**Learning Programme**

**Open Office : Impress**

**Lab Exercise**

1. **Create a new presentation**
   1. Start Impress.
   2. Type -> Empty Presentation
   3. Choose a design under Select a slide design.
      1. Presentation Backgrounds and Presentations.
   4. Choose the desired slide transition (Effect and speed).
   5. Click Create.
2. **Create the first slide**
   1. Select a layout in the Layout section of the Tasks pane.
   2. Create the title.
   3. Adjust the formatting of the title.
3. **Insert additional slides**
   1. Insert a new slide.

Insert -> Slide

* 1. Select the layout slide.
  2. Modify the elements of the slide.
  3. Add pictures to the clipart frame, (if your chosen layout includes one) by Double-clicking the picture within the frame.
  4. Add pictures from graphic files to places other than the clipart frame.

Insert -> Picture -> From File.

* 1. Move the picture to its location.
  2. Resize the picture.
  3. Try Adding OLE Objects (Inserting spreadsheets, charts, and objects).
  4. Create additional slides

1. ***Renaming slides***
   1. Right-click on a thumbnail in the Slides pane or the Slide Sorter
   2. choose **Rename Slide**.
2. **Re-order slides**
3. **Modify the appearance of slides**

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

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

1. **Create slide master**
   1. View -> Master -> Slide Master.
   2. On the Master View toolbar click the **New Master** icon
   3. Modify the slide master.
   4. Rename this new slide master.
      1. Right-click on the slide in the Slides pane and select Rename master.
2. **Apply a slide master**

Click on the slide master in the list and apply.

1. **Modify a slide master**
   1. View -> Master -> Slide Master -> Master Pages -> Select slide master
   2. Make changes -> Save -> Close Master View

The following items can be changed on a slide master:

* + 1. Background (color, gradient, hatching, or bitmap)
    2. Background objects (for example, add a logo or decorative graphics)
    3. Size, placement, and contents of header and footer elements to appear on every slide
    4. Size and placement of default frames for slide titles and content

1. **Add picture to all slides**
   1. View -> Master -> Slide Master
   2. Insert -> Picture -> From File
2. **Add text to all slides**

Some of the supplied slide masters have text objects in the footer.

* + 1. View -> Master -> Slide Master
    2. On the Drawing toolbar, select the Text icon.
    3. Click once and drag in the master page to draw a text object, and then type or paste your text into the object.
    4. View- > Normal

1. **Add date, page number and other fields to slide master**

Insert > Fields.

The fields you can use in Impress are:

* + 1. Date (fixed).
    2. Date (variable) —updates automatically when you reload the file.
    3. Time (fixed).
    4. Time (variable)—updates automatically when you reload the file
    5. Author—First and last names listed in the OpenOffice.org user data.
    6. Page number (slide number).
    7. File name.

1. **Export to pdf**

File -> Export as pdf