digital
literacy
movement

e - learning

building
modern
society

ITdesk.info -

project of computer e-education
with open access
- handbook for digital literacy

human
rights to
education
and
information

e - inclusion

open
access

**Creating presentations –
LibreOffice 3.6 Impress**

Author: Melani Max

EdukaCentar
USTANOVA ZA OBRAZOVANJE

ITdesk.info

Original:
Author:
Gorana Čelebić
Title:
ITdesk.info – project of computer e–education with open access – Handbook for digital literacy
Subtitle:
Creating presentations – Microsoft PowerPoint 2010, handbook   (ISBN: 978–953–56758–5–3)
Publisher:
Open society for idea exchange (ODRAZI), Zagreb
Expert review:
EdukaCentar, ustanova za obrazovanje, Zagreb
Lector:
Ema Čišić
Place and year of publication:
Zagreb, 2011.

Custumized for the LibreOffice program:

Author:
Melani Max

Expert review:
Diksha Gaur

Title:
ITdesk.info – project of computer e–education with open access – Handbook for digital literacy

Subtitle:
Creating presentations – LibreOffice 3.6 Impress

Publisher:
Open society for idea exchange (ODRAZI), Zagreb

Translation:
Katarina Posilović

Proofreading:
Una Šijan

Cover:
Silvija Bunić

ISBN:
978–953–56758–5–3

Place and year of the publication:
Zagreb, 2013

PREFACE

Today's society is shaped with sudden growth and development of the information technology (IT), which resulted in society's great dependence on individual's knowledge and competence in the IT area. And although that dependence is growing from day to day, **human right to education and information** is not extended to the IT area. Problems are emerging and affecting society as a whole, creating gaps and distancing people from the main motivational reason for progress, from the **opportunity** itself. Today, to be a computer illiterate person means to be a person that is unable to participate in the modern society, a person without the opportunity and in spite of all acknowledged necessity and benefits of inclusive computer literacy (by e.g. European Commission, UNESCO, OECD) there are still many people with hindered access to the basic computer education (persons with disabilities, persons with learning difficulties, migrant workers, unemployed or persons that live in remote (rural) areas where IT education is not accessible).

This handbook, combined with other materials published at the web site www.ITdesk.info, represents our effort and our contribution to the realization and promotion of human rights to education and information in the IT area. We hope that this education will help you in mastering your basic computer skills and with that hope, we wish you to learn as much as you can so you could become an active member of modern IT society.

Sincerely Yours,

ITdesk.info team   Expert review of Croatian version:

CONTENT

1	BASIC OPERATIONS WITH APPLICATION FOR CREATING PRESENTATIONS

Running an application

- On **Start** menu – click on **All Programs** and in the **LibreOffice 3.6** folder select *LibreOffice Impress.*

- Using **Search** function – enter word ''*impress*'' and select *LibreOffice Impress* from the offered search results.

- Double-clicking on the program LibreOffice 3.6 shortcut usually found on the computer's desktop. From the offered programs select *Presentation*.

Closing an application

- Select the manipulation button **Close**.
- On the **File** menu select **Exit** command.
- By the combination of keys **Alt + F4** or **Ctrl + Q**.

Opening multiple presentations

- On the **File** menu select **Open** command.
- By the combination of keys **Ctrl + O**.

Applying any of these two ways opens the **Open** dialog box in which:

- you specify the location of the file that is to be opened in the **Look in** field,
- you mark and,
- you open it with the **Open** command.

To mark and open multiple files in the **Open** dialog box it is required:

- for documents in order, to select the first document, press and hold the **Shift** button and select the last document,
- for documents that are not in order the desired documents are selected by the combination of keys **Ctrl + left mouse button**.

Closing a presentation

- On the **File** menu select the command **Close**.
- Using the combination of keys **Ctrl + W**.
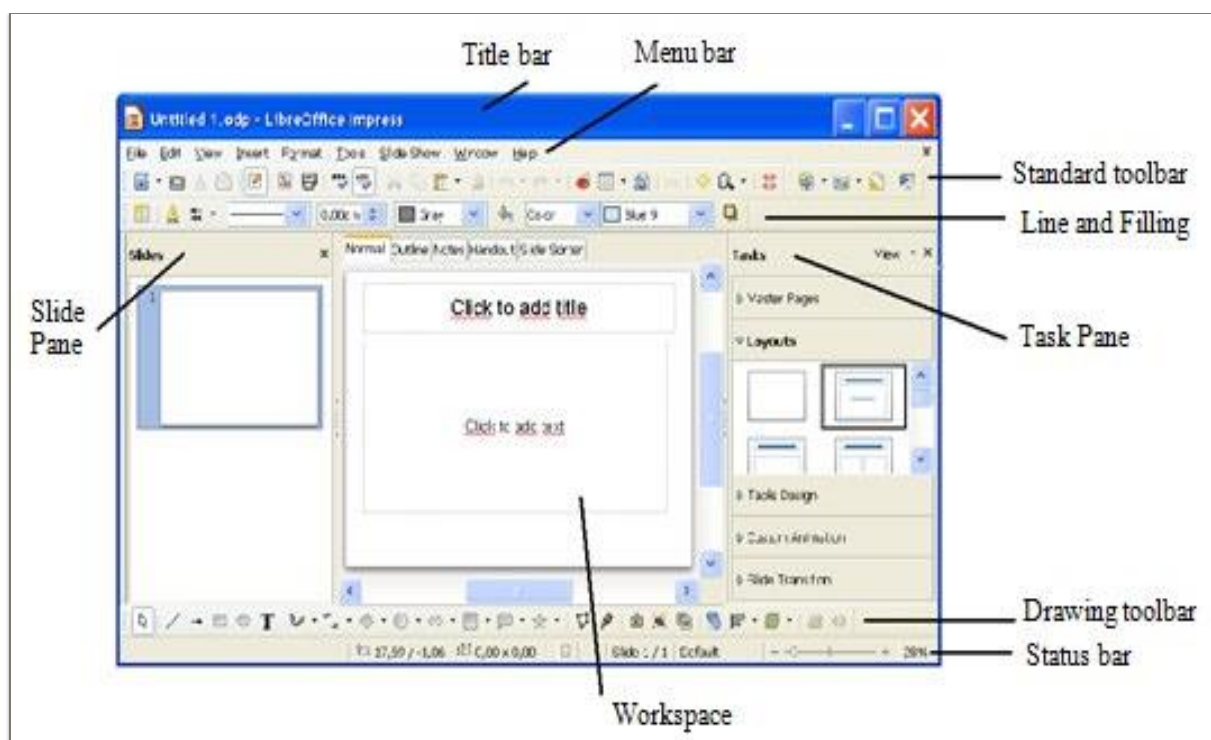
Application window elements

Image 1. The main window of the LibreOffice Impress application

The **Title bar** of the presentation contains information about the name of the application and the presentation, in which the presentation is developed, and its extension (.odp).

Window manipulation buttons are located in the right corner of the title bar, and are used to:

- **Minimize**,
- **Maximize**, or return to previous size and,
- **Close** the window.

Image 2. Manipulation buttons

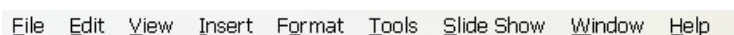**Menu bar** contains menus with logically grouped commands.

Image 3. Menu bar

- **File** – is used to perform basic operations on the presentation (saving, opening an existing one, creating a new one, etc.).

- **Edit** – contains functions for copying, cutting and pasting text segments.
- **View** – is used for window view adjustment (different view types are selected, zooming, etc.) and for adding toolbars.
- **Insert** – is used to insert various objects like tables, shapes, text box, charts and slides into a presentation.
- **Format** – contains functions for text formatting.
- **Tools** – are used to control spelling in a presentation.
- **Slide Show** – tools for viewing presentations.
- **Window** – is used for viewing already opened presentations.
- **Help**.

Workspace – (in the central part of the window) is the area where new slides are created – text is being entered, images and other objects are being inserted.

Workspace View is located on the **View** tab above **Workspace** in a form of tabs.

- **Normal** tab – displays one presentation slide at a time, that can be edited.
- **Outline** tab – displays slide text in the form of a structure.
- **Notes** tab – displays the area in which the notes, that are used to help during the presentation display, are entered.
- **Handouts** tab – is used to customise the view when printing flyers.
- **Slide Sorter** tab – is used to sort slides with the "*drag and drop*" method.

Slides – (in the left part of the window) display presentation slides in the thumbnail form. The pane can be closed and opened if you click on the **Slide Pane** command in the **View** menu.

Tasks – (in the right part of the window) contain commands for *Master Slide*, *Layouts*, *Table Design* and *Custom Animation* editing, and for *Slide Transition*.

Insertion point – is a location of the current position for the text entry (location where the cursor is blinking).

Bars for the horizontal and vertical navigation or the **Ruler** – are used for positioning on the desired location in the document. **Ruler** can be turned on in the **View** menu by selecting the **Ruler** command.

Status bar – displays information about the active presentation, the current position of the cursor and the zoom slider. It can be adjusted according to user preferences. **Status bar** can be turned off in the **View** menu by selecting the **Status bar** command.

Using templates

To create a new blank presentation it is necessary to:

- select the command **New** from the **File** menu and the **Presentation** template, or

- click on the icon **New** 📄 ▾ on the **Standard toolbar**, or

- use the combination of keys **Ctrl + N**.

If you want to create e.g. *a calendar*, you will select one of the offered templates. The **New** and the **Templates and Documents** command is selected from the **File** menu. Dialog box **Templates and Documents** opens: **- Templates and Documents - Samples**. If the desired templates are not located there, additional templates can be downloaded from the internet by selecting the **Get more templates online** command, which automatically opens a web page http://templates.libreoffice.org/, where the desired templates are selected.

Saving a presentation

If this is the first save, the **Save As** command is selected from the **File** menu. In the **Save As** dialog box, the location where the file will be saved by using the **Save In** field, and the file name by entering it in the **File Name** field, are specified. Saving is finished by using the **Save** button.

In case the file has already been saved, saving it without changing the file name can be done:

- by selecting the **Save** command in the **File** menu,

- by clicking the **Save** 💾 button on the **Standard toolbar**,

- by using the combination of keys **Ctrl + S**.

Saving a presentation under a different name

To save a presentation under a different name, **Save As** command from the **File** menu is selected. In Save As dialog box, a new file name is entered in the **File Name** field. Saving is finished by using the **Save** button. After changing the file name this way, for every subsequent file saving, it is sufficient to use the **Save** command.

### Saving a presentation under a different extension

To save a presentation as another file type, the **Save As** command is selected from the **File** menu. In the **Save As** dialog box, you click on the **Save As Type** drop-down menu and select the desired type.

To create a **Template,** one of the **Presentation Templates** is selected, e.g. **ODF Presentation Template (*.otp).**

To save a presentation in a format compatible for use with other applications for viewing presentations, one of the offered programs is selected, e.g. **MicrosoftPowerPoint 97/2000/XP/2003 (*.ppt).**

Switching between open presentations

In the **Window** menu is a list of all open presentations. Switching to another presentation is done by clicking on its name.
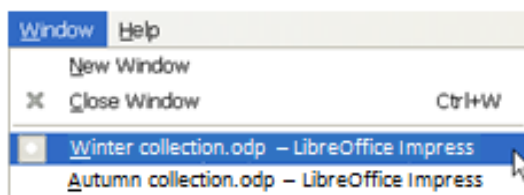
Image 4. List of open windows of presentations in the Window menu

One of the ways to switch between two open windows is also the use of the combination of keys **Alt + Tab**. Using the **Tab** key you position yourself at the desired document.

Changing basic settings in an application

Some of the basic settings are the change of user name, the primary folders for opening and saving documents, etc.

The change of user name is done via **Tools** menu. It is necessary to select **Options** from the **Tools** menu, which opens **Options** dialog box. At the top of the dialog box, there is a **User Data** text box, in which the user data is entered.
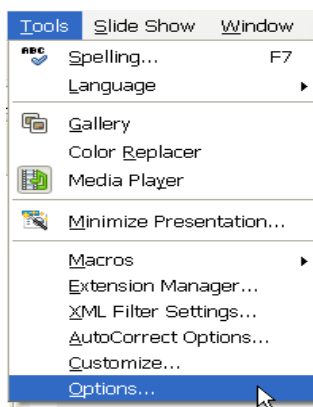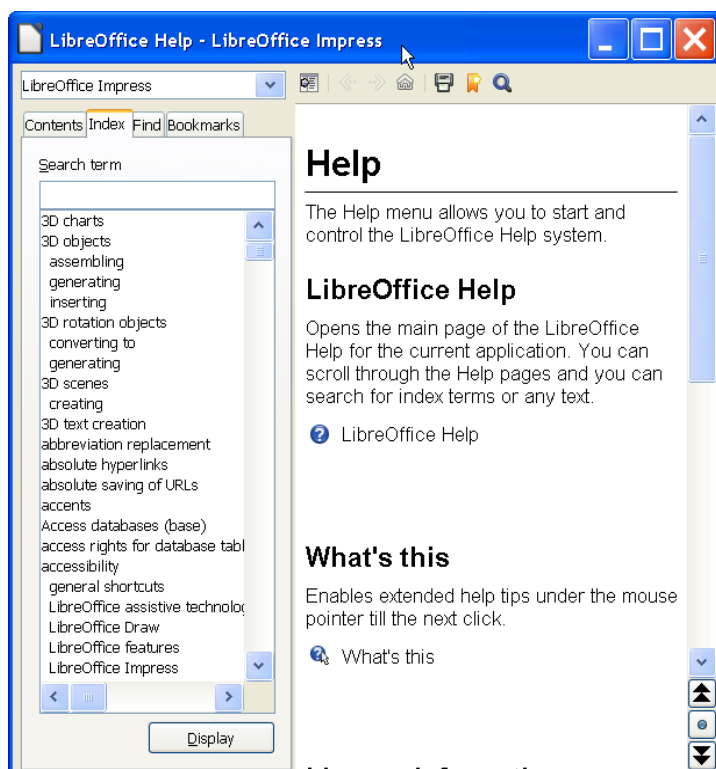

Image 5. Tools menu
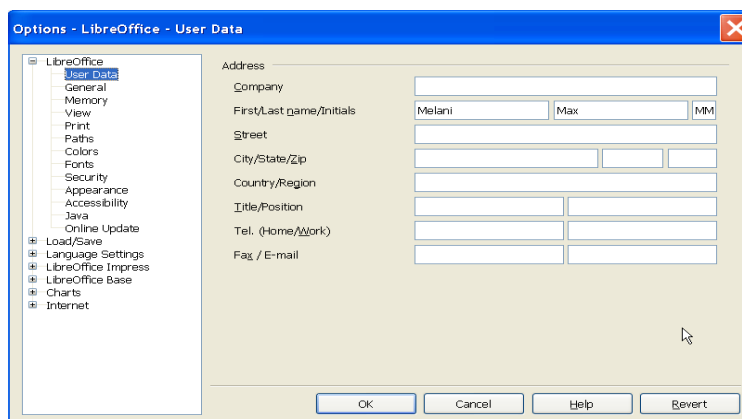
Image 6. Options dialog box

Using Help

Help function is located in the **Help** menu. The information about the application version that is being used is located in the **Help** menu. By selecting the **LibreOffice Help** tab, a window is opened with a list of available help topics. In the **Search item** text box you can enter a term to explore. The quickest way to open the **Help** function is by using the **F1** function key.

Image 7. Libreoffice Help dialog box

Tool for controlling the size of the view

Zoom & View Layout dialog box opens in the **View** tab. It is possible to select among the proposed values to increase zoom, or enter your own value, which must be a whole number.

Other ways to zoom are:

- the use of the **Zoom slider** on the **Status bar,**
- the use of the **Zoom** button on the **Standard toolbar,**
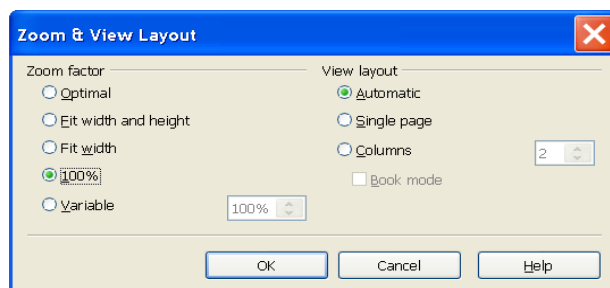- the combination of a key **Ctrl + mouse wheel.**

Image 8. Zoom & View Layout dialog box

Zoom slider on the **Status bar** has two marked sections. If you are positioned in the first highlighted section, the entire slide will display within the **Workspace.** If you position yourself to the second one, the increase of 100% of the slide, will be displayed.

Image 9. Zoom slider

2   DEVELOPING A PRESENTATION

Types of presentation views

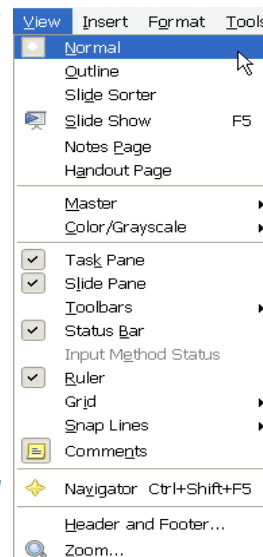In the **View** menu the appropriate view of the presentation, is selected.

