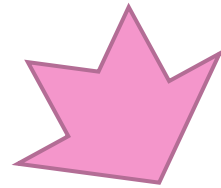


Libre office impress



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Libre Office Impress

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

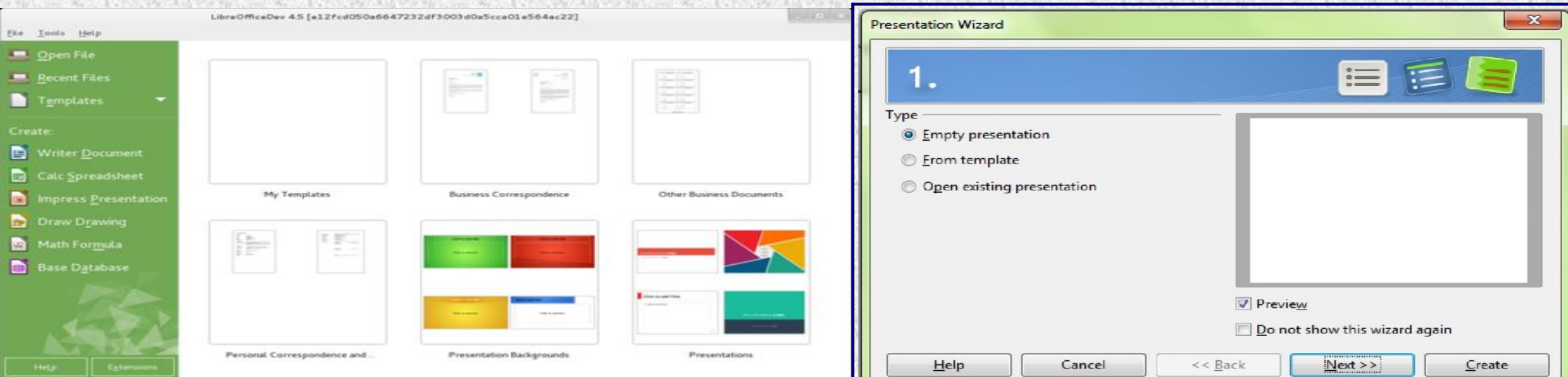


Starting a presentation

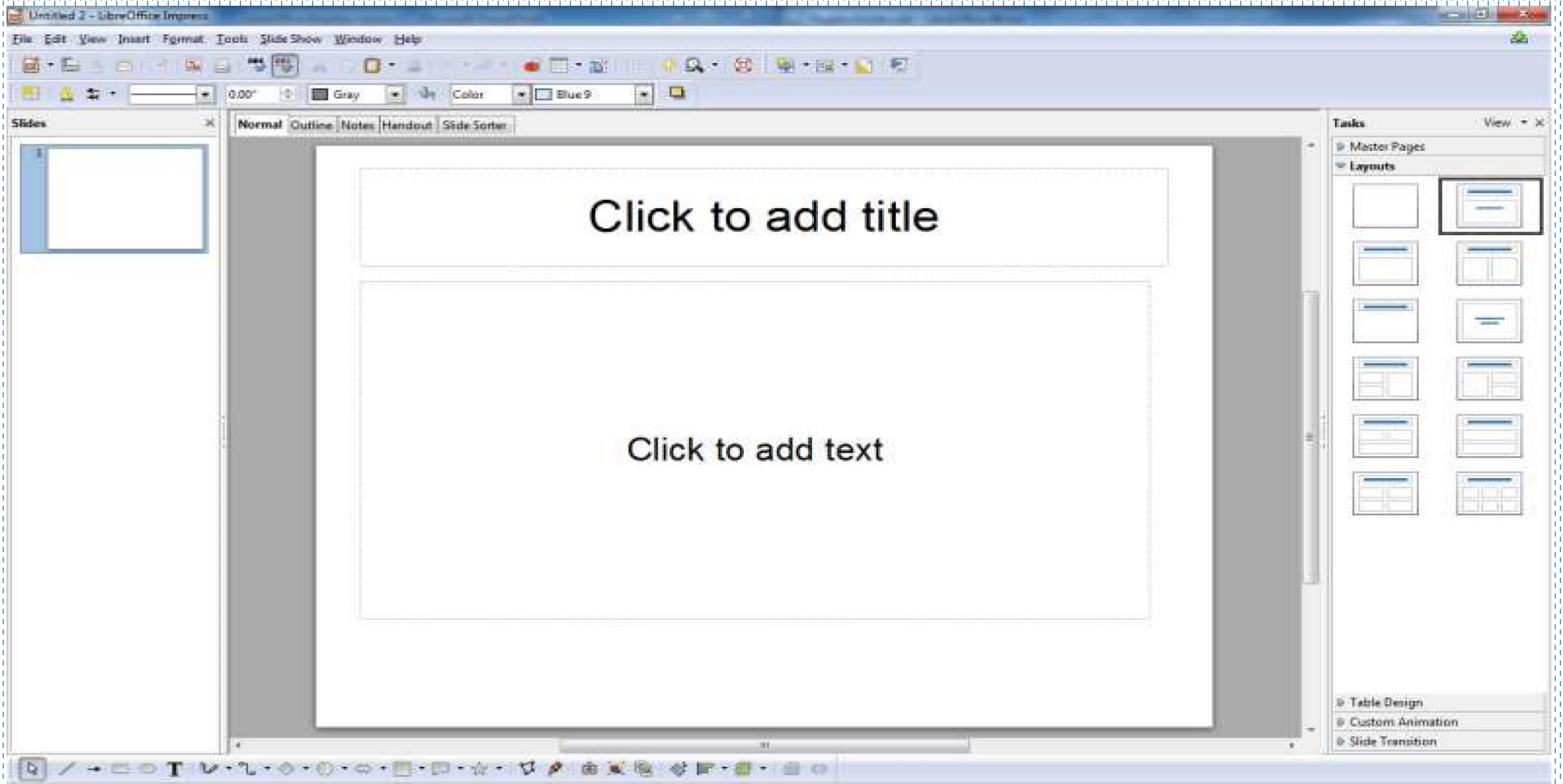
When you start Impress for the first time, the Presentation Wizard is shown. Here you can choose from the following options:

