NIELIT Gorakhpur

Libreoffice [Impress]

Presentation:- Presentation software is a category of application software that is specifically designed to allow users to create a presentation of ideas by stringing together text, images and audio/video. The presentation tells a story or supports speech or the presentation of information.

Presentation software can be divided into business presentation software and general multimedia authoring software, but most presentation software applications already provide tools that allow users to create both professional-looking business presentations and general multimedia presentations. Presentation software is also known as a presentation program. Presentation software is generally used for creating slideshows that display information. The software has three main components:

➢ Text editor for inputting and formatting text
➢ Facility for inserting graphics and other multimedia files
➢ Slideshow system for displaying the content

Microsoft PowerPoint is an example of a commonly used program that creates presentations. Impress is the presentation (slide show) program included in LibreOffice.

What is Impress
Impress is the presentation (slide show) program included in LibreOffice. User 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.

A presentation is a series of still images projected into a screen. A slide is like a page in a document. Every presentation consists of a number of slides that describe a topic with text or graphics. The presenter shows the slides in a display device (projector, monitor) while he speaks to the audience.

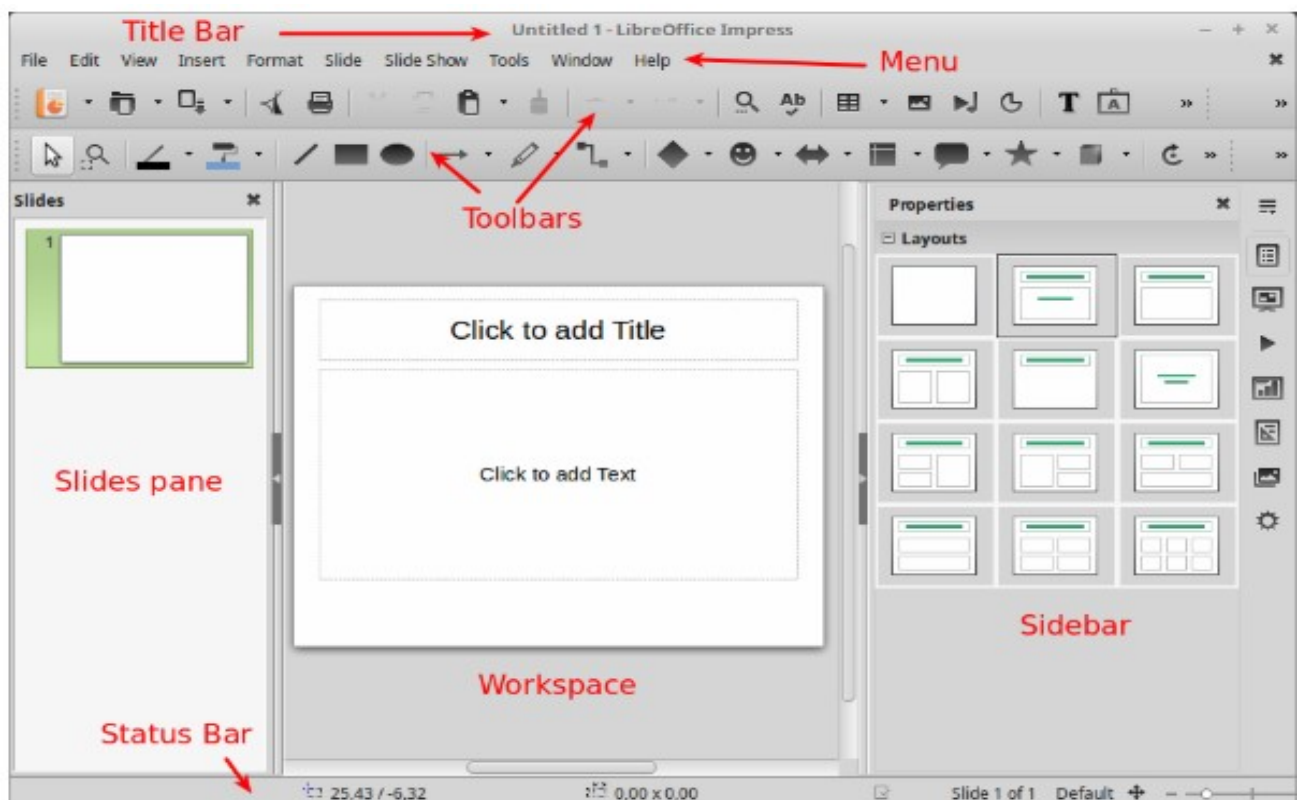**Starting Impress**

User can start Impress in several ways:

➢ From the LibreOffice Start Center, if no component is open: click on the Impress Presentation icon to create a new presentation.
➢ From the system Start menu, the standard menu from which most applications are started. Find Impress inside the LibreOffice category
➢ By opening any presentation file from your computer

The Main Impress Window

The Impress main window has three parts:

➢ Slides pane
➢ Workspace
➢ Sidebar

Other parts of the Impress window include the Title Bar, Menu, Toolbars and Status Bar. These parts are similar to the Writer main window. As stated in the beginning of the course, all components of LibreOffice share common features and have a consistent user interface.

Slides pane

The Slides pane contains thumbnail pictures of the slides in your presentation, in the order the slides will be shown. Clicking a slide in this pane selects it and places it in the Workspace. In general we use the slides pane to manage the slides of a presentation.

Sidebar

The Sidebar has seven sections. To expand a section you want to use, click on its icon or click on the small triangle at the top of the icons and select a section from the drop down list. Only one section at a time can be open.

Properties

Shows properties of the selected object. When user select a slide it shows the slide layouts included within Impress.

Slide Transition

Slide Transitions affect how the presentation advances to the next slide. Impress has several transitions effects available. The default is set to No Transition.

Custom Animation

A variety of animations can be used to emphasize or enhance different elements of each slide. The Custom Animation section provides an easy way to add, change, or remove animations.

Master Pages

Here you define the page (slide) style for your presentation. Impress includes several designs of Master Pages (slide masters). One of them – Default – is blank, and the rest have background and styled text.

Styles and Formatting

Here user can edit and apply styles like in Writer.

Gallery

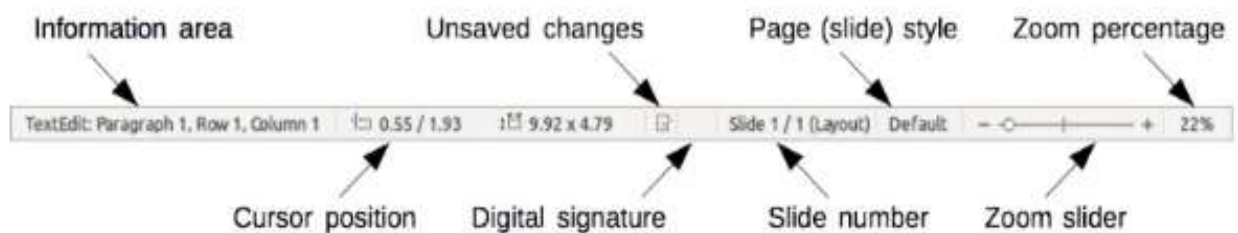Opens the Impress gallery where user can insert an object (graphic, sound or video) from the LibreOffice Gallery into their presentation.

Navigator

⚙ Opens the Impress navigator, in which user can quickly move to another slide or select an object on a slide.

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.

Toolbars

Many toolbars can be used during slide creation; they can be displayed or hidden by going to View > Toolbars on the main menu bar.

Standard toolbar

The standard toolbar contains the most frequently used commands. It has some similarities with Writer but has some commands specific to Impress.