

ICT PRACTICAL WORKSHEET - STD IX

Worksheet No	8.1
Name of Chapter	The Infinite Scope of Presentation
Name of Activity	Creating Master Slides and Basic Design
Software Used	LibreOffice Impress
Time	40 Minutes

Order of Events

Activity	Instructions
Open Impress	Launch LibreOffice Impress and create a new presentation.
Insert First Slide	Select Blank Slide layout for the first slide.
Add Background Image	Insert → Image → Choose Intro.png from School_Resources.
Resize Image	Adjust the image to fit the slide properly.
Add Title Text	Use Text Tool (A) to add title: "BAD HABITS & HEALTH OF THE HEART".
Format Text	Choose font: Anek Malayalam, size: 36, color: Blue, style: Bold.
Animate Title	Select text → Sidebar → Animation → Choose effect (e.g., Fade In).
Save Presentation	Save as Heart_Health_Presentation.odp.
Enter Master View	View → Master Slide to design a template.
Design Master Layout	Format title and content placeholders with consistent fonts and colors.
Add Shapes	Insert → Shapes → Add Rectangle and Moon shapes for design.
Insert Slide Number	Insert → Field → Slide Number (place in footer).
Close Master View	Click Close Master View to apply design to slides.

ICT PRACTICAL WORKSHEET - STD IX

Worksheet No	8.2
Name of Chapter	The Infinite Scope of Presentation
Name of Activity	Infographics and Advanced Slide Design
Software Used	LibreOffice Impress
Time	40 Minutes

Order of Events

Activity	Instructions
Open Previous File	Open Heart_Health_Presentation.odp.
Add New Slide	Insert a new slide with Master Slide layout applied.
Open Gallery	Sidebar → Gallery → Select Diagrams .
Choose Infographic	Drag Goal-List-Colourful design to the slide.
Edit Text in Shapes	Double-click shapes to enter risk factors and percentages.
Add Title Shape	Insert → Shapes → Rectangle-Cut-2 → Add title: "Statistics of Risk Factors..."
Insert Heart Image	Insert → Image → Heart.png from School_Resources.
Arrange Objects	Right-click objects → Arrange → Bring to Front/Send to Back.
Add Data Table Slide	Create a new slide and add the risk factors table.
Apply Consistent Design	Use same color scheme and fonts across all slides.
Add Slide Transitions	Slide → Slide Transition → Apply consistent transition effect.
Final Review	Run slideshow to check flow and design consistency.
Save and Export	Save presentation and export as PDF if needed.