Unit:5 Digital Presentation Using LibreOffice Impress
Chapter 2: Create a Presentation

1. Features of LibreOffice Impress

- Open-source presentation tool
- Supports text, image, audio, video
- Templates and slide layouts
- Animations and transitions
- Save/export in various formats
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2. Steps to Start LibreOffice Impress

Step 1: Click on **Start Menu → LibreOffice → Impress**
Step 2: The *Template* dialog will appear. Choose a template or click **Cancel** to start with a blank slide.

3. Components of LibreOffice Impress

- **Standard Toolbar**: Common functions like Save, Open, Print
- **Presentation Toolbar**: Includes Slide Layout, Insert Slide
- **Drawing Toolbar**: Shapes, text boxes, lines
- **Horizontal/Vertical Scrollbars**: Navigate slides
- **Slides Pane**: Displays thumbnails of slides
- **Workspace**: Main area to design your slide
- **Task Pane**: Layouts, Animation, Slide design options
- **Status Bar**: Shows information like current slide, zoom

4. Creating a Presentation Using Template

Steps:

1. Open LibreOffice Impress
2. Choose a template from the template dialog
3. Click **Create**

5. Select a Slide Layout

Steps:

1. Click on **Slide Layout** in the sidebar or toolbar
2. Choose from layout options (Title Slide, Title & Content, etc.)

6. Adding Text in a Slide

- Click inside a text box and start typing
- Use the **Formatting Toolbar** to change font, size, color, etc.

7. Saving a Presentation

a) Saving in Default Format

- Click **File → Save**
- Save as .odp (default Impress format)

b) Saving with Different Name

- Click **File → Save As**
- Enter new name and click **Save**

c) Saving with Different Format

- Click **File → Save As**
- Choose format (e.g., .ppt, .pdf) from **Save as type**

8. Running a Slide Show

Steps:

- Click **Slide Show → Start from First Slide**
- Or press **F5** key

9. Exporting a Presentation

a) Export as HTML

- File → Export → Select HTML as format → Save

b) Export as PDF

- File → Export As PDF → Choose settings → Export

10. Closing a Presentation

- Click **File → Close**

11. Closing LibreOffice Impress

- Click **File → Exit** or close the window

12. Opening an Existing Presentation

- Click **File → Open**
- Browse and select the saved .odp or other supported file

13. Using Help

- Click **Help → LibreOffice Help**
- Or press **F1** for built-in support