

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Inserting and Editing Text on Slides

Date: 24-06-2020

Text

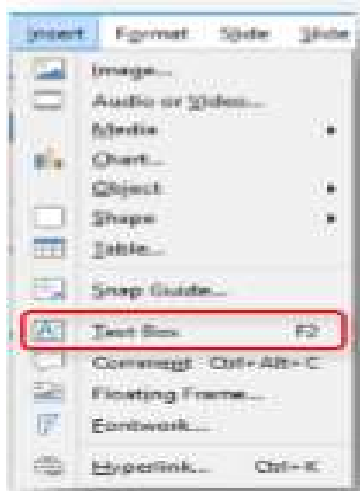
A presentation is not all about pictures and background color, it depends mostly on the text. The message of the presentation is conveyed through the text. The visual aids are simply cosmetics to help support the message.

Most slides contain one or more text placeholders. These placeholders are available to type text on the slide layout chosen. In order to add text to a slide, click in the placeholder and begin typing. The placeholder is movable and can be positioned anywhere on the slide. The text placeholder can be resized by dragging the sizing handles. Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

Adding a Text Box

Text Boxes can be added to any slide in order to provide additional room outside of the text placeholders.

- From the Insert tab, click on Text Box.
- Left-click on the area of the slide where the text is supposed to be added.
- While maintaining the left-click, drag the mouse cursor down a bit and then to the right, then release. The dashed text box appears.
- Left-click once inside the text box and start entering the text.
- The function key F2 can also be used to insert a Text Box.



Editing Texts on Slides

In order to edit text on a presentation:

- Select the text (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text).
- Use the Font Group on the Home tab or right-click on the selected text and choose formatting options from the Mini Toolbar.
- Make necessary changes to the font and click outside of the text placeholder to accept the changes.

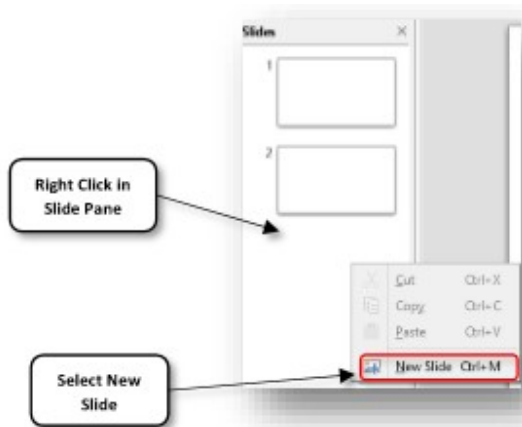
Inserting and Deleting Slides

When a new presentation is created, Impress gives one default slide that contains a “Title Slide” layout. Click into the placeholders shown in the title slide. Then type the text to appear as the title and subtitle of the presentation. To add another presentation slide, insert a new slide and determine which placeholders appear in it. The slide layout applied determines which placeholders appear within the new slide.

Inserting slides

A new presentation only contains one empty slide. In this section start adding new slides and preparing them for the intended contents. A new slide can be inserted into a presentation as follows:

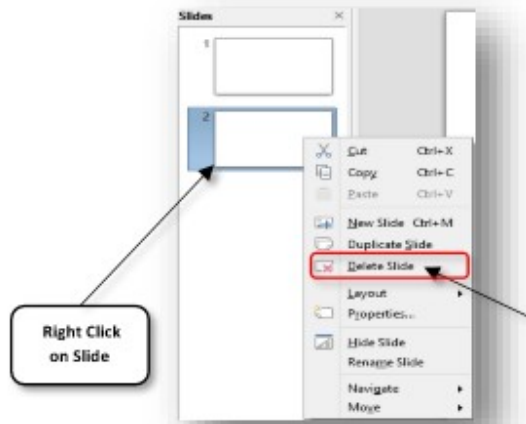
- Right click in the Slide Pane and select New Slide.
- Also can be done by the key combination of Ctrl+M.