- **Empty presentation**, which gives you a blank document
- **From template**, which is a presentation designed with a template of your choice
 - **Open existing presentation**

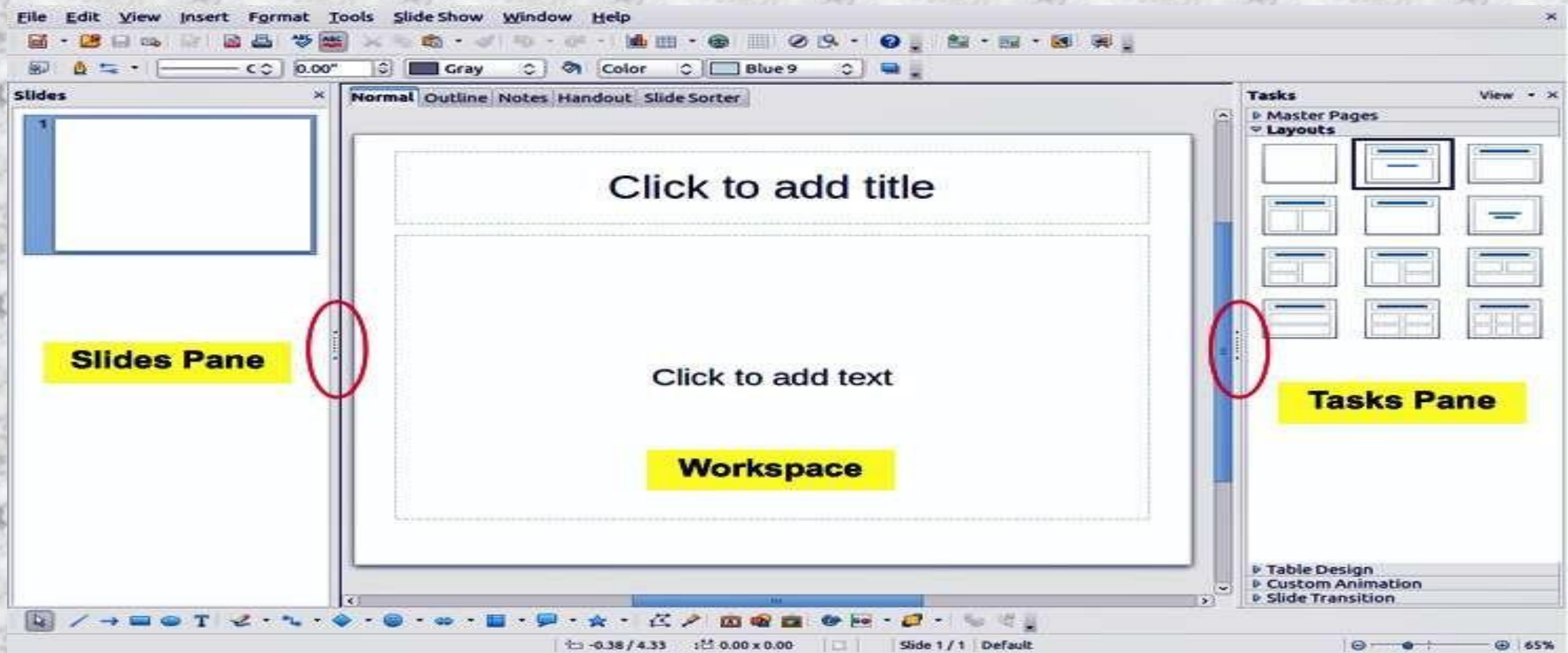
Click **Create** to open the main Impress window



Impress window



The main window



The main Impress window has three parts: the *Slides pane*, the *Workspace*, and the *Tasks pane*. Additionally, several toolbars can be displayed or hidden during the creation of a presentation.

Ribbon

New Open Save Document as email Edit file Export Directly as PDF Print Directly Spelling Paste Undo and redo Charts Tables Hyperlink Display Grid Navigator Zoom Help Slide Layout Slide Design Slide Show

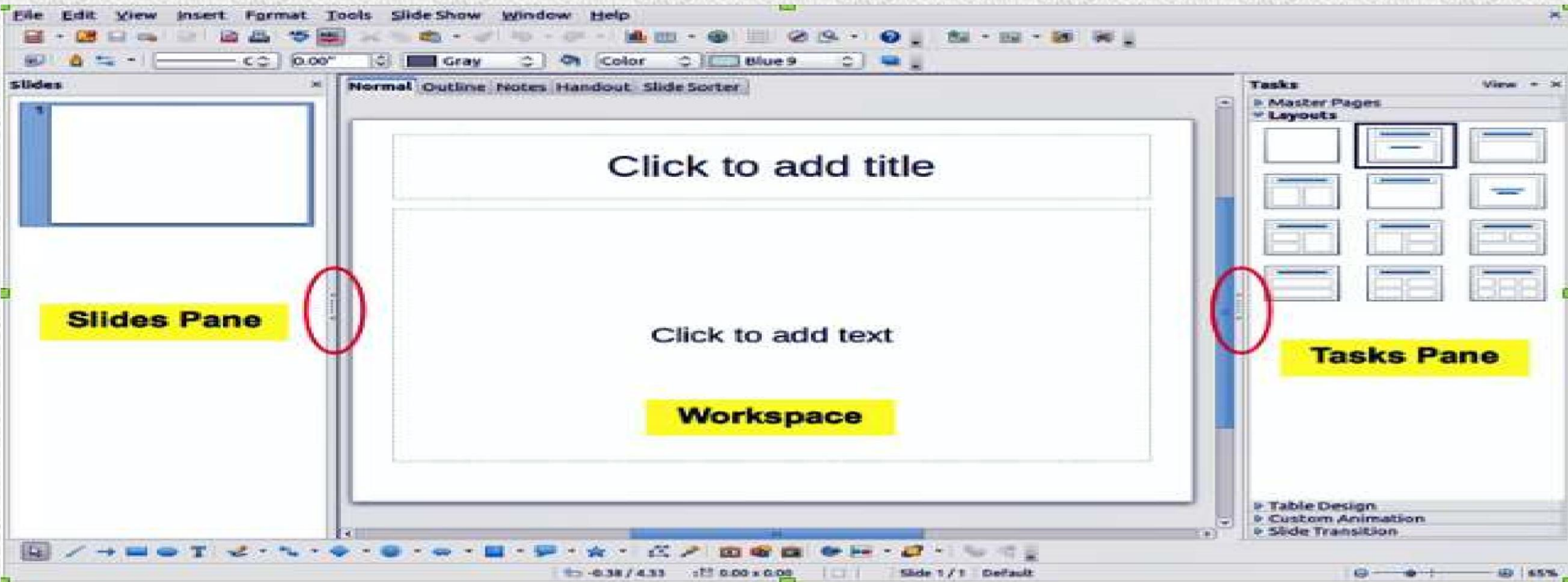
File Edit View Insert Format Tools Slide Show Window Help

