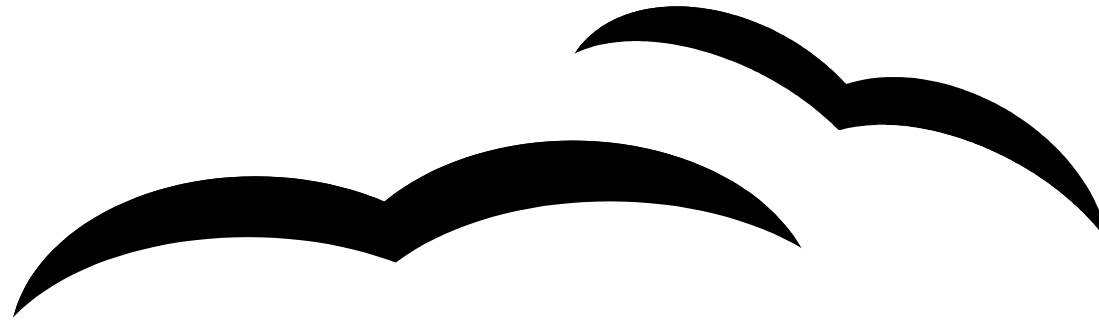


# OpenOffice.org



impress tutorial



## **Creating a new presentation**

- AutoPilot
- Inserting Slides
- Selecting Slides
- Formatting a Page
- Formatting Slides
- Workspace views
- Running the slide show

## **Editing slides**

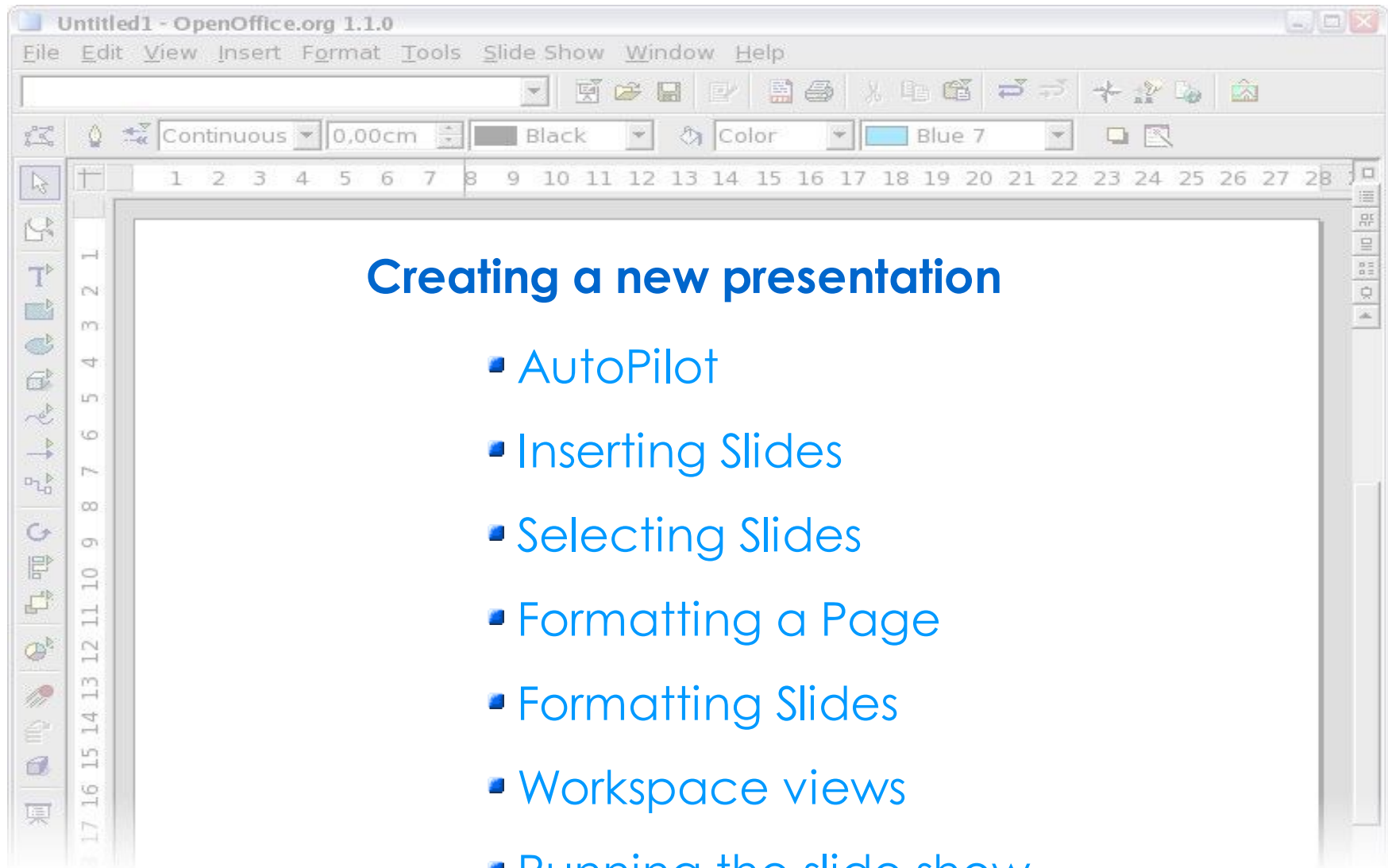
- Inserting Text
- Formatting Text
- Creating Bulleted/Numbered Lists
- Changing the Slide Background
- Importing Graphics

## **Slide Transitions and Animations**

- Slide Transitions
- Animation Effects

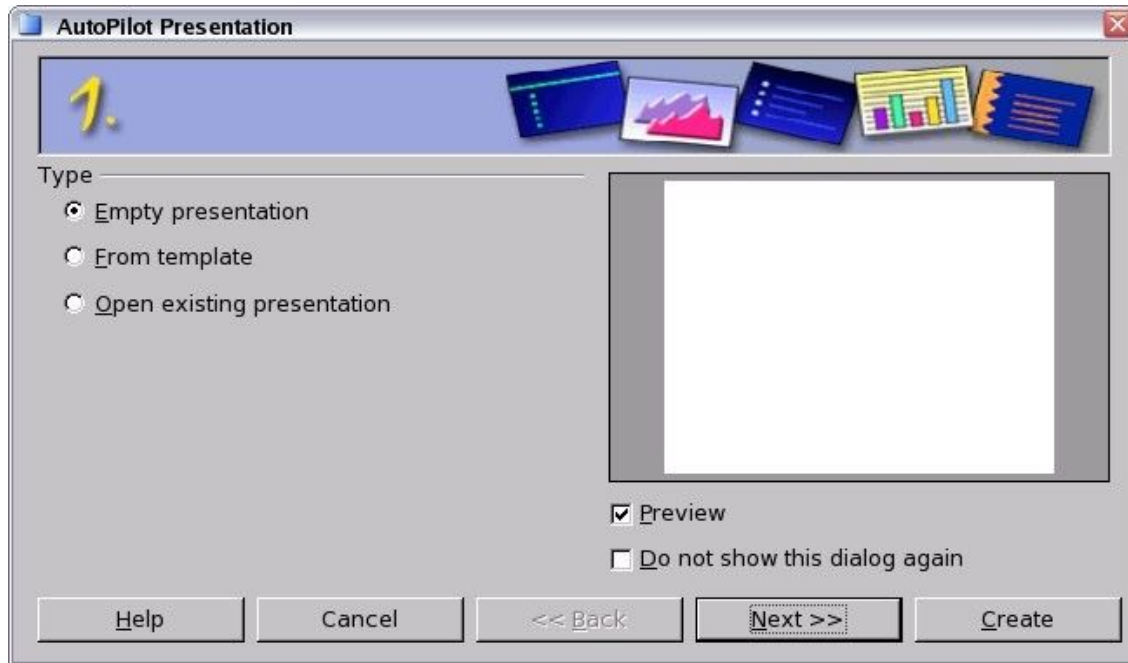
## **Differences between PowerPoint and OpenOffice**

Features that may be implemented differently



# Creating a new presentation

## AutoPilot

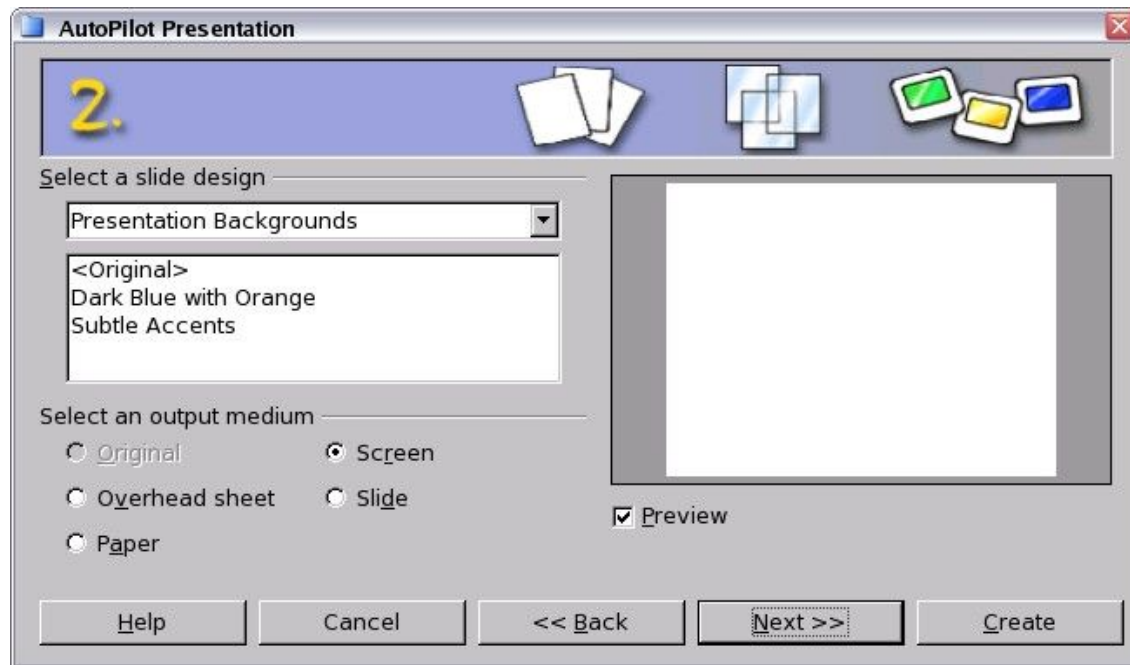


After launching OpenOffice.org an AutoPilot Presentation window appears.

- ◆ **Empty presentation** creates a presentation from scratch.
- ◆ **From template** uses a template design already created as the base of a new presentation.
- ◆ **Open existing presentation** continues work on a previously created presentation.

# Creating a new presentation

## AutoPilot



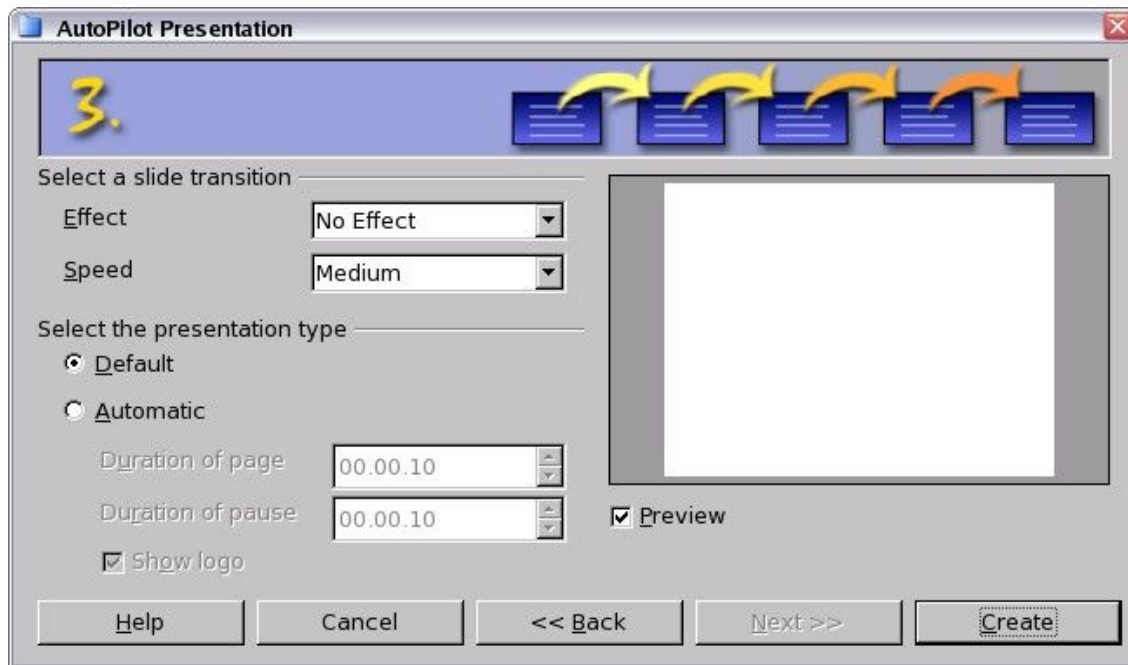
Select a slide design.  
Choose <Original> for no  
slide design (plain white).

Select how presentation  
will be used.

Click "Next >>"  
to continue.

# Creating a new presentation

## AutoPilot



The Effect option creates transitions between all the slides in the presentation.

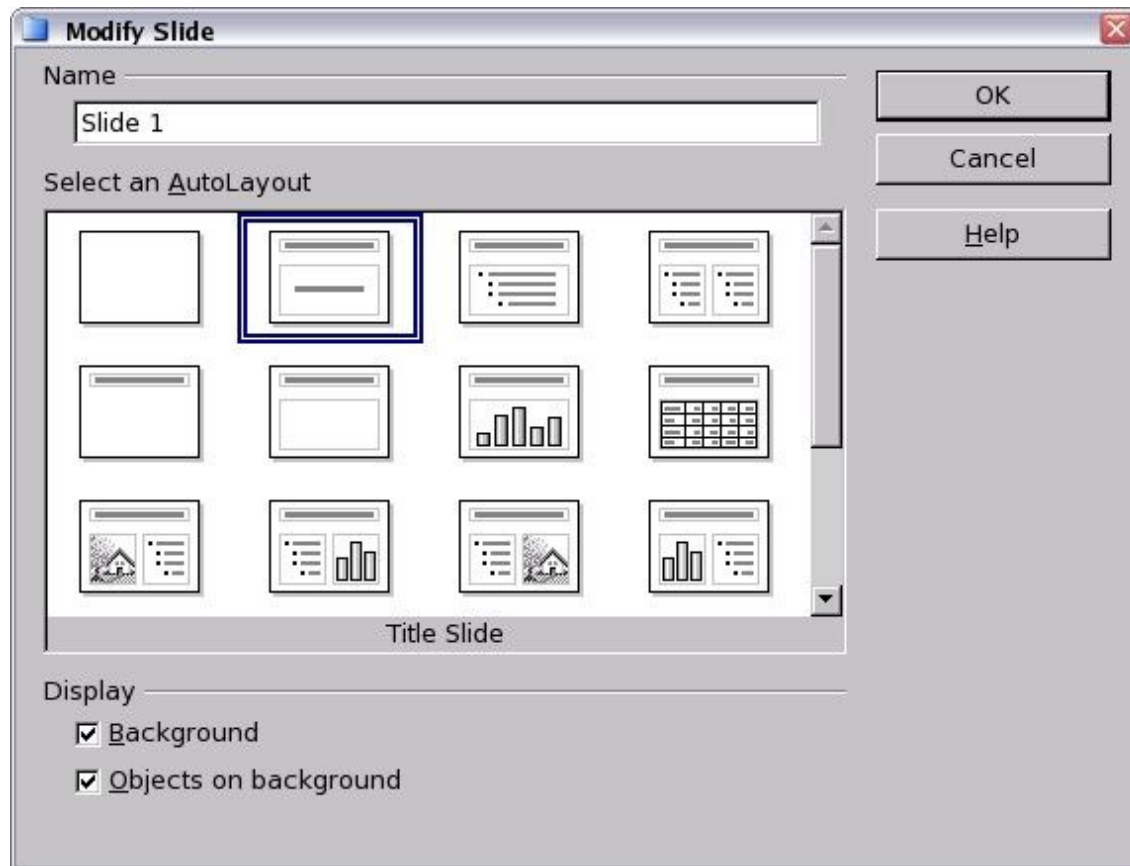
Select No Effect for no transition effect.

Transitions can be added and changed later.

Click "Create" to end the AutoPilot.

# Creating a new presentation

## AutoPilot



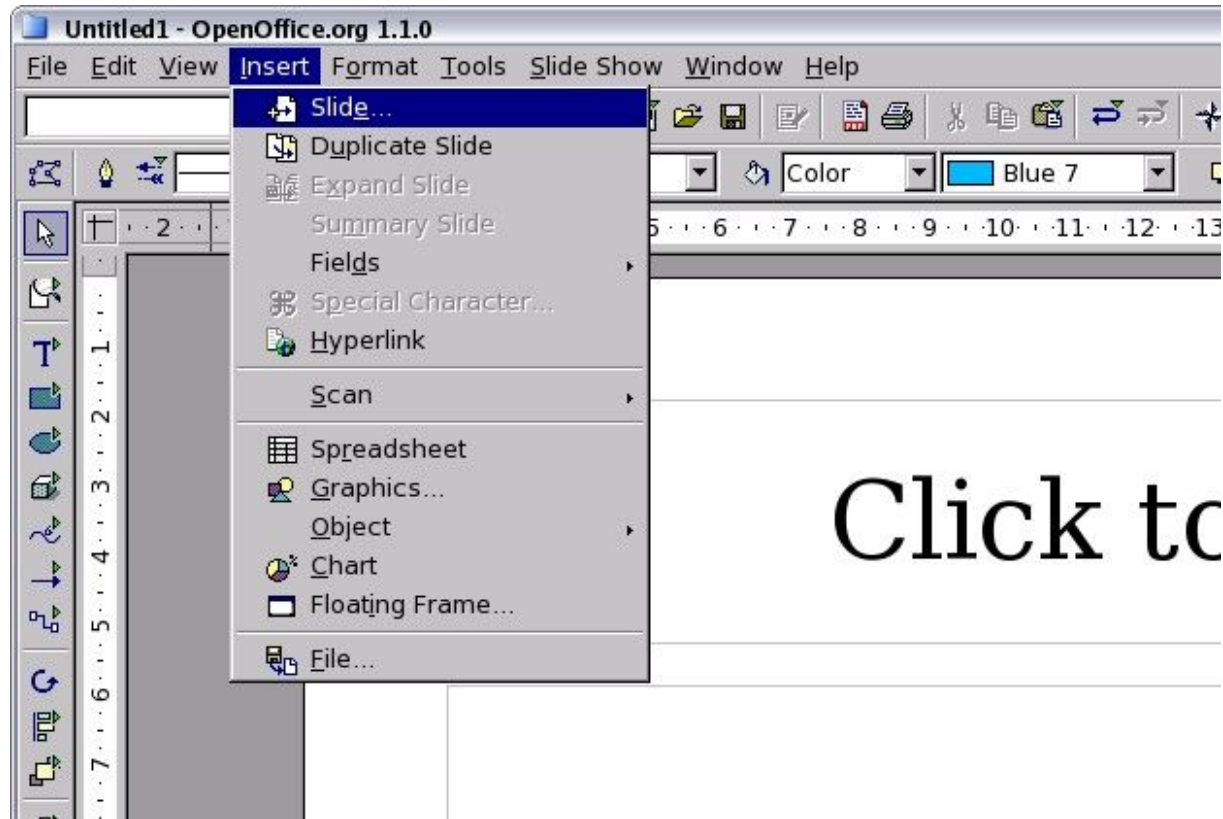
Type in a title for the slide in the area marked Name.

