iv) Go to Slide Sorter view in the Workspace, right-click on a slide and select New Slide from the context menu.
- (v) Click on New Slide in the Presentation toolbar. If the Presentation toolbar is not visible, go to View > Toolbars on the Menu bar and select Presentation from the drop-down list.

CHAPTER TEST

Multiple Choice Questions

Q 1. Which of the following option is not available on Presentation Wizard?

- a. Empty presentation
- b. Form template
- c. Open new presentation
- d. Open existing presentation

Q 2. Which of the following is not a part of main Impress window?

- a. Slides pane
- b. Workspace
- c. Work pane
- d. Task pane

Q 3. Which of the following is not a section of tasks pane?

- a. Master pages
- b. Layouts
- c. Custom View
- d. Custom animation

Q 4. Which view button listed below is not one of those available in the workspace?

- a. Normal view
- b. Outline view
- c. Thumbnail view
- d. Notes

Q 5. Which view is generally used for creating, formatting and designing slides?

- a. Normal view
- b. Outline view
- c. Notes
- d. Slide Sorter view

Q 6. The slide show can be exited at any time during the show by pressing which of the following keys?

- a. Space bar
- b. End key
- c. Break key
- d. Esc key

Q 7. Which of the following features is used to create a new slide show with the current slides but presented in a different order?

- a. Rehearsal
- b. Custom Slide show
- c. Slide Show Setup
- d. Slide Show View

Q 8. Which of the following feature is used to progress the slide show automatically while speaking on the topic?

- a. Custom Animation
- b. Rehearse Timing
- c. Either a. or b.
- d. Slide Transition

Fill in the Blanks

Q 9. To play a sound during transitions, select a sound from the list.

Q 10. To play the sound repeatedly, the is used.

Q 11. In LibreOffice Impress, by default the presentation is saved with extension.

Assertion-Reason Type Questions

Directions (Q. Nos. 12-13): In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
- b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
- c. Assertion (A) is true, but Reason (R) is false.
- d. Assertion (A) is false, but Reason (R) is true.

Q 12. Assertion (A): The Content with Caption layout comprises a title box, a text box to accommodate the details about the content displayed in a placeholder along with a content placeholder.

Reason (R): The Normal view is the main editing view, where you can write and design the presentation. The Normal view is more commonly known as the Slide sorter view.

Q 13. Assertion (A): Watermark is a logo or text imposed on an image to prevent it from being copied or allow others to know who owns the rights.

Reason (R): Animations play a vital role in the PowerPoint presentation. Animation effects give movement to objects such as image, shape, text, etc., on a slide. Animations can be used to draw then audience's attention to specific content.

Case Study Based Questions

Q 14. Presentation software (sometimes called "presentation graphics") is a category of application program used to create sequences of words and pictures that tell a story or help support a speech or public presentation of information. Presentation software can be divided into business presentation software and more general multimedia authoring tools, with some products having characteristics of both. Business presentation software emphasizes ease-and quickness-of-learning and use. Multimedia authoring software enables you to create a more sophisticated presentation that includes audio and video sequences. Business presentation software usually enables you to include images and sometimes audio and video developed with other tools.

Some very popular presentation software, such as LibreOffice Impress, Microsoft's PowerPoint and Lotus's Freelance Graphics, are sold stand-alone or can come as part of office-oriented suites or packages of software. Other popular products include Adobe Persuasion, Astound, Asymetrix Compel, Corel Presentations and Harvard Graphics. Among the most popular multimedia authoring tools are Macromedia Director and Asymetrix's Multimedia Toolbook. These authoring tools also include presentation capability as well. Most if not all of these products come in both PC and Mac versions.

(i) Slide Layout option is available in menu.

- a. Slide show
- b. Slide
- c. View
- d. Insert

(ii) Duplicate slide can be inserted by

- a. Selecting Slide → Duplicate Slide
- b. Right-click on the slide and select Duplicate Slide from the context menu
- c. Both a. and b.
- d. None of the above

(iii) Sometimes we may delete some text or image by mistake. To revert this mistake, there is an option called

- a. Undo
- b. Redo
- c. Reverse
- d. None of these

(iv) Undo and Redo options are available in toolbar.

- a. Formatting
- b. Standard
- c. Drawing
- d. None of these

(v) Keyboard Shortcut for Undo is

- a. Ctrl + Y
- b. Ctrl + R
- c. Ctrl + Z
- d. Ctrl + U

Q 15. LibreOffice is the default office suite of the most popular Linux distributions. It is a free and open-source office productivity software suite. It is a project of The Document Foundation (TDF). It was split in 2010 from org, which was an open-sourced version of the earlier StarOffice. The LibreOffice suite consists of programs for word processing, creating and editing spreadsheets, slideshows, diagrams, and drawings, working with databases and composing mathematical formulae. It is available in 115 languages.

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 clipart, drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles and background styles.

(i) What is the shortcut key for slideshow?

(ii) What is the shortcut key to close LibreOffice Impress?

(iii) What is the use of Master Page?

(iv) What is the use of Normal View?

(v) Define Handouts.

Very Short Answer Type Questions

Q 16. Name the four fill option present in the Format Background panel.

Q 17. How many Slide master can be in presentation?

Q 18. How can we ungroup objects in LibreOffice Impress?

Q 19. What is the shortcut key to ungroup the objects LibreOffice Impress?

Q 20. What is the Keyboard shortcut to select all objects of a slide in LibreOffice Impress?

Short Answer Type Questions

Q 21. How will you add the slide number at the bottom of each slide?

Q 22. How will you add the name of the company on the top of the each slide?

Q 23. Write down the steps to create a table in a presentation.

Long Answer Type Questions

Q 24. Write all the steps to record a show with rehearse timings.

Q 25. Write all the methods for changing slide layout.