Slides

Normal Outline Notes Handout Slide Sorter

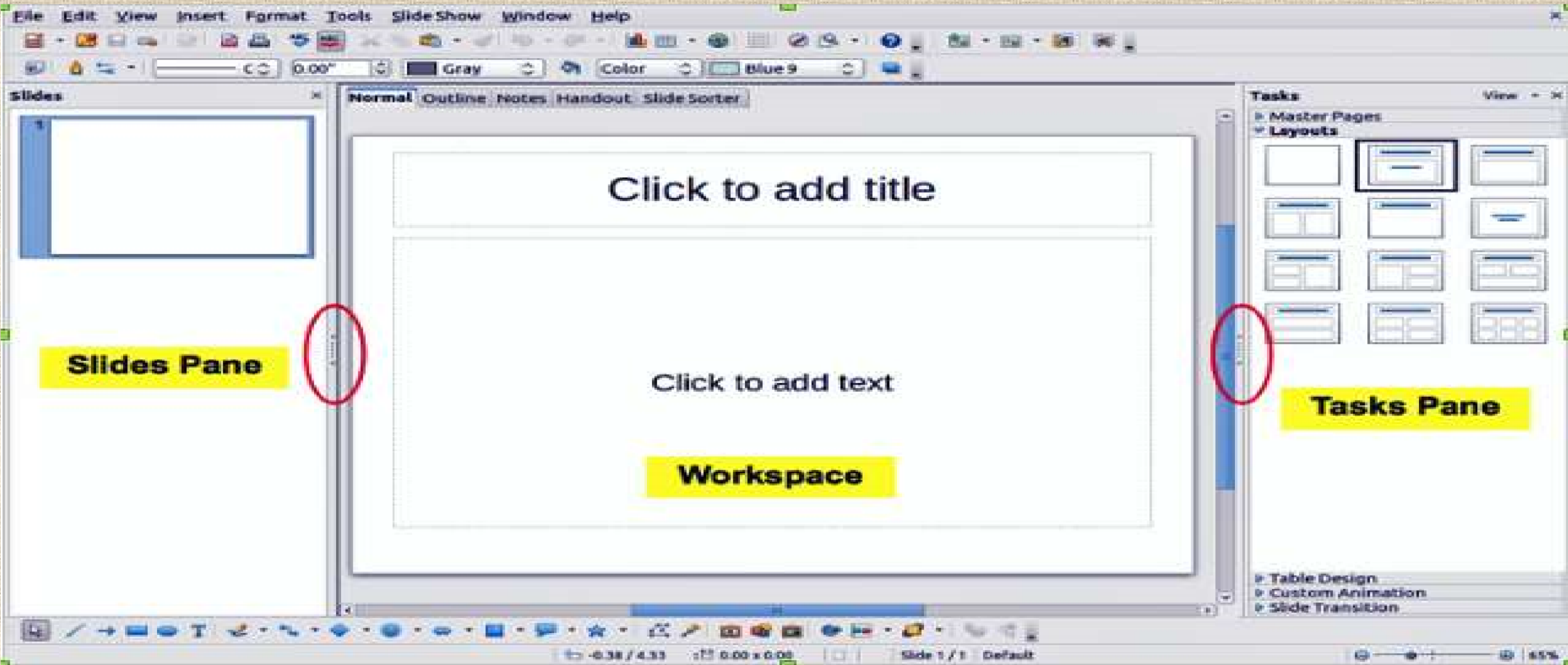
Style formatting Line Arrow Style Line Style Line Width Line Color Area Area Style/ Filling Shadow

Slides Pane



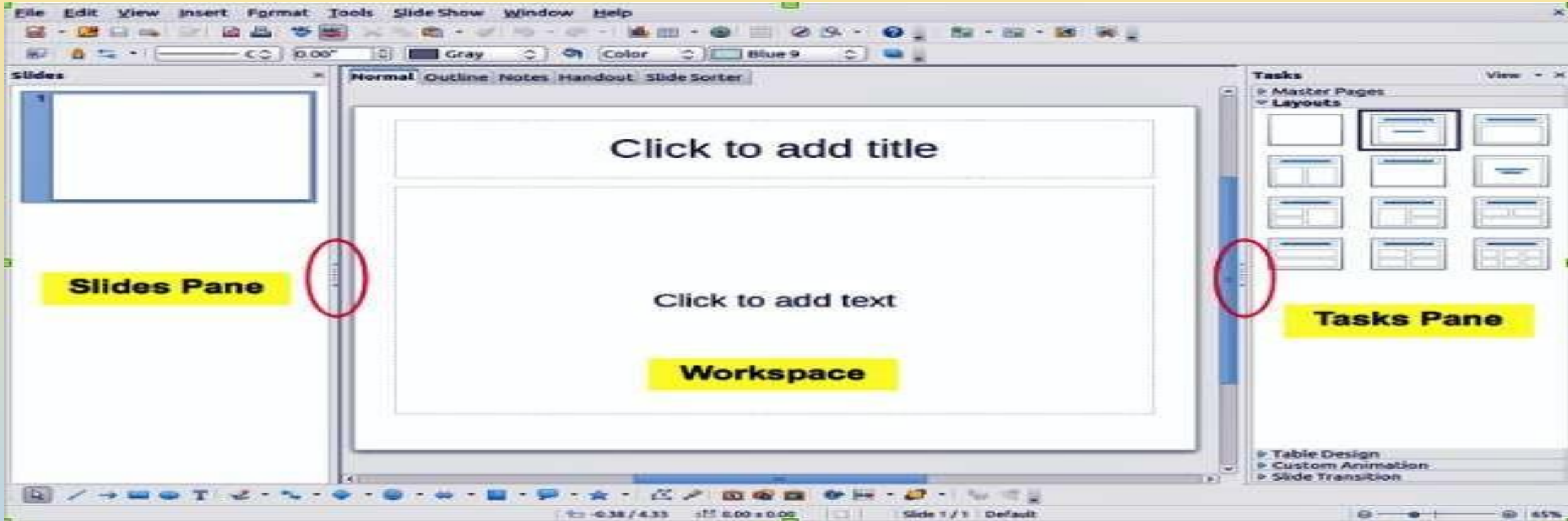
The Slides pane contains thumbnail pictures of the slides in your presentation, in the order the slides will be shown