Click a thumbnail slide from a "Select an Autolayout" section to select that layout.

Click OK.

# Creating a new presentation

## Inserting Slides

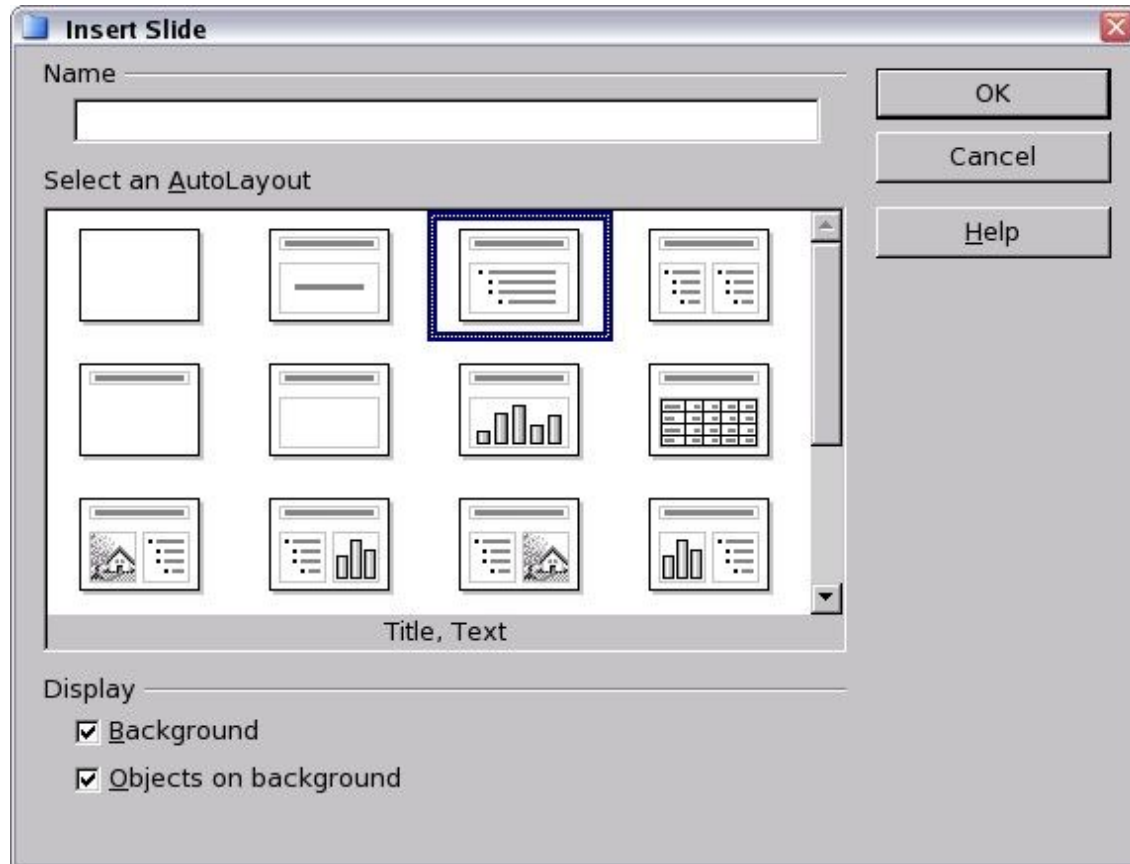


To add a slide to the new presentation, go to the Insert menu and select "Slide..."



# Creating a new presentation

## Inserting Slides



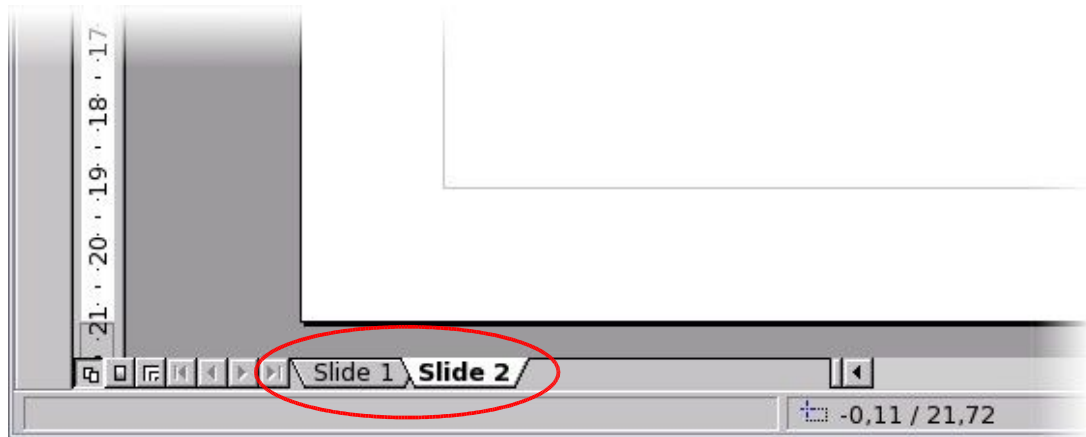
Insert a title for the slide in the Name field.

Choose the slide layout from the "Select an AutoLayout" section.

Click OK.

# Creating a new presentation

## Selecting Slides

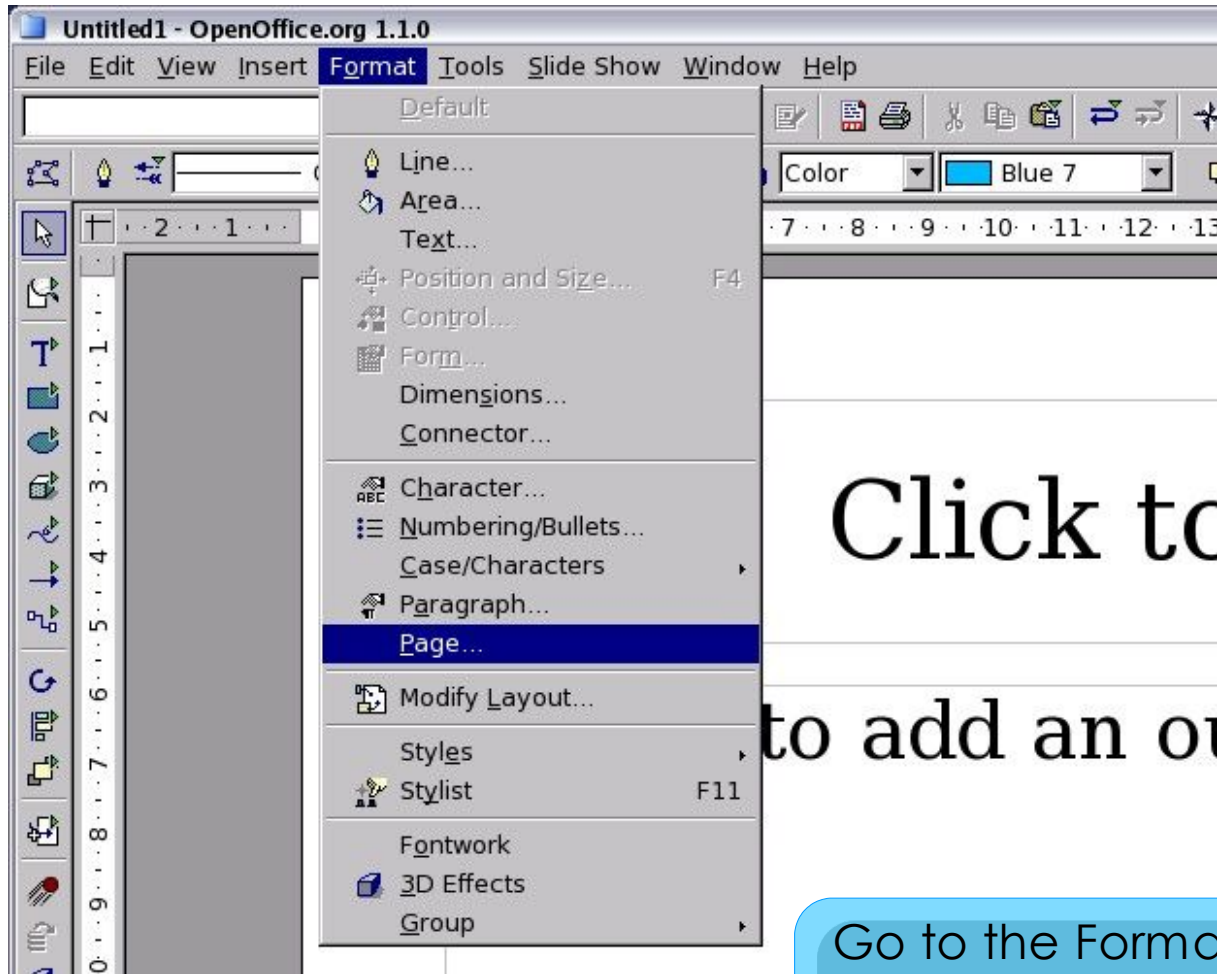


A new slide tab appears at the bottom of the workspace for each inserted slide.

Click on a slide tab to select and display that tab.

# Creating a new presentation

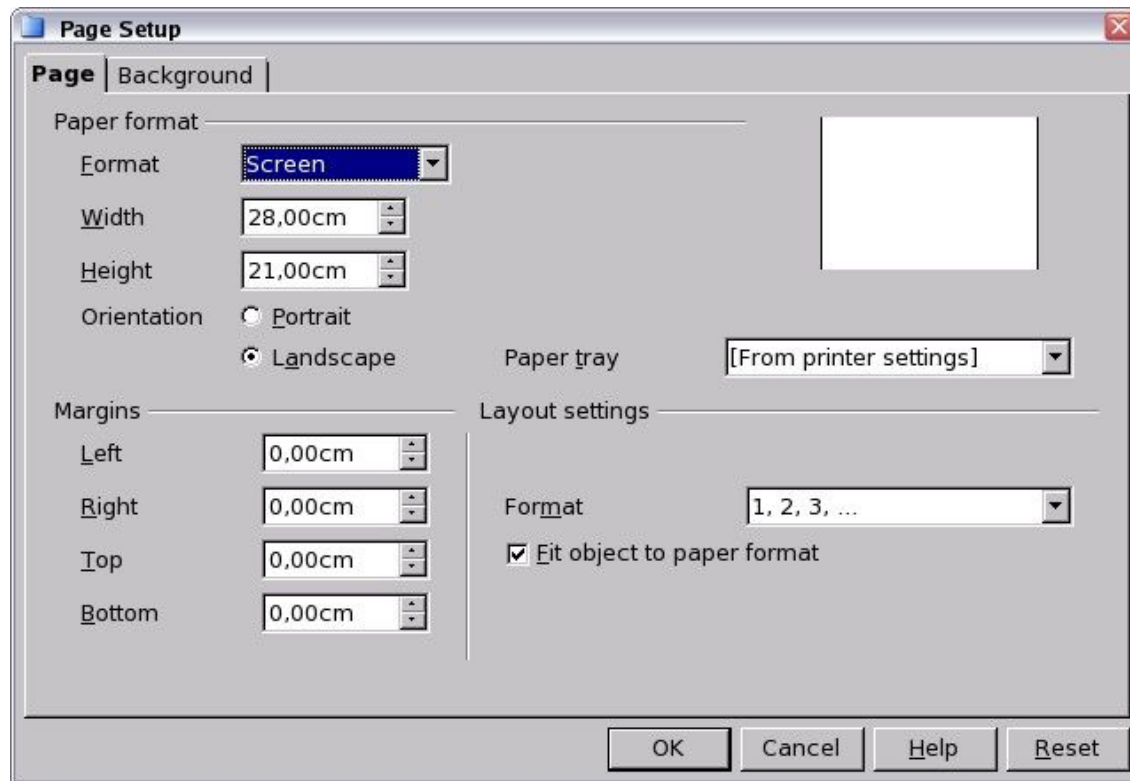
## Formatting a Page



Go to the Format menu and click "Page..."

# Creating a new presentation

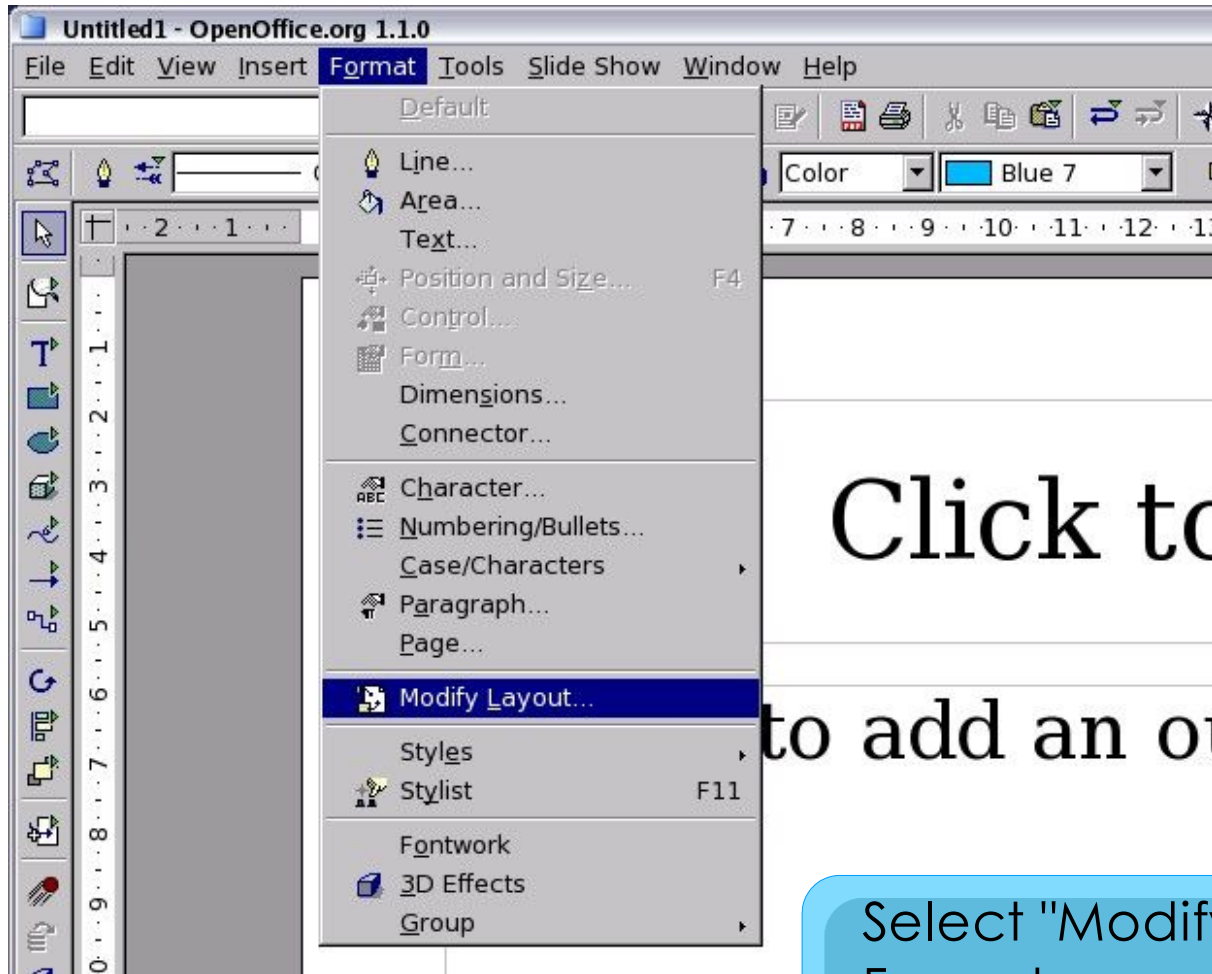
## Formatting a Page



In this window you can change the format, the orientation and the margins of the page.

# Creating a new presentation

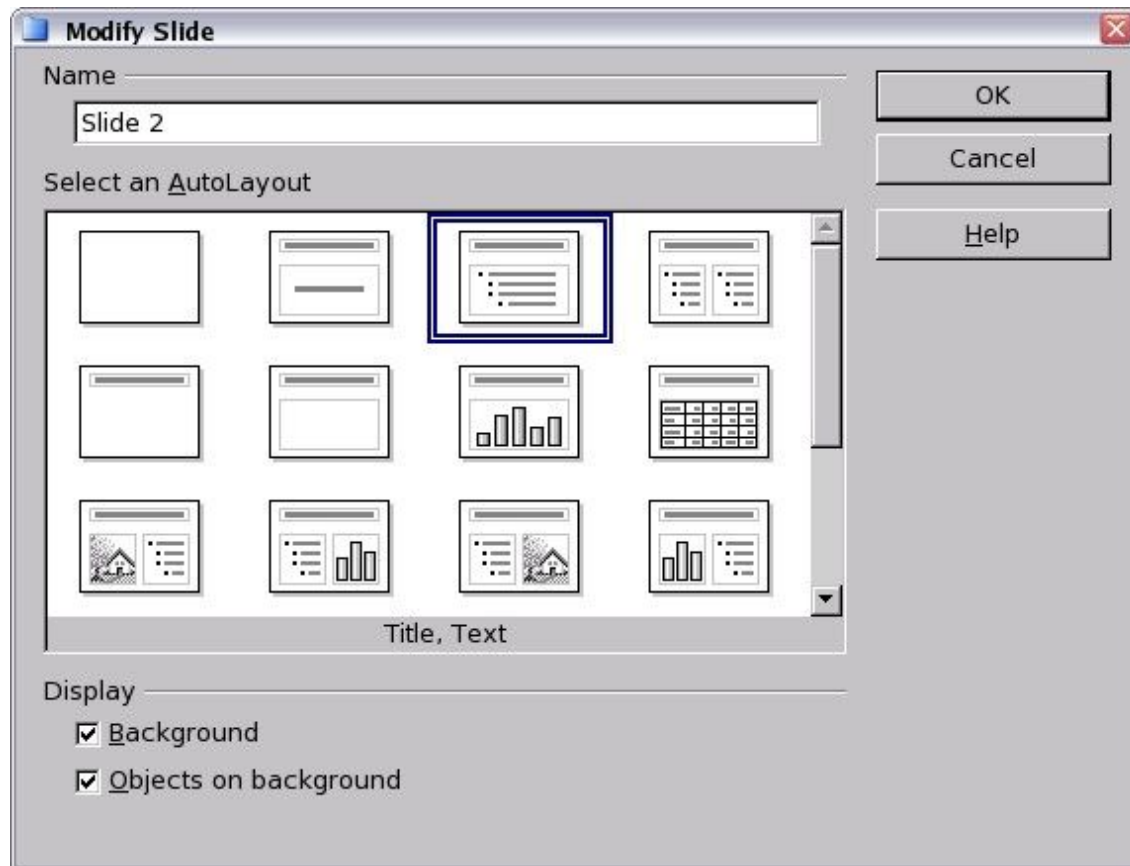
## Formatting Slides



Select "Modify layout..." from the Format menu.  
The Modify Slide window appears.

