Unit:5 Digital Presentation Using LibreOffice Impress
Chapter 6: Insert and Format Image in Presentation

1. Insert Image from File

Steps:

1. Go to the slide where you want to insert an image.
2. Click **Insert > Image** from the top menu.
3. A file browser opens. Select the desired image.
4. Click **Open** to insert the image on the slide.

2. Insert Image from Gallery

Steps:

1. Click **Tools > Gallery** to open the gallery panel.
2. Browse categories (e.g., Shapes, Backgrounds).
3. Drag the desired image from the gallery onto your slide.

3. Formatting Image

a) Moving an Image

- Click and drag the image to move it to another place on the slide.

b) Resizing an Image

- Click the image → Small squares appear on the edges.
- Drag **corner handles** to resize proportionally.
- Drag **side handles** to stretch vertically/horizontally.

c) Rotating an Image

1. Click on the image.
2. Go to **Format > Position and Size > Rotation tab**.
3. Set the desired angle or drag the **rotation handle** if available.

4. Formatting Image Using the Image Toolbar or Properties Deck

Image Toolbar Options Include:

- **Flip** (horizontal or vertical)
- **Crop**
- **Transparency**
- **Color adjustment**

Using Properties Deck:

1. Go to **Sidebar > Properties** (press F11).
2. Modify:
    - **Position & Size**
    - **Crop**
    - **Color and Filters**
    - **Transparency and Rotation**

5. Drawing Graphic Object

Steps:

1. Use the **Drawing Toolbar** at the bottom.
2. Select any shape: Line, Rectangle, Circle, Textbox, Arrow, etc.
3. Click and drag on the slide to draw the shape.
4. Use **Format Options** to customize the shape (color, border, etc.).

6. Grouping and Ungrouping Objects

Action	Steps
Group Objects	Select multiple objects → Right-click → Choose **Group**
Ungroup Objects	Right-click on grouped object → Choose **Ungroup**

Grouping helps to move/resize all selected objects together as one unit.