Task Pane

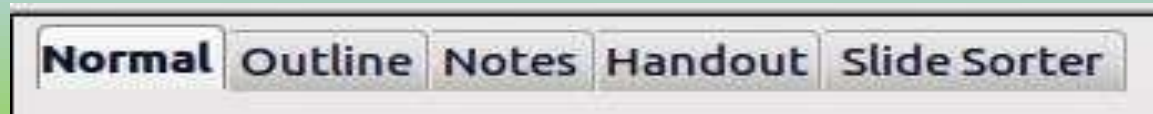


The Tasks pane has five sections. To expand the section you wish to use, click on the title bar of each section. Only one section at a time can be expanded.

Workspace

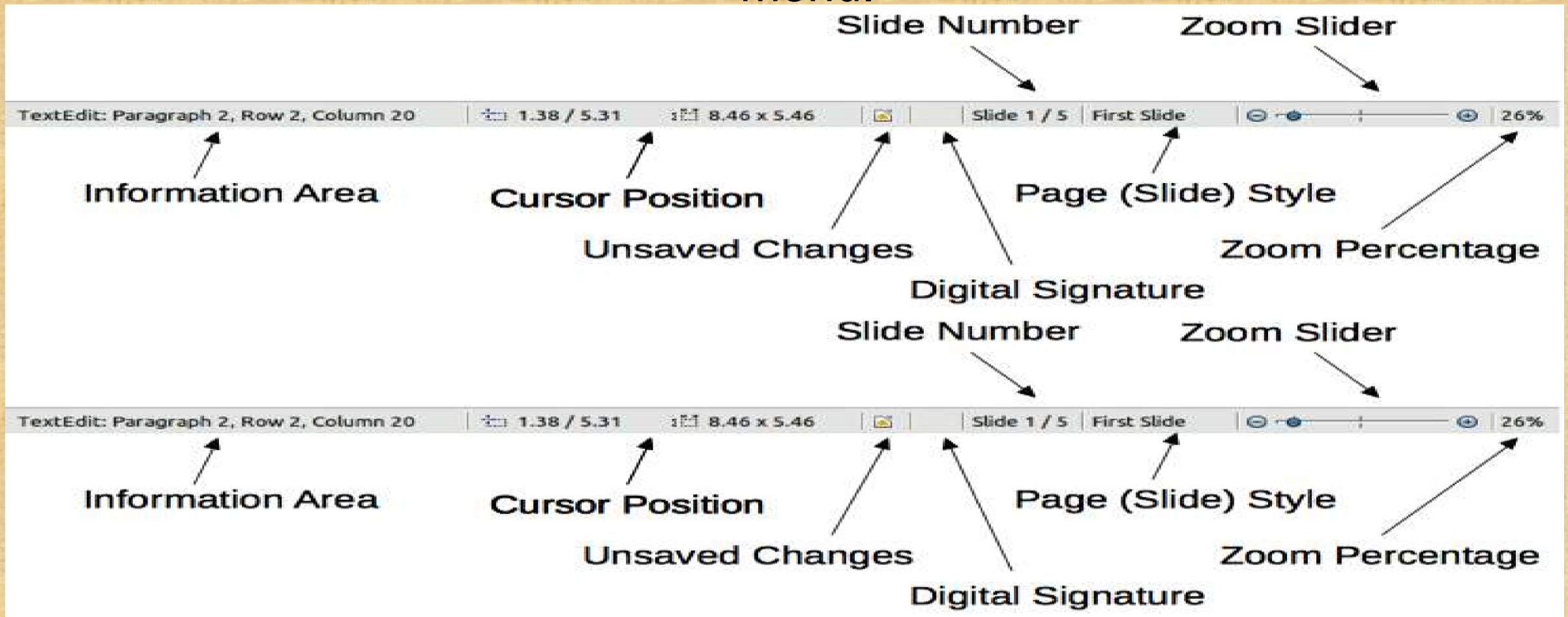


The Workspace (normally in the center) has five tabs: **Normal**, **Outline**, **Notes**, **Handout**, and **Slide Sorter**. These five tabs are called View buttons. The Workspace below the View buttons changes depending on the chosen view.



Status Bar

The status bar, located at the bottom of the Impress window, contains information that you may find useful when working on a presentation. You can hide the Status Bar by choosing **View > Status Bar** from the main menu.