# Creating a new presentation

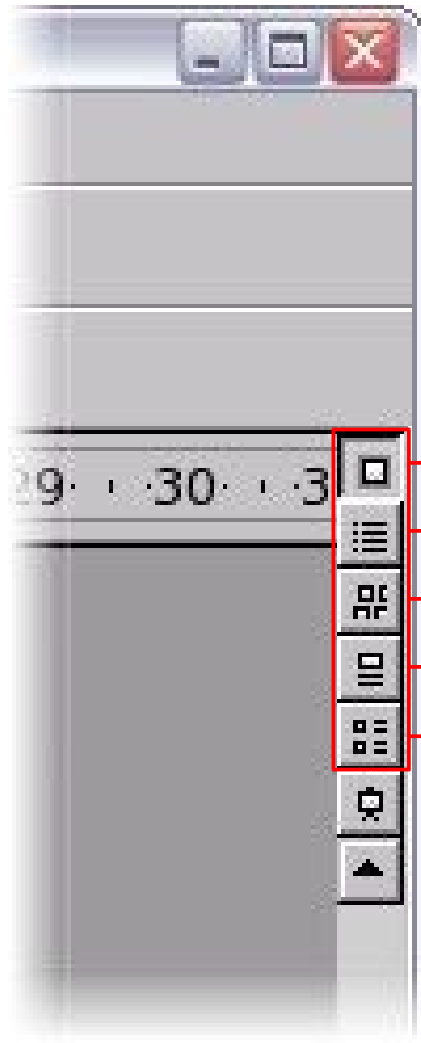
## Formatting Slides



Modify the layout by choosing a new layout from the "Select an AutoLayout" section.

# Creating a new presentation

## Workspace views



Impress has five different workspace views from which to choose. Each view is designed to make completing certain tasks easier.

Drawing View

Outline View

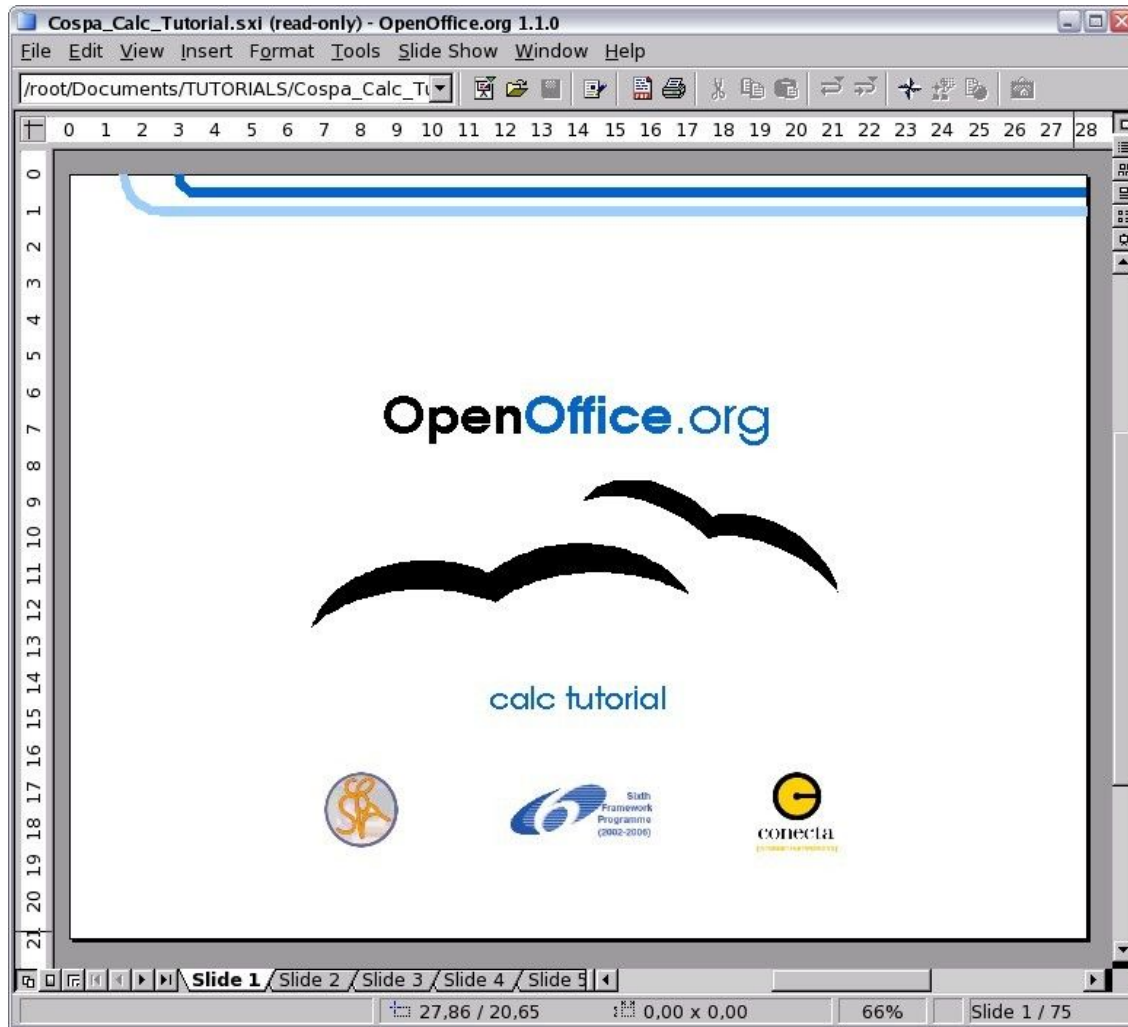
Slide View

Notes View

Handout View

# Creating a new presentation

## Workspace views

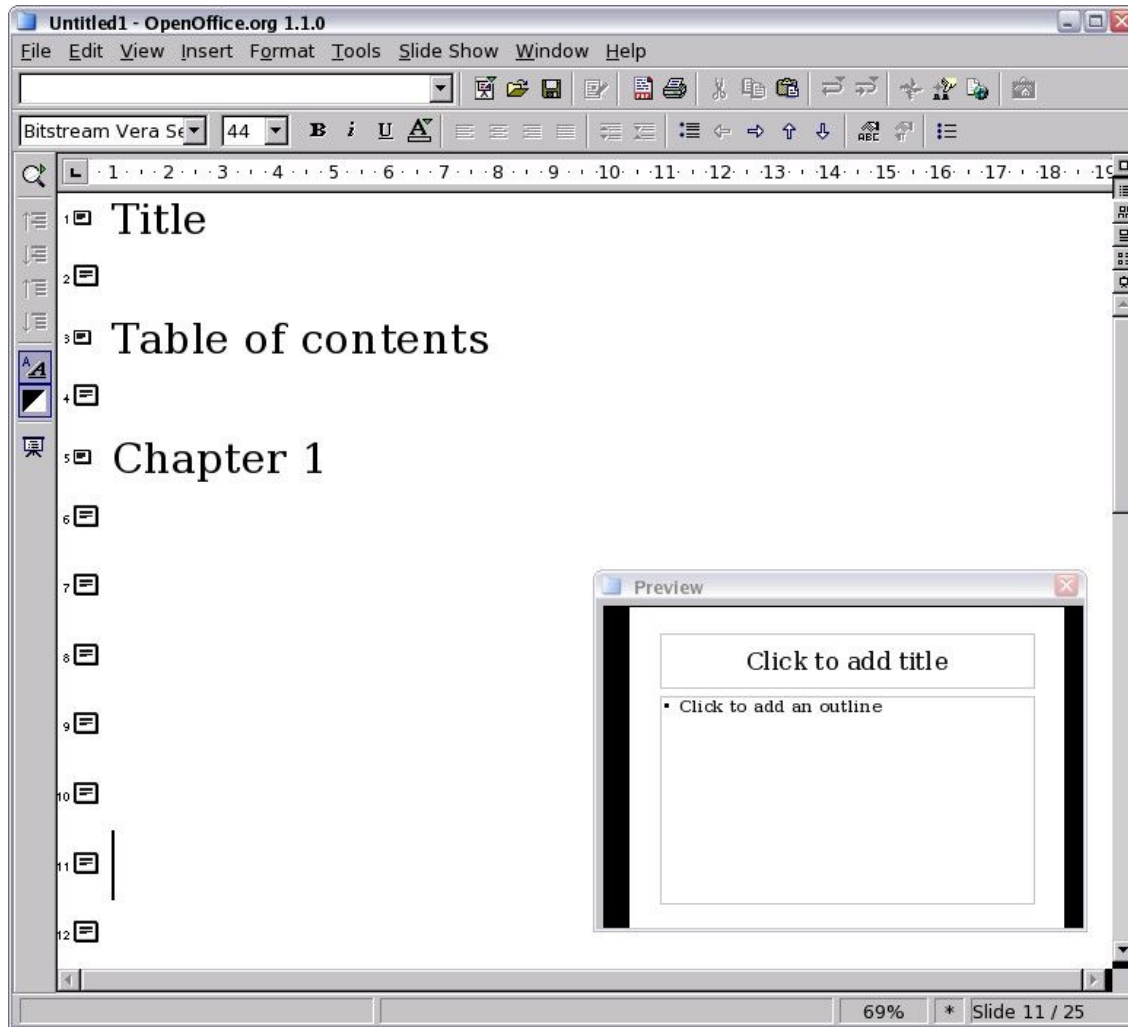


**Drawing View** is the main view for creating individual slides. Use this view to format and design, add text, graphics, and animation effects.



# Creating a new presentation

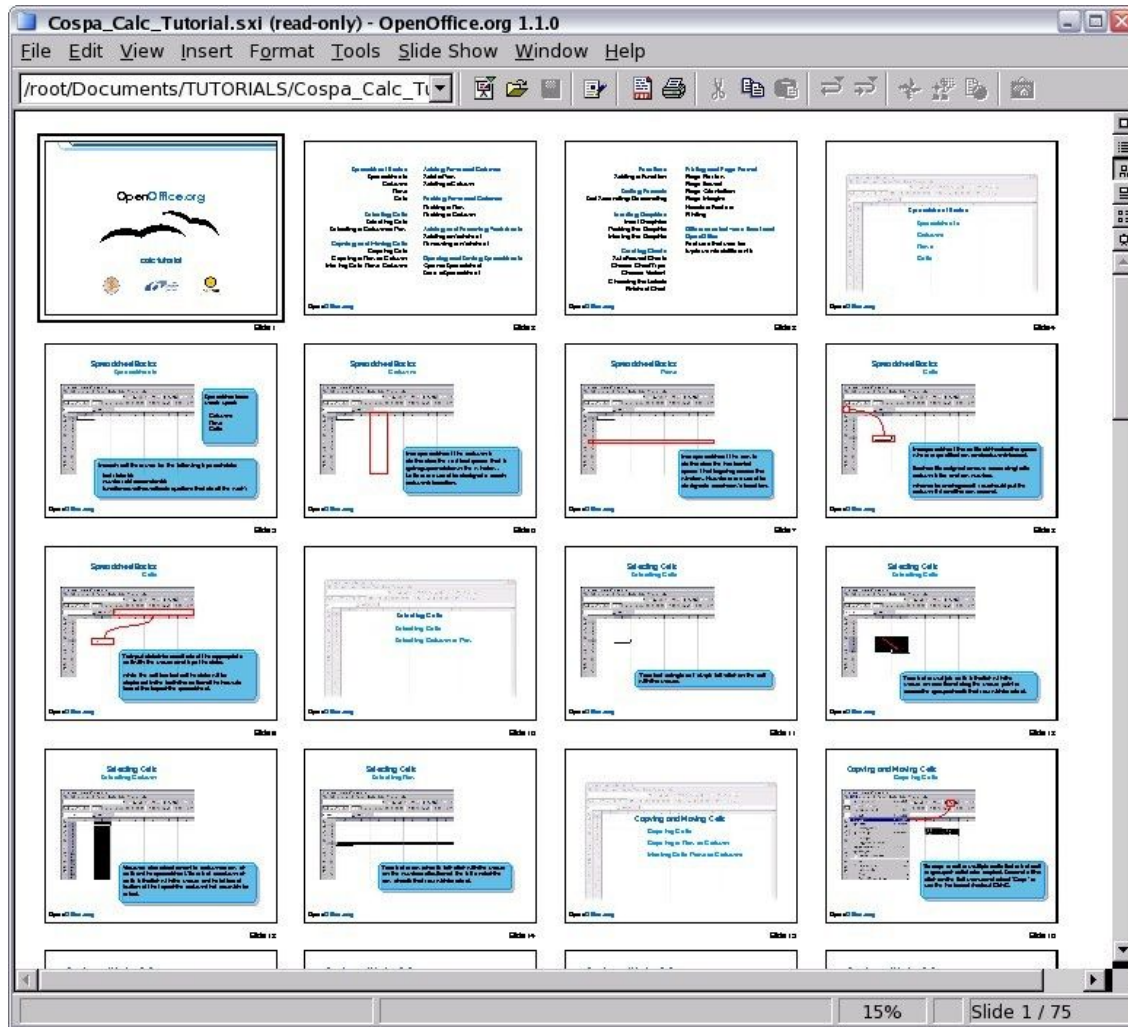
## Workspace views



**Outline View** shows topic titles, bulleted lists, and numbered lists for each slide in outline format. This view lets you rearrange the order of the slides, edit titles and headings, rearrange the order of items in a list, and add new slides.

# Creating a new presentation

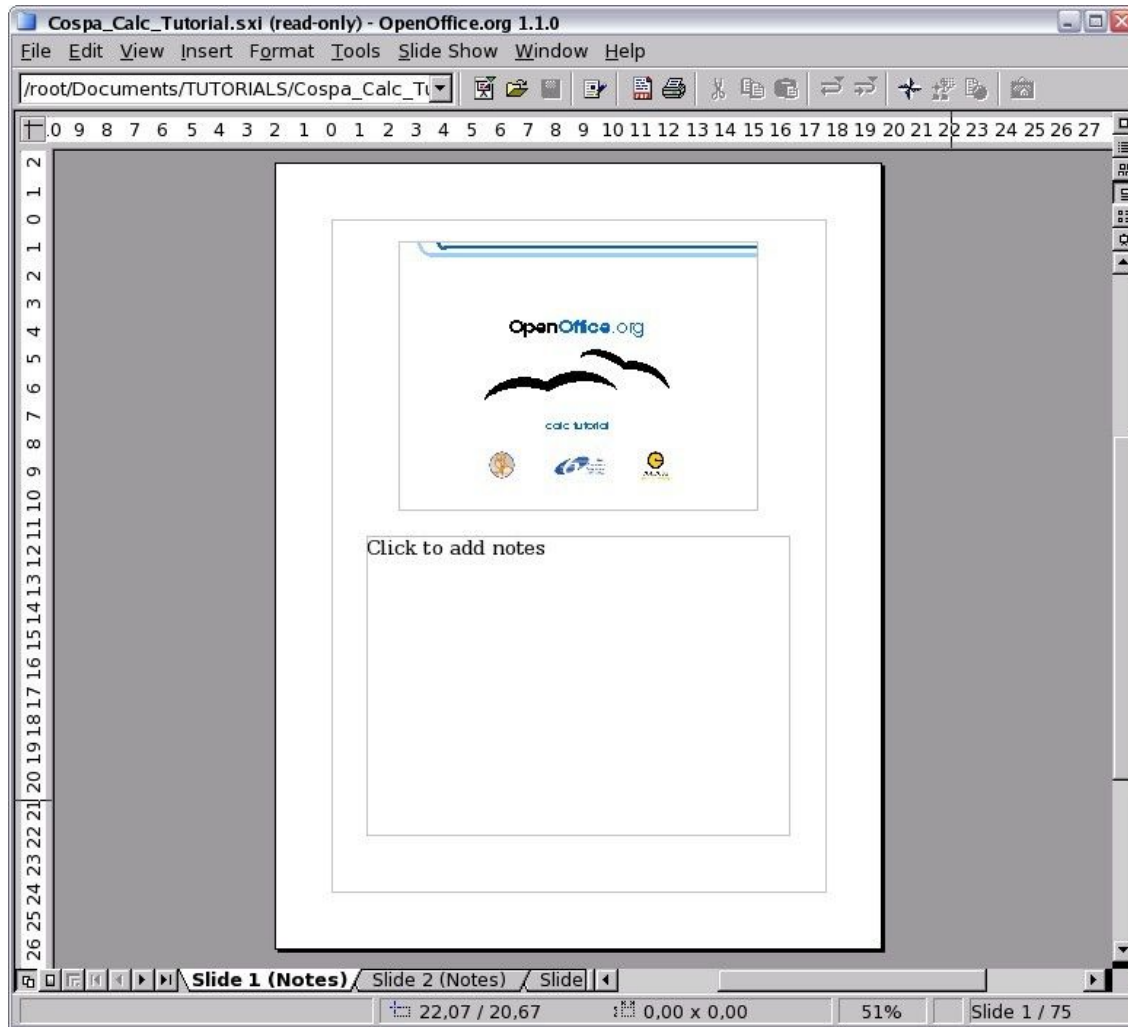
## Workspace views



**Slide View** shows a small version of each slide in order to rearrange the order of slides, produce a timed slideshow, or add transitions between slides.

# Creating a new presentation

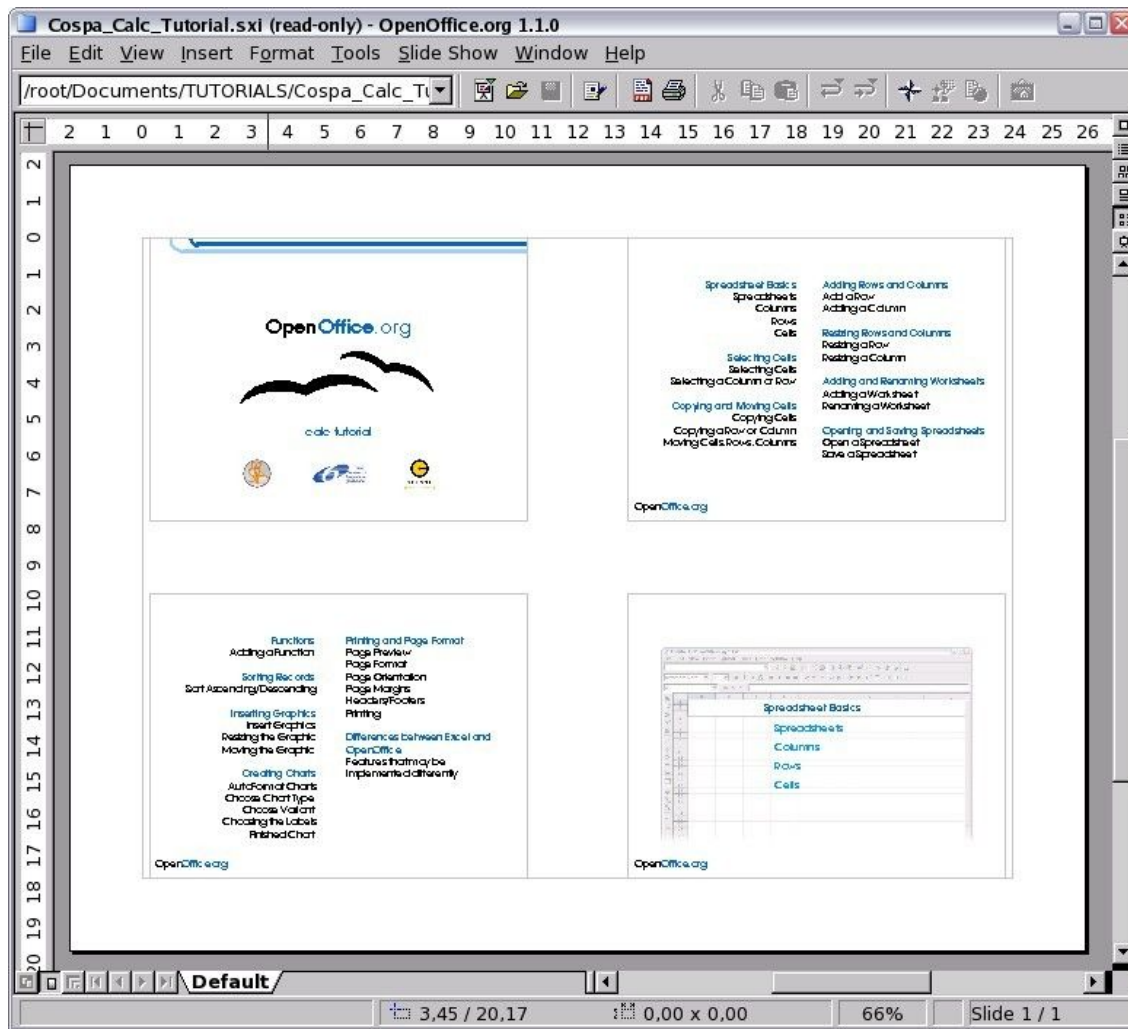
## Workspace views



**Notes View** lets you add notes to each slide that are not seen when the presentation is shown. You can print these notes and refer to them while giving a presentation.