Image 10. View menu

In **Normal** view, the slide is displayed in the middle of the window. On the left side of the window, the pane with slides thumbnails (**Slides**) is displayed (if the **Slide Pane** is selected, from the **View** menu). On the right side, the **Tasks Pane** is displayed (if **Task Pane** is selected, from the **View** menu).
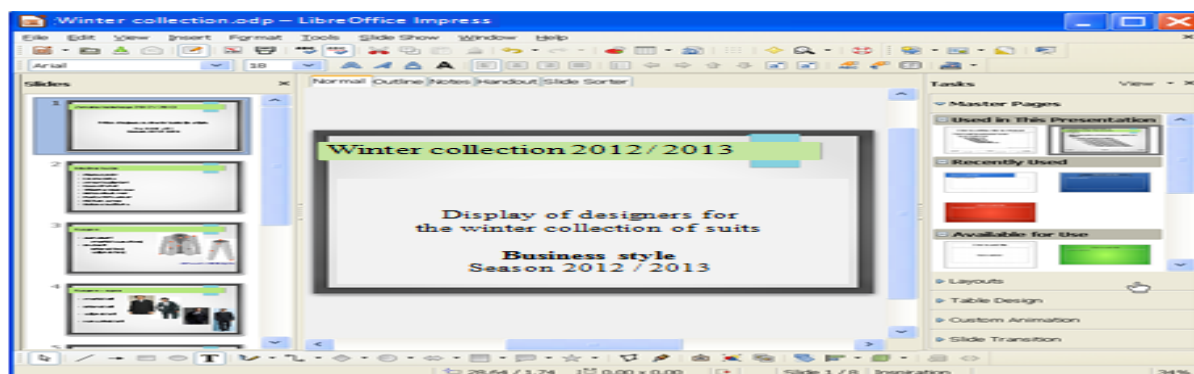

Image 11. Normal view

In Outline view, only the text on each slide is displayed inside the **Workspace.**
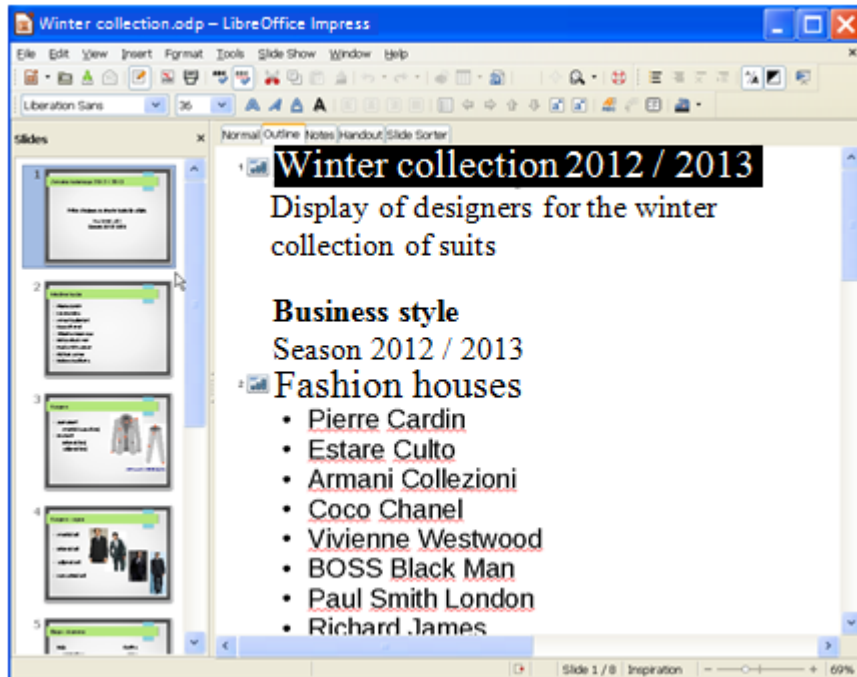
Image 12. Outline view
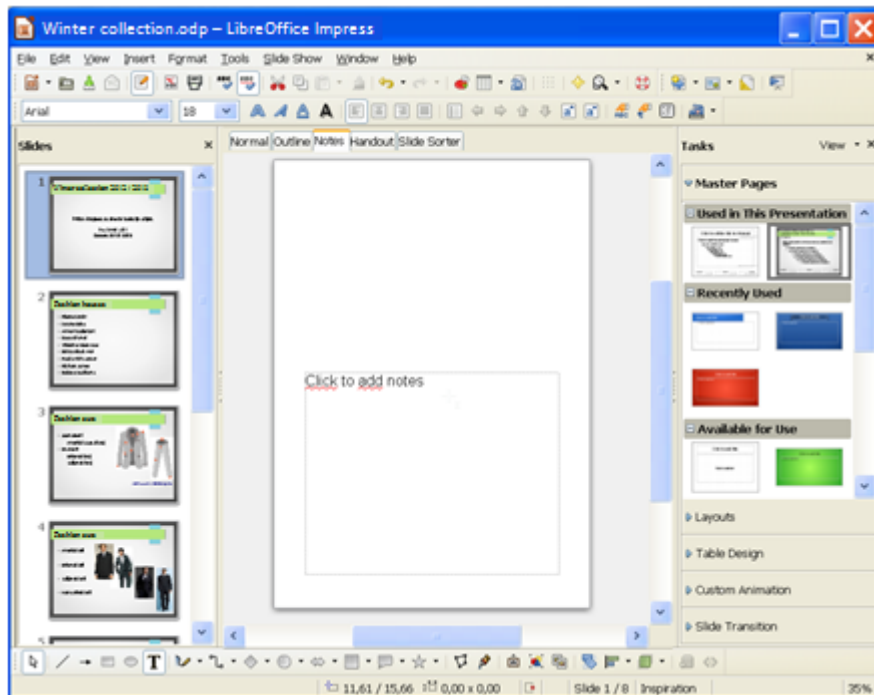
The area in which the notes are entered appears in **Notes** view.

Image 13. Notes view

Slide Sorter view is suitable for rearranging the slide order.
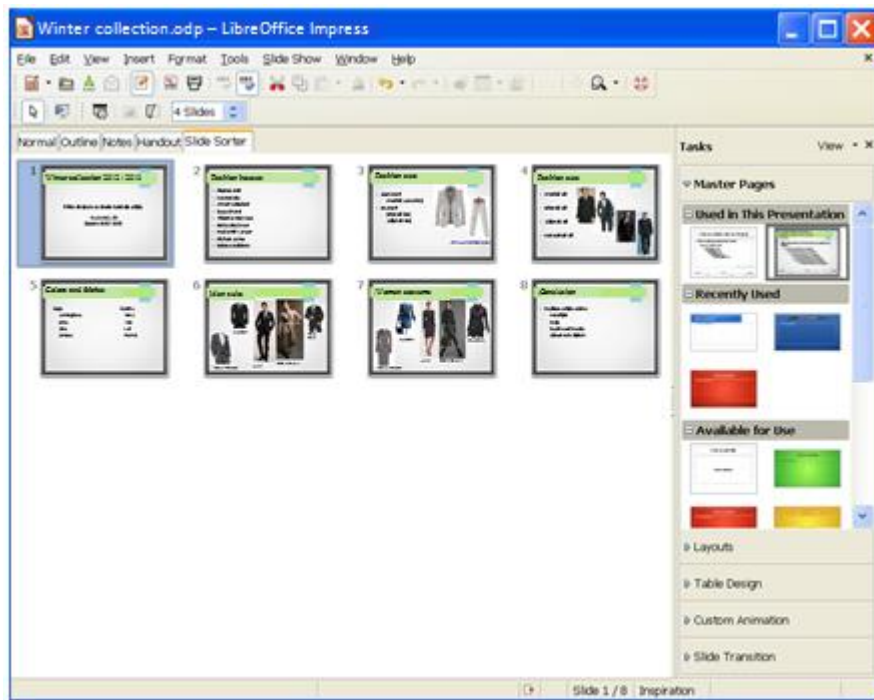
Image 14. Slide Sorter view

Working with slides

If the mouse is positioned on the slide thumbnail in the Slide Pane, menu will appear, via which you can:

- **Start Slide Show,**
- **Hide slide,**
- **Duplicate slide.**

Image 15. Slide Pane menu

Inserting a new slide

It is recommended to use a different title for each slide – for better visibility and easier manipulation of slides and easier navigation through the presentation.

To insert a new slide, it is necessary to click on the **Slide** icon, next to the **Standard toolbar.** If you click on the arrow next to the **Slide** icon, a quick menu with several slide layouts will open: **Blank**, **Title Slide**, **Title and Content**, etc.
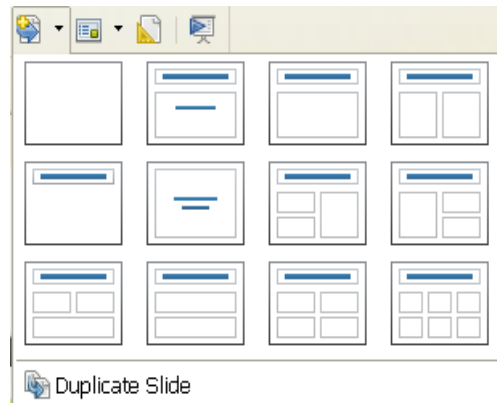
Image 16. Inserting a new slide

Another way to insert a new slide is in the **Slide Pane,** inside the **Normal** view:

- by right-clicking the slide, after which you want to insert a new slide and on the quick menu select **New Slide** command, or

- by marking the slide after which you want to insert a new slide, and clicking the **Enter** key.

Copying and moving slides

To copy or move the slide to another location in the presentation (into existing or some other presentation), it is necessary to mark it first in the **Slide Shorter** view, or in the thumbnail window, on the left side of the screen in the **Normal** view.

After you mark the slide, click on the right mouse button, and select the **Cut** command (if you want to move it) or **Copy** (if you want to copy it), from the quick menu. Then you mark the place in the presentation where you want to move or copy the slide.By clicking on the right mouse button, the quick menu is opened again, where you select the **Paste** command.

Commands **Cut**, **Copy** and **Paste** are also run by the combination of keys:

- **Ctrl + X – Cut**,

- **Ctrl + C – Copy**,

- **Ctrl + V – Paste**.

"Drag and drop" copying and moving method

"Drag and drop" copying method is carried out by:

1. marking the slide that you want to copy,

2. clicking and holding the left mouse button on the marked slide, and at the same time pressing and holding the **Ctrl** button,

3. moving the mouse cursor to the desired location,

4. releasing the left mouse button, and then releasing the **Ctrl** button. The copy is pasted to another location.

Moving by **"drag and drop"** method is done in the same way like copying, but without using the **Ctrl** button.

Deleting slides

Deleting one or more slides is done, first by marking them and then:

- in the **Slide Pane**, right click the mouse button on the selected slide, and select the **Delete Slide** command in the quick menu,

- press the **Delete** button.

Slide templates and background

In the **Tasks Pane** one of the offered templates is selected.

To add new templates, it is necessary to:

1. select the **Extension manager** in the **Tools** menu, or click on the Get more extensions online, search for the desired background type and download it from the internet, or add the templates that are saved in another location on the computer,

2. click on the **Add** button in the **Extension manager** dialog box,

3. find the downloaded document in the **Add extension(s)** dialog box, and press the **Open** button – extension of the document must be .oxt, if it's not, the extension .oxt must be added to the name of the document,

4. during the next run of the *LibreOffice Impress* application, the templates will be displayed in the **Tasks Pane** under the **Master Pages.**

To add **Background**, it is necessary to select the **Page** command in the **Format** menu. **Page Setup** dialog box opens. **Fill** type and the desired fill color, are selected from the **Background** tab. The selection is confirmed with **OK.**
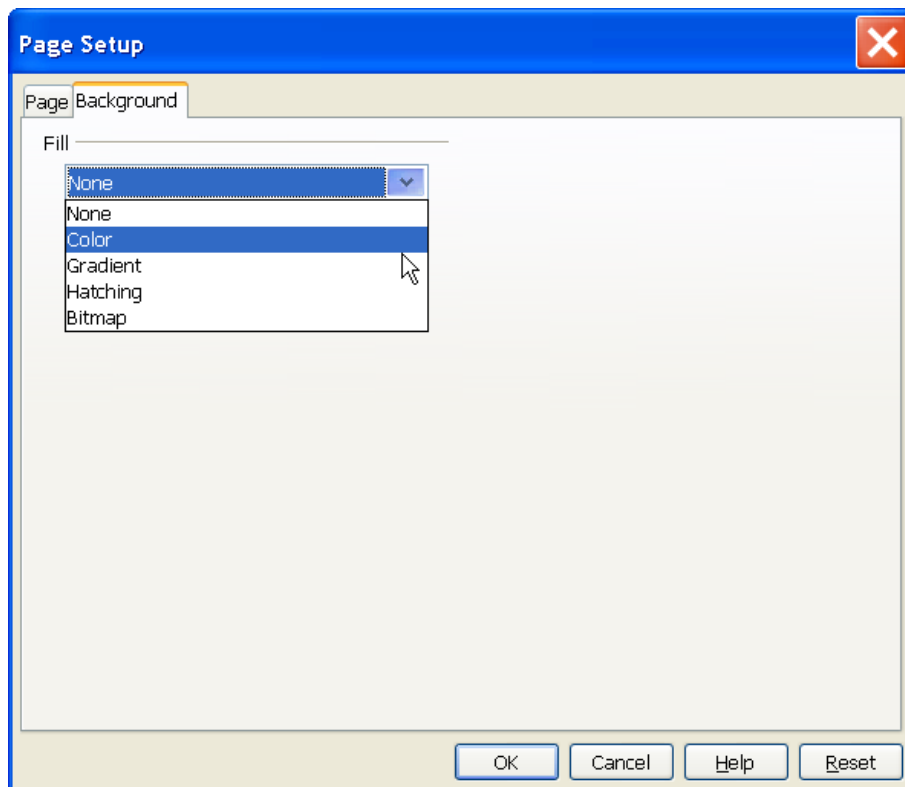
Image 17. Page Setup dialog box – Background tab

Page Settings dialog box opens, in which **Yes** is selected, if you want all the slides to have the same background, or **No** if you want that, only the selected slide has the selected background.
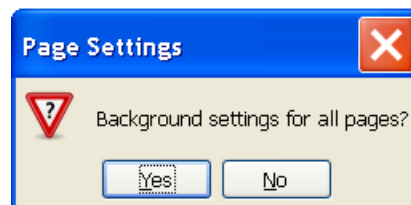

Image 18. Page Settings dialog box

Slide Master

Slide Master is the basis for the design of each presentation. Changes made in its formatting, are applied to all slides.

If **Master** and **Slide Master** commands are selected in the View menu, the **Slide Master** can be edited. It moves to the **Master View.** All the elements of the slides can be edited, background (**Tools > Gallery > Backgrounds**), objects (images, shapes, tables), etc., can be added. The selection is confirmed with **Close Master View.**

Image 19. Master selection

With the selection of the **Gallery** command, a menu opens under the **Formatting toolbar.** On the left side of the menu, the desired file type (background, sound, clip art) can be specified. If there are no desired backgrounds on the left side, they can be downloaded from the internet (e.g. http://extensions.libreoffice.org), for free. After the desired backgrounds are installed, they will be added in the Gallery, at the next run of the *LibreOffice Impress*.
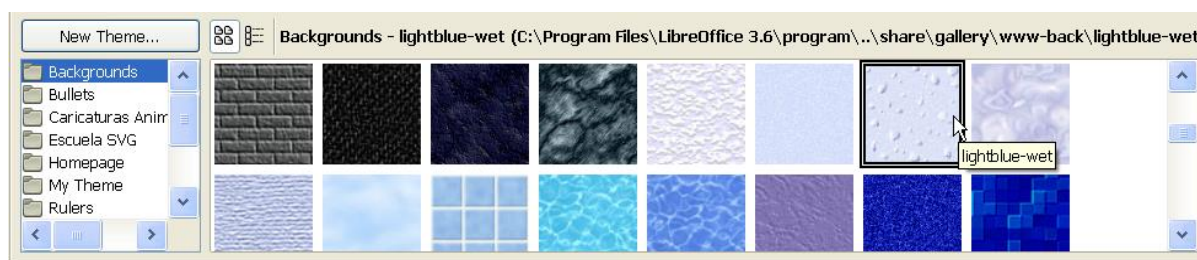
Image 20. Menus of the Gallery command

After the **Slide Master** is activated, objects (images, shapes, tables, graphs, etc.) are inserted via **Insert** tab, or via **Drawing** tools above the **Status bar.**

Image 21. Drawing tools

Objects can be deleted, by marking them in the **Master View** and pressing the **Delete** button.

Header and Footer

Header and Footer are inserted via **View** menu. In the open **Header and Footer** dialog box, on the **Slide** tab, **Footer** option is ticked, and the arbitrary text (e.g. name of the author) is entered in the **Footer text.**

- **Date and Time** – thereby the offered options are **Variable** – date depends on the current date and **Fixed** – entered by author.

- **Slide Number** – slide numbering.