Formatting a Presentation

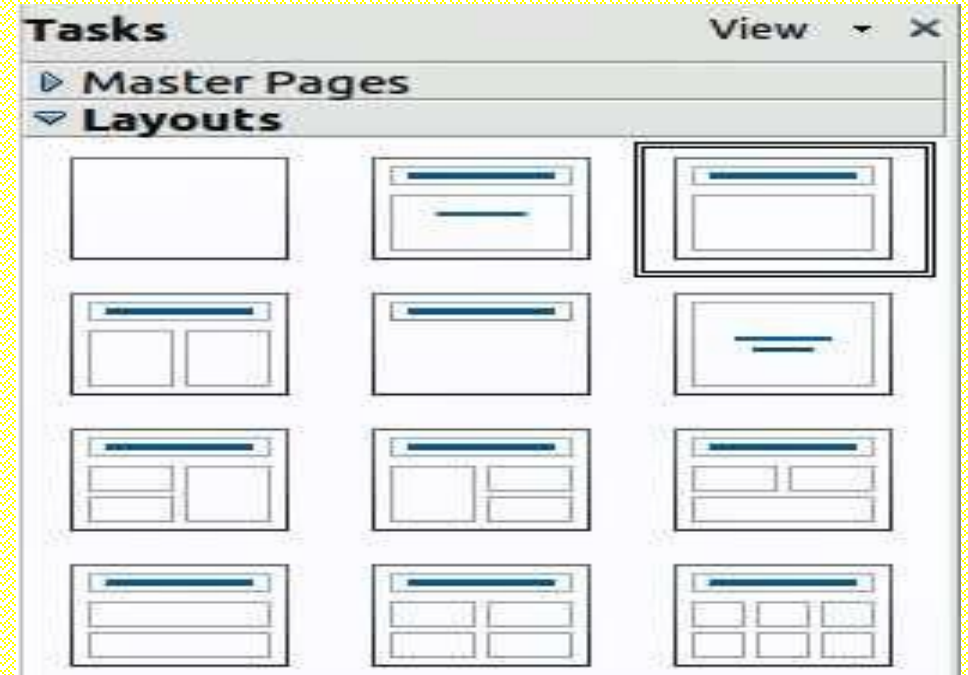
A new presentation only contains one empty slide. In this section we will start adding new slides and preparing them for the intended contents.

Slide Layout

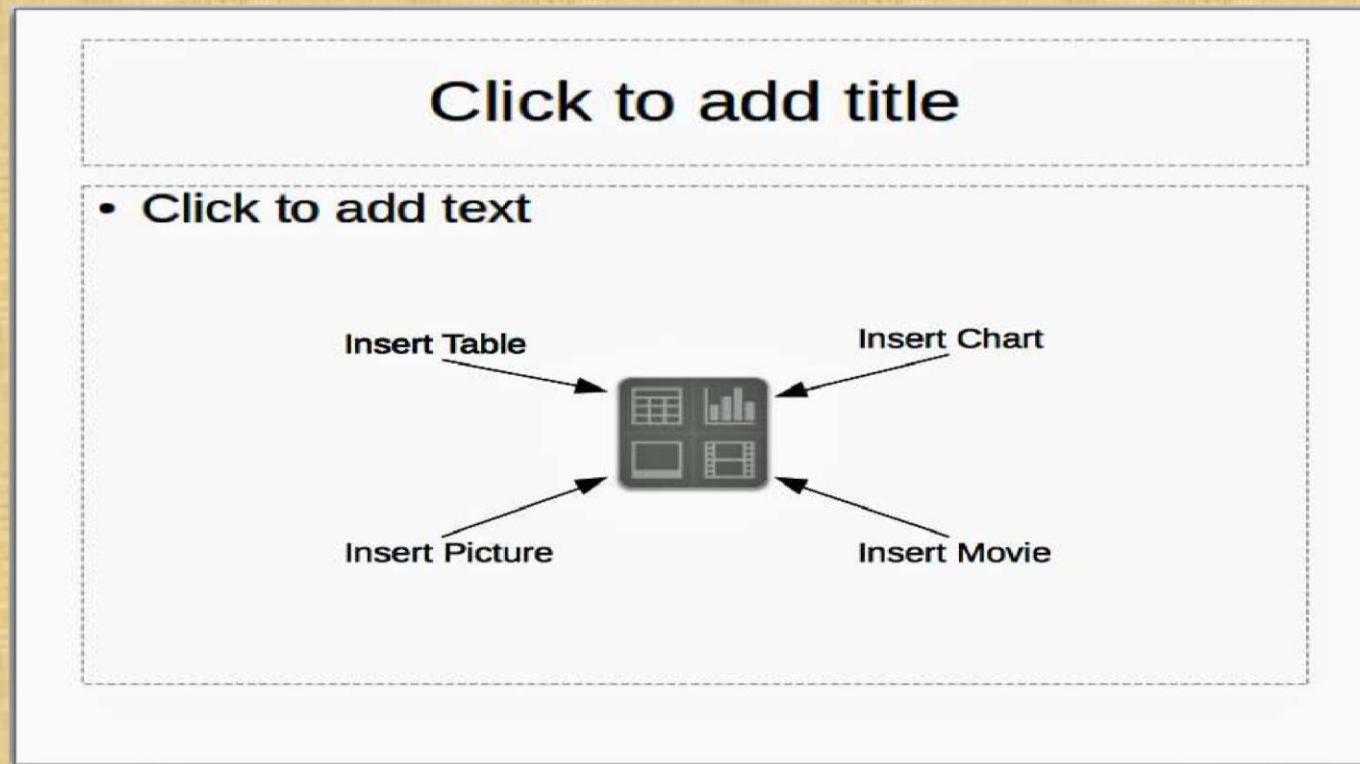
Inserting Slides

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

- ✧ **Insert > Slide.**
- ✧ Right-click on the present slide, and select **Slide > New Slide** from the pop-up menu.
- ✧ Click the **Slide** icon in the *Presentation* toolbar.

