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Workspace views

Each of the Workspace views is designed to make the completion of certain tasks easily; it is therefore useful to familiarize with them to quickly complete those tasks.

Normal view

Normal view is the main view for creating individual slides. Use this view to format and design slides and to add text, graphics, and animation effects. To place a slide in the slide design area of the Normal view, either click the slide thumbnail in the Slides pane or double-click it in the Navigator.

Outline view

Outline view contains all of the slides of the presentation in their 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 user have added text boxes or graphic objects to the slides, then these objects are not displayed. Slide names are not included.

Use Outline view:

➢ Quickly inserting text for fast content creation or editing, when formatting and adding graphic objects is postponed until the final stages of creating the presentation.
➢ Making changes in the text of a slide
➢ Adding and deleting the text in a slide as in the Normal view.
➢ Moving the paragraphs of text in the selected slide up or down by using the up and down arrow buttons (Move Up or Move Down) on the Text Formatting toolbar.

➤ Changing the outline level for any of the paragraphs in a slide using the left and right arrow buttons (Promote or Demote) on the Text Formatting toolbar.
➤ Moving a paragraph and changing its outline level at the same time using a combination of these four arrow buttons.
➤ Comparing slides with the outline (if prepared one in advance). If noticing from the outline that another slide is needed, user can create it directly in the Outline view or can return to the Normal view to create it.

Notes View

Use the Notes view to add notes to a slide. These notes are not seen when the presentation is shown to an audience on an extra display monitor connected to the computer.
➤ Click the Notes tab in the Workspace.
➤ Select the slide to add notes: click the slide in the Slides pane, or double-click the slide name in the Navigator.
➤ In the text box below the slide, click on the words Click to add notes and begin typing.
➤ User can resize the Notes text box using the colored resizing handles which appear when clicking on the edge of the box. User can also move the box by placing the pointer on the border, then clicking and dragging. To make changes in the text style, click on the Styles and Formatting icon on the Sidebar.

Handout View

Handout view is for setting up the layout of the slide for a printed handout. Click the Handout tab in the Workspace, then select Layouts in the Tasks pane. User can then choose to print 1, 2, 3, 4, 6, or 9 slides per page. User can also use this view to customize the information printed on the handout. Select from the main menu Insert > Page Number or Insert > Date and Time and the Header and Footer dialog opens. Click on the Notes and Handouts tab and use this dialog to select the elements to appear on each handout page and their contents.

Handout layout
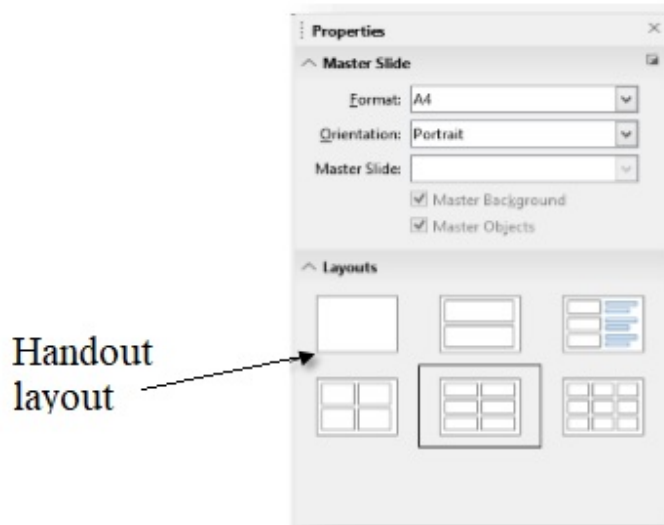
Slide Sorter view

The Slide Sorter view contains all of the slide thumbnails. Use this view to work with a group of slides or with only one slide. To change the number of slides per row:

➤ Check View > Toolbars > Slide Sorter and Slide View to show or hide the slide sorter and view toolbars.
➤ Adjust the number of slides (up to a maximum of 15).

Hide Slide

Show Slide
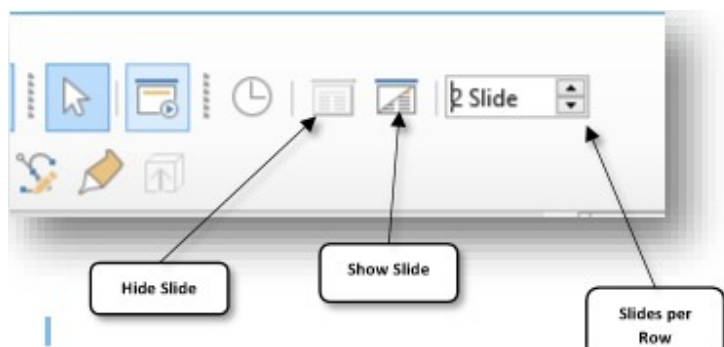
Slides per Row

Customizing Slide Sorter view

To change the number of slides per row:

➤ Go to View > Toolbars and select Slide Sorter and Slide View to show or hide the Slide Sorter and Slide View toolbars.
➤ Adjust the number of slides up to a maximum of 15.

Working in Slide Sorter view

User can work with slides in the Slide Sorter view just as in the Slide pane. To make changes, right-click a slide and choose any of the following from the context menu:

➢ **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.
➢ **Delete Slide** – deletes the selected slide.
➢ **Rename Slide** – allows to rename the selected slide.

Creating new presentation

The first thing to do is decide the purpose of the presentation and plan the presentation. Although user can make changes, having an idea of to whom the presentation is to be presented, the structure, the content, and how the presentation will be delivered, will save a lot of time from the start.

Creating a Presentation using Template

When starting Impress, the Presentation Wizard appears.

➢ Under Select a Template, choose one of the options below.
➢ User can search for the type of template according to the color and design. Choose from the list of categories of the templates.
➢ Uncheck the option below to never show this dialog box on next startup.
➢ Click open to start creating the presentation.

Creating a Blank Presentation

The Blank presentation option is one of the more commonly used methods. It offers several blank slides, with layouts for text and graphics. Once a blank presentation is chosen from the file menu the default presentation will appear allowing user to design the presentation.

➢ Click on the File Tab.
➢ Choose New.
➢ Select Presentation
➢ Skip Template Selection by Pressing Cancel.
➢ New default blank presentation will be created.

Assignment:-

1- Write the views in Libreoffice impress.
2- Write the steps of creating presentation using templet & blank presentation Libreoffice impress.