# Creating a new presentation

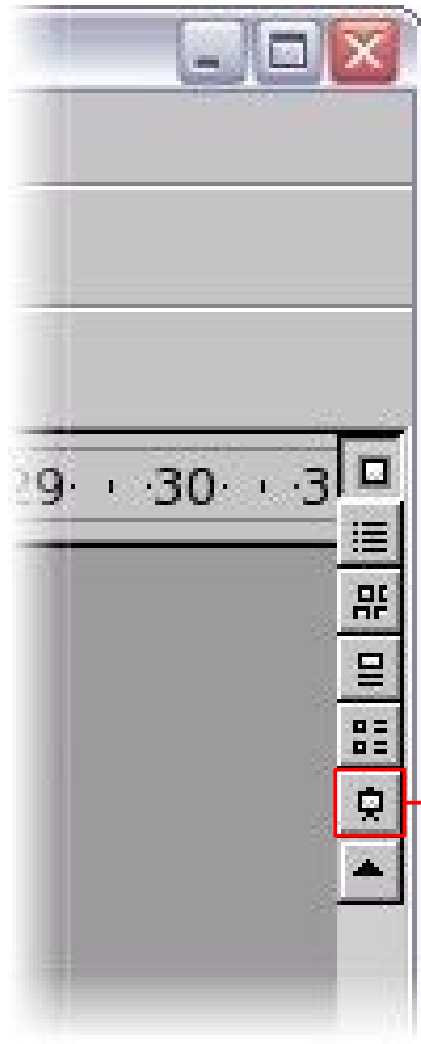
## Workspace views



**Handout View** reduces several slides of the presentation and efficiently rearrange slides in this view by simply dragging and dropping them.

# Creating a new presentation

## Running the slide show



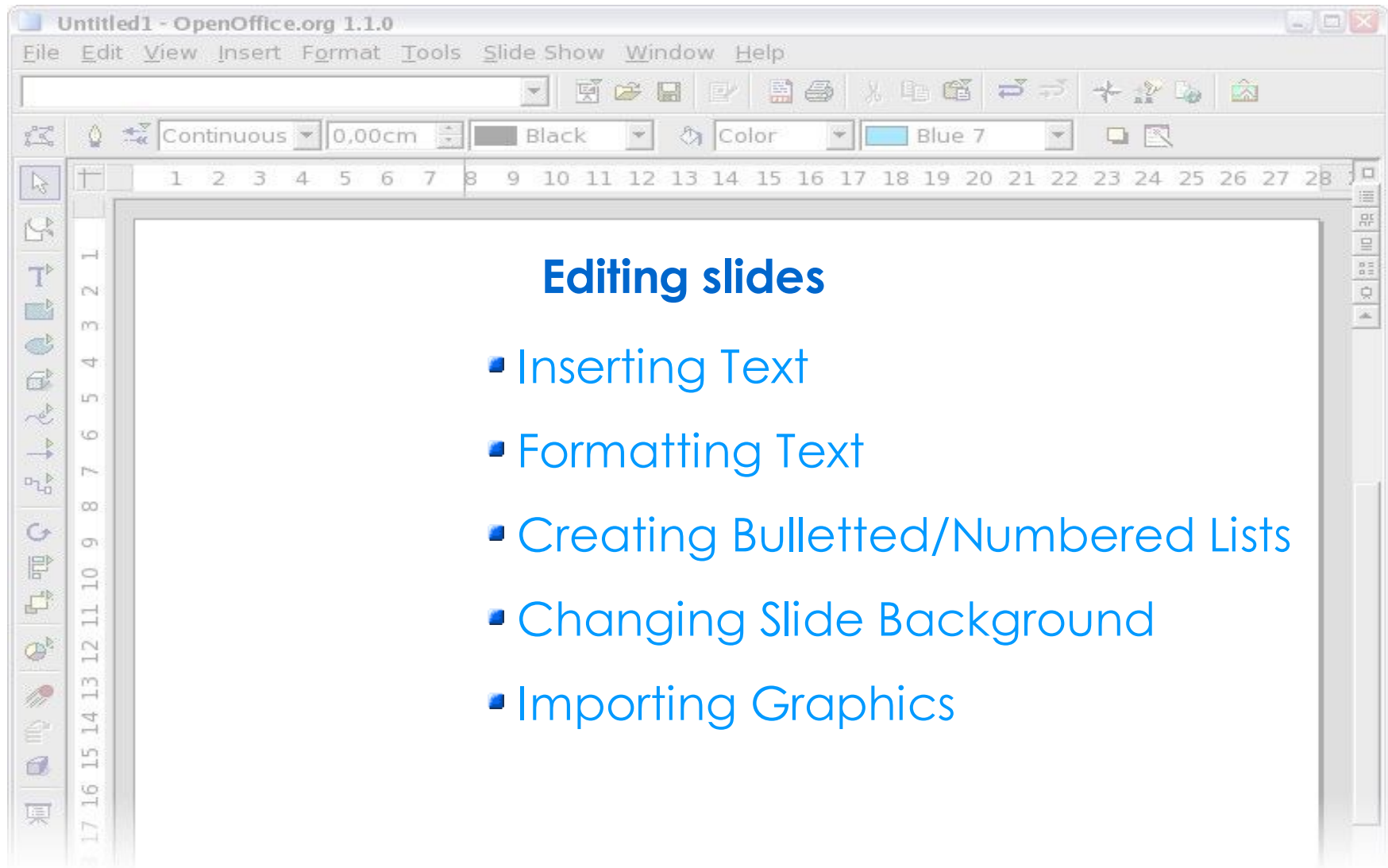
To view the presentation click on the "Start Slide Show" button or go to the "Slide Show" menu and select "Slide Show".

The shortcut key for this feature is "F9".

Use the arrow keys on the keyboard to go to the next slide or to go back the previous one. You can also click the mouse or press the spacebar on the keyboard to advance to the next slide

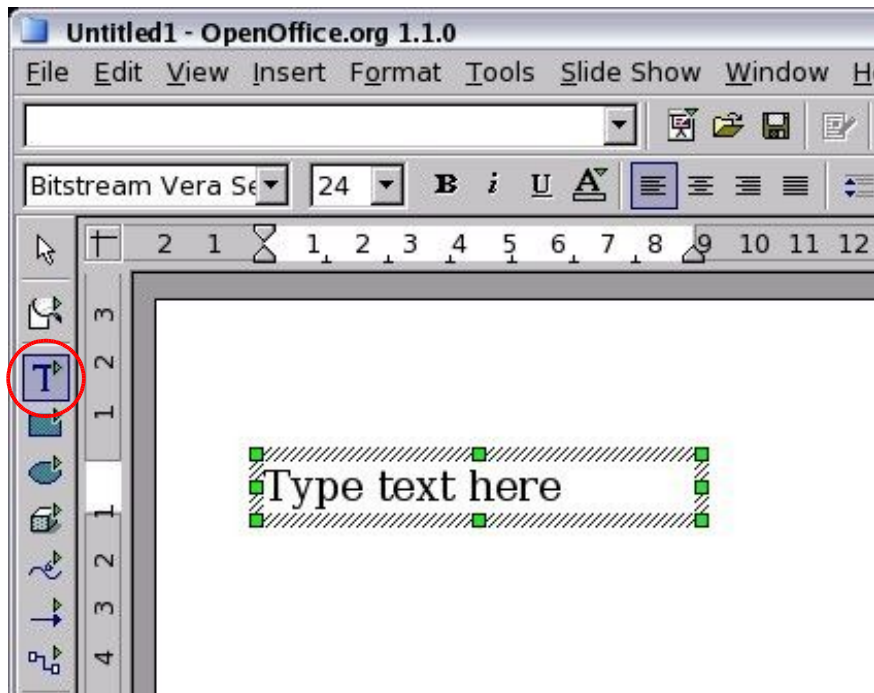
When the last slide appears, the message "Click to exit presentation" appears. Click the mouse or press any key to exit the presentation.

Slide Show



# Editing slides

## Inserting Text



Click on Text icon in the main toolbar.

Click on the slide and drag to draw a box, release the mouse when finished.

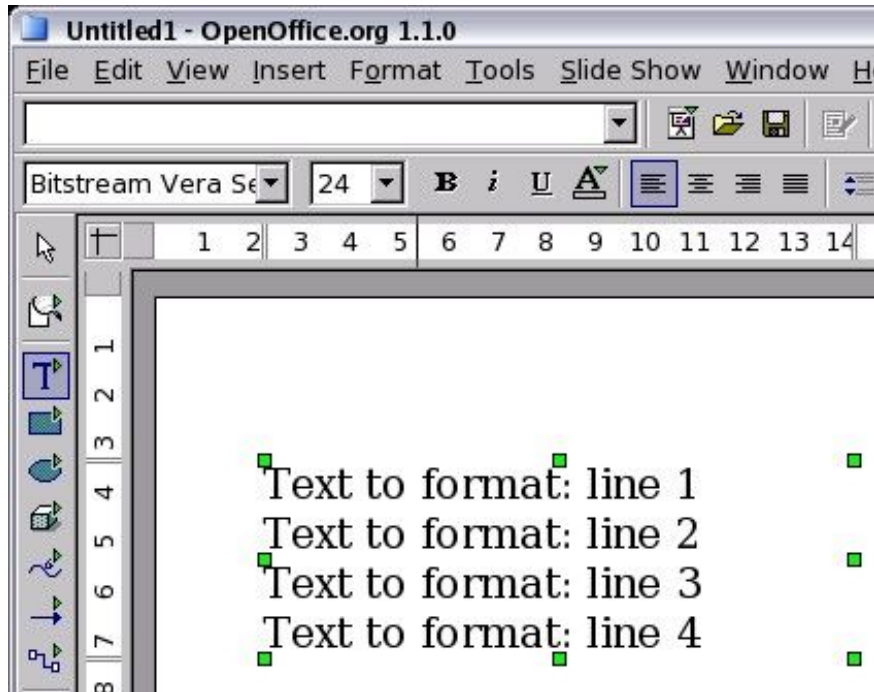
The cursor appears in the text box which is now in edit mode.

Type the text in the box.

Click outside the text box to deselect it.

# Editing slides

## Formatting Text



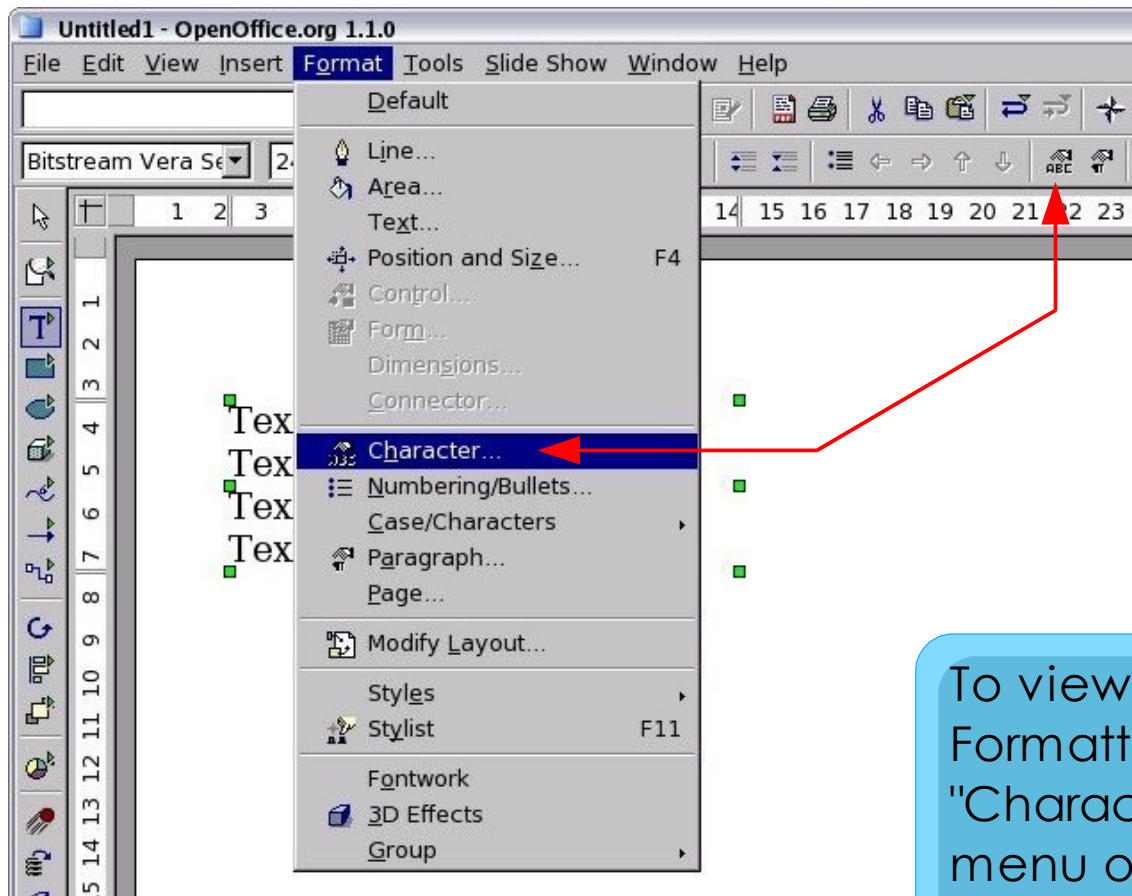
The text must be selected before it can be formatted:

- ◆ To format all text in a text box, click on the text, then click once on the border of the text box. Now any formatting changing will apply to all text in the box.
- ◆ To format only a part of the text, click once on the text, then select the part to be formatted by clicking and dragging (highlighting) over it. Formatting changes will apply only to the selected text.



# Editing slides

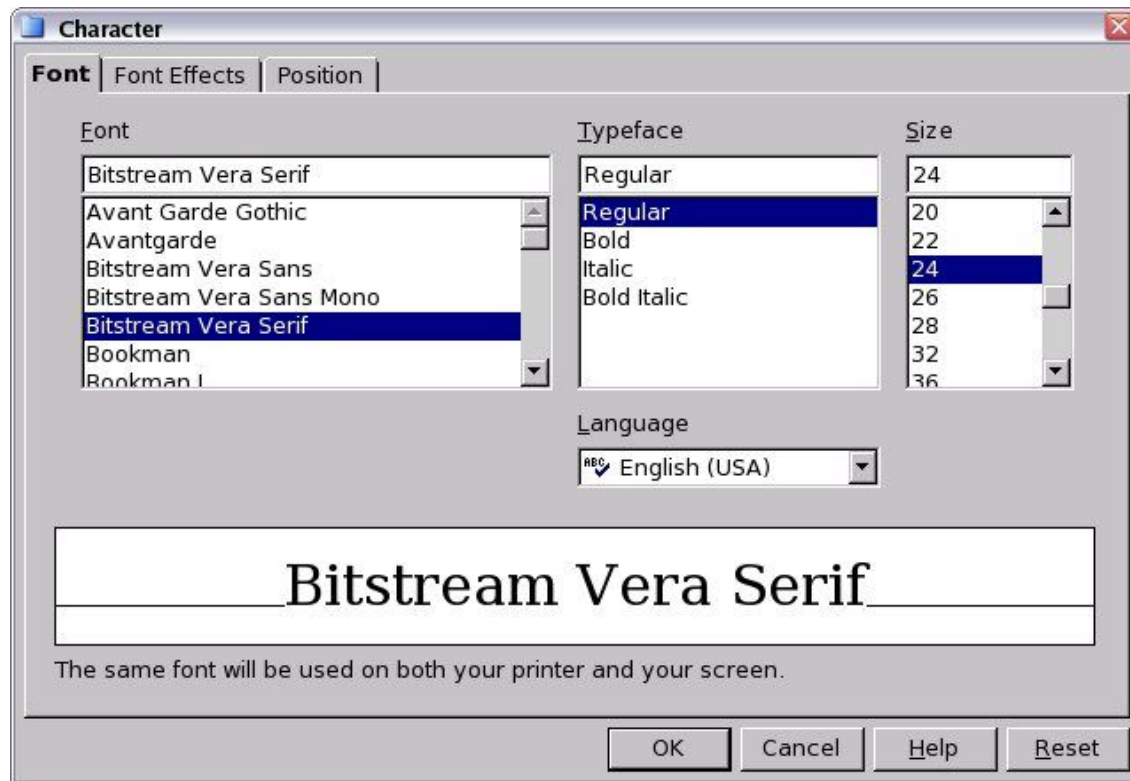
## Formatting Text



To view the Character Formatting options, select "Character..." from the Format menu or click the Character button on the Object Bar.

# Editing slides

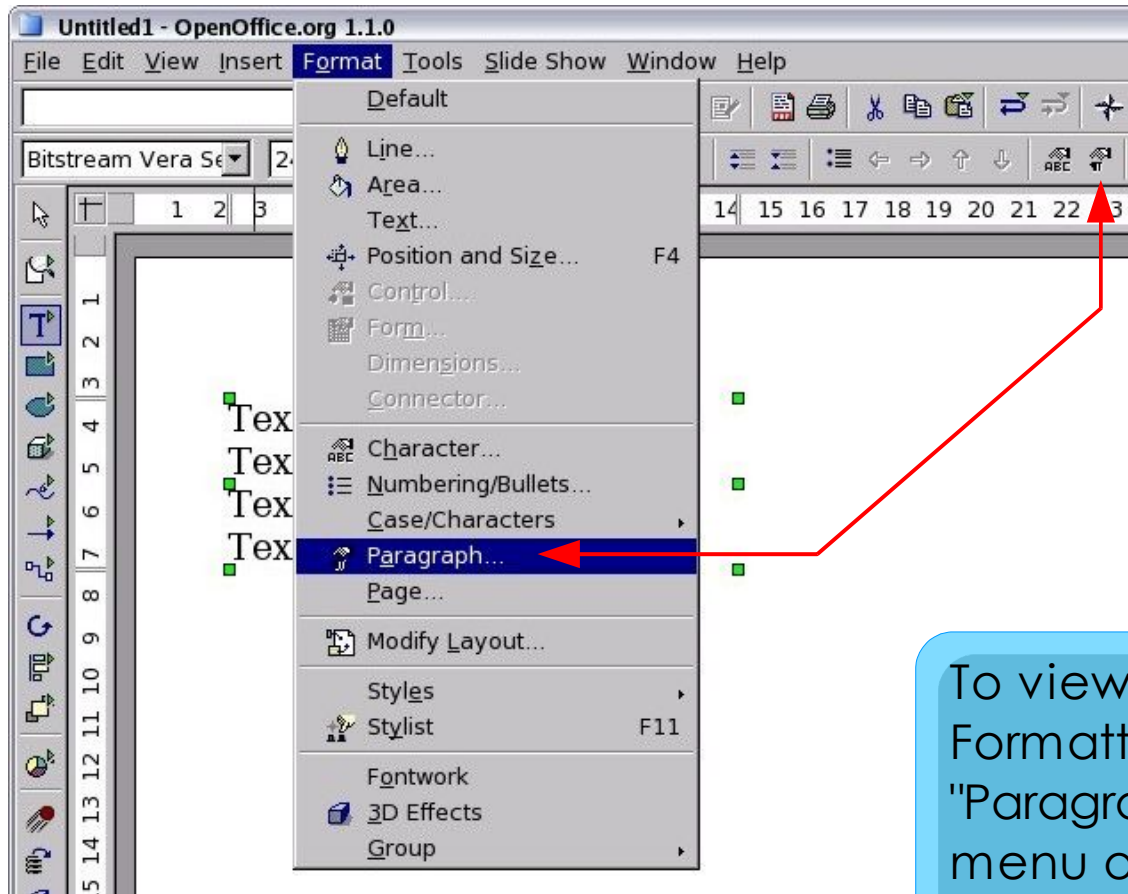
## Formatting Text



In this window you can specify the font, the typeface and the size of the text.  
At the bottom of the window there is a preview of the selected font.