- **Do not show on first slide** – if this option is checked, the selected elements (date, slide number, etc.) are not displayed on the first slide.

By pressing the **Apply** button, the selected display options in the current slide are activated. With the **Apply to All** button, the display of the selected elements is activated within the entire presentation.
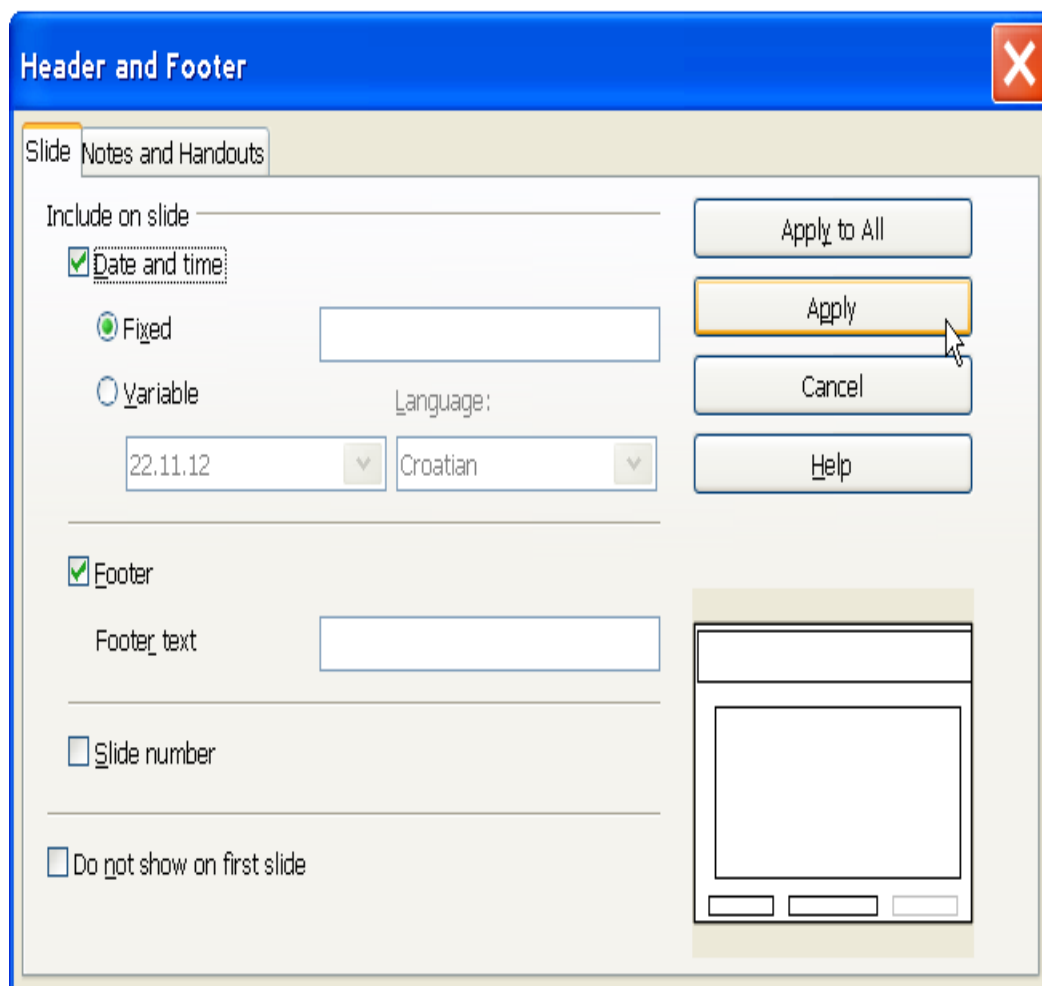
Image 22. Header and Footer dialog box

3	PRESENTATION CONTENT

Content entry

When developing a presentation, one should follow certain rules. It is recommended to use *Sans Serif* fonts (Verdana, Arial, etc.) that are readable on the screen. Font size should be in the range of 24‑32. Emphasis should be put on the visual resources (images, graphs, etc.) for summary and easier understanding of the topic. Instead of the large blocks of text, short phrases (hints) designed using graphical or numerical list, are used.

The **6–6–6 rule** should be remembered:

- up to 6 words per line,
- up to 6 lines of text (points) per slide,
- no more than 6 consecutive slides with text.

It is necessary to mark the slide on the left side of the **Workspace** (either in the *Normal* or the *Outline*), and then enter the text in the text fields, inside the **Workspace.**
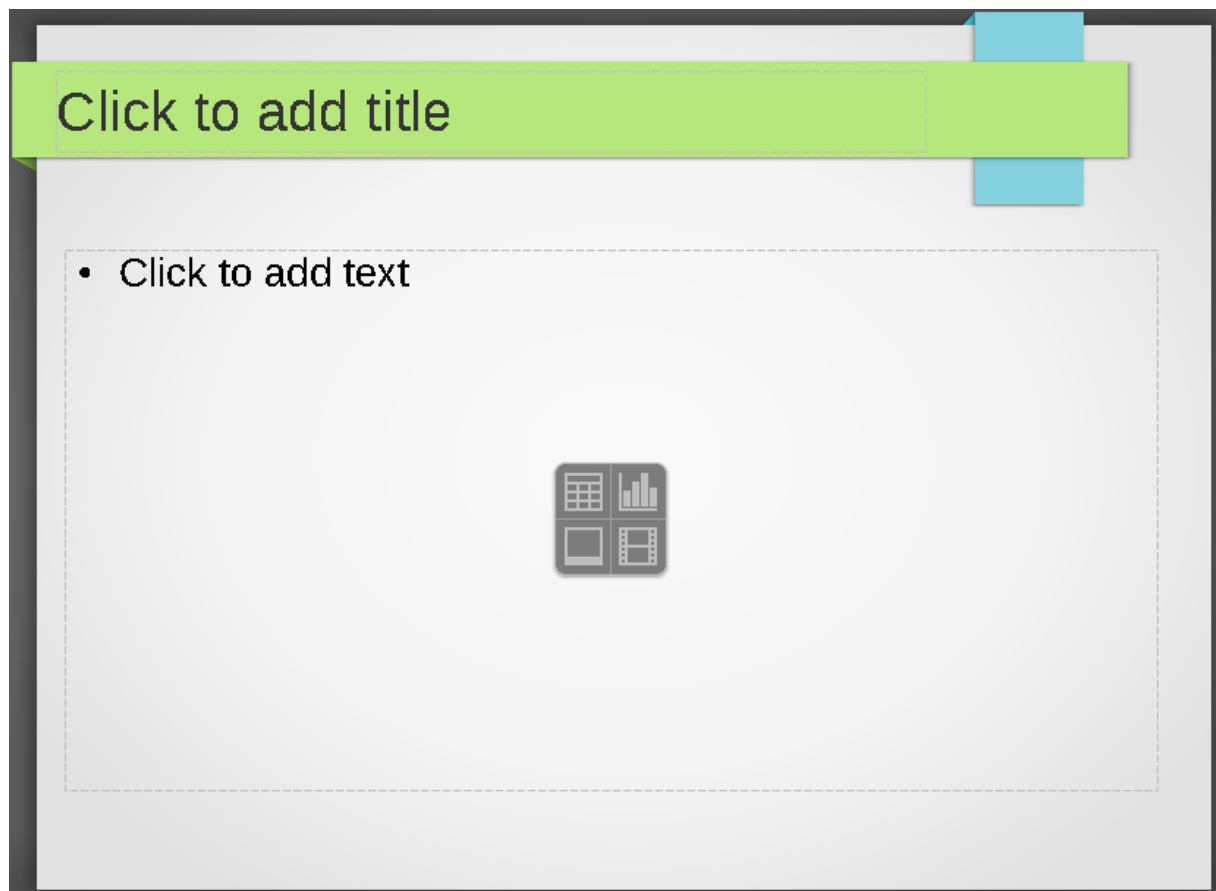
Image 23. Example of a slide with text entry fields

Copying, moving and deleting a content

In order to copy or move some text or an object in the presentation to another location (in the same presentation or another presentation), it is necessary to:

1. mark the text and press the right mouse button,
2. searh for the **Copy** command in the quick menu (keyboard shortcut: **Ctrl + C**) – for copying or **Cut** (keyboard shortcut: **Ctrl + X**) – for cutting,
3. mark the location on the slide, to which you want to move or copy the content, and press the right mouse button,
4. select the **Paste** command in the quick menu (keyboard shortcut: **Ctrl + V**).

Copying and moving via "drag and drop" method

To **copy with "drag and drop" method**, it is necessary to:

1. mark the text or the object you want to copy,
2. click the marked content and hold the left mouse button, and press and hold the Ctrl button,
3. drag the mouse cursor,
4. release the mouse button, and then the **Ctrl** button. The copy is pasted to a new position.

Moving via "drag and drop" method, is done the same way as copying, but without using the Ctrl button.

Delete button deletes the character on the right of the cursor, and the **Backspace** button deletes the character on the left of the cursor. The text can also be deleted by marking it and pressing the **Delete** button, or by cutting it, using the **Cut** command.
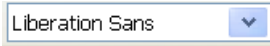
Undoing and returning the changes

Undo function is used when we want to go a step back, that is, to undo the last action.

For example, an accidentally deleted text or to make some changes, the **Undo** function returns the document to its previous state. It is a practical and frequently used function. It is located in the **Standard toolbar**, and can also be started via the combination of keys **Ctrl + Z**.

Via Redo function, the result of the Undo function is reversed. It can be used as many times, as the **Undo** function was used. It is run from the **Standard toolbar**, or via combination of keys **Ctrl + Y**.

Content formatting

Type and size of the letters is changed on the **Formatting toolbar**, which appears when you click on the text field. By clicking on the arrow next to the **Font name** box Liberation Sans ⌄ , a drop-down menu opens, where one of the offered fonts is selected, and in the Font Size box 26 ⌄ , its size is changed.

Text can be displayed in: **Bold**, *Italic* or <u>Underline</u>. Listed formatting changes are made on the **Formatting toolbar**, by selecting the following icons:

- – **selected text is displayed in bold** (keyboard shortcut: **Ctrl + B**),

- – *selected text is displayed in italic* (keyboard shortcut: **Ctrl + I**),

- – <u>selected text is displayed underlined</u> (keyboard shortcut: **Ctrl + U**),

A – shadow effect is applied to the selected text. or?

By pressing the **Character** button on the **Formatting toolbar**, the **Character** dialog box opens, in which many formatting options are offered.
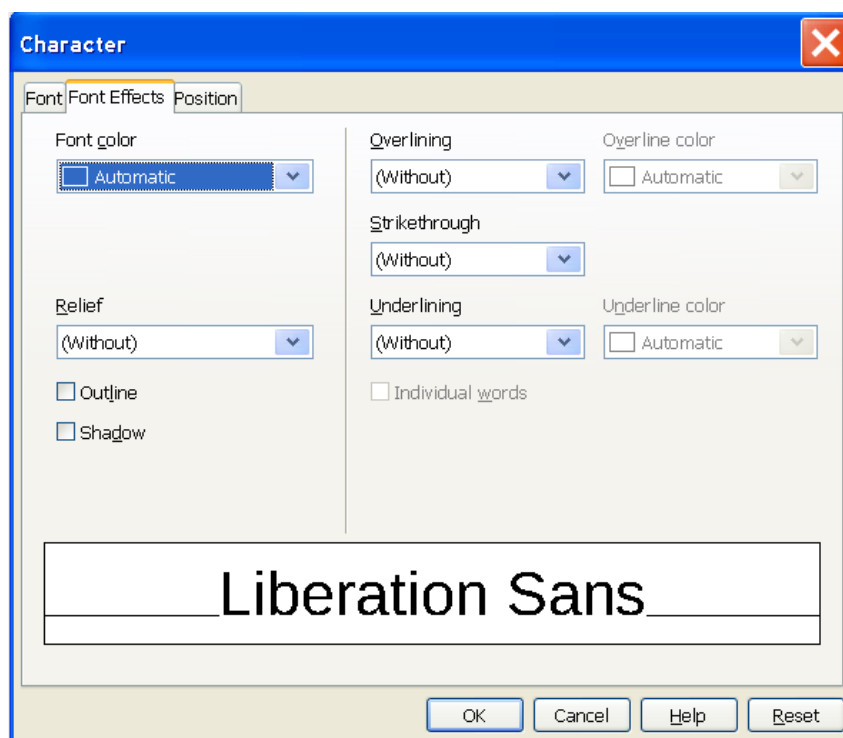
Image 24. Character dialog box

Text color is changed in the **Character** dialog box, or by clicking the **Font Color** button on the **Formatting toolbar**. Clicking on the arrow next to the icon, the menu with color palette opens.

Image 25. Offered color palette

Case type changes if you right-click on the text, and select the **Change Case** command from the quick menu. If you want to display the text in capital letters, you will select **UPPERCASE** command, and if you want to display the text in lowercase, you will select **LOWERCASE** command.

To align the text, tools on the **Formatting toolbar** are used, or it is necessary to press the right mouse button and select the **Alignment** command and the alignment mode.

Align Left – aligns the text to the left (keyboard shortcut: **Ctrl + L**).

Center – aligns the text centrally (keyboard shortcut: **Ctrl + E**).

Align Right – aligns the text to the right (keyboard shortcut: **Ctrl + R**).

Justify – aligns the text on both sides (keyboard shortcut: **Ctrl + J**).

Format Painter

To transfer a format of some text, the **Format Paintbrush** tool is used. Its icon is located on the **Standard toolbar**. It is necessary to mark the text whose formatting you want to transfer, select the **Format Paintbrush** tool and select the text to which the format is being transferred.

Working with lists

Lists are used during the various list creations and enumeration within the document. Tags that are used during that are: numbers, letters, various bullets or images.

To create a bulleted list, the **Bullets and Numbering** icon, which is located on the **Formatting toolbar**, is used. In the **Bullets and Numbering** dialog box on the **Bullets** tab, the appropriate bullet is selected.
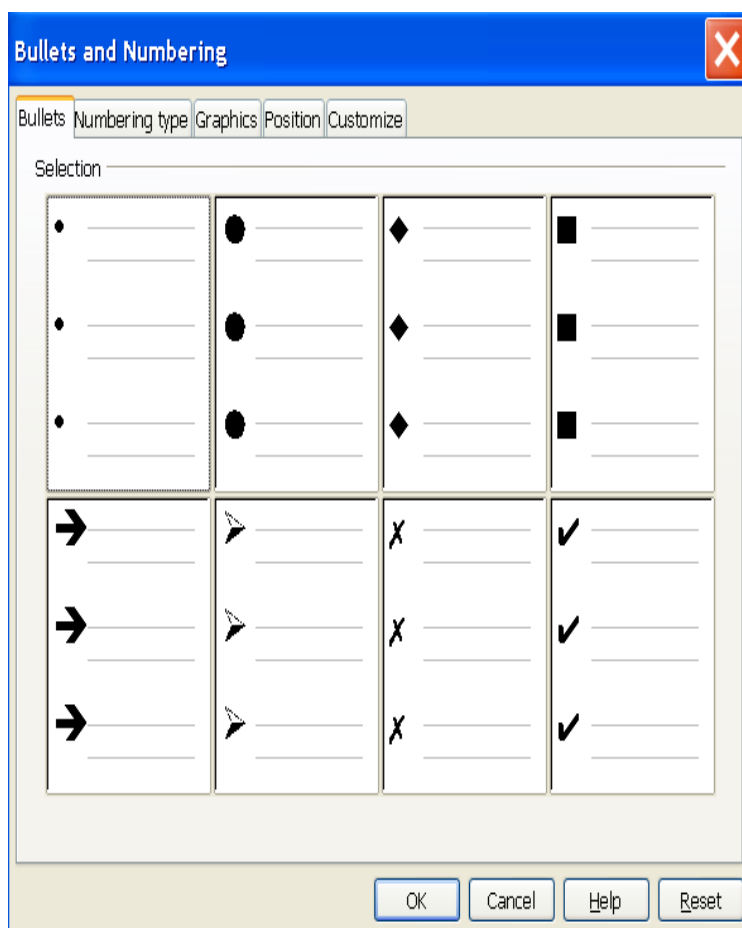

Image 26. Bullets and Numbering dialog box – Bullets tab

If a list with numerical tags is being made, the Bullets and Numbering icon will be used.

