

## **Chapter -1 Impress Your Audience-1**

### **Objectives**

- Understand how to create a presentation
- Explore libre office impress interface .

### **Skills to be attained**

- Navigating the Libre office impress interface.
- Creating a presentation using Libre office impress

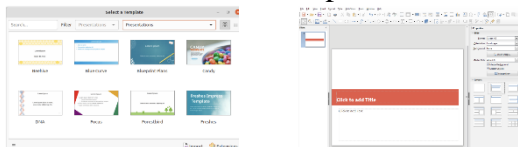
### **Teacher-Led Instructions**

#### **1. Exploring impress interface**

- Introduce how to open impress
- Explain the tool bars and menu bar and their usage
- Demonstration standard tool bar, side bar, side pan,

#### **2. Worksheet and Workbook**

- Create a Blank Presentation To create a Blank presentation, follow the given steps:
  1. Click the LibreOffice Impress
  2. Click the New option from the File menu.
  3. Click Presentation option from the left pane.Click Blank Presentation option.



- To create new slide, duplicate slide
- Explain properties place
- Type Text as title and how to change the alignment right, left and middle.
- how to save the file using various formats like .odp and ppt format
- Demonstrate how to export the file in various formats

### **Student's Activity**

#### **Hands-On Practice**

- On the File menu, click New. presentation
- Students Click Blank Workbook on the New Workbook task page. The New Workbook will appear
- Create title the name of TAMILNADU EDUCATION in centre.
- Save the file odp format
- Save the file as power point
- Type name of subjects.

### **Conclusion**

- Recap the key points learned in the class.
- Create a presentation with your Name as title with your detail