# Editing slides

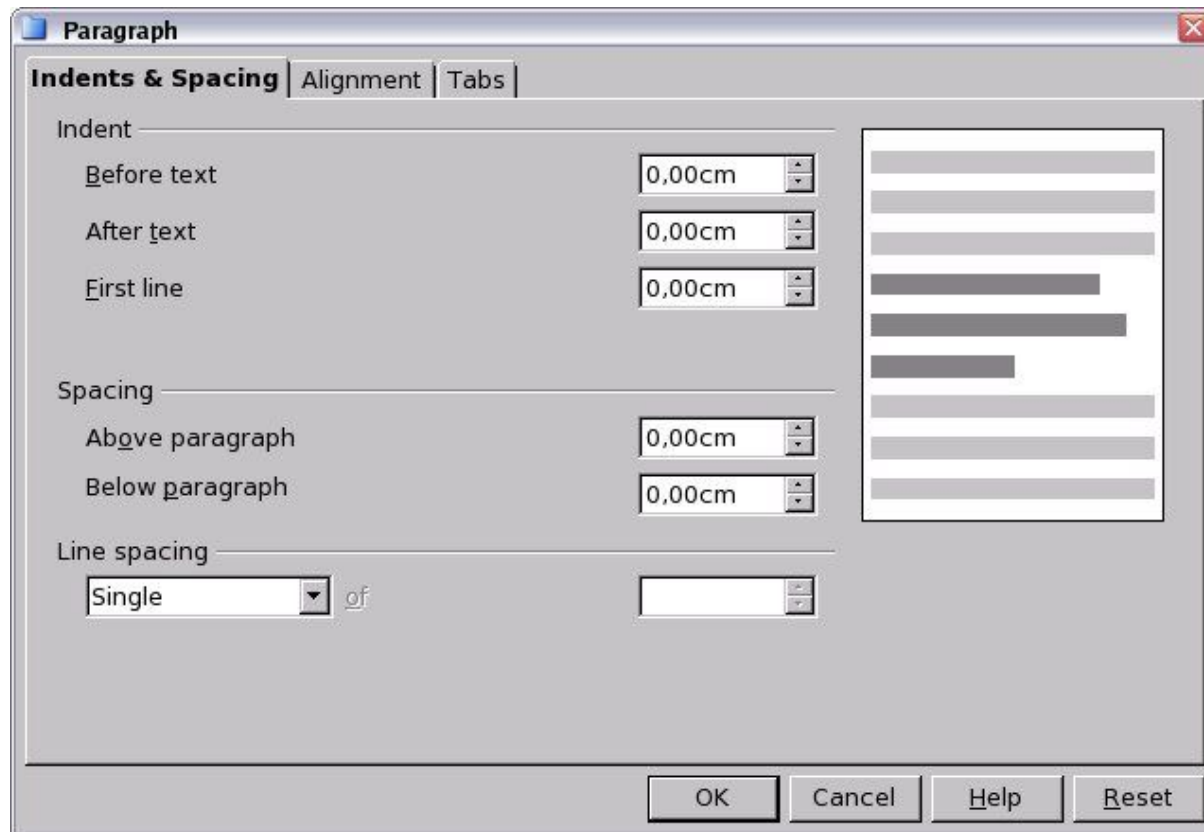
## Formatting Text



To view the Paragraph Formatting options, select "Paragraph..." from the Format menu or click the Paragraph button on the Object Bar.

# Editing slides

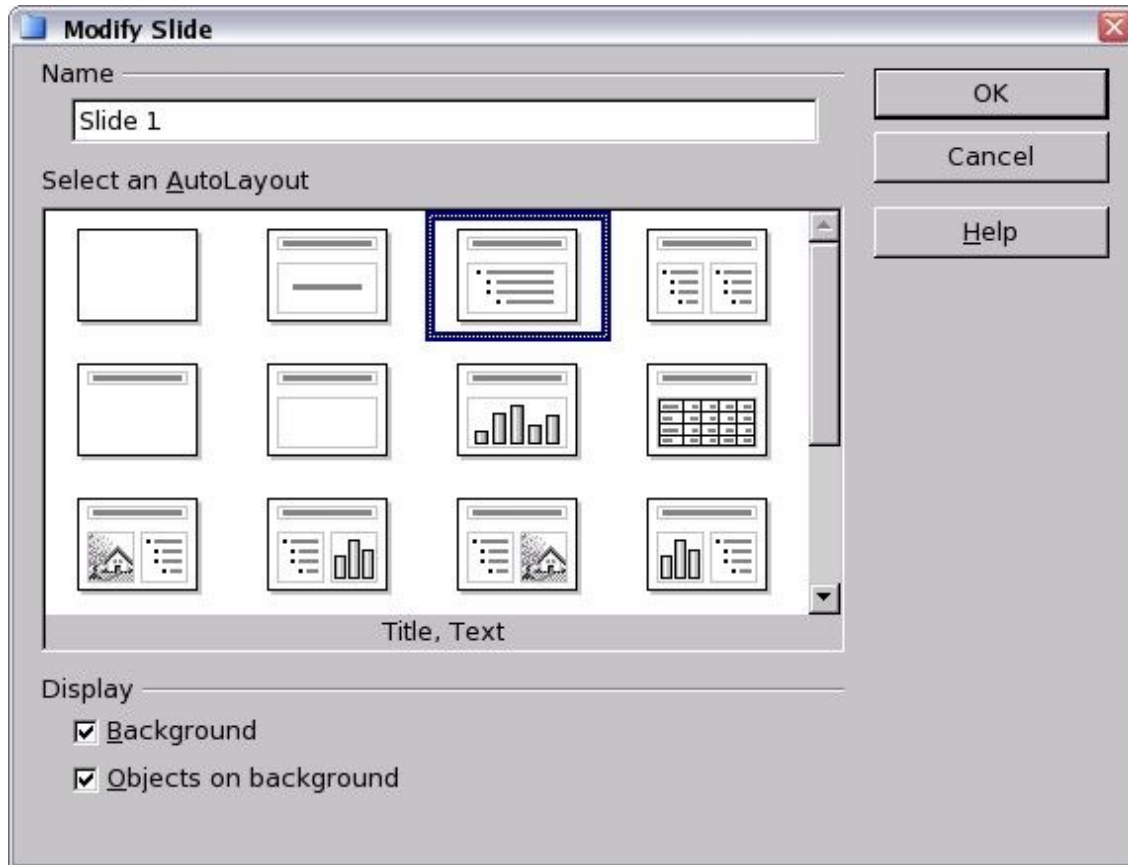
## Formatting Text



In this window you can specify options about paragraphs.

# Editing slides

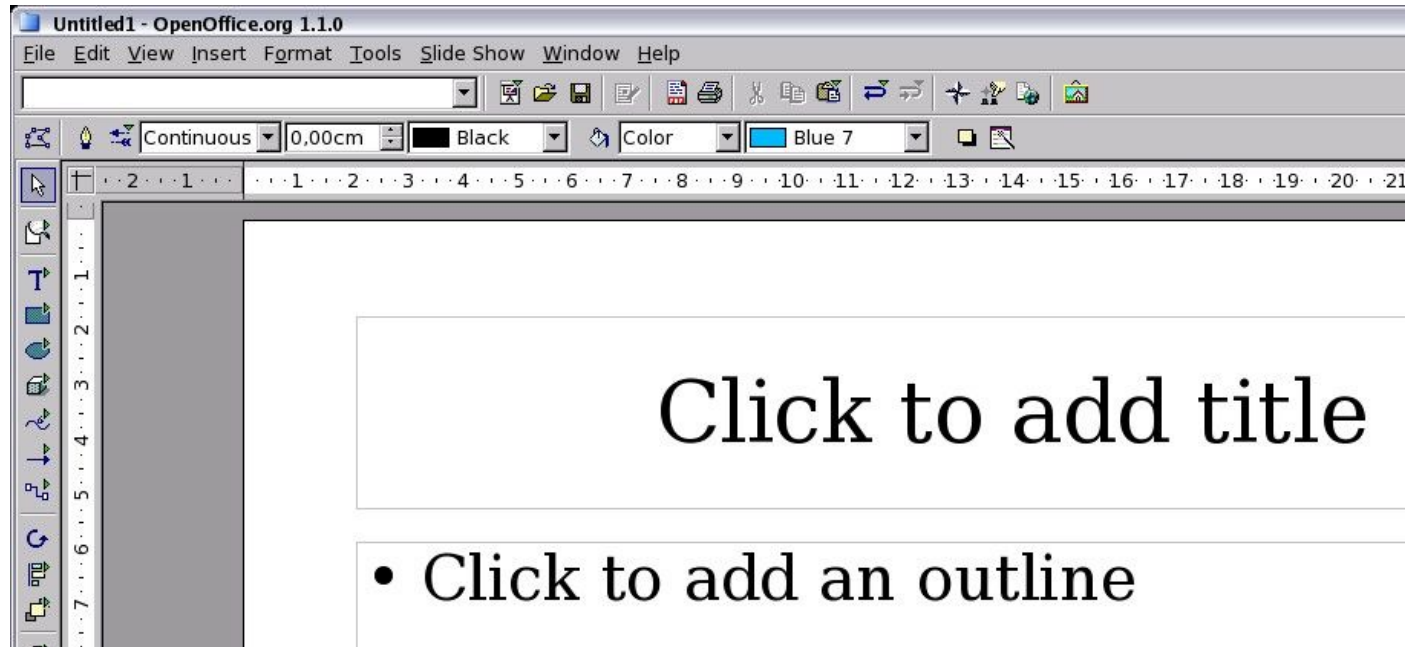
## Creating Bulleted/Numbered Lists



To create a bulleted or numbered list from AutoLayout text boxes, insert a new slide or modify the current one and then select an AutoLayout that contains a numbered list.

# Editing slides

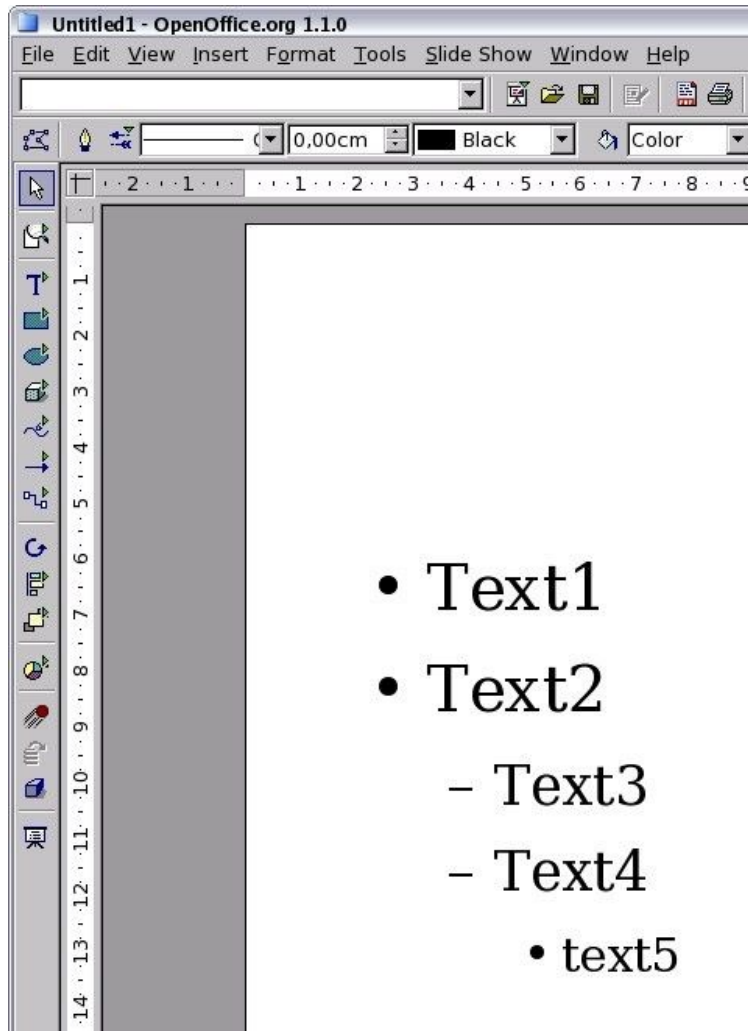
## Creating Bulleted/Numbered Lists



Click in the box that reads "**Click to add an outline**"  
Type the the text, then press *Enter* to start a new bulleted line or the next sequential numbered line.  
Press *Shift + Enter* to start a new line without creating a new bullet or number.

# Editing slides

## Creating Bulleted/Numbered Lists

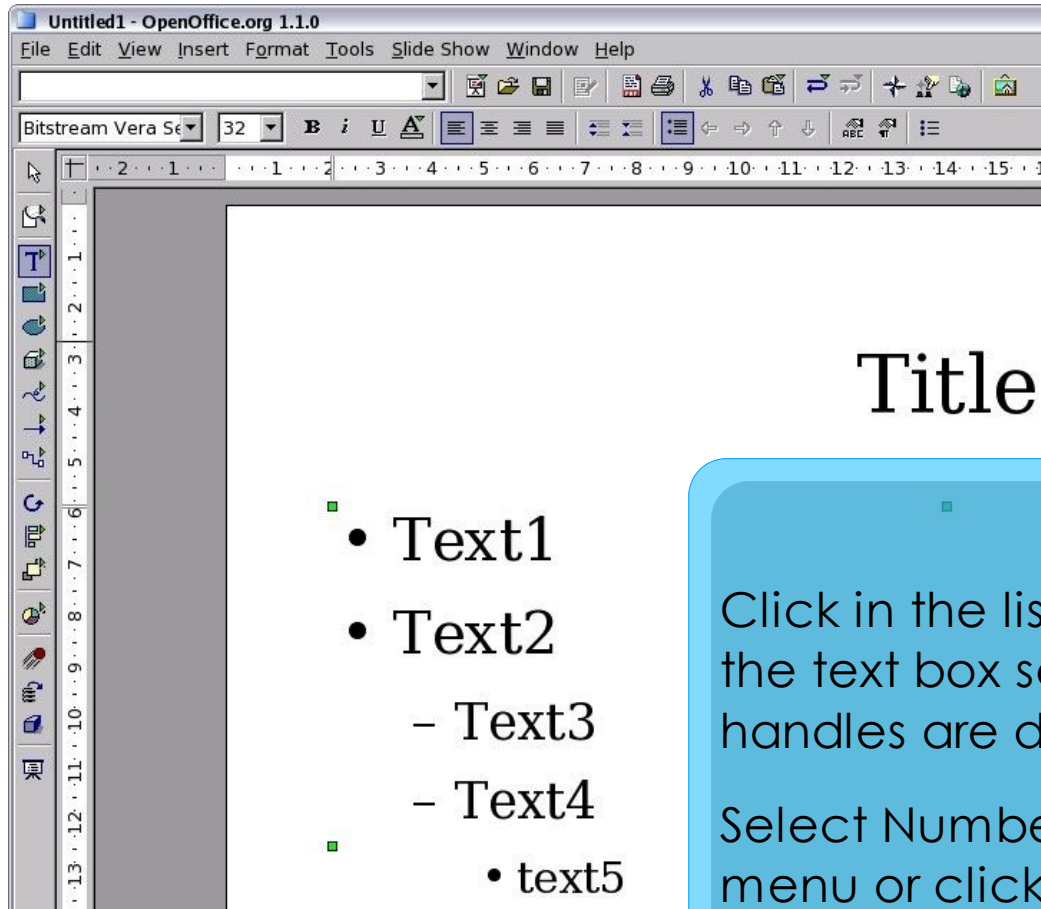


### Creating a new outline level

Press *tab*. Each time you press *tab* the line indents to the new outline level. Pressing *Enter* creates a new line at the same level as the previous one.

# Editing slides

## Creating Bulleted/Numbered Lists




### Title

- Text1
- Text2
  - Text3
  - Text4
- text5

### Changing bullet type

Click in the list, then click on the gray border of the text box so that just the green resizing handles are displayed.

Select Numbering/Bullets from the Format menu or click on the Numbering Symbols button .

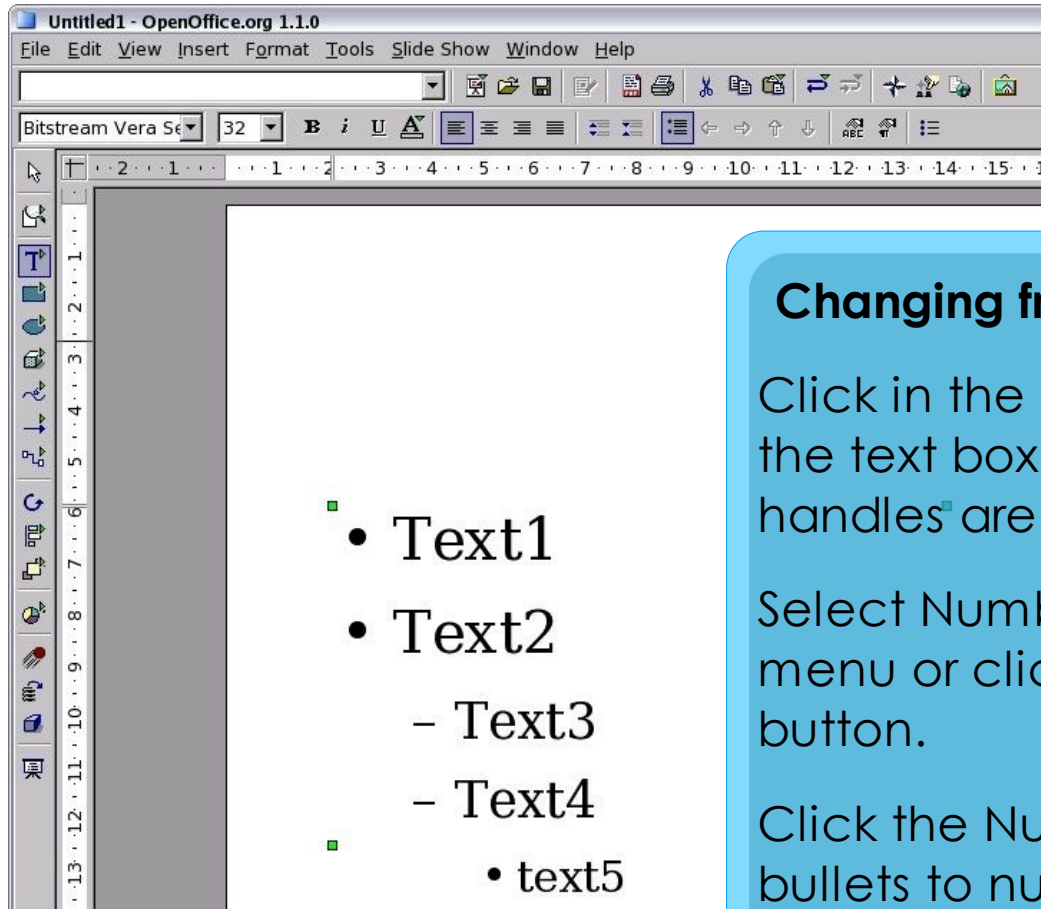
Click a bullet style to choose it.