When adding or deleting an item in a numerical list, all items will automatically adjust to the correct order, after the change. To select another display mode, it is necessary to select one of the offered formats from the Bullets and Numbering dialog box.
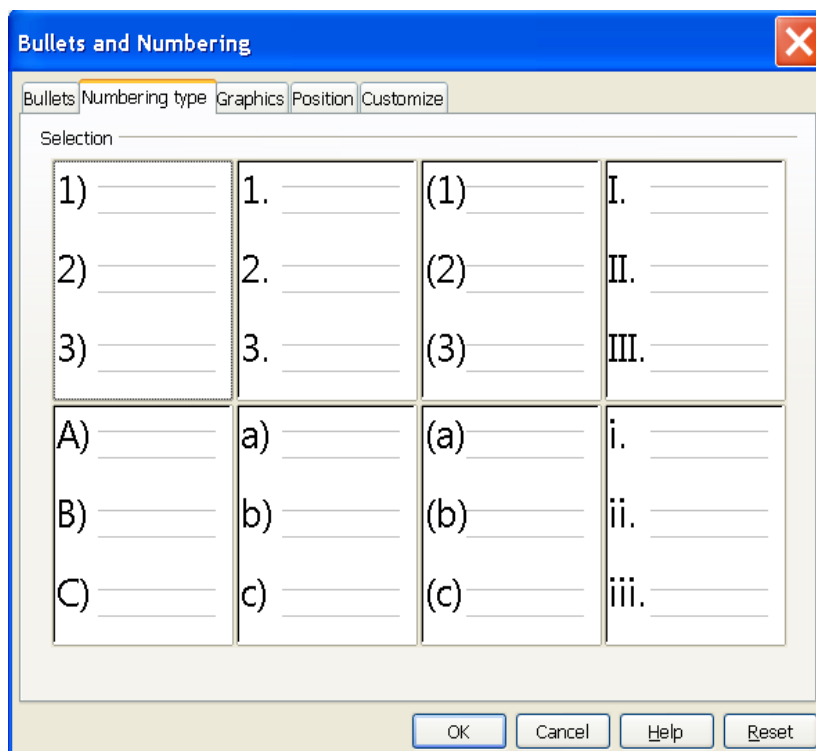
*Image 27. Bullets and Numbering dialog box – Numbering type tab*

By moving to a new line (pressing the **Enter** button), *LibreOffice Impress* application will automatically proceed with creating the list, either graphical or numerical.

The list is closed by clicking the **Bullets on/off** button on the **Formatting toolbar**.

Text can also be converted in a list later, as well as switching the list from a graphical to a numerical, and vice versa: it is enough to select the text and apply the tool.

The list can also be created by pressing the right mouse button, within the area of text entry. The quick menu will open, from which the **Bullets and Numbering** command is selected, and the corresponding tag type.

Replacing graphical tag with an image or a symbol

By clicking the **Bullets and Numbering** button, the **Bullets and Numbering** dialog box opens, in whose **Graphics** tab one of the offered tags is selected.

If you want to add another tag, which is not on the **Graphics** tab, then you select one of the tags in the **Customize** tab, by adding new tags from the computer *From file* (dialog box in which the location of the desired tag is specified) or from the extended gallery, tag **Gallery.**
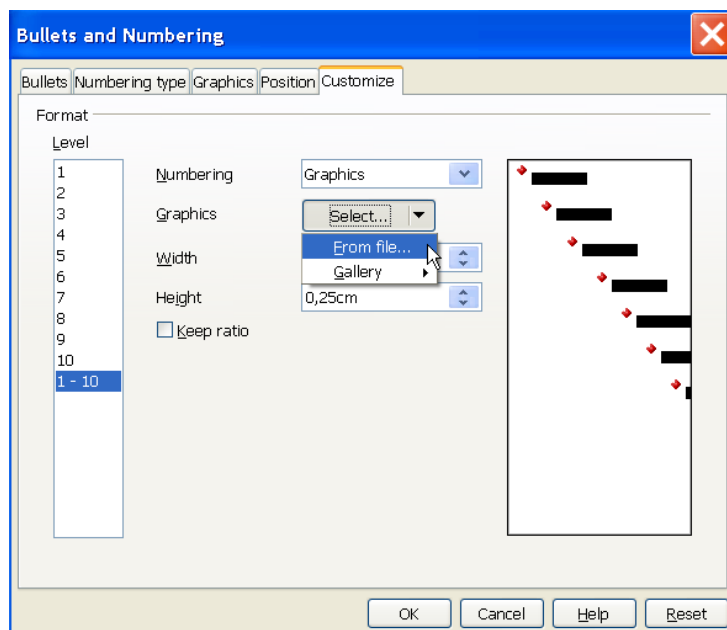
Image 28. Bullets and Numbering dialog box – Customize tab

Resizing graphical or numerical tags

By clicking on the **Bullets and Numbering** button, the **Bullets and Numbering** dialog box opens, in whose **Customize** tab the **Color** and **Relative size** of the tags are changed.
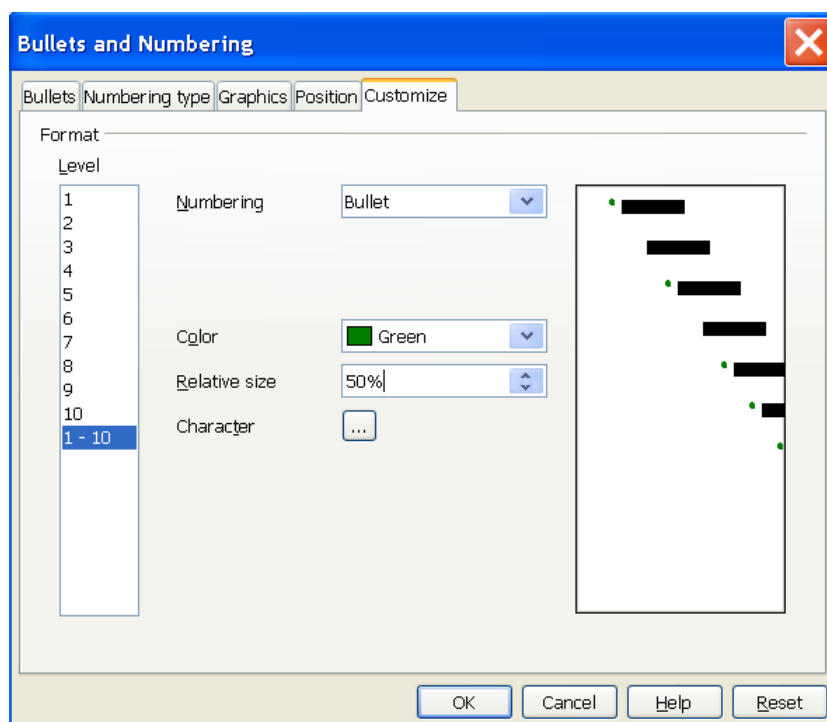

Image 29. Bullets and Numbering dialog box – Customize tab

Changing the level of the listed item

The item in the list or the entire list, are indented by marking them and clicking the **Demote** ➡ button on the **Formatting toolbar**, or by the combination of keys **Alt + Shift + right arrow.**

Indent is deleted, by positioning yourself in the line with the indent that you want to delete, and clicking the **Promote** ⬅ button on the **Formatting toolbar**, or by the combination of keys **Alt + Shift + left arrow.**

By right-clicking on the window with the text, the quick menu opens, from which the **Paragraph** command is selected, or by clicking on the **Paragraph** button on the **Formatting toolbar.** A **Paragraph** dialog box opens. In its **Indents & Spacing** tab, a desired paragraph indent or **Indents First line**, **Spacing** or **Line spacing** can be selected. In the **Alignment** tab, or by selecting a tool for alignment on the **Formatting toolbar**, the type of text alignment can be selected.
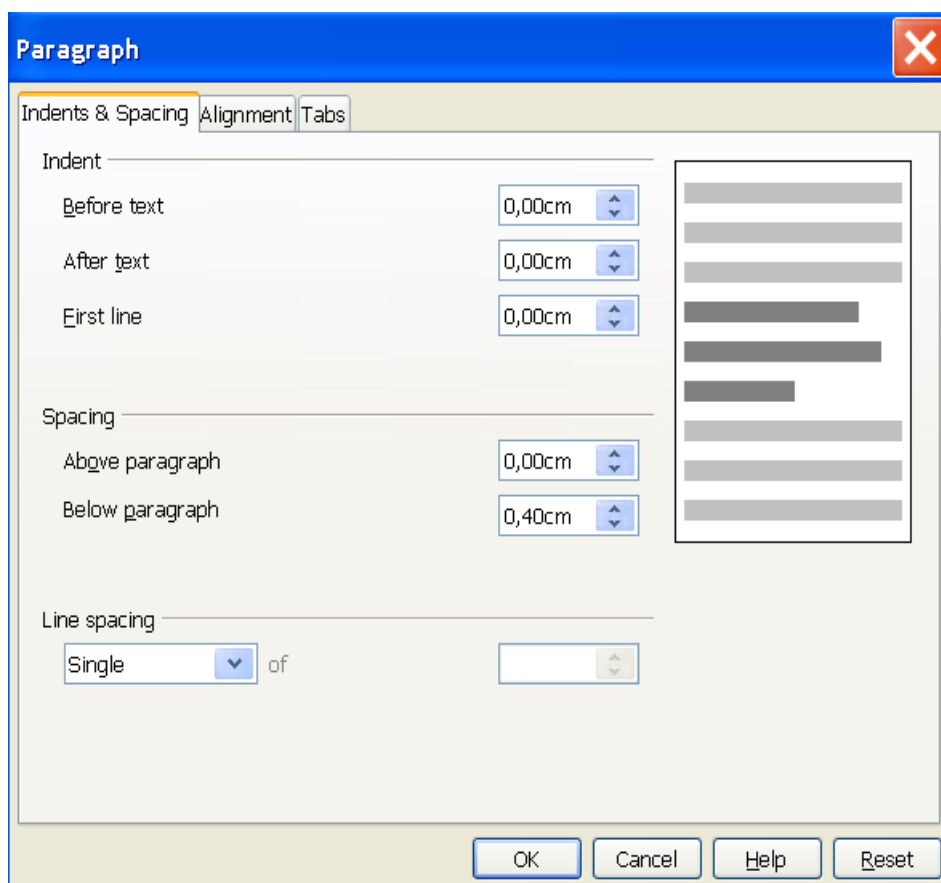

Image 30. Paragraph dialog box

Working with tables

Inserting tables

Tables are inserted by selecting the **Table** ⊞▾ icon on the **Standard toolbar**, or by selecting the **Table** command on the **Insert** tab. In the **Insert Table** dialog box, the **Number of columns** and the **Number of rows** are specified.
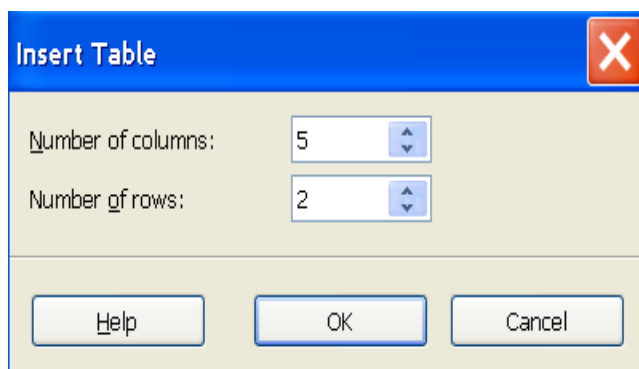

Image 31. Insert Table dialog box

By clicking on the arrow next to the **Table** icon, the **Table** drop–down menu opens, by dragging the cursor, the desired number of rows or columns is being selected.
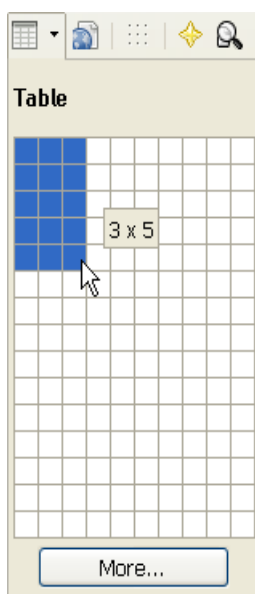

Image 32. Table drop–down menu

Every time you click on a table, the **Table bar** appears on the **Status bar. Table bar** can be opened if the **Toolbars** command and the **Table** are selected in the **View** menu.
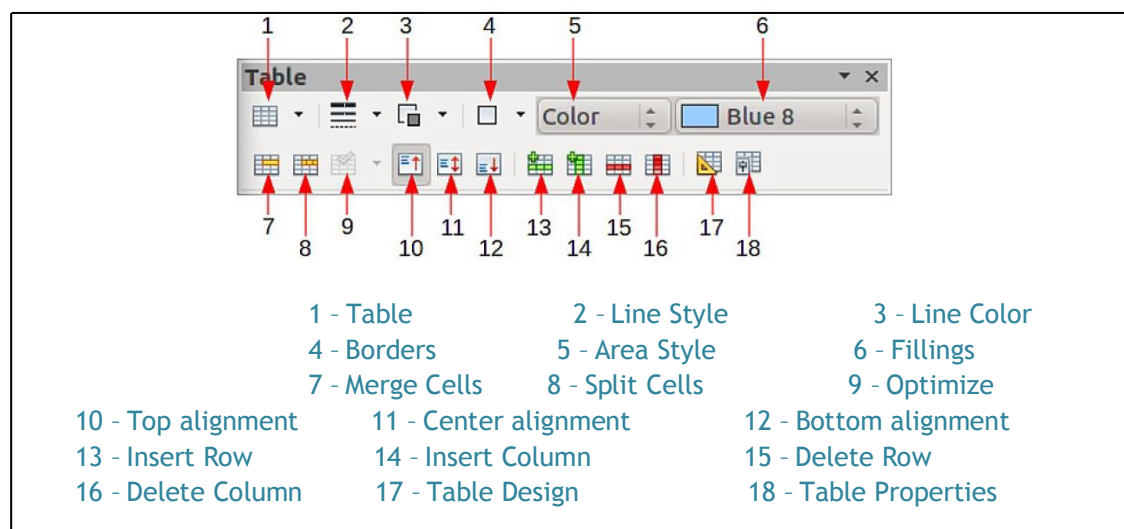
Image 33. Table bar

Entering and editing data in a table

The content of a table is entered by placing the insertion point in a table cell and entering text. Moving the insertion point in a table can be done in three ways:

- by pressing the left mouse button,
- by the TAB key on a keyboard,
- by arrow keys on the keyboard.

Selecting

A cell within a table is selected by positioning yourself along its left edge, and when the mouse cursor changes to a sloped white arrow , you press the left mouse button.
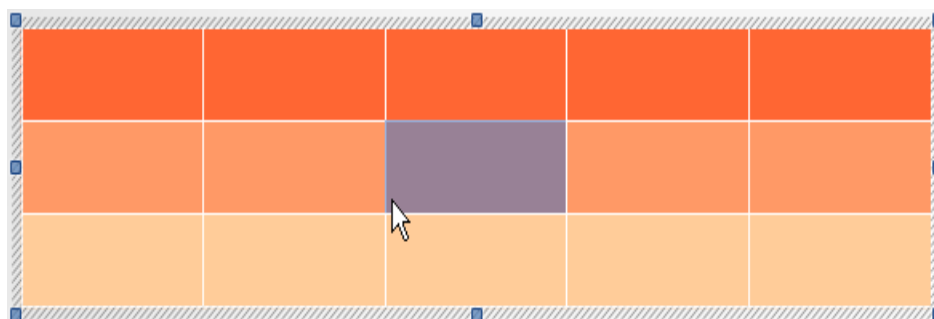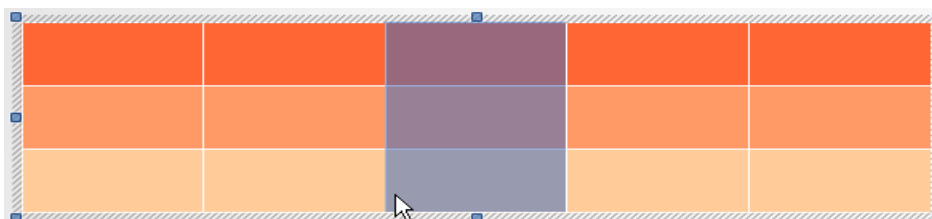

Image 34. Selecting a cell

A column within a table is selected, by positioning yourself above the column you want to select, and when the mouse cursor changes to a sloped white arrow , you press the left mouse button and drag it to the end of the column.

A column can also be selected by pressing the right mouse button on the column you want to select, and selecting the **Column** and **Select** commands from the quick menu.
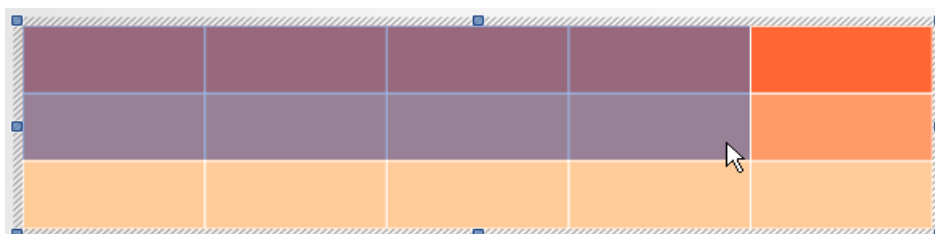
Image 35. Selecting a column

A row is selected by positioning the cursor on the left side of the row you want to select, and when the cursor changes to a sloped white arrow , you press the left mouse button and drag it to the end of the row.

