Unit:5 Digital Presentation Using LibreOffice Impress
Chapter 3: Working with Slides

1 Inserting a New Slide

Steps to insert a new slide:

1. Open your presentation in LibreOffice Impress.
2. Click on the **Slide** menu from the top menu bar.
3. Select **New Slide**.
4. A new slide will be inserted after the currently selected slide.
5. You can also press **Ctrl + M** to insert a new slide quickly.

2 Inserting a Duplicate Slide

Steps to insert a duplicate slide:

1. In the left pane (Slide Pane), select the slide you want to duplicate.
2. Right-click on the slide.
3. Choose **Duplicate Slide** from the context menu.
4. A copy of the selected slide will be inserted after the original slide.

3 Copying and Moving Slides

Task	Steps
Copy Slide	1. Right-click on the desired slide. 2. Select **Copy**. 3. Right-click where you want to paste. 4. Select **Paste**.
Move Slide	1. Click and hold the slide from the Slide Pane. 2. Drag it to the desired position. 3. Release the mouse button.

4 Renaming Slides

Steps to rename a slide:

1. Right-click the slide in the Slide Pane.
2. Click on **Rename Slide**.
3. Enter the new name in the dialog box.
4. Click **OK**.

5 Deleting Slides

Steps to delete a slide:

1. Select the slide you want to delete from the Slide Pane.
2. Right-click on the slide.
3. Choose **Delete Slide**.
4. Alternatively, press **Delete** key after selecting the slide.

6 Copying, Moving, and Deleting Content of Slides

Action	Steps
Copy Content	1. Select the content (text/image). 2. Press **Ctrl + C**. 3. Paste it using **Ctrl + V**.
Move Content	1. Select the content. 2. Drag it to the new location on the slide.
Delete Content	1. Select the content. 2. Press **Delete** key on the keyboard.

7 Undoing and Returning the Changes

Task	Shortcut Key	Steps
Undo	Ctrl + Z	Reverses the last action you performed.
Redo	Ctrl + Y	Re-applies the action that was undone.
Menu Option	Edit > Undo or Redo	You can also use the **Edit** menu to undo or redo actions.

8 View a Presentation

Steps to view a presentation (Slideshow):

1. Click on the **Slide Show** menu.
2. Select **Start from First Slide** or **Start from Current Slide**.
3. Or press **F5** to start from the beginning.
4. Press **Shift + F5** to start from the current slide.

9 Workspace Views in Impress

LibreOffice Impress provides different **workspace views** to help in editing and organizing presentations.

View	Description
Normal View	Default view to create and edit individual slides.
Outline View	Displays only the text in the presentation in an outline format.
Slide Sorter View	Shows thumbnails of all slides for easy rearrangement.
Notes View	Allows adding speaker notes to each slide.
Handout View	Used for printing handouts for the audience.

To change the view:

- Go to **View** menu and choose the desired workspace view.