Click OK.



# Editing slides

## Creating Bulleted/Numbered Lists



### Changing from bulleted lists <-> numbered lists

Click in the list, then click on the gray border of the text box so that just the green resizing handles are displayed.

Select Numbering/Bullets from the Format menu or click on the Numbering Symbols button.



Click the Numbering type tab if switching from bullets to numbers.

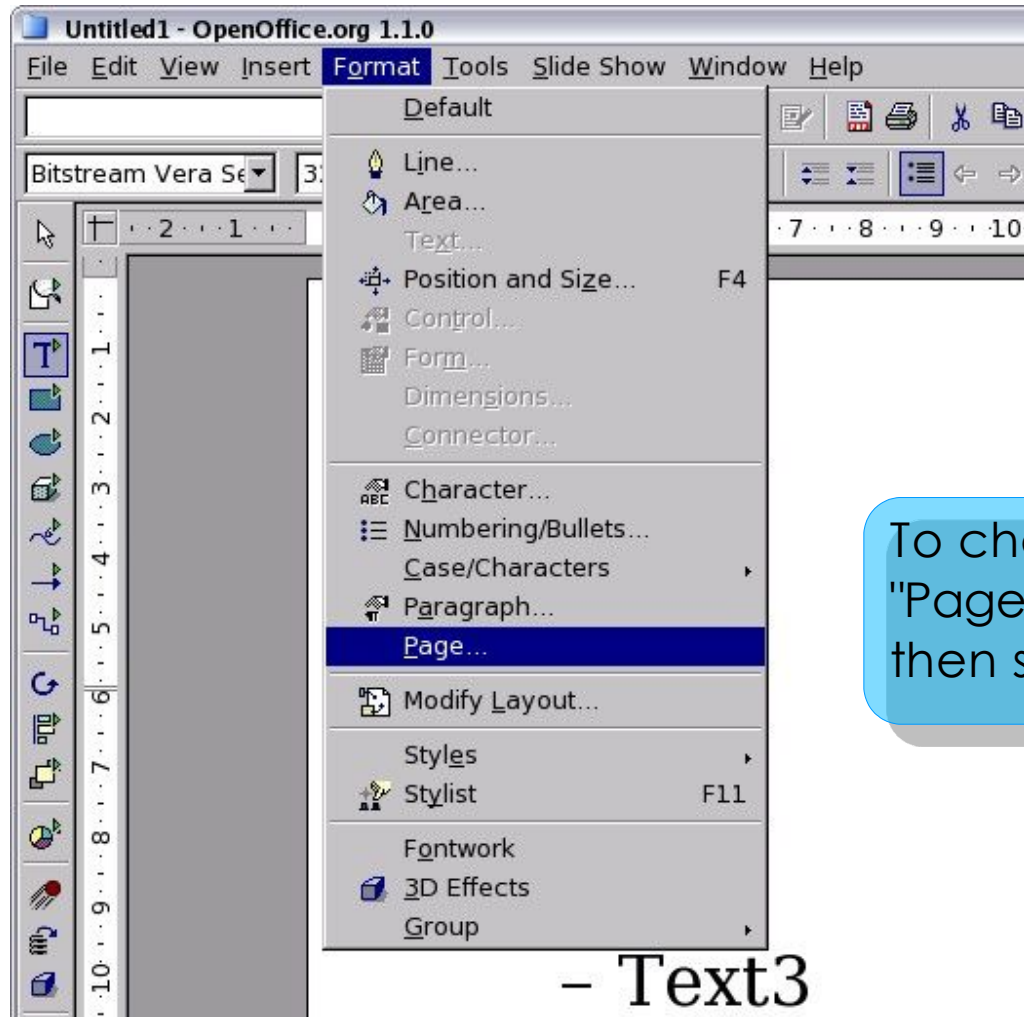
Click the Bullets tab if switching from numbers to bullets.

Click a bullet style to choose it.

Click OK.

# Editing slides

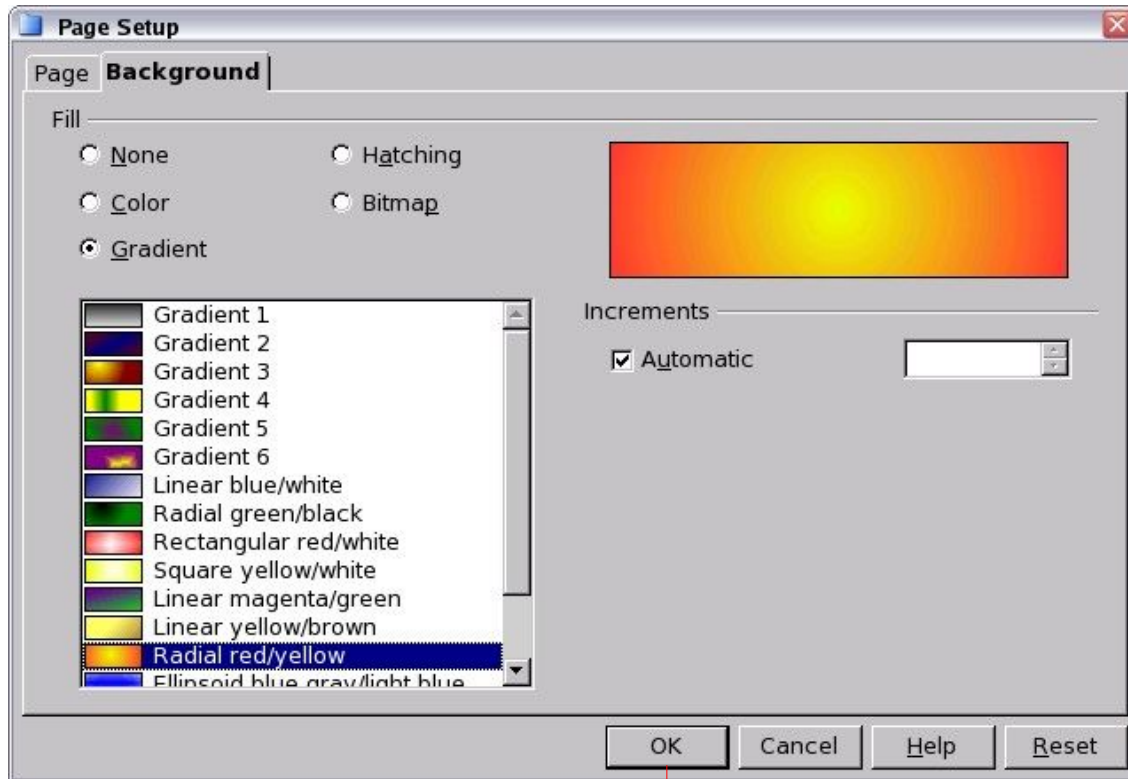
## Changing the Slide Background



To change the slide background select "Page..." from the format menu and then select on the background tab.

# Editing slides

## Changing the Slide Background



Choose the type and style of background desired.

Click OK.

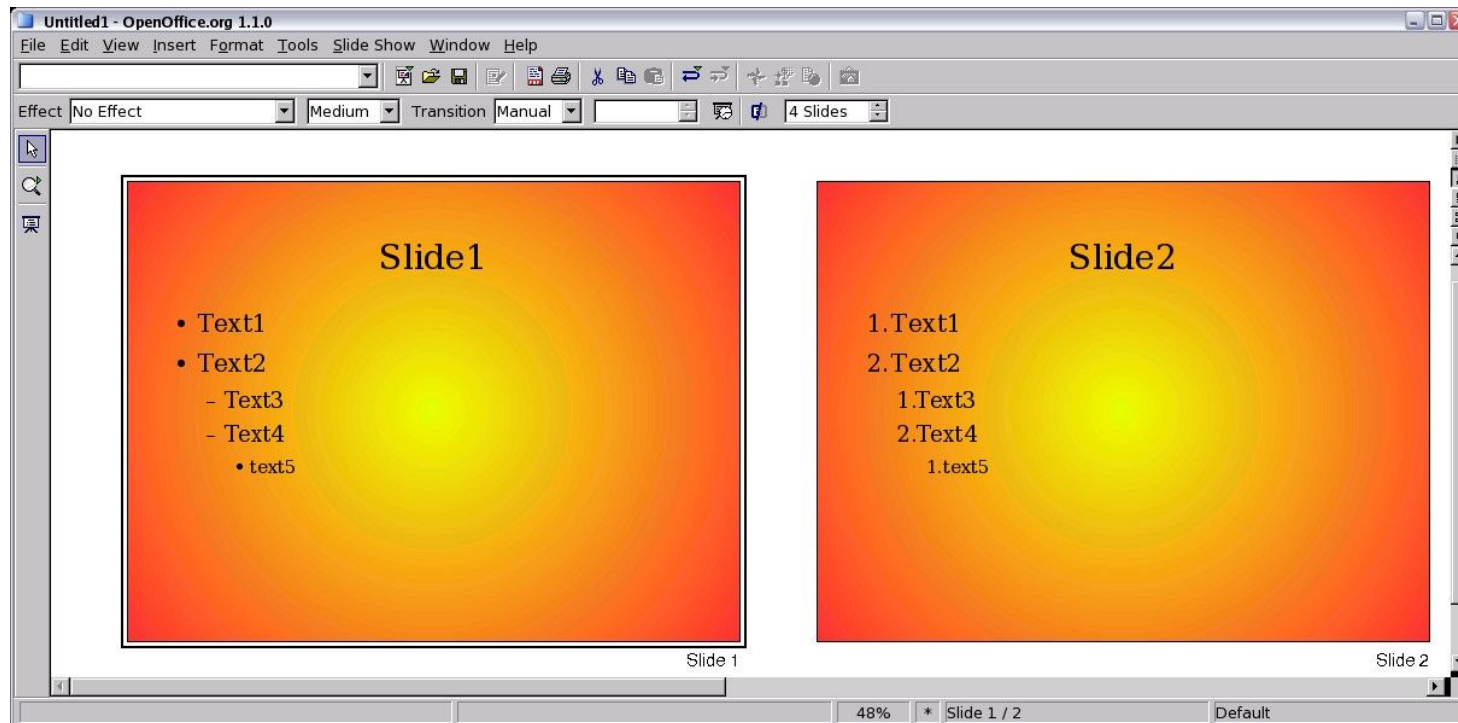
A message box appears asking: "**Background settings for all Pages?**"

Click Yes if you would like the background appear on all the pages, or No if you would like the background to only appear on the selected slide.



# Editing slides

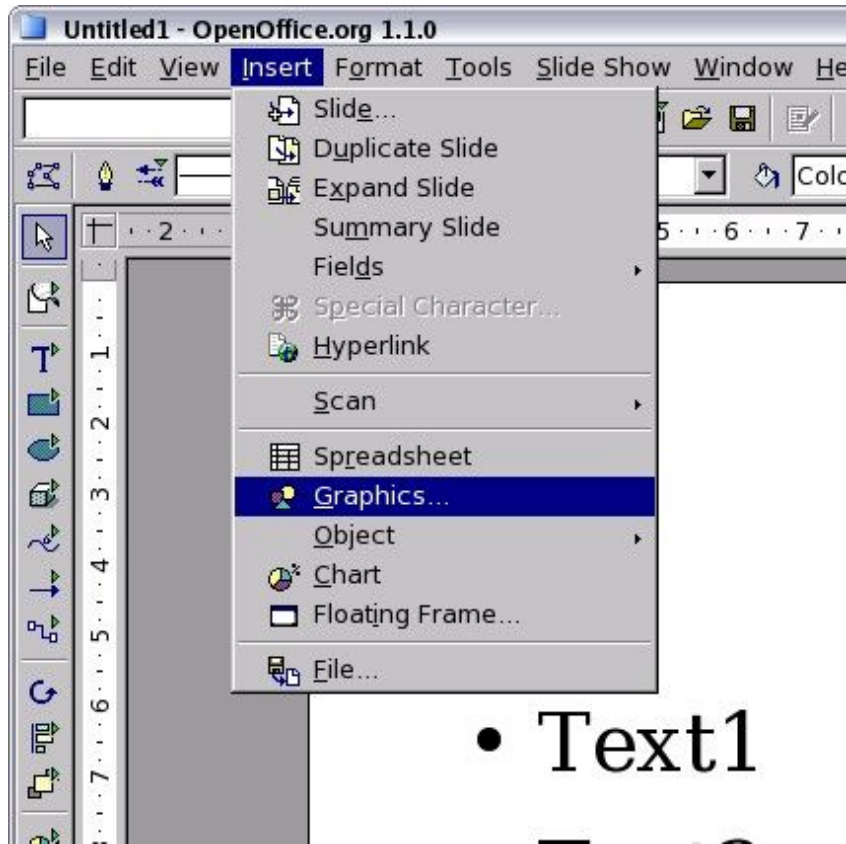
## Changing the Slide Background



If you choose Yes all slides have the same background.

# Editing slides

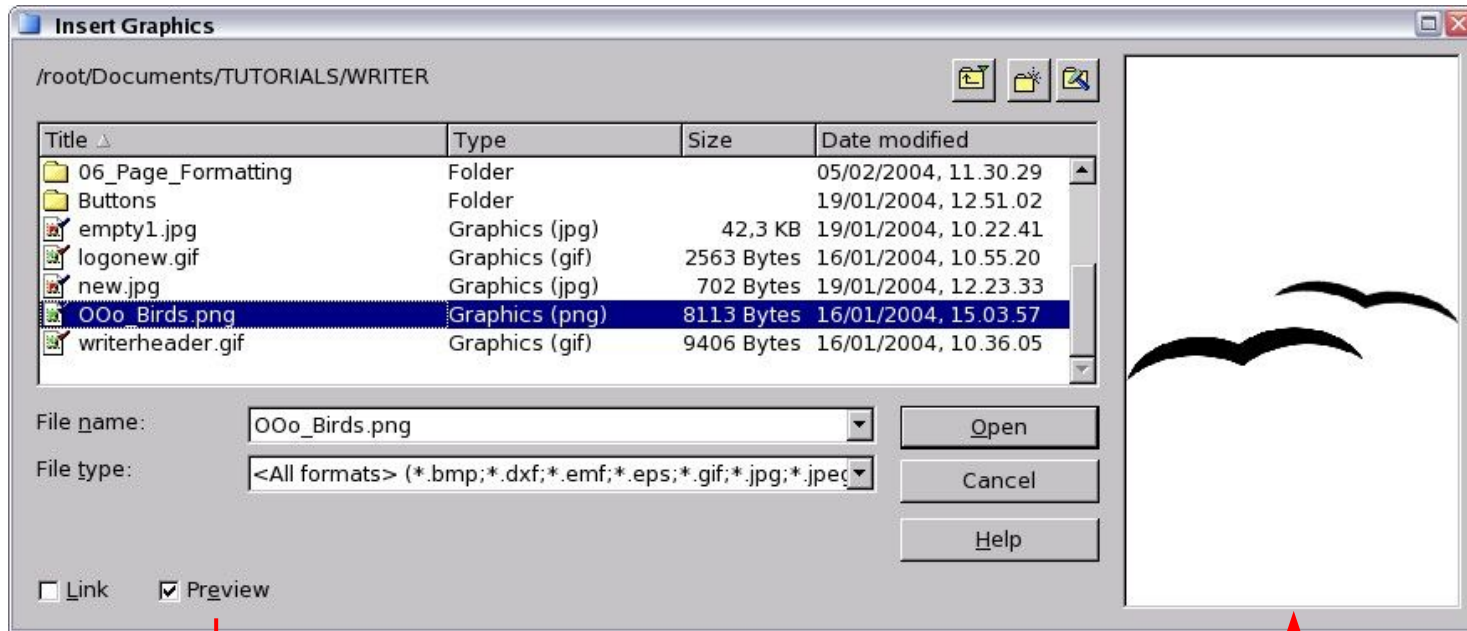
## Importing Graphics



To insert an image select "Graphics..." from the Insert menu.

# Editing slides

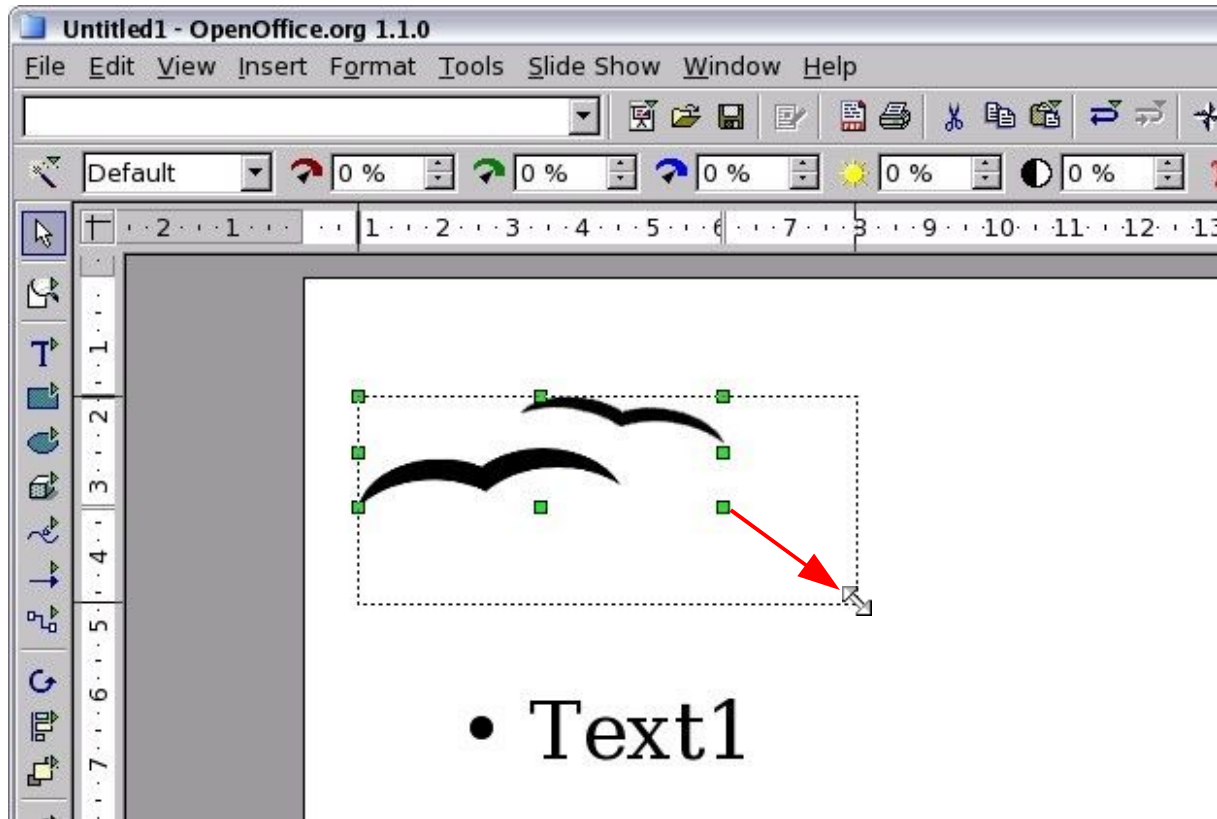
## Importing Graphics




Choose an image to insert in your document and click Open. If the preview checkbox is selected, a preview of the image content is displayed on the right.