A row can also be selected by pressing the right mouse button in the row you want to select, and selecting the **Row** and **Select** commands from the quick menu.
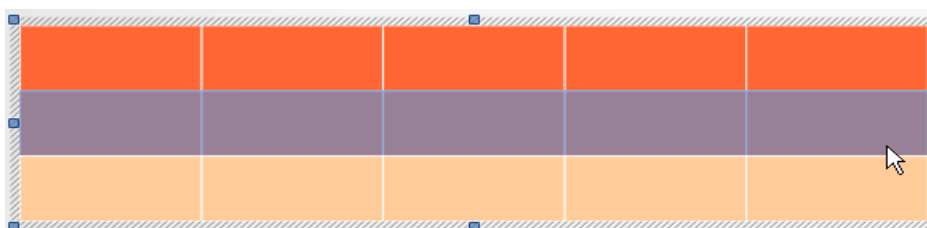
Image 36. Selecting a row

To select the entire table, first click on its edge. Then position yourself in the upper corner of the table. When the mouse cursor changes to a sloped white arrow , select the desired number of rows and columns with the left mouse button.

Image 37. Selecting an entire table

If you want to move the table, position yourself on its edge, and when the cursor changes to a cross , drag the table to a specified location.

Table formatting
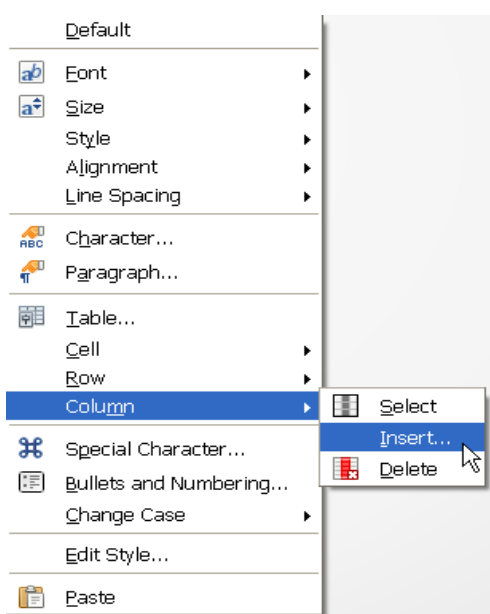
Tools for inserting rows and columns are located in the quick menu. On the location specified for the insertion, press the right mouse button, and select the Row or Column command and the desired operation from the quick menu.

Another way is to select the Toolbar and the Table bar,from the **View** tab, which is located on the **Status bar**. Tools for editing are located on the **Table bar**. Via **Insert Row** icon a row is inserted, and via **Insert Column** icon a column is inserted.

Image 38. Quick menu – Column command

The **Table bar** appears on the **Status bar**, only if you previously click on the table.

Image 39. Table bar

Adjusting row height and column width via mouse

It is necessary to position yourself on the border line between the two columns, and when the cursor changes to a sign ⁺‖⁺, press the left mouse button, hold and drag it until the column achieves the desired width.

Image 40. Modifying column width

If you want to modify the row height, you need to be positioned on the border line between the two lines, and when the cursor changes to a sign ⬍, repeat the procedure described above.
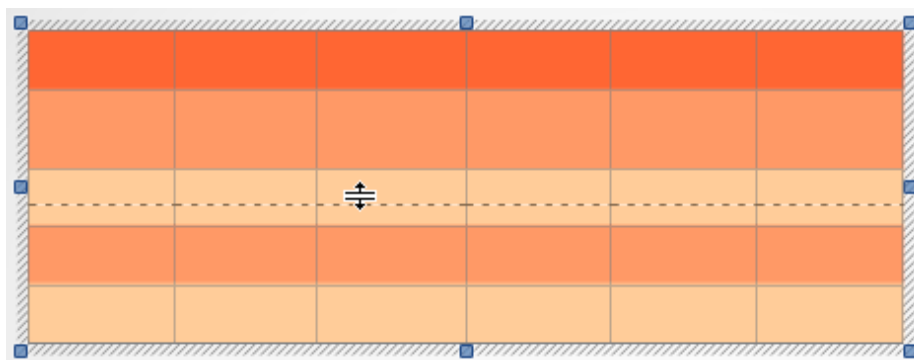
Image 41. Modifying row height

Table borders and shading

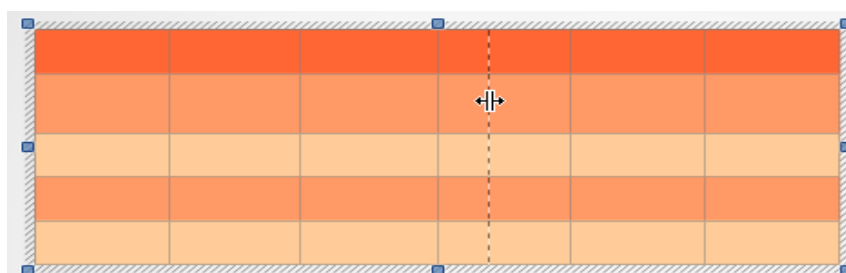Modifying the cell background is done by clicking on the arrow next to the **Area Style/Filling** box, on the **Status bar**. One of the area styles or filling styles can be selected: **Color**, **Gradient**, **Hatching** or **Bitmap**. After one of the styles has been selected, the fillings are selected from the adjacent menu.
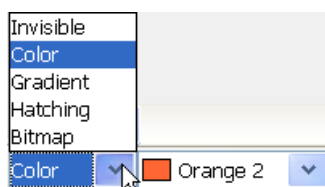
Image 42. Area Style/Filling drop-down menu
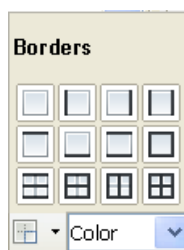
By clicking on the **Borders** icon on the **Status bar**, the selected table has more offered borders options.

Image 43. Drop-down menu – Borders command

Deleting a table

Table rows or columns, are, after positioning, deleted by clicking on the **Delete Row** icon, or the **Delete Column** icon on the **Status bar.**

Another way is to press the right mouse button on the location specified for deletion, and select **Row** and **Delete** or **Column** and **Delete** from the quick menu.

4   USING CHARTS

Inserting charts

If you specify that the slide has some kind of content (e.g. Title and Content) in the **Layouts**, buttons for object insertion (chart, table, image, etc.) will be visible on the slide. To insert a chart, it is necessary to press the **Insert Chart** button, within the **Workspace**.
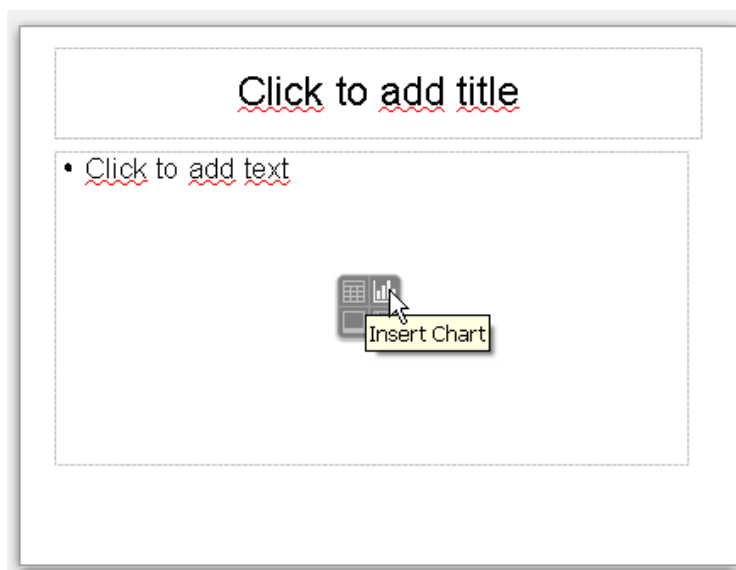
Image 44. Adding a chart by clicking on the Insert Chart button

Chart can also be inserted via **Insert** menu, by selecting the **Chart** tool or the **Chart** button from the **Standard toolbar.**

Chart type selection

Chart editing box opens:

- by double-clicking on a chart, or
- by pressing the right mouse button on the chart area, and by selecting the Edit command from the quick menu.

By clicking outside the chart, you return to the default Layout.

In the open dialog box for chart editing, the chart type is selected by clicking the **Chart Type** button. The **Chart Type** dialog box opens.
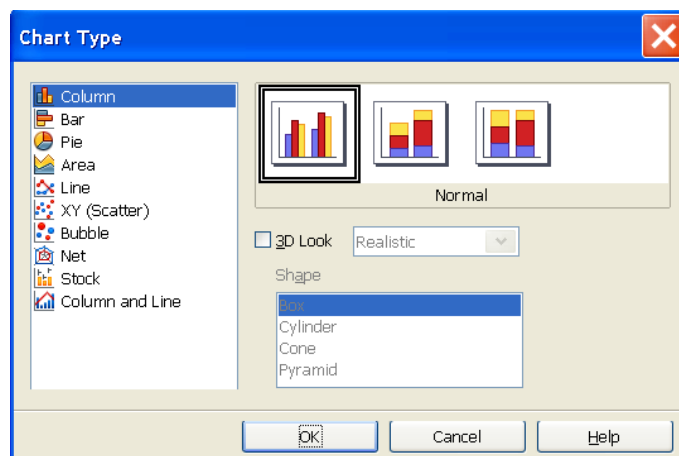
Image 45. Dialog box for the selection of Chart Type

After the chart type is selected, it is necessary to select the **Chart Data Table** button. The **Data Table** dialog box opens, in which the data that you wish to display on the chart is entered. The chart layout is modified in accordance with the entry.
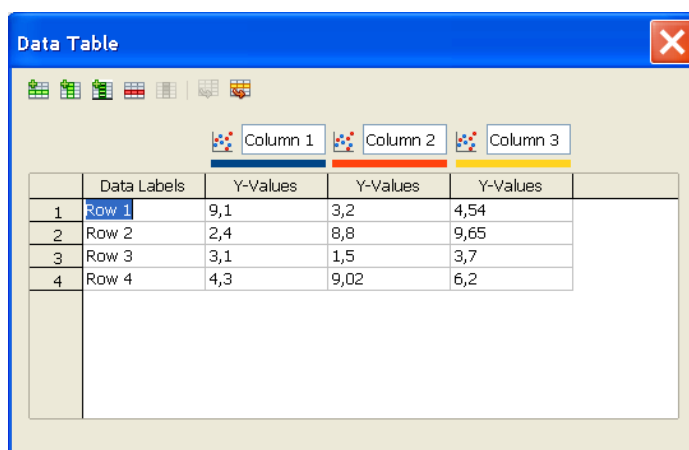
Image 46. Worksheet in which the Data Table is entered

Chart tools

In order to mark the chart, it is necessary to press the left mouse button over the chart area.

It is necessary to press the right mouse button within the chart area, and select the **Edit** command from the quick menu.

Title formatting

If you want to format a chart title, select the **Titles** command from the **Insert** tab, or press the right mouse button and select the **Titles** from the quick menu. The

Titles dialog box opens, in which you enter the desired fields. The entry is confirmed by clicking the **OK** button.

Image 47. Title formatting

Double-clicking on the title can directly modify the content of the title.

If the title is clicked once, the mouse arrow changes to ✛, and the title can be moved to the desired position.

Additional formatting is performed if the **Title** command and the appropriate title are selected from the **Format** tab, or if you click the right mouse button on the title and select the **Format Title** from the quick menu. A dialog box opens, where you can change the **Borders**, the **Area**, the **Transparency**, the **Font**, the **Font Effects** and the **Alignment**.

Adding a legend

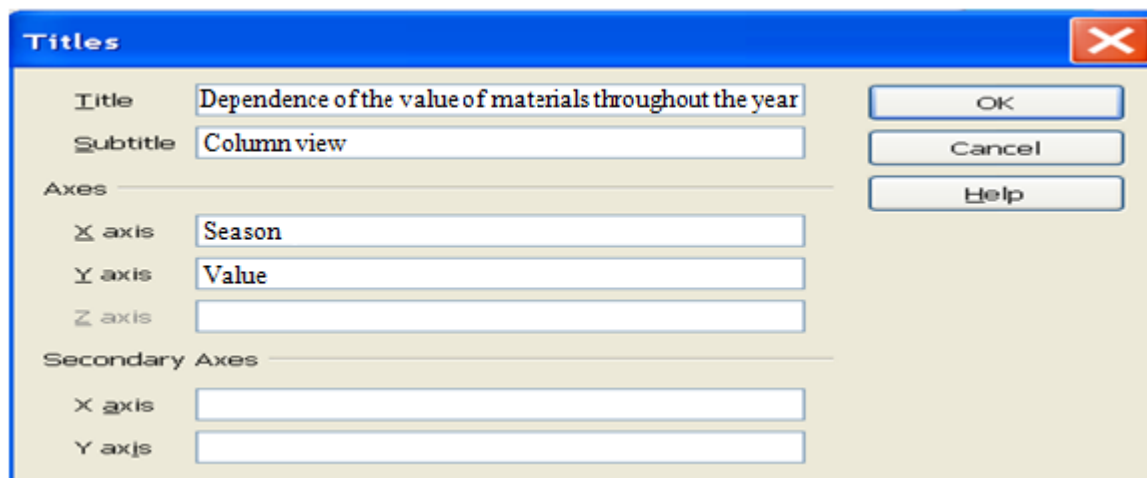If you want to add a legend, select the **Legend** command on the **Insert** tab, or press the right mouse button and select the **Legend** command from the quick menu.

A dialog box opens, in which the **Display Legend** and the position of the legend are selected. The content of a legend is formatted by clicking the **Chart Data Table** 🗄 button. The **Data Table** dialog box opens, in which the desired titles are entered, under the **Categories** column, e.g. column view or **Data Labels**.

Change a background color of the chart area

To change a background color of the chart area, it is necessary to:

- select the **Chart Area** command on the **Format** tab, or

- click the right mouse button on the chart area, and select the **Format Chart Area** from the quick menu.

The **Chart Area** dialog box opens, in whose **Area** tab the type of fill and the background color are selected. In this way, the area of the entire window with the chart is modified.
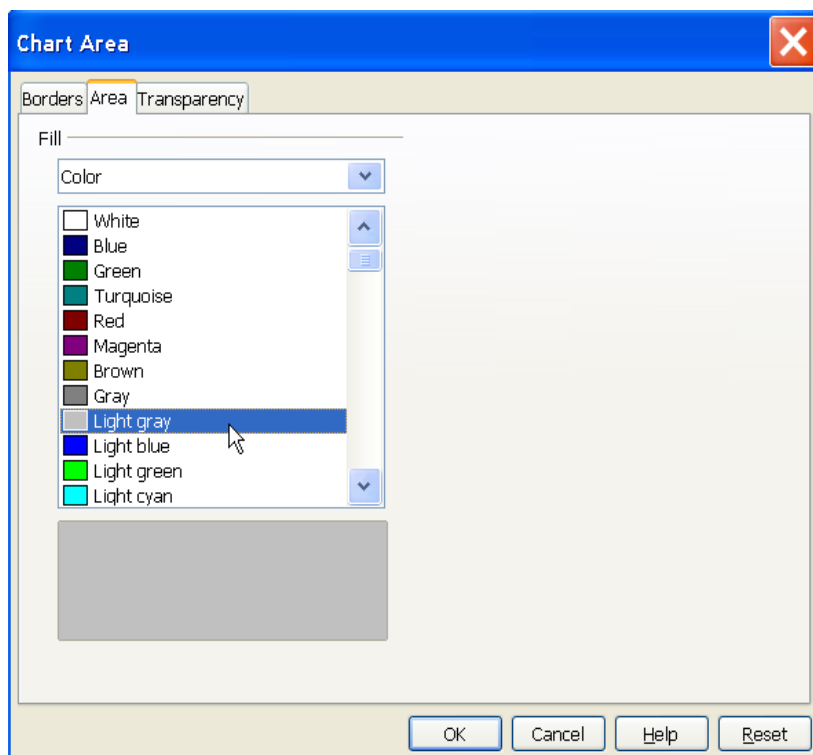
Image 48. Chart Area dialog box

If you want to modify only the background behind the chart, it is necessary to:

- select the **Chart Wall** command on the **Format** tab, or
- click the right mouse button on the chart background, and select the **Format Wall** from the quick menu.

