Unit:5 Digital Presentation Using LibreOffice Impress
Chapter 4: Format Text and Apply Animation

1. Using Format Menu

The **Format** menu offers various text formatting options such as font style, size, alignment, bullets, and spacing.

Steps to use the Format menu:

1. Select the text on the slide.
2. Click on the **Format** menu from the top menu bar.
3. Choose options like:
    - **Character...** – to change font, size, style.
    - **Paragraph...** – to set alignment, spacing, indentation.
    - **Bullets and Numbering** – to add bullets or numbers.
    - **Text** – to adjust text direction or resize shape to fit text.

2. Using Text Formatting Toolbar

The **Formatting Toolbar** provides quick access to common text formatting options.

Icon	Function
Font Name	Change font style
12 ➡ 14	Font size
B / I / U	Bold, Italic, Underline
(Color icon)	Font color
(Highlight)	Background color
← ↑ ➡	Text alignment

Steps:

1. Select the text.
2. Use toolbar icons to apply formatting.

3. Using Properties Deck

The **Properties Deck** appears on the **right side** of the screen and offers complete text formatting tools.

To open Properties Deck:

- Go to **View > Sidebar**, then select **Properties** tab.

Features Available:

- Font name and size
- Bold, Italic, Underline
- Alignment and indentation
- Bullets and numbering
- Line spacing
- Area fill (background color)

4. Using Keyboard Shortcuts

Shortcut	Action
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + E	Center Align
Ctrl + L	Left Align
Ctrl + R	Right Align
Ctrl + J	Justify Align
Ctrl + Shift + P	Superscript
Ctrl + Shift + B	Subscript

5. Aligning Text

You can align text **left**, **center**, **right**, or **justify**.

Steps:

1. Select the text.
2. Use alignment buttons from:
    - **Formatting Toolbar**
    - **Properties Deck**
    - Or use keyboard shortcuts like **Ctrl + L / E / R / J**.

6. Bullets and Numbering

➢ **Adjusting Line Spacing / Paragraph Spacing**

Steps to apply bullets or numbering:

1. Select the text or paragraph.
2. Click on **Format > Bullets and Numbering**.
3. Choose from:
    - **Bullets** tab
    - **Numbering type**
    - Customize size, color, symbol

To Adjust Line/Paragraph Spacing:

1. Select the paragraph.
2. Go to **Format > Paragraph**.
3. In the dialog box:
    - Use **Line Spacing** (Single, 1.5 lines, Double, etc.)
    - Adjust **Spacing Above/Below Paragraph**

Option	Meaning
Line Spacing	Distance between lines in the paragraph
Paragraph Spacing	Space before or after a paragraph

7. Animation in Presentation

Animations add visual effects when text or objects appear on a slide.

Custom Animation

Steps to apply custom animation:

1. Select the text or object.
2. Go to **view > Animation**.
3. Click **Add** to choose an animation effect.
4. Set:
    - **Start**: On click, With previous, After previous
    - **Speed**: Slow, Medium, Fast
5. Click **OK** to apply.

Removing an Animation

Steps:

1. Select the object with animation.
2. Open **Animation** pane.
3. Select the animation from the list.
4. Click **Remove**.