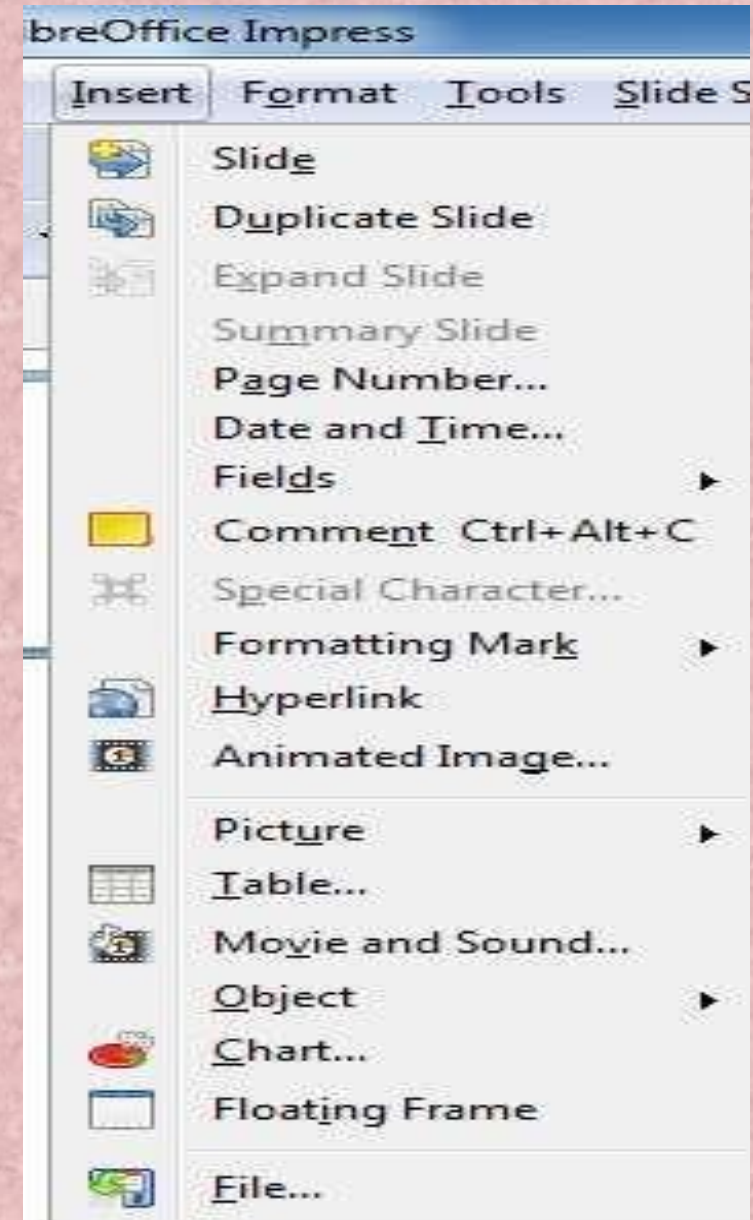


You can choose the type of contents by clicking on the icon that is displayed in the middle of the contents box

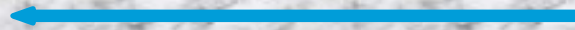


Adding pictures or objects to a slide

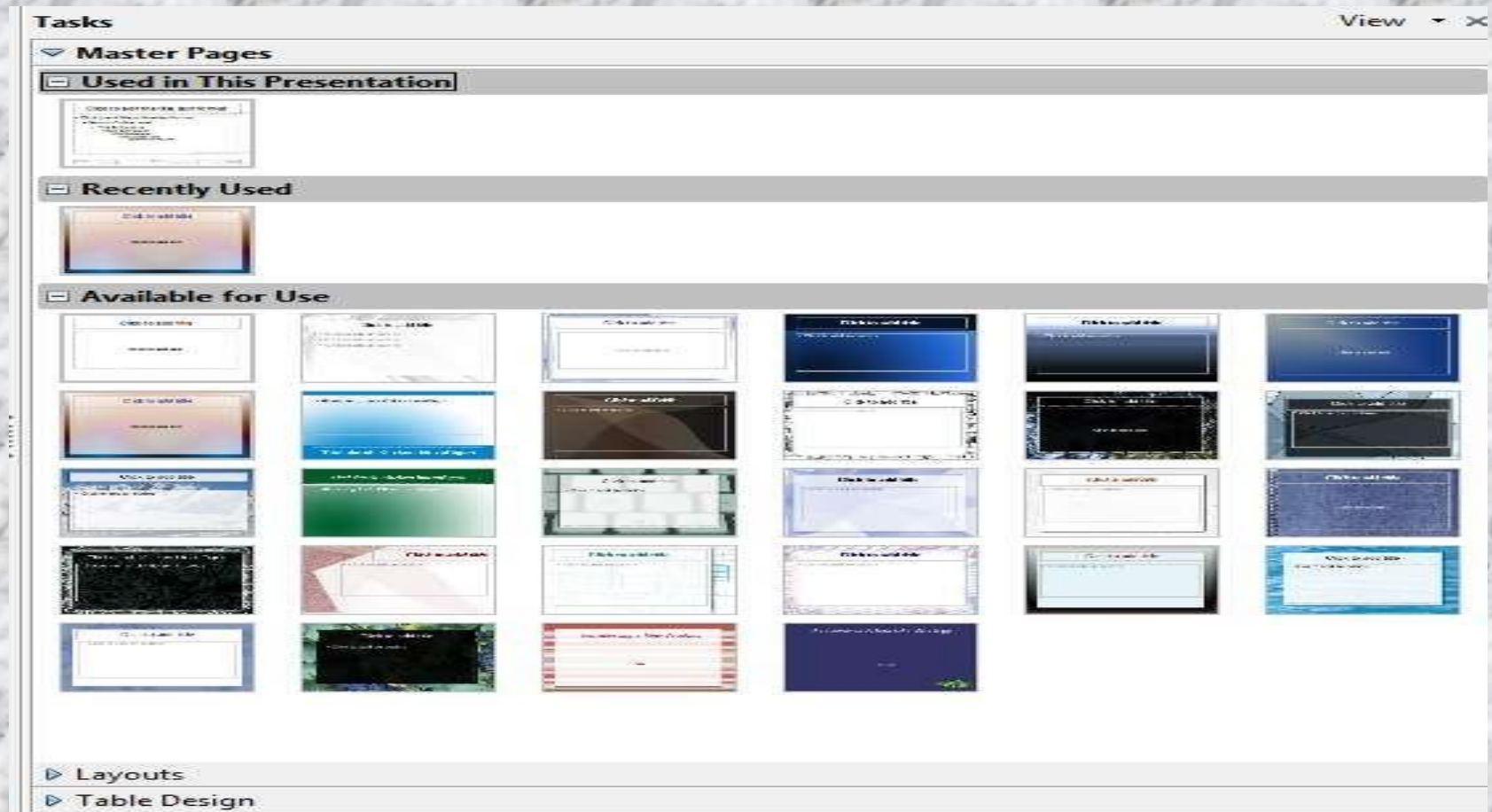
To add any pictures or objects to a slide, for example a picture, clipart, drawing, photograph, or spreadsheet, click on **Insert** then select from the drop down menu what type of insert you require.