# Editing slides

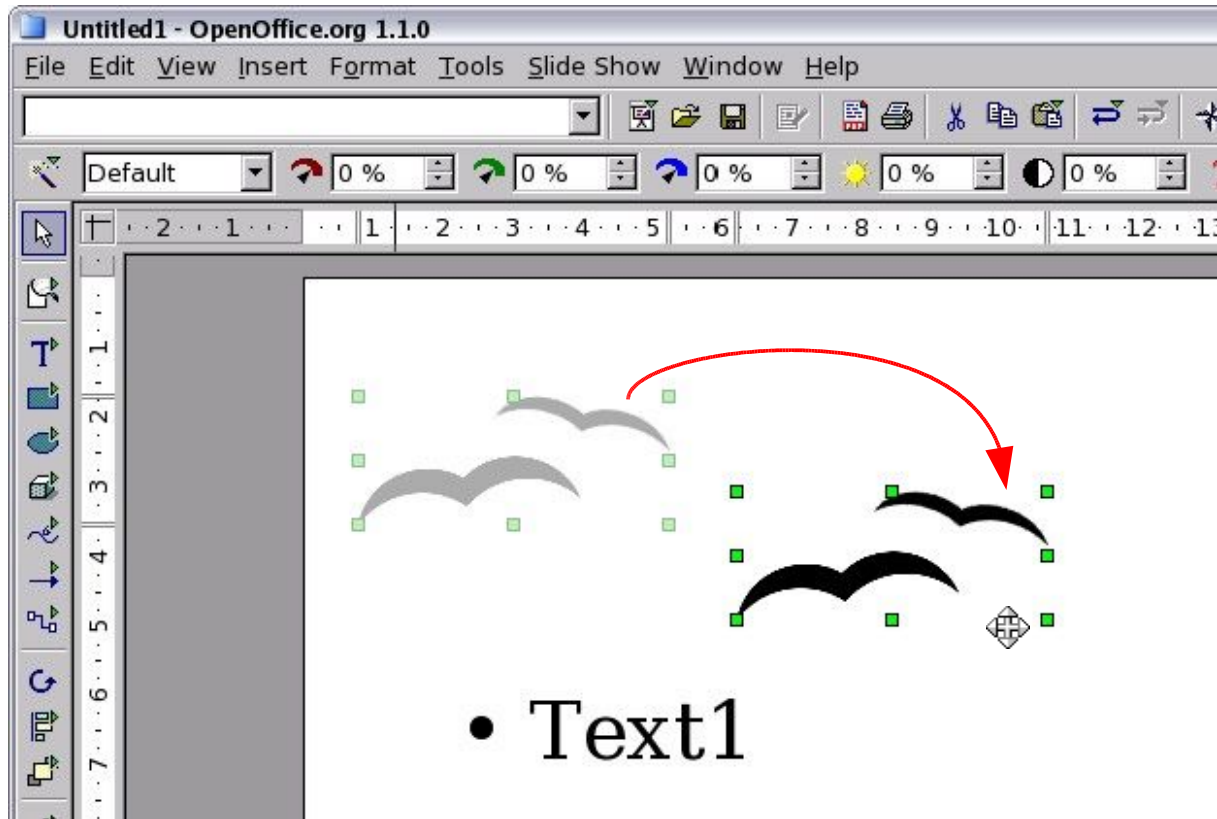
## Importing Graphics



You can resize the image just by dragging  one of the eight green points surrounding the picture.

# Editing slides

## Importing Graphics



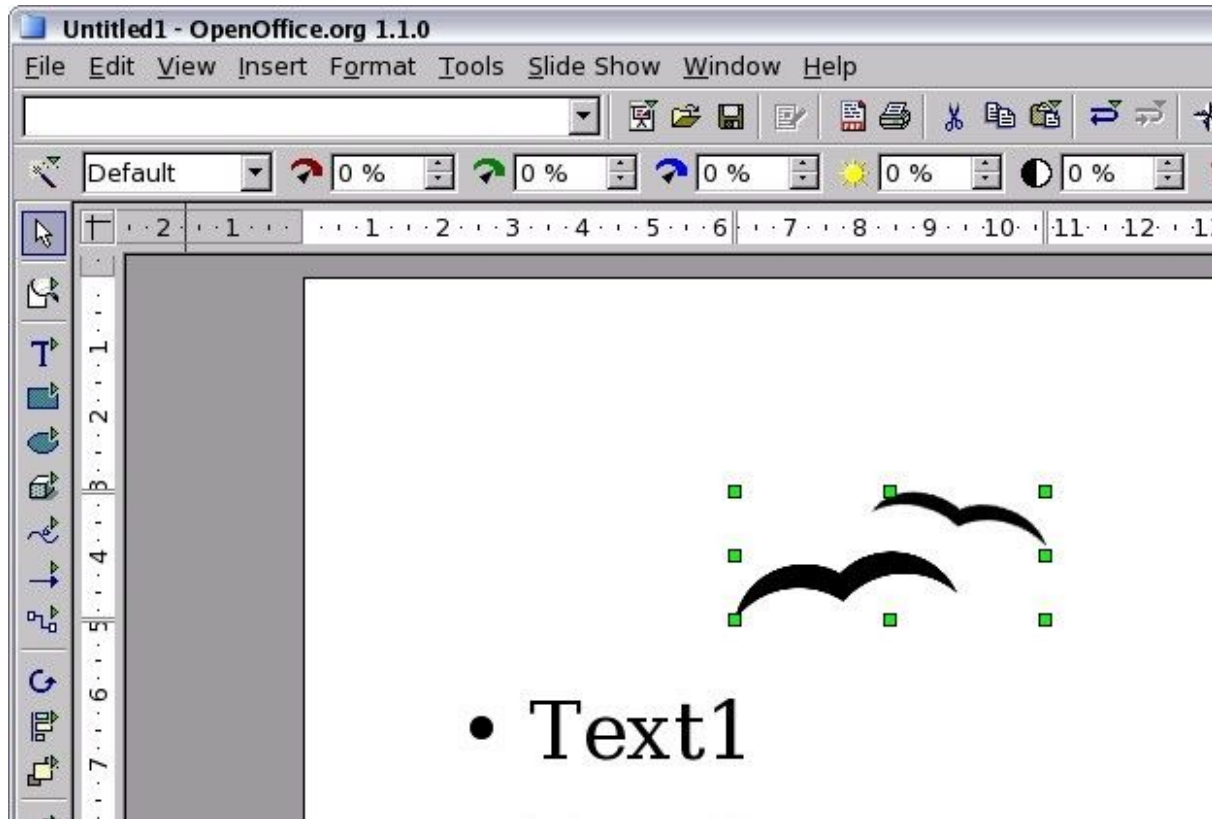
- Text1

When the move cursor  appears over the image you can move the picture.



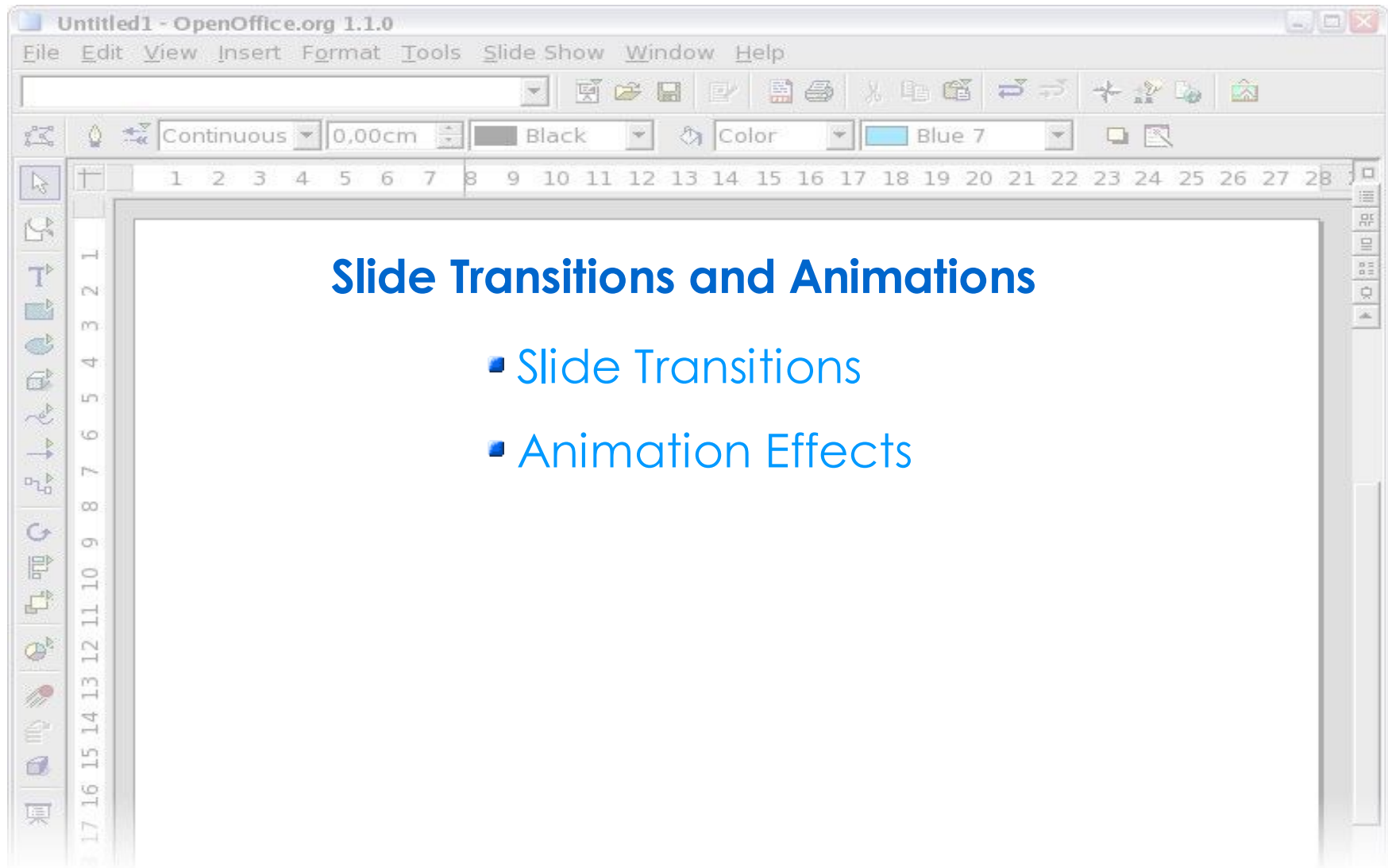
# Editing slides

## Importing Graphics



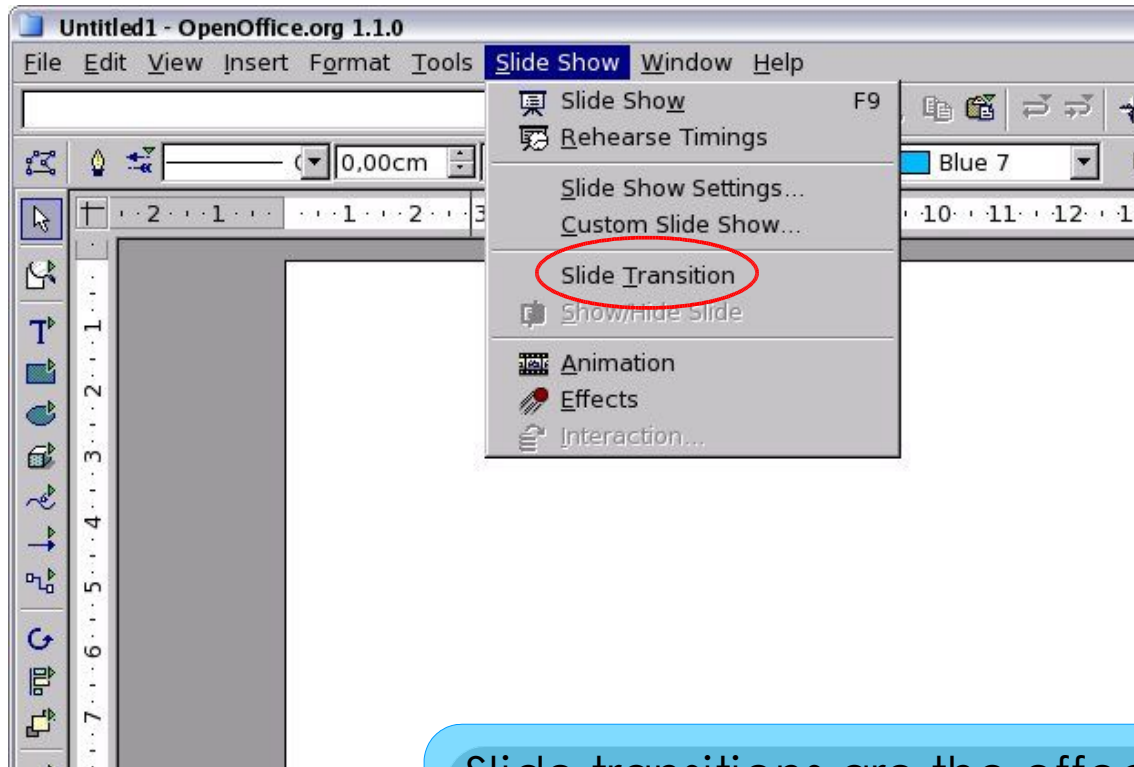
- Text1

To delete an image, click on it and then press **Delete**.



# Slide Transitions and Animations

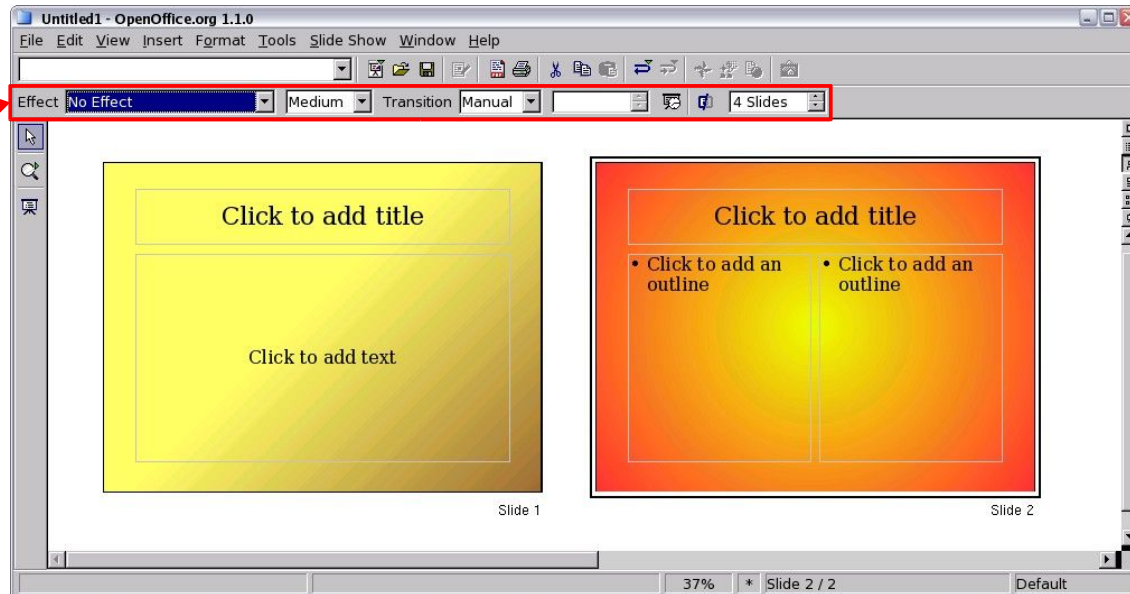
## Slide Transitions



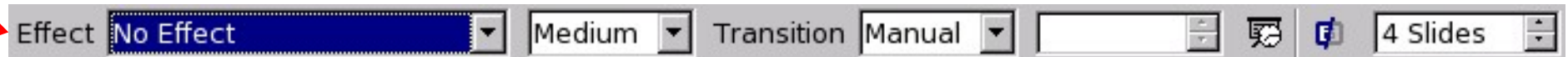
Slide transitions are the effects that take place when a slide gives way to the next one in the presentation. You can apply a different transition to all slides in the presentation or apply different transition to any single slide.

# Slide Transitions and Animations

## Slide Transitions



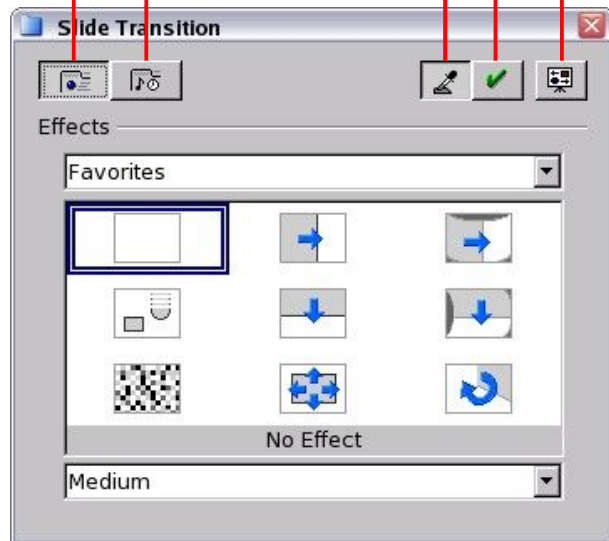
## Slide Transitions



There are two ways to add a transition.  
First way: add a transition from the Slide View.  
When you switch in this mode, the Object Bar presents many options for choosing and controlling slide effects.

# Slide Transitions and Animations

## Slide Transitions



Second way: select "Slide Transition" from the "Slide Show" menu to open the Slide Transition Window.

- ◆ The *Effects* button displays the various transitions.

- ◆ The *Extras* button displays the options for timing transitions and making them automatic, semi-automatic, or manual.