The **Chart Wall** dialog box opens, in whose **Area** tab the type of fill and the background color are selected. In this way, the chart background is modified.
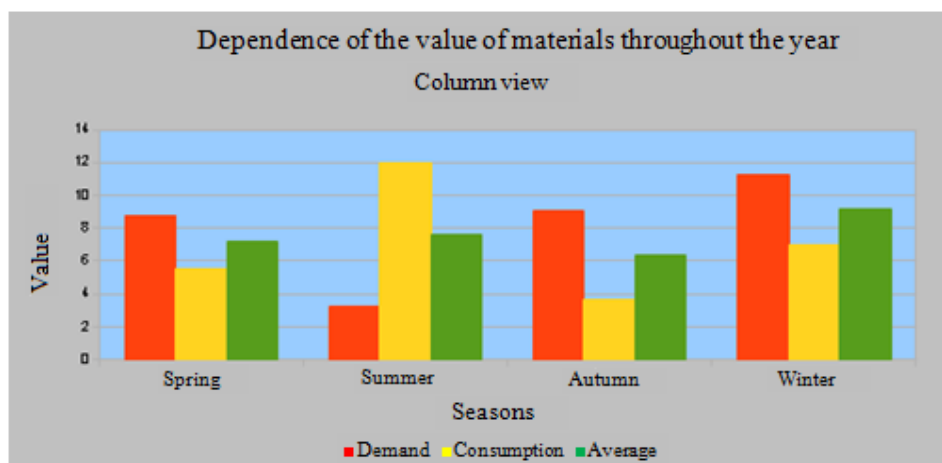
Image 49. A chart with a grey chart area and a blue chart wall

Changing the color of chart elements

If the column, the bar, the line or the pie clip (depending on the selected chart type) are double-clicked, or the desired **Data Series** is selected on the **Formatting toolbar**, and the **Format Selection** button is clicked, the **Data Series** dialog box opens, in whose **Area** tab the type and the color of the fill are selected.
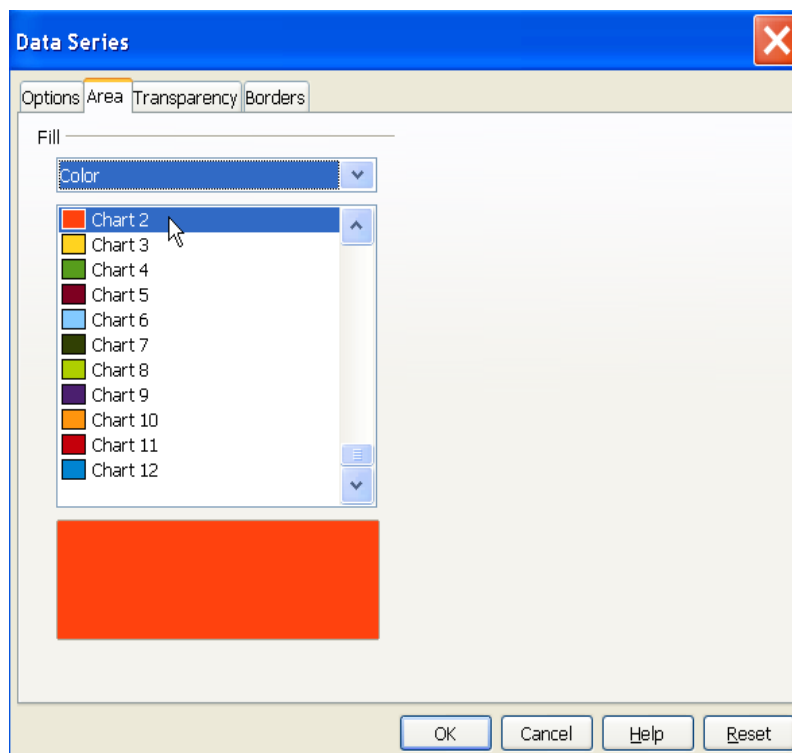
Image 50. Data Series dialog box

Organization charts

The organization chart is created by opening the **Drawing** bar in the **View** menu. The **Drawing** bar appears on the **Status bar**. The desired shapes, which are connected via **Connector** icon on the **Drawing** bar, are selected on the **Drawing** bar. If the arrow next to the **Connector** icon is clicked, a drop-down menu with possible connectors will appear.
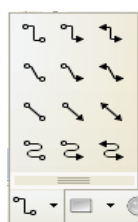
Image 51. Menu with connectors (Connector)
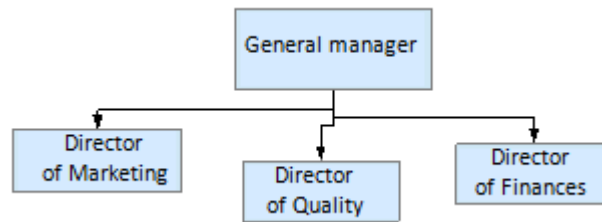
Image 52. Hierarchy chart - misaligned

Modification of a hierarchy structure

If it is necessary to join a new article to the chart, the **Connector** ⌐ ▾ icon is selected by left mouse button. The first connection point is selected by the left mouse button. The left mouse button should be pressed, until the mouse is positioned on another connection point. In order for all the shapes and lines to be aligned, a shape or a line is clicked, and moved to the desired side by the arrow on the keyboard.
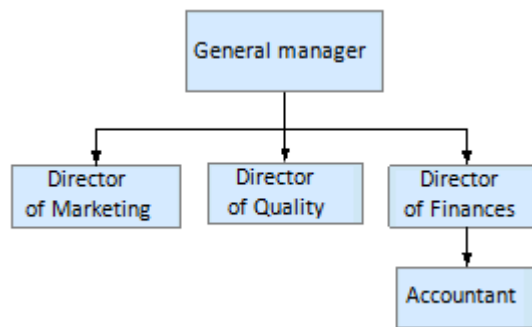
Image 53. Adding a new article to the chart – aligned

5   IMAGES, DRAWINGS, SKETCHES

Inserting graphic objects in a slide

For slides that have default content (e.g. *Title and Content*) in the **Layout**, the buttons for object insertion will be visible on the slide. Clicking on the button, the **Table**, the **Chart**, the **Image** and the **Movie** can be inserted in a slide. Objects can also be inserted via the **Insert** menu, by selecting the desired tool.

Image 54. Icons for inserting objects - Insert Picture

Object is **marked** by clicking on it. Object is **deleted** using the Delete button.

Copying, moving within the presentation and between open presentations

If you want to move an object to a different location on a slide by the **"drag and drop"** method:

- mark the object,
- press and hold down the left mouse button over it,
- drag the mouse cursor to a desired location,
- release the mouse button.

If you want to move an object to the slide in the same or another presentation:

- mark the object,
- click the right mouse button to open the quick menu,
- in the quick menu, select the **Cut** command,
- position yourself in the slide in which you want to move it,
- from the quick menu (right mouse button) select the **Paste** command.

If you want to copy an object to the slide in the same or another presentation:

- mark the object,
- click the right mouse button to open the quick menu,
- in the quick menu, select the **Copy** command,
- position yourself in the slide in which you want to copy the object, and
- from the quick menu (right mouse button) select the **Paste** command.

Resizing, deleting

Position yourself in the corner of the object, and when the cursor changes to a double-headed arrow, click and hold the left mouse button and drag the cursor until the desired size is achieved.

Image 55. Resizing Shapes

Another way is to right-click on the object. The quick menu opens, in which the **Position and Size** command is selected. The **Position and Size** dialog box opens. In the open **Position and Size** dialog box, the **Position and Size** tab is selected, where the desired values for the **Width** and the **Height** are entered.

If the object is marked, the **Position and Size** dialog box can be opened from the **Format** menu, by selecting the **Position and Size** command, or by pressing the **F4** function key.

Deleting objects

Objects are deleted by marking them and pressing the **Delete** button.

Rotation

After marking the object (blue squares are displayed on the edges of the object), click on the object one more time, or click on the **Rotate** icon on the **Drawing** bar (red circles are displayed on the edges of the object).

White circle in the center of the text box indicates the center of rotation, and it can be moved as desired. Then the rotation regulator (recognizable by the red circles) is clicked on, the left mouse button is pressed and held, and dragged in the desired direction.
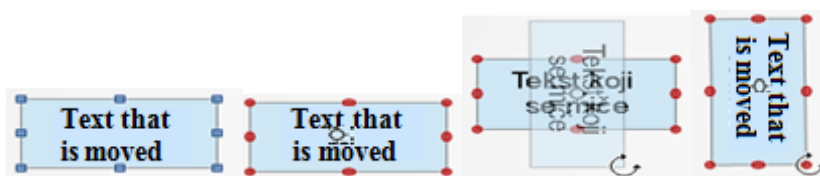
Image 56. Rotation procedure of objects

Another way of rotating is by **Position and Size** dialog box which opens via **Format** menu, or by pressing the **F4** function key.

In the **Position and Size** dialog box, on the **Rotate** tab, the **Pivot point** and the **Rotation angle** are entered.
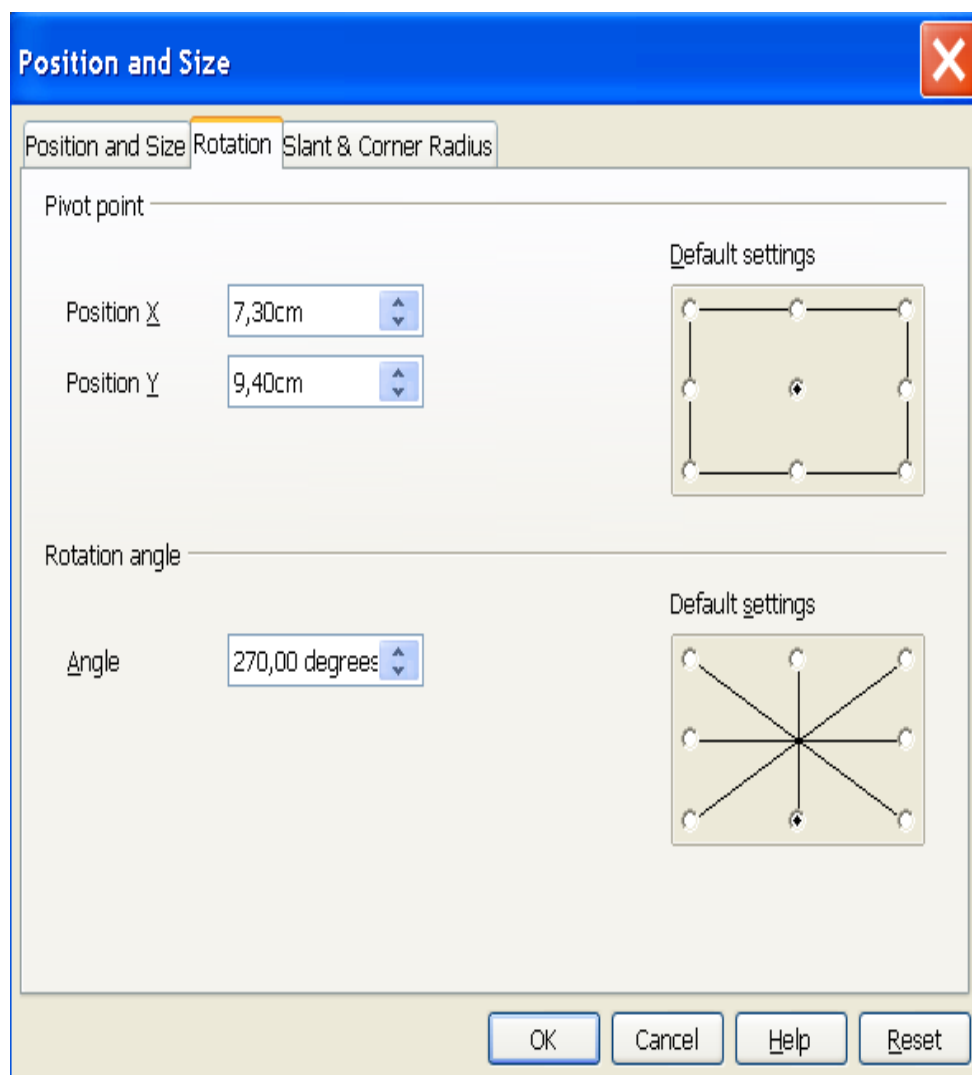
Image 57. Position and Size dialog box – Rotating shapes

Alignment

Right-clicking on the shape selects the **Alignment** command and one of the offered options from the quick menu.

The **Alignment** icon is also located on the **Drawing** toolbar. The menu with available ways of alignment is opened by clicking on the **Alignment** icon.

Image 59. Alignment commands on the Drawing toolbar
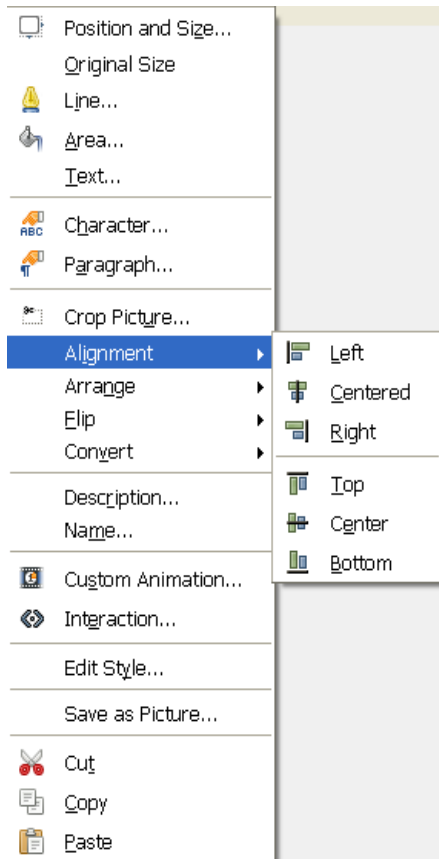
Image 58. Alignment – Quick menu

Shapes and text boxes

Shapes are inserted in a slide by selecting the **Toolbars** command and the **Drawing** toolbar, in the **View** tab.

Image 60. Drawing toolbar

You need to click on a shape that you want to insert, and select the appropriate shape from the menu. Once the cursor changes to a cross, it is necessary to hold the left mouse button and drag it, until the desired size of the shape is achieved.

Image 61. Drawing shapes

Text is added to the shapes by positioning within the shape and entering the text, or by pasting it using the **Paste** command.

Changing color, line thickness and line type

Shapes are edited via the **Drawing** toolbar, or via the **Format** menu, and lines and fillings via the **Line and Filling** toolbar.
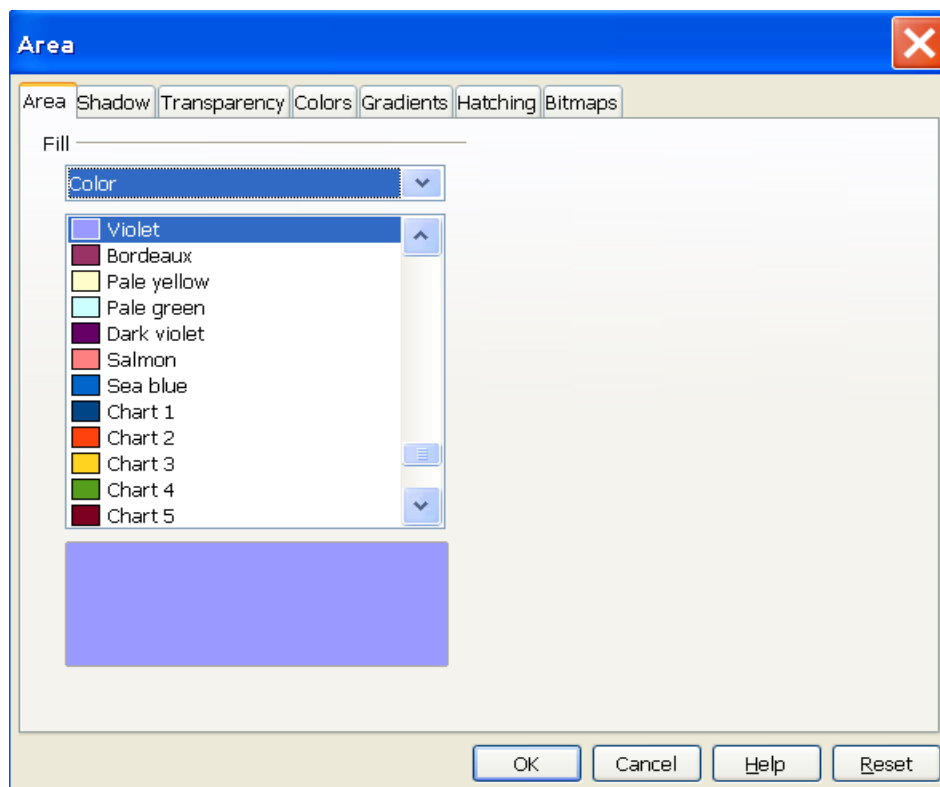
Via **Area** tool on the **Line and Filling** toolbar, the filling of the shape is edited. Clicking on the **Area** tool, the **Area** dialog box opens, with tabs:

- **Area** – specifying the fill of the shape: **No Fill**, **Color**, **Gradient**, **Hatching** and **Bitmap**,

- **Shadow** – specifying properties and the location of the shapes shadow,

- **Transparency** – specifying shapes transparency,

- **Colors** – selecting the color, which will be displayed as the shapes background,

- **Gradient** – overflow between two or more colors,

- **Hathching** – specifying the hatching fill,

- **Bitmap** – specifying the painted fill.

