## LibreOffice Impress - Manipulating Slides

1. Inserting Table

Tables are another tool to display information in Impress. A table is a grid of cells arranged in rows and columns. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

- Select the slide in which the table is to be added
- On the Insert tab, select Table.
- Use the mouse to select the number of rows and columns.
- Or, mention directly in the Insert Table option the number of rows and columns.
- To add text to the table cells, click a cell, and then enter the text.
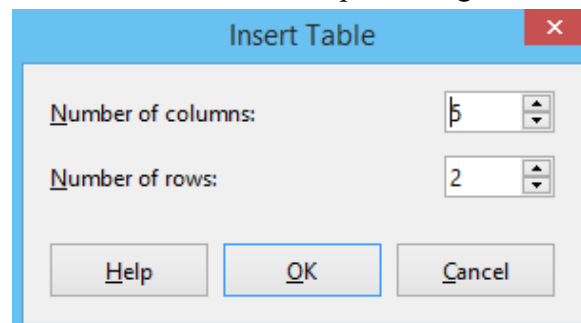
Modifying slide elements

A slide contains elements that were included in the slide master, as well as those elements included in the selected slide layout. However, it is unlikely that the predefined layouts will suit all the needs for the presentation. User may want to remove elements that are not required or insert objects such as text and graphics.

Although Impress does not allow to create new layouts, user can resize and move the layout elements. It is also possible to add elements without being limited to the size and position of the layout boxes.

To resize a contents box, click on the outer frame so that the resizing handles are displayed. To move it, place the mouse cursor on the frame so that the cursor changes shape. User can now click and drag the contents box to a new position on the slide.

To remove any unwanted element:

1. Click the element to highlight it. The resizing handles show that it is selected.
2. Press the **Delete** key to remove it.

Adding text

To add text to a slide that contains a text frame, click on Click to add text in the text frame and then type the text. The Outline styles are automatically applied to the text while inserting. User can change the outline level of each paragraph as well as its position within the text by using the arrow buttons on the Text Formatting toolbar or using the Tab key while positioning the cursor at the beginning of the paragraph.

Adding objects

To add any 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 object to insert. For more information, see "Adding pictures, tables, charts, and media".

Modifying the appearance of all slides

To change the background and other characteristics of all slides in the presentation, user need to modify the master page or choose a different master page as explained in "Working with slide masters and styles".

A Slide Master is a slide with a specified set of characteristics that acts as a template and is used as the starting point for creating other slides. These characteristics include slide background, objects in the background, formatting of any text used, and any background graphics.

Impress has a range of slide masters and these are found in the Master Pages section of the Sidebar. User can also create and save additional slide masters or add more from other sources.
If only the background is required to be changed, use the shortcut:

1. Select **Slide > Page/Slide Properties**... and go to the Background tab on the **Page Setup** dialog that opens.
2. Select the desired background between solid color, gradient, hatching, and bitmap.
3. Click **OK** to apply it.
4. A dialog opens asking if the background should be applied to all the slides. Click **Yes** to modify all the slides and Impress will automatically modify the master page.

Adding and formatting text

Many of the slides are likely to contain some text. User can add two types of text boxes to a slide:

*   Choose a predefined layout from the Layouts section of the Sidebar and do not select any special content type. These text boxes are called **Auto Layout** text boxes.
*   Create a text box using the Text icon on the Standard toolbar or the Text toolbar, or use the keyboard shortcut F2.

Using Auto Layout text boxes

1. Make sure Normal view is selected.
2. Click in the text box that reads Click to add text.
3. Type or paste the text in the text box.

Using text boxes

1. Make sure Normal view is selected.
2. Click on the Text icon on the Standard or Text toolbar or use the keyboard shortcut F2. If the Standard or Text toolbars are not visible, go to View > Toolbars on the Menu bar and select Standard or Text.
3. Click and drag to draw a box for the text on the slide. Do not worry about the vertical size and position as the text box will expand if needed, while typing.
4. Release the mouse button when finished. The cursor appears in the text box, which is now in editmode.
5. Type or paste the text in the text box.
6. Click outside the text box to deselect it.

2. Adding pictures and media

A contents box can contain pictures, tables, charts, or media as well as text. This section provides a quick overview of how to work with these objects. For more information on adding pictures, tables, charts, or media.

Adding pictures
To add a picture to a contents box:
1. Go to **Insert > Image** on the Menu bar and then select From file.
2. Alternatively, after inserting a new slide, click the Insert Image icon on the new slide and select the file from the Insert Image dialog that opens. To see a preview of the picture, select Preview at the bottom of the Insert Image dialog.
3. Move the picture to the desired location.
4. The picture will automatically resize to fill the area of the content box. Follow the directions in the note below when manually resizing a graphic.
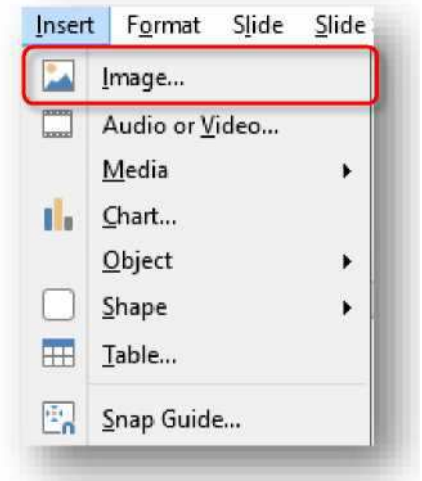
3. Inserting Other Object

Inserting a Shape
• Select the Insert Tab.
• Click Shapes.
• Select the shape of the like.
• The cursor becomes a small black plus sign now.

In the Slide pane, hold the left mouse button down, and then drag diagonally down to the right to create the shape.