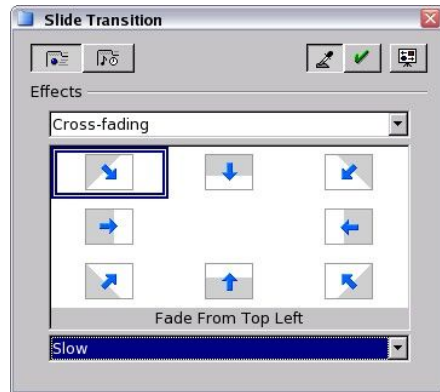
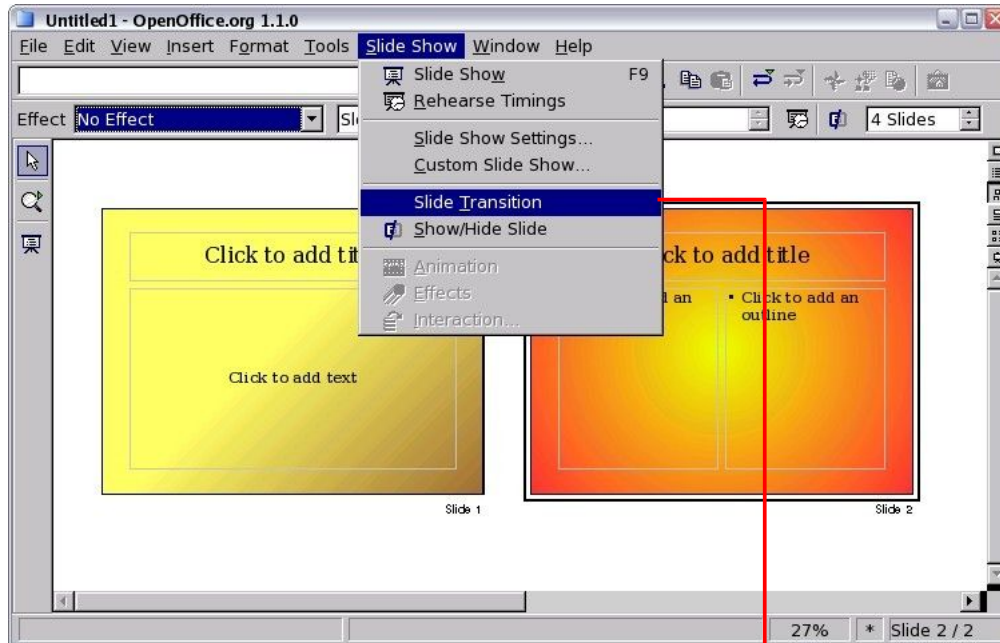
- ◆ The *Update* button displays the transition settings for the selected slide.

- ◆ The *Assign* button applies the chosen effect to the selected slide.

- ◆ The *Preview* button opens a handy window for viewing an applied transition.

# Slide Transitions and Animations

## Slide Transitions

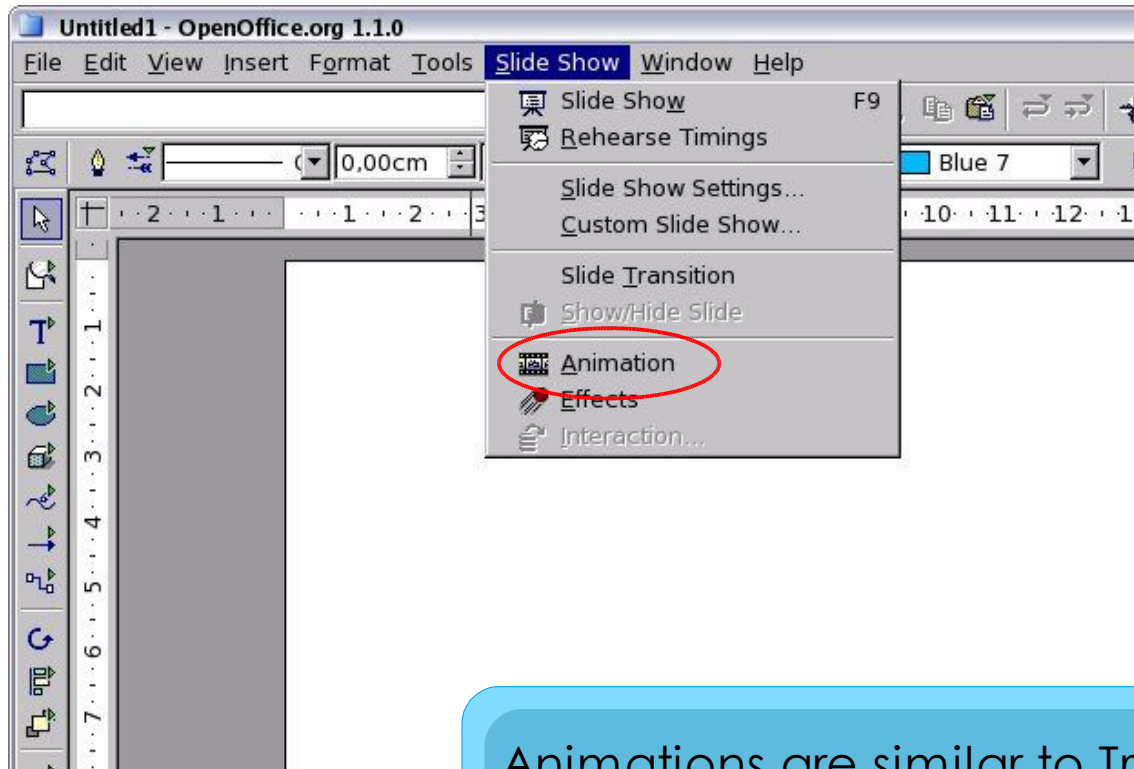


### Applying a slide transition effect

- From Slide View, click on a slide to select it. The transition you apply to this slide will appear when the slides comes into view in the slideshow.
- Choose "Slide Transition" from the "Slide Show" menu.
- Choose an effects category from the pop-up menu above the main Effects window.
- Click on a thumbnail image to select that transition.
- Choose a transition speed from the pop-up menu above the main Effects window.
- Click the Assign button.

# Slide Transitions and Animations

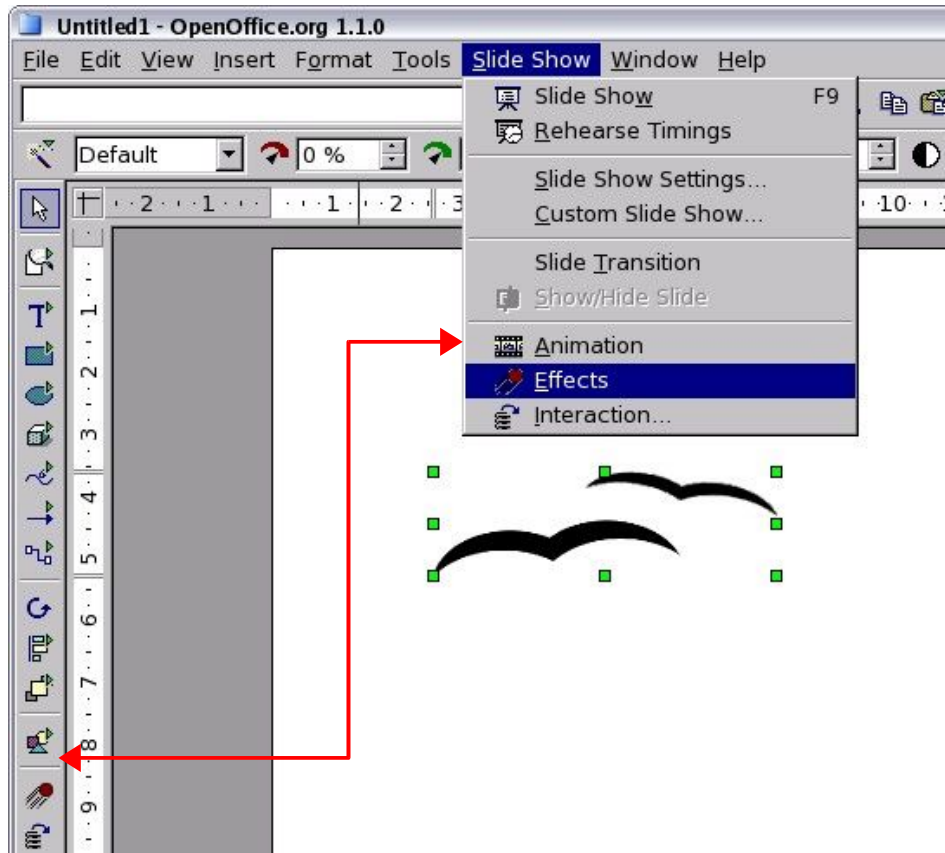
## Animation Effects




Animations are similar to Transition effects, but they are applied to individual elements within a single slide.

# Slide Transitions and Animations

## Animation Effects



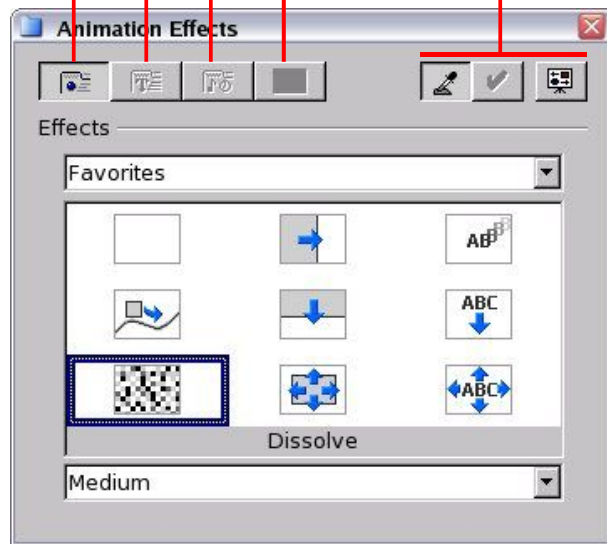
Animation effects must be applied from Drawing View.

Select the object and then choose "Effects" from the "Slide Show" menu or click the Animation Effects button  in the main toolbar.



# Slide Transitions and Animations

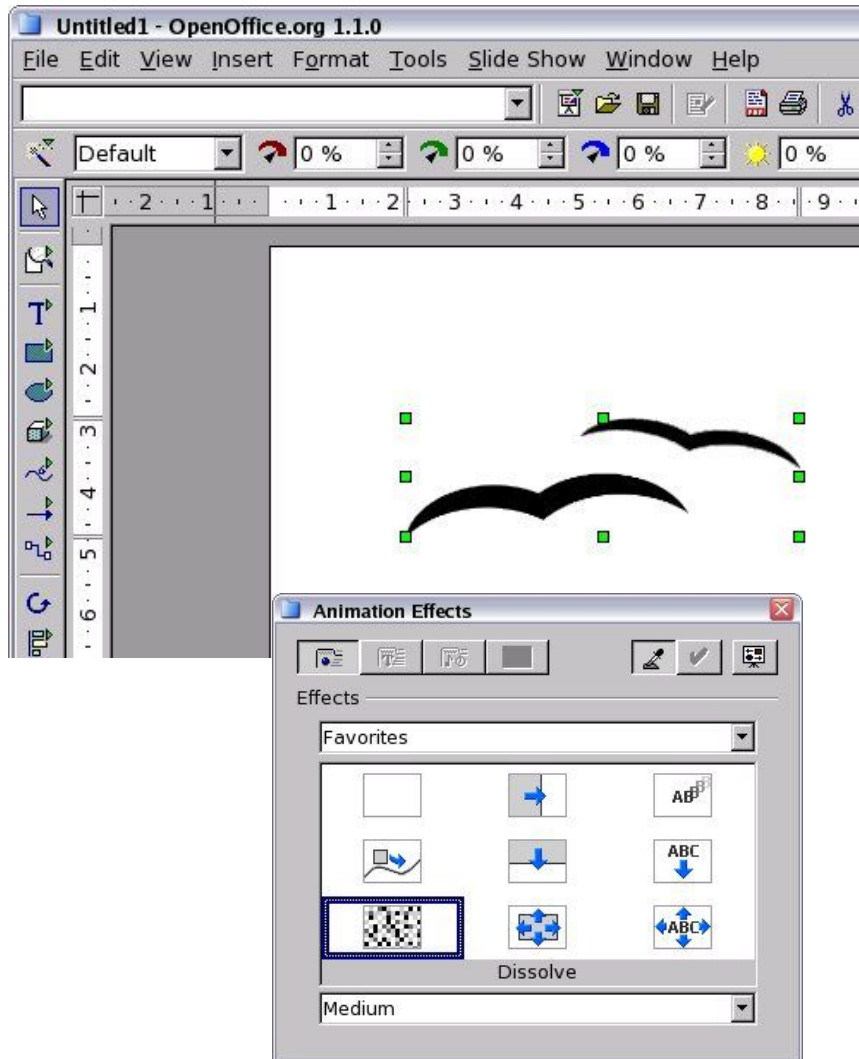
## Animation Effects



- ◆ The *Effects* button displays the various animations.
- ◆ The *Text Effect* button is only active when a text box containing text is selected. It displays the various animation effects that you can apply to text objects.
- ◆ The *Extra* button displays additional options for text and sound.
- ◆ The *Order* button displays an outline of objects that are on the selected slide in the order effects will play.
- ◆ The *Update*, *Assign* and *Preview* button are the same as in the Slide Transition window.

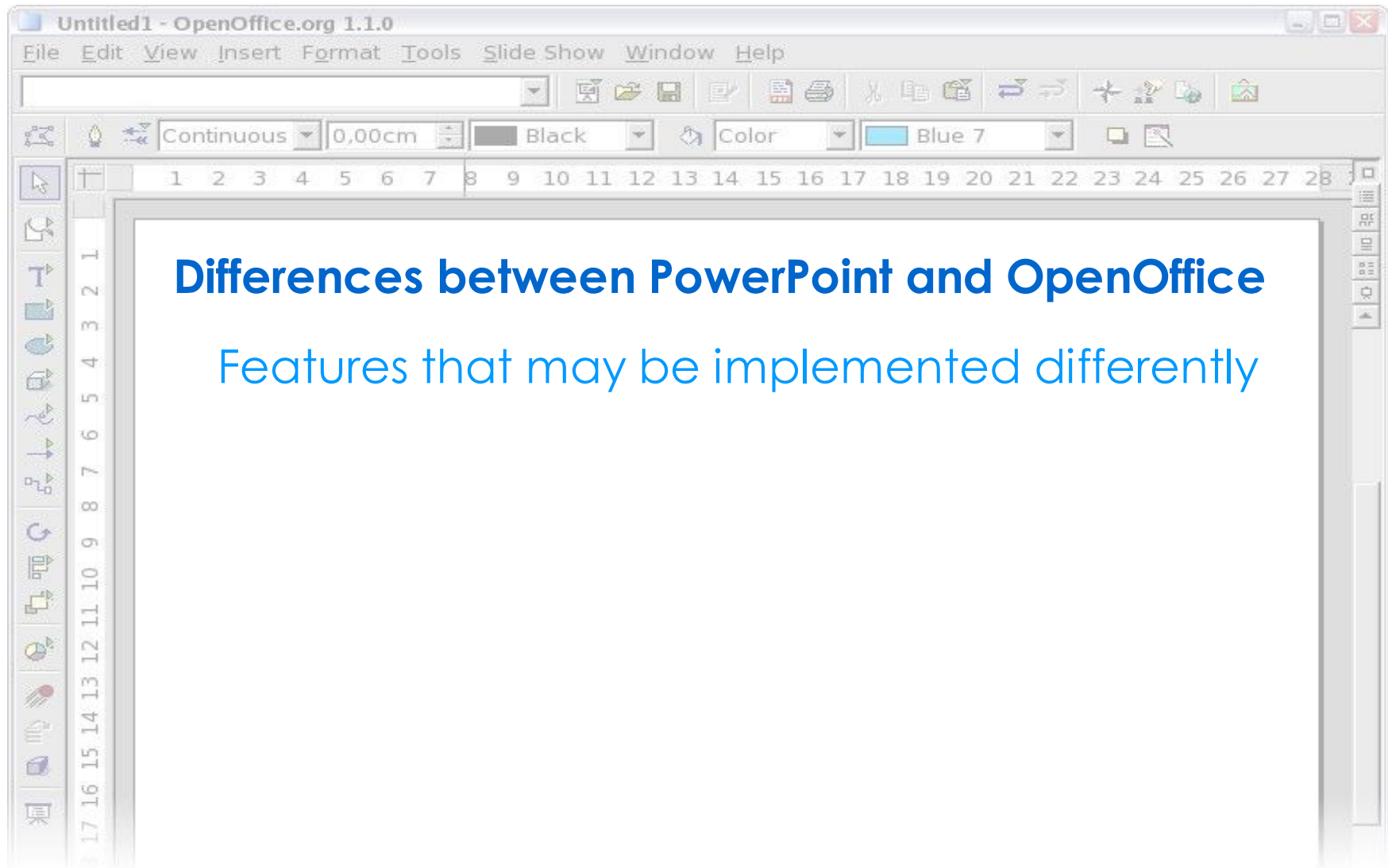
# Slide Transitions and Animations

## Animation Effects



To apply the animation, select an effect from the Animation Effect window, choose the speed of the animation and then press the *Assign* button.

The *Preview* button shows you the animation preview in a window.



# Differences between PowerPoint and OpenOffice

Features that may be implemented differently

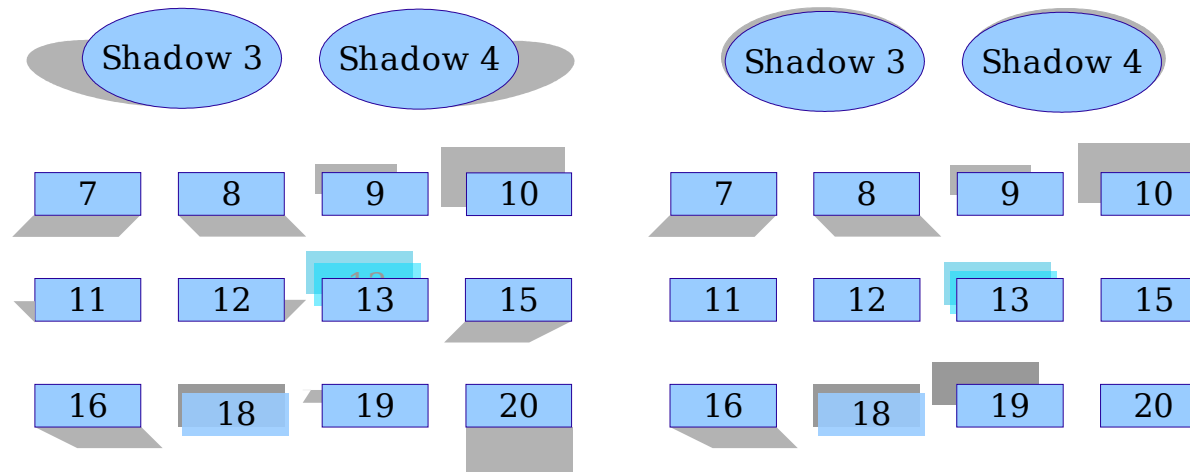
# Differences between PowerPoint and OpenOffice

## Features that may be implemented differently

- Some object attributes are unavailable in Impress; in particular, special borders or complex gradients.
- Appearance of some transition effects are slightly different.
- OpenOffice does not implement the Random Effects transition type.
- Unsupported transition effects are converted into the Vertical Lines effect.
- Impress does not support voice-over narration, and thus the audio track is lost after import from PowerPoint. However, since it is possible to assign sound effects to presentation, it is possible to re-record the narration as separate audio files, and attach them to the presentation to recreate the same functionality.
- Impress implements a reduced number of graphical object shadow types, and during PowerPoint import the closest shadow type is applied.

# Differences between PowerPoint and OpenOffice

Features that may be implemented differently



Unsupported PowerPoint shadow styles (left) and their corresponding OpenOffice Impress mappings (right).

# Differences between PowerPoint and OpenOffice

## Features that may be implemented differently

- Impress does not support the same header and footer model of PowerPoint; the same functionality can be recreated using the field add feature anywhere on the slide.
- Dynamic areas (like date and number fields) by default when exported from Impress are translated into static, fixed text. Dynamic areas must be recreated in PowerPoint after the export phase.
- Date formats may translate incorrectly when converted from PowerPoint; and unrecognized styles are converted in the default OpenOffice format.
- Impress does not support the same Color Scheme model used in PowerPoint, instead it uses graphics and presentation styles. When exporting from OpenOffice, these formats are lost and the converted document will not allow the selection of color schemes.
- Impress does not support the mouseover action; documents that use that feature are converted to use mouseclick instead.