Image 62. Area dialog box – Area tab

The layout of the shapes' edges is edited by the **Line** tool on the **Line and Filling** toolbar. Clicking on the **Line** tool, the **Line** dialog box opens, with tabs:

- **Line** – the characteristics of lines, **Style** (full, dashed), **Color**, **Width** and **Transparency** are selected, and the characteristics of arrows,

- **Line Styles** – a certain line type (dash number, length, spacing between dashes) is edited, or a new line is specified,

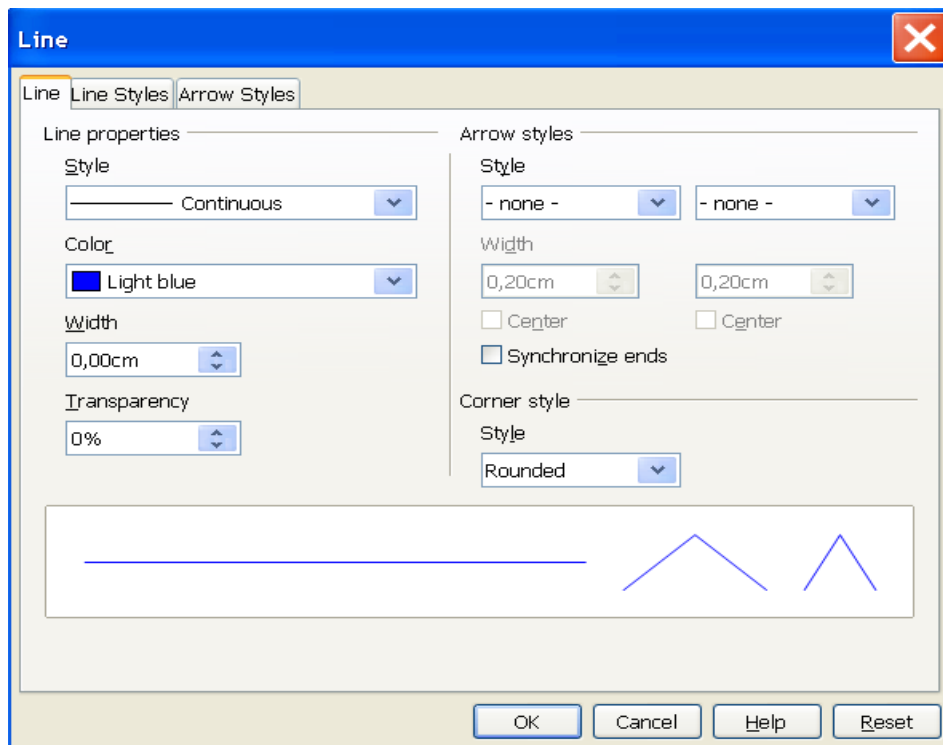- **Arrow Styles** – a certain **Arrow Style** is edited.

Image 63. Line dialog box – Line tab

After an arrow is inserted in a slide (by Drawing toolbar), the beginning type and the end type are changed via **Line and Filling** toolbar, or via **Line** dialog box. First, it is necessary to select an arrow and click on the Line ⚠ icon. The **Line** dialog box opens, in whose **Line** tab, the arrow styles (type, width) are specified.
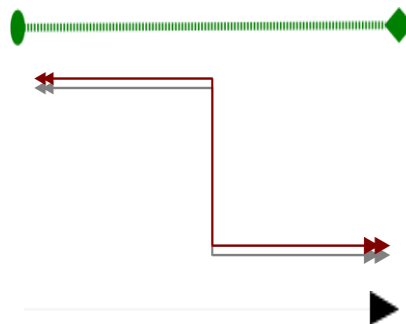
Image 64. A few arrows with different types of beginnings and endings (Arrow Style), lines and colors

Adding a shadow to the shapes is done by the tool 🟨 , in the **Line and Filling** toolbar. Clicking on the **Line** icon ⚠ opens the **Line** dialog box, in whose **Shadow** tab, a shadow layout can be modified, by using the tabs:

- **Position** – possible shadow positions,
- **Distance** – distance between a shadow and an object,
- **Color** – shadow color,

- **Transparency** – shadow transparency.
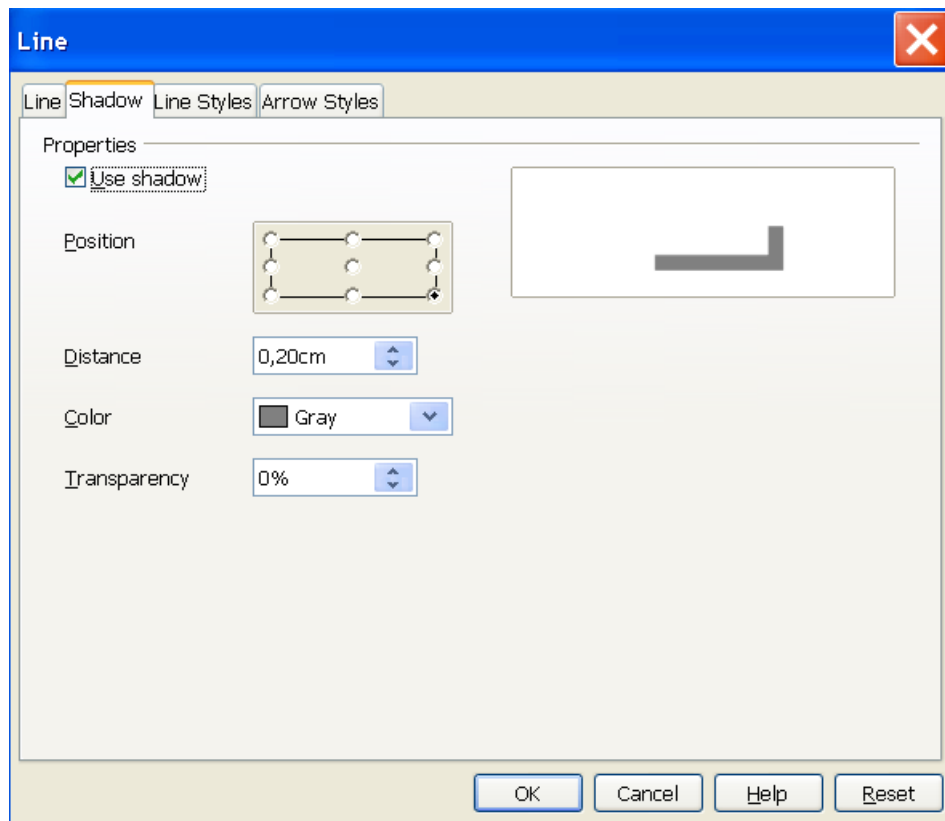
Image 65. Line dialog box – Shadow tab

To facilitate/ease the work and simultaneously perform the moving, resizing or the rotation of all the shapes – shapes can be grouped. Before grouping, shapes need to be marked and:

- select the **Group** command in the **Format** menu,
- or click the right mouse button, and select the **Group** command from the quick menu.

Commands are selected in the same way:

- **Ungroup** – separating in to individual items,
- **Enter Group** – for editing grouped shapes,
- **Exit Group** – exit from grouped shapes.

The commands for aranging objects are selected by the **Arange** tool on the **Drawing** toolbar.

Image 66. Arange commands on the Drawing toolbar

Bring Forward

or Ctrl + +

Bring To Front

or Ctrl + Shift + +
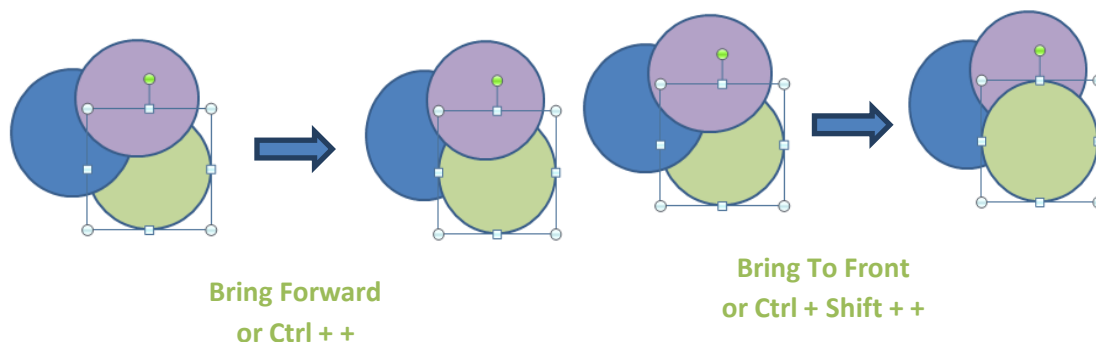
The shape is moved by one level forward. other objects.

The shape is moved ahead of all

Send Backward

or Ctrl + -

Send to Back

or Ctrl + Shift + -
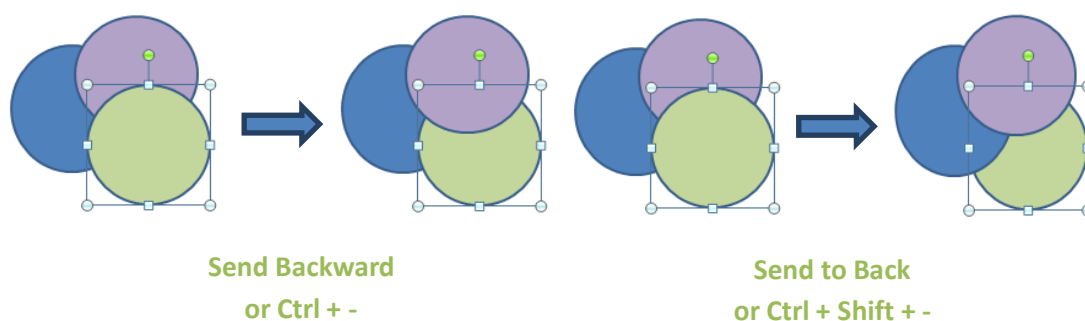
The shape is moved backward by one level. other objects.

The shape is moved behind all

Image 67. Arrangement of objects

6   OUTPUT RESULTS

Transitional effects between slides

The transition from one slide to another is specified by the **Slide Transition**. Before adding an effect to the slide, it is necessary to mark it by clicking on the slide thumbnail, on the left side of the window – if the **Normal** view is used. Then, the **Slide Transition** tab is selected in the **Tasks** pane (right of the desktop).

The **Slide Transition** command can also be found in the **Slide Show** menu.
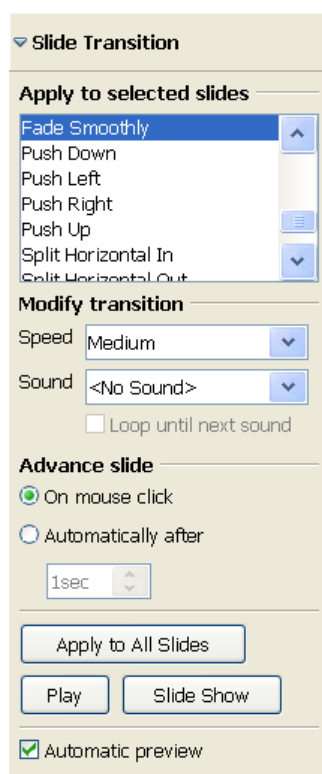
Image 68. Slide Transition tab

Options of **Slide Transitions:**

- **Speed** – a speed of movement of the slide is selected,

- **Sound** – a soundtrack that will accompany the transition is selected,

- **On Mouse Click** – when this option is marked, the transition to another slide is activated by clicking the left mouse button,

- **Automatically after** – if this option is marked, a time period after which the transition will happen is specified,

- **Apply to All** – selected transition options are applied to all slides in a presentation.

The **Slide Show** command is used to browse the effects, set up on the slide.

Animation effects

Animation effects are similar to the slide transition effects, but in this case, the way a text and objects (tables, charts ...) appear on a slide is specified. Before an animation is added to the text or object, it is necessary to mark them, and click the **Add** button on the **Custom Animation** tab. The **Custom Animation** dialog box opens, in which one of the animations is selected.

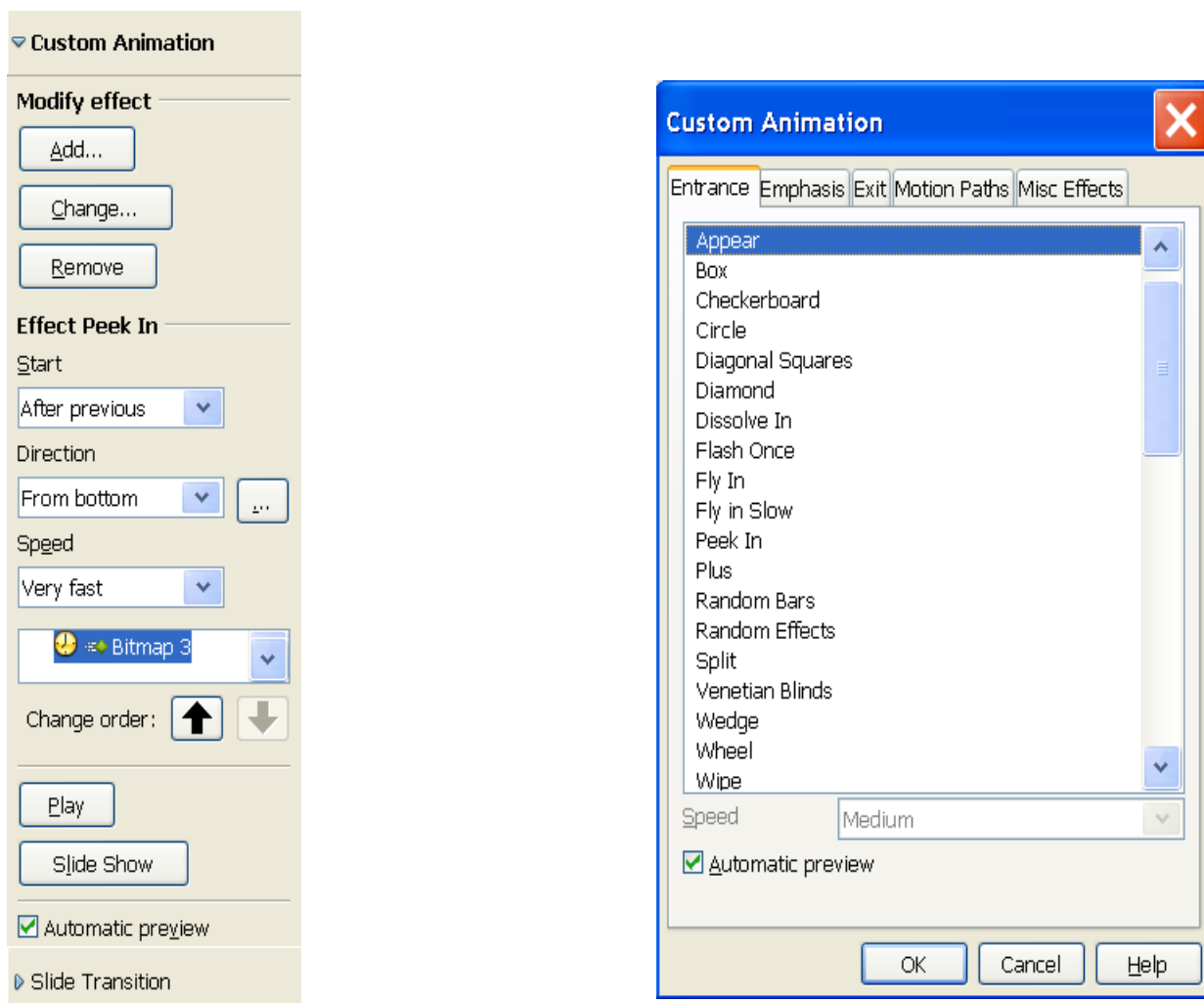The **Custom Animation** command can also be found in the **Slide Show** menu.

Image 69. Custom Animation tab and dialog box

Adding, **Changing**, or **Removing** effect, setting up the **Start** of the animation, the **Direction** from which the animation starts, the **Speed** of the animation, and changing the animation order **(Change order)** of the text and object can be done on the **Custom Animation** tab.
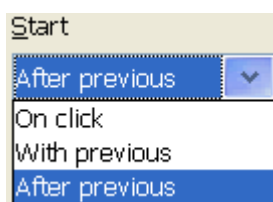
Image 70. Start drop-down menu of the animation display

Clicking on the **Start** opens a drop-down menu, where you can:

- by *On Clicking* – activate the animation by clicking the left mouse button,
- **With Previous** – run the animation together with the animation of the object that precedes him,
- with **After Previous** – run the animation after the animation of the previous object.

Animation is browsed by clicking on the **Play** button.