Modifying the appearance of the slides



To change the background and other characteristics of all slides in the presentation, you need to modify the master page or choose a different master page.



Running the slide show

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

- **Click *Slide Show* > *Slide Show* on the main menu bar.**
- **Click the *Slide Show* button on the *Presentation* toolbar or the *Slide Sorter* toolbar.**
- **Press *F5* or *F9*. (*F9* does not work on a Mac.)**

If the slide transition is *Automatically after x seconds*, let the slide show run by itself.

If the slide transition is *On mouse click*, do one of the following to move from one slide to the next.

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

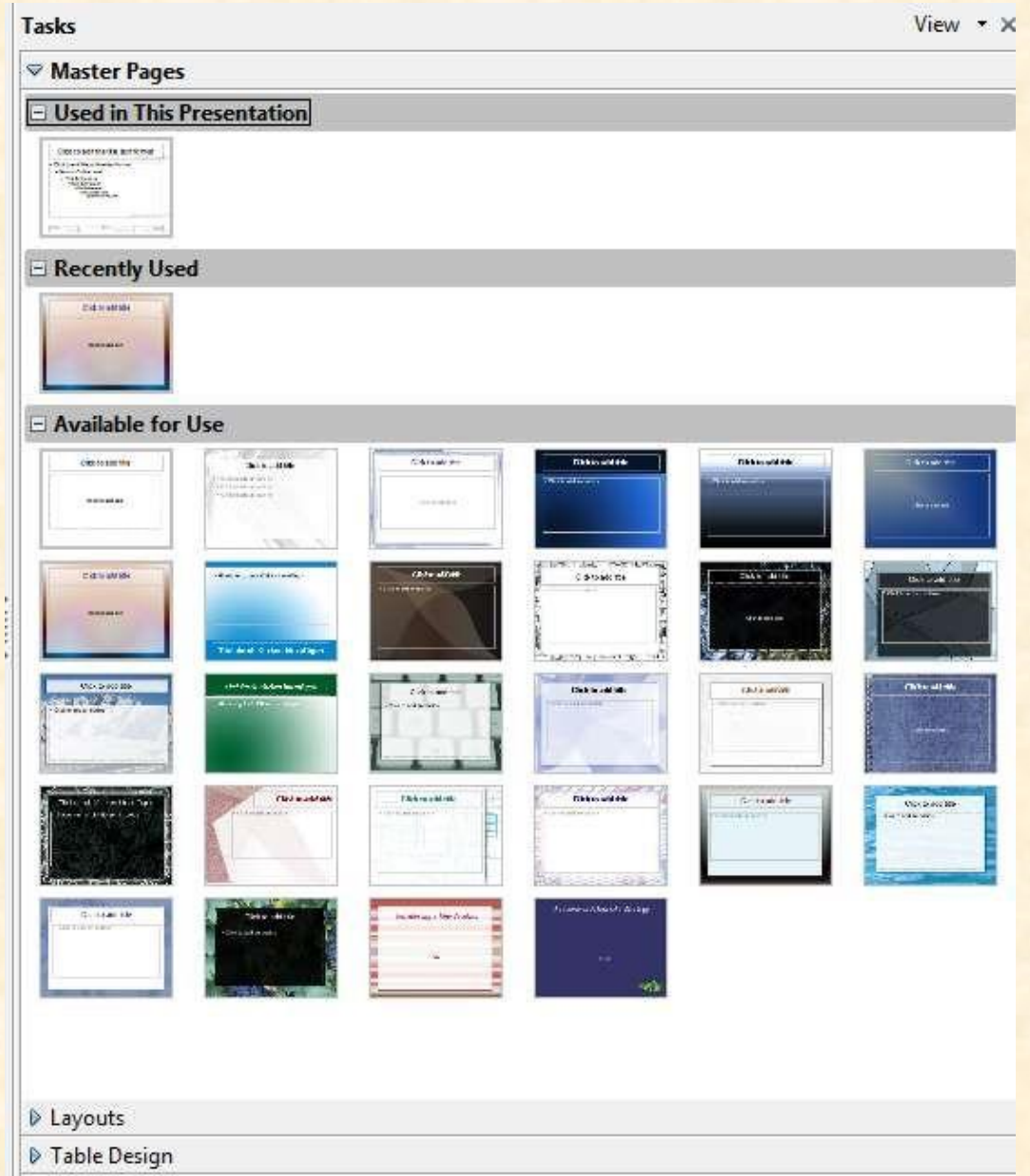
Designing a presentation

In addition to careful planning of the content you need to plan the appearance of the presentation. It is best to do this after you have developed an outline, because the outline will determine some of the requirements for the appearance of the slides.

- **Do you want a background graphic or gradient? If so, you need to pick something that does not interfere or clash with content such as the colors used in charts.**
- **Will you need one slide master or more than one? Will one slide design suit all of the content?**

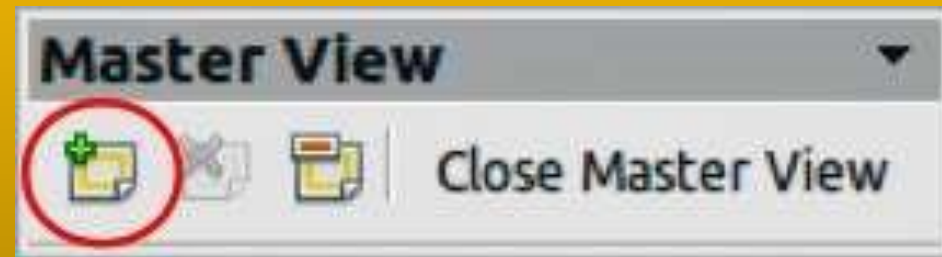
What are slide masters?

A *slide master* is a slide that is used as the starting point for other slides. It is similar to a page style in Writer: it controls the basic formatting of all slides based on it. A slide show can have more than one slide master.