Deleting Slides

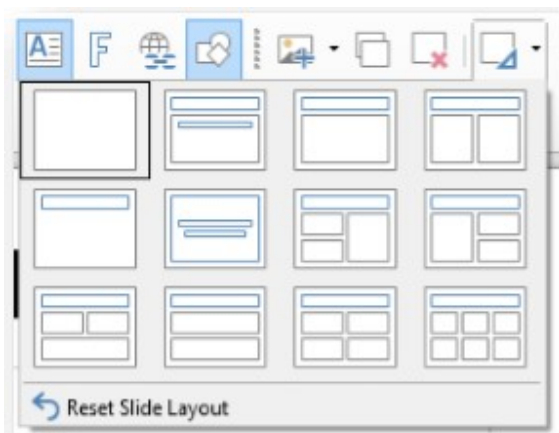
To delete a single slide, select a slide from the Slides Pane and press the delete button on the keyboard.

- To delete by mouse, right click on the slide and select delete.
- To delete multiple slides click on the slides



Selecting slide layout

When creating a presentation, the first slide is normally a title slide. User can use either a blank layout or one of the title layouts as the title slide. Click on the Slide Layout icon on the Presentation Toolbar to open Layouts section and display the available layouts Or Click on the Properties icon at the side of the Sidebar to open Layouts section and display the available layouts. The layouts included in LibreOffice range from a blank slide to a slide with six contents boxes and a title.

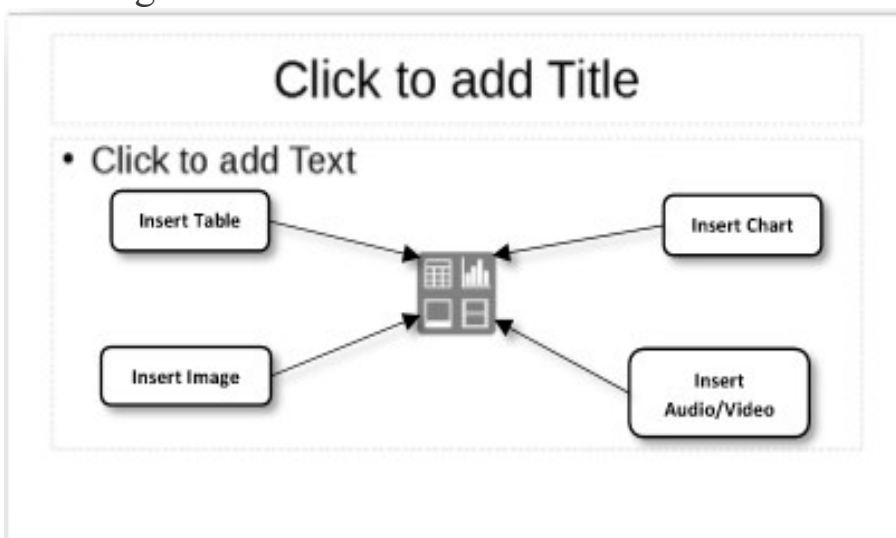


Or Click on the Properties icon at the side of the Sidebar to open Layouts section and display the available layouts. The layouts included in LibreOffice range from a blank slide to a slide with six contents boxes and a title. To create a title, if one of the title layouts has been selected, click on Click to add title and then type the title text. To add text content, depending on the slide layout selected, click on Click to add text. To adjust the formatting of the title, subtitle or content modify the presentation style.



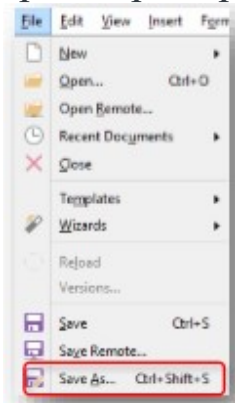
Place Holders

In Impress, placeholders are boxes with dotted borders that contains the content. Built-in template slides on Impress already contain placeholders, but placeholders can be added to any template, including the default blank slide. Placeholders can contain content, text, pictures, charts, tables, media and Images.



Saving a Presentation

Now as the new presentation have been created, the next step would be saving the presentation so that it can be used later. The Save command, available from the File tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, it will prompt to enter a file name for the presentation and location will be asked where the file is supposed to be saved. If again providing the location and name is required, choose Save As. The Save As options prompts for the file name and location each time.



Assignment:-

- 1- Write steps how to add text on slide in Libreoffice impress.
- 2- What is place holders Libreoffice impress.