If you want to remove all the animations from the presentation, it is necessary to select the **Slide Show Settings** command from the **Slide Show** menu. The **Slide Show** dialog box opens, in which the tick next to the **Animations allowed** is removed.
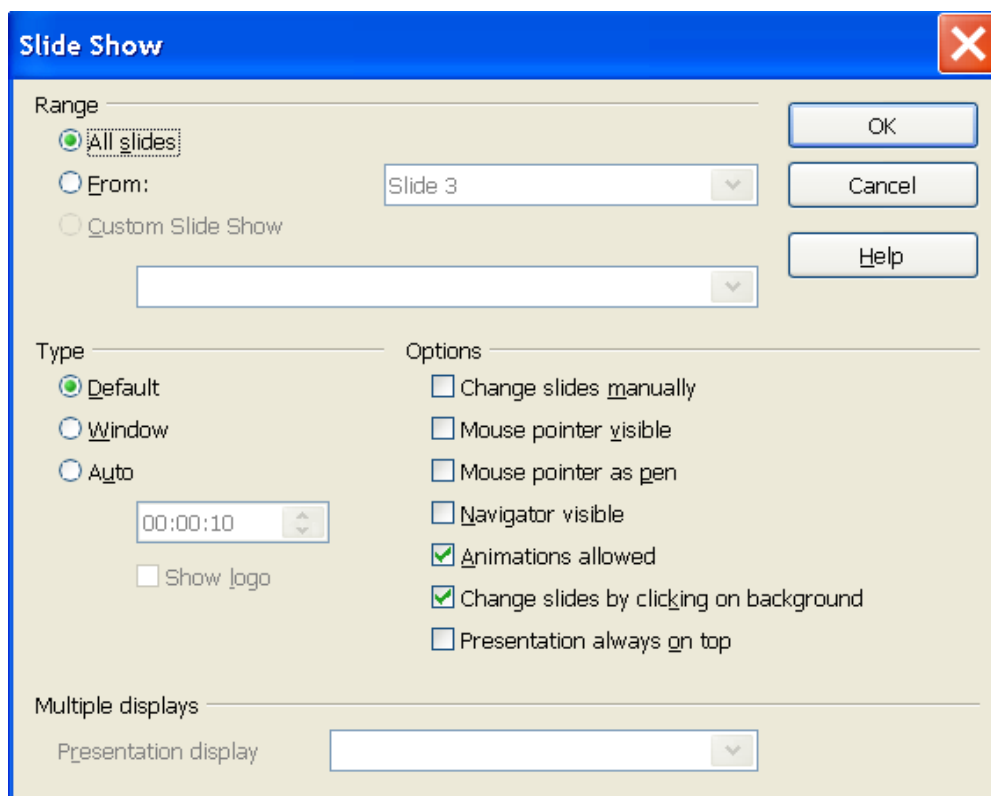
Image 71. Slide Show dialog box

Notes on the slide for the presenter

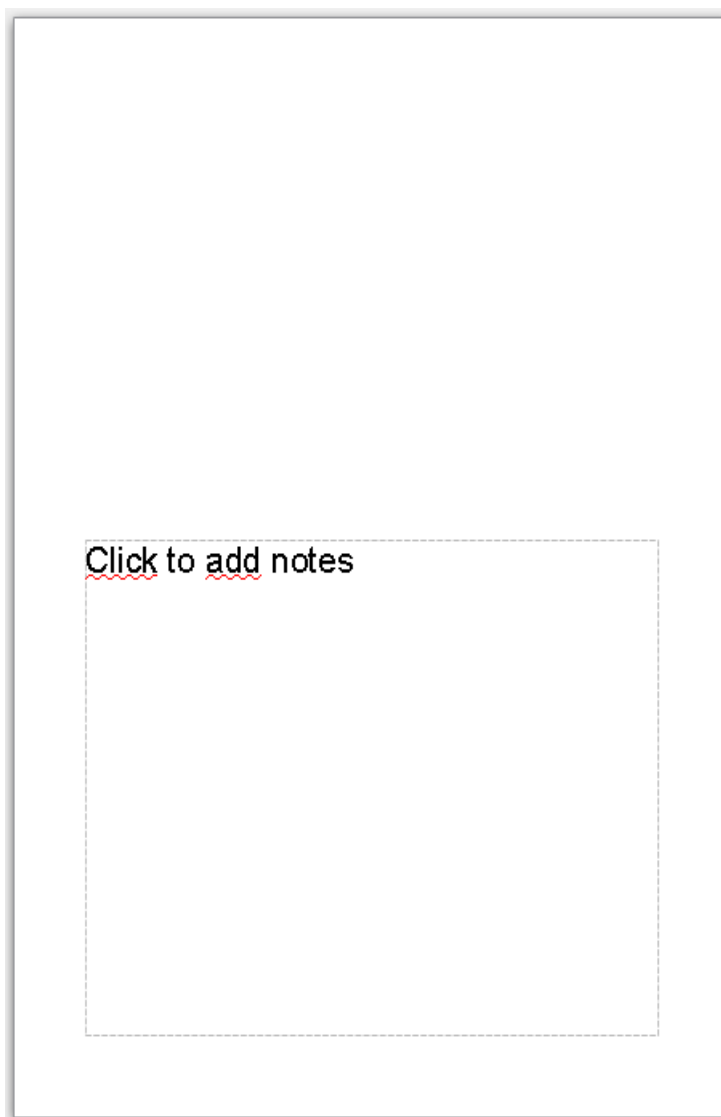**If you click the Notes tab, at the top of the Workspace, or you select the Notes Page from the View menu, you move to the Notes view. First you need to click the desired slide, and enter the desired note in the Workspace. The notes are not visible during the presentation.**

Image 72. Notes box in the Notes view

Output forms for the presentation

For the selection of the appropriate output format for the presentation, it is necessary to select the **Page** command from the **Format** menu. The **Page Setup** dialog box opens. The appropriate page dimensions are selected from the **Page** tab.

Hiding and unhiding slides

You can hide a slide by positioning yourself on its thumbnail in the left part of the screen, pressing the right mouse button, and selecting the Hide Slide command from the quick menu. The same procedure is used to unhide the slide.
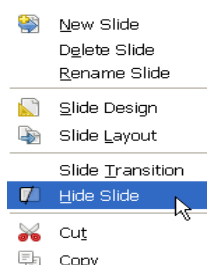

Image 73. Quick menu in the Slide Pane – hiding a slide

*Hidden slides are hatched.

Spelling and grammar check

The spelling check is performed by using the **Spelling** tool:

- on the **Standard Toolbar**, or
- by selecting the tool in the **Tools** menu, or
- by pressing the **F7** function key.

The **Spelling** dialog box opens, in which the spelling errors (the red text, which is not in the dictionary) can be **Ignored Once**, **Ignored All, Added** in the dictionary, **Changed** into suggested (**Suggestions**) words, **Changed All** into suggested (**Suggestions**) words**.**
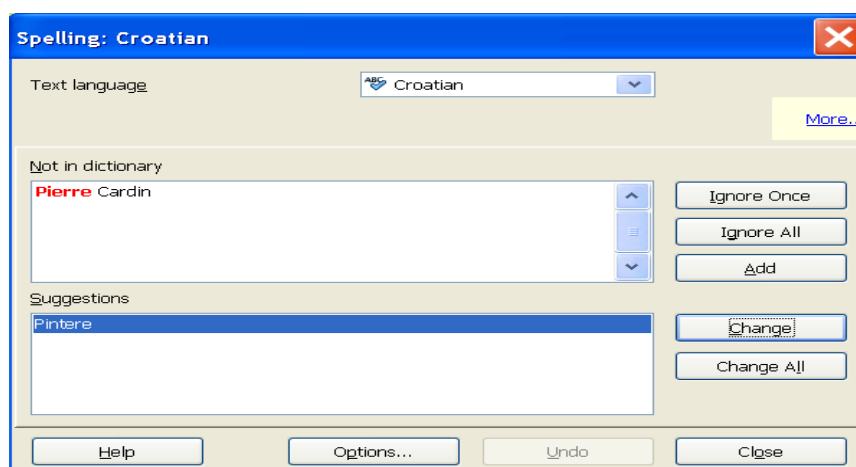

Image 74. Spelling dialog box

Changing slide setup, paper resizing

To change the orientation of the slides, it is necessary to select the **Page** command from the **Format** menu. The **Page Setup** dialog box opens. The appropriate orientation is selected from the **Page** tab.
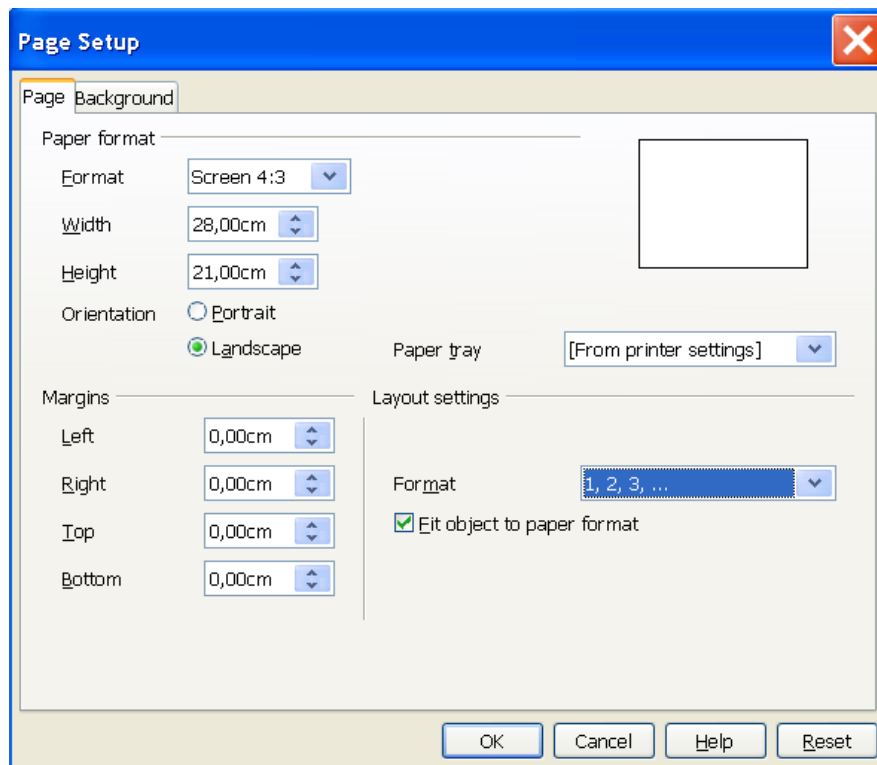
Image 75. Page Setup dialog box

The **Width** or the **Height** can be specified, and the size of the screen or paper display can be selected.

Printing

A slide is printed by calling the Print command:

- via **File** menu, by selecting the **Print** command,
- by the combination of keys **Ctrl + P**,
- by selecting the **Print File Directly** icon, from the **Standard Toolbar**.

In the **Print** dialog box with tabs:

- **General** – for selecting the slides and the number of print copies,
- **LibreOffice Impress** – for selecting:
    - o **Contents** of slides,

- o **Color**, and
- o **Size**,
- **Page Layout** – to view the pages:
  - o several **Pages per sheet**, or
  - o **Brochures**,
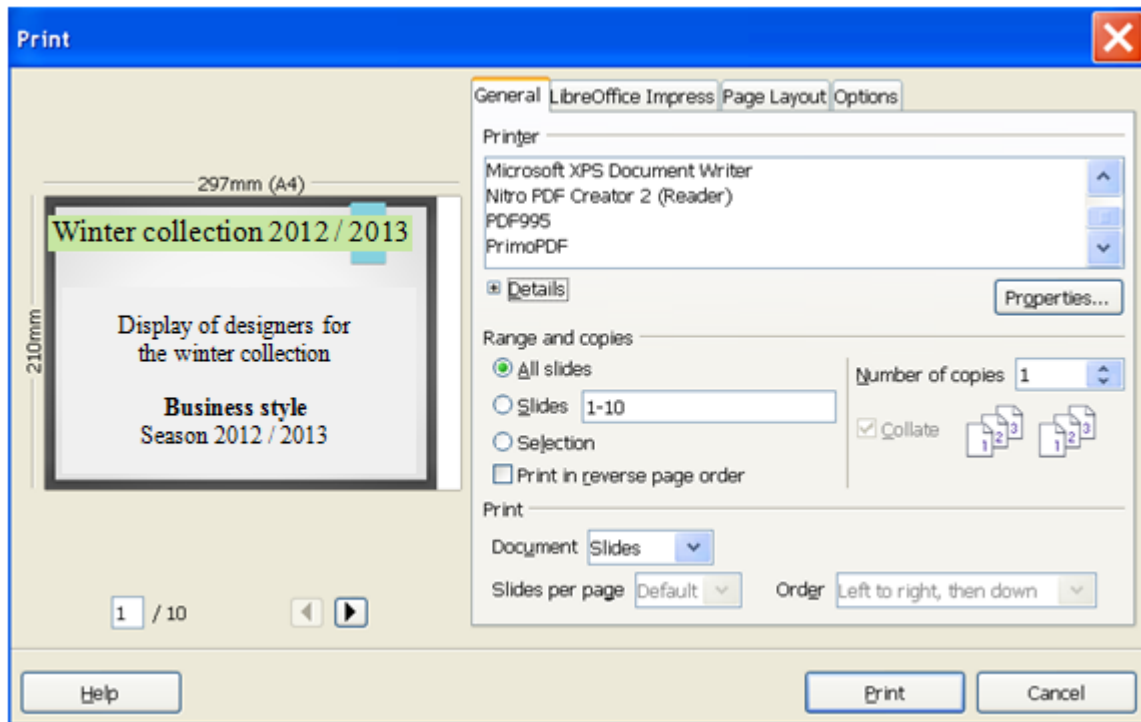- **Options** – for additional printing options.

Image 76. Print settings

Print range and the number of copies

Print range enables the printing of:

- **All Slides** – this option is used to print the entire presentation,
- **Slides** – the specified range of slides is printed,
- **Selection** – the marked slides are printed.

It is also possible to **Print in reverse page order.**

If you want to print the slides in a few copies, you specify the number of copies in the field **Number of copies** . If the number of copies of a document is bigger than one, the **Collate** option opens.

- If the **Collate** option is enabled (there is a green arrow next to the function), the copies of a document are printed one after the other.

- If the option is disabled, first the copies of the first page are printed, and then the other pages and so on, until the last page.

The document can be printed in the form of **Slides**, **Handouts**, **Notes** and **Outline**, where the **Slides per page** can be specified.

To confirm selected settings and run printing, the **Print** button is pressed.

Running a Slide Show

Running the Slide Show from the beginning

Running the Slide Show from the beginning is done by positioning on to the first slide and:

- selecting the **Slide Show** tool in the **Slide Show** menu, or
- selecting the **Slide Show** icon from the **Standard Toolbar**, or
- pressing the **F5** function key.

Running the Slide Show from the current slide

- in the **Slide Show** menu the **Slide Show** tool is selected, or
- the icon from the **Standard toolbar** is selected, or
- the function key **F5** is pressed.

Moving across the Slide Show

After you have started the **Slide Show**, by pressing the right mouse button you open the quick menu.
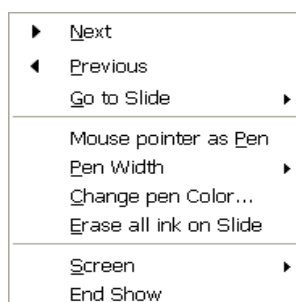
Image 77. Quick menu – Navigation commands

Commands available for moving across the **Slide Show**:

- **Next** slide,
- **Previous** slide,

- **Go to Slide.**
- by pressing the right/left arrow keys on the keyboard.

Commands available for marking during the **Slide Show:**

- **Mouse pointer as Pen,**
- **Pen Width,**
- **Change pen Color,**
- **Erase all ink on Slide.**

53/55

**This handbook is intended for learning along with materials
published at the following links:**

* Video–presentations that display the work in OpenOffice.org Impress:

      1. presentation on creating a presentation – OpenOffice Impress

      2. presentation on creating a presentation – OpenOffice Impress

      3. presentation on creating a presentation – OpenOffice Impress

* Script:

      www.itdesk.info/Microsoft%20PowerPoint%202010%20notes.pdf

* Exam sample:

      www.itdesk.info/sample%20exam/sample%20exam%20module%206.pdf

* Video–presentation displaying the solution of the exam sample:

      www.itdesk.info/en/exam-solution-module-6/

* Quizzes that users solve themselves:

      www.itdesk.info/en/developing-presentations-quiz/

      www.itdesk.info/en/developing-presentations-quiz-2/

7   GENERAL TERMS OF USE

The website http://www.ITdesk.info/ was launched by a nongovernmental organization "Open Society for Idea Exchange – ODRAZI" in order to actively promote the human right to free access to information and the human right to education.

Feel free to copy and distribute this document, provided that you do not change anything in it!

All freeware programs and services listed on the ITdesk Home Web site at ITdesk.info are the sole property of their respective authors. Microsoft, Windows and Windowsxx are registered trademarks of Microsoft Corporation. Other registered trademarks used on the ITdesk Home website are the sole property of their respective owners. If you have questions about using or redistributing any of the programs, please refer to the program license agreement (if any) or contact us via e-mail address info@itdesk.info.

_____

These websites contain links to other websites or resources. ITdesk.info team is not responsible for the text and/or advertising content or products that these sites/resources provide, as it is not responsible for any content that is available through them, nor the possibility of the inaccuracy of the content. Use the links at your own risk. Furthermore, the ITdesk.info team does not guarantee:

- that the content on this website is free from error or suitable for any purpose,
- that these websites or web services will function without errors or interruptions,
- that they will be appropriate for your needs,
- that implementing such content will not violate patents, copyrights, trademark or other rights of any third party.

If you disagree with the general terms of use or if you are not satisfied with the sites we provide, stop using this website and web services. The ITdesk.info team is not responsible to you or any third party for any resulting damages, whether direct, indirect, incidental or consequential, associated with or resulting from your use, misuse of this website or web services. Although your claim may be based on warranty, contract violation or any other legal footing, regardless whether we are informed about the possibility of such damages, shall be released from all liability. Accepting the limitations of our responsibilities is a necessary prerequisite of using these documents, web pages and web services.

All stated softwares in this or other documents published at ITdesk.info are stated only for educational or exemplary purposes and that we in any case or manner do not prefer this software over any other similar software not mentioned in the materials. Any statement that would suggest that we prefer some software over other, mentioned or not mentioned in the materials, will be considered as a false statement. Only open source software that allow users to become digitally literate without barriers, use the computer, and participate in the modern information society, has our direct and unconditional support.

ITdesk.info

*– project of computer e–education
with open access*