Creating a slide master

To start, enable editing of slide masters by selecting **View > Master > Slide Master** and the **Master View** toolbar opens. You can also rightclick on the slide master in the Master Pages section of the tasks pane and select **Edit Master** to open the Master View toolbar. On the Master View toolbar, click the **New Master** icon



Modifying a slide master

The following items can be changed on a slide master:

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

Click to edit the title text format

• **Click to edit the outline text format**

- Second Outline Level

• Third Outline Level

- Fourth Outline Level

• Fifth Outline Level

▪ Sixth Outline Level

▪ Seventh Outline Level

▪ Eighth Outline Level

▪ Ninth Outline Level

<date time>

<footer>

<number>

Working with templates

All documents in LibreOffice are based on **templates.**

However, Impress is a little different from other LibreOffice components, in that it starts with the Presentation Wizard unless you have elected to turn off this wizard.

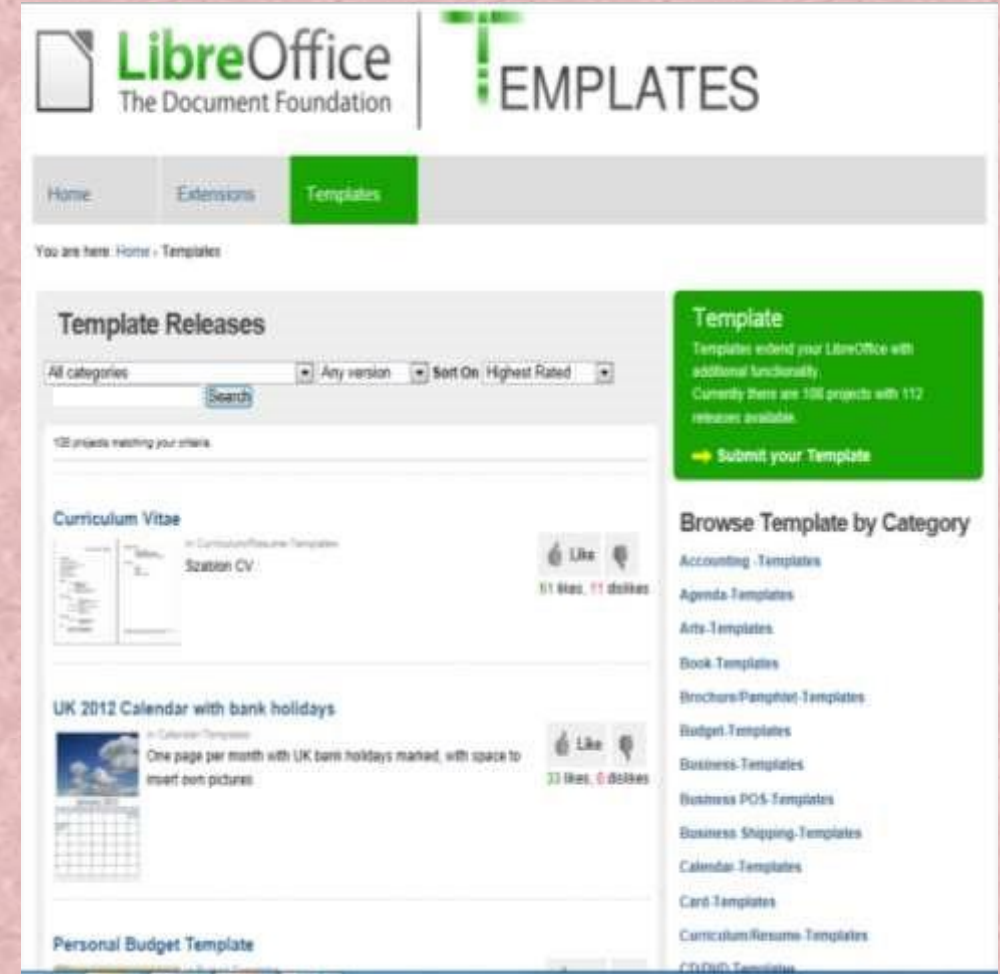
When you choose **File > New > Presentation from the menu bar and if the wizard is active, it opens offering several choices for a new presentation, one of which is *From template***

Using templates in LibreOffice

Impress comes with a set of predefined templates. Two are in the *Presentations* folder and the others are in the *Presentation backgrounds* folder. The difference between them is that *Presentation* templates include a series of slides with sample titles and topics, while *Presentation background* templates have only backgrounds and background objects. Both types have predefined presentation and graphics styles.

Using templates from other sources

You can download templates for LibreOffice from many sources, including the official template repository at <http://templates.libreoffice.org/>, and install them on your computer.



Impress shortcut key

F1	Displays the OOO help browser. When the help browser is already open F1 jumps to the main help page.
Shft+F1	Displays context help.
Ctrl+F1	Displays the note that is attached to the current cell.
F2	Switches to Edit mode and places the cursor at the end of the contents of the current cell. If the cursor is in an input box in a dialog that has a minimize button
Ctrl+F2	Opens the Function Wizard.
Shft+Ctrl+F2	Moves the cursor to the input line where you can enter a formula for the current cell.
Ctrl+F3	Opens the Define Names dialog.
F4	Shows or hides the Database Sources menu.
Shft+F4	Rearranges the relative or absolute references (for example
F5	Shows or hides the Navigator.
Shft+F5	Traces dependents.
Shft+Ctrl+F5	Moves the cursor to the Name box.
F7	Checks spelling in the current sheet.
Ctrl+F7	Opens the Thesaurus if the current cell contains text.
Shft+F7	Traces precedents.
F8	Turns additional selection mode on or off. In this mode
Ctrl+F8	Highlights cells containing numeric values (not text).
F9	Recalculates all of the formulas in the sheet.
Ctrl+F9	Updates the selected chart.
F11	Opens the Styles and Formatting window where you can apply a formatting style to the contents of the cell or to the current sheet.
Shft+F11	Creates a document template.
Shft+Ctrl+F11	Updates the templates.
F12	Groups the selected data range.
Ctrl+F12	Ungroups the selected data range.
Alt+Down Arrow	Increases the height of current row.
Alt+Up Arrow	Decreases the height of current row.
Alt+Right Arrow	Increases the width of the current column.
Alt+Left Arrow	Decreases the width of the current column.
Alt+Shft+Arrow Key	Optimizes the column width or row height based on the current cell.

Thanks for watching