Chapter 9: Presentation Tool — OpenOffice Impress

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. ..... is the extension of the Impress presentation.
   a. .odp b. .ppt
   c. .odb d. None of these

Ans. a

2. ..... is the default view in Impress.
   a. Normal b. Slide Sorter
   c. Handout d. Notes

Ans. a

3. You can use the Slide Transition option by selecting it on the ..... menu.
   a. Slide Show b. View
   c. Tools d. Format

Ans. a

4. Which is not a component of a slide?
   a. Title b. Subtitle
   c. Clip Art d. Slide Show

Ans. d

5. The Rehearse Timings option is presented in the ..... menu.
   a. Insert b. View
   c. Tools d. Slide Show

Ans. d

6. ..... is the shortcut key to view the slide show.
   a. F6 b. F9
   c. F5 d. F10

Ans. c

7. The Header and Footer command is available in the ..... menu.
   a. File b. View
   c. Format d. Tools

Ans. b

8. In Impress, the ..... view shows thumbnail versions of all your slides arranged in horizontal rows.
   a. Notes b. Outline
   c. Handout d. Slide Sorter

Ans. d

Very Short Answer Questions

9. Handouts and outlines are used for reference purposes. (True or False)

Ans. True

10. Titles, subtitles, and clip arts are not the components of a slide. (True or False)

Ans. False

11. How many types of masters are available in Impress?

Ans. Three types of masters: for slides, for notes, and for handouts

12. Fill in the blanks:
   a. A presentation is also known as a collection of multiple .....
   b. A ..... is known as an electronic page that contains text box, image, audio, and video.
   c. In Impress, you can view slide shows by pressing ..... key on the keyboard.
   d. The ..... view refers to a summarized version of your slides.
   e. A ..... is a special view of the presentation which is suitable to be printed and distributed to the audience.

Ans.
   a. slides
   b. slide
   c. F5
   d. outline
   e. handout

Short Answer Questions

13. List some things that you can create using Impress.

Ans. Multimedia presentations, Web pages, and Flash versions of your presentations.

14. What is the difference between a slide and a slide show?

Ans. A slide is an electronic page that contains information about the presentation topic. On the other hand, a slide show is defined as an electronic presentation, which can be run on the screen of your computer system or any projection device.

15. Define template in Impress.

Ans. In Impress, you can create a presentation using the templates. These templates are built-in design files which contain different predefined styles, such as font face and size, bullets size, placeholder's size and position, background, color scheme, and slide master.

16. What do you understand by a presentation?

Ans. A presentation is a sequential collection of slides in which each slide displays some information in the form of text or graphics.

17. What do you understand by a slide?

Ans. In a presentation, a slide is an electronic page that contains information about the presentation topic.

18. Define slide master and its types in the Impress.

Ans. The slide master refers to the design theme that helps in defining the formatting and layout of all the elements used for creating a slide. Generally, a master is defined as a design theme which is applicable for multiple slides, notes, and handouts. In Impress, there are three types of masters:

- **For slide**: Designs the theme applicable to slides
- **For notes**: Designs the theme applicable to notes
- **For handouts**: Designs the theme applicable on handouts

19. What do you understand by the slide layout?

Ans. A slide layout is nothing but a predefined and organised set of slide elements that helps in creating a new slide in your presentation.

20. How many types of views are provided by Impress to its users?

Ans. Views refer to the mode of viewing presentations. In Impress, there are six types of views, such as Normal, Outline, Notes, Handout, Slide Sorter, and Slide Show.

Long Answer Questions

21. What points do you need to keep in mind while creating a presentation?

Ans. You need to keep the following points in mind for creating meaningful and interesting presentations:

- **Knowing the audience**: To create a good presentation, you must know how much knowledge the audience has about the textual and visual (graphs, images, etc.) content of the presentation. You must know how many persons are going to view your presentation, what would be their expectations from the presentation, and also whether they are familiar with the topic of the presentation. This information helps you to create an appealing and effective presentation.
- **Keeping the presentation simple**: The information given in the presentation should be kept as simple and as straight as possible. There should neither be any unnecessary information nor should you leave out any important topics.
- **Balancing information**: Proper balance should be maintained between the text and graphics on a slide. In other words, a slide should not contain too much text or graphics.
- **Using space efficiently**: You must also take care to utilize the available space on a slide as efficiently as possible. Space should be utilized judiciously while positioning different presentation elements, such as title, images, and pictures on a slide.
- **Using text judiciously**: The text content should be self-explanatory. Also, avoid using too many styles and sizes of fonts in a single slide.
- **Using colors judiciously**: To maintain the simplicity of your presentation, you should not use too many colors.

22. Who uses the presentation software and why?

Ans. Several people make use of the presentation software while giving presentations. Some examples are as follows:

- Salespersons need to give presentations to their customers, clients, and managers. Using the presentation software, they can better convey their ideas and product details to customers as well as performance-related facts and figures to managers.
- Human Resource (HR) departments of organizations also make use of the presentation software to provide training to their new employees or the existing staff.

The following are some examples where presentation software is used as a training tool:

- In schools, teachers can better explain concepts by means of presentations. It also helps students to note down important points from the board, which may later help them in their study.
- Students can also use the presentation software to create presentations in schools. Teachers regularly ask students to create presentations on topics that they have been studying.

The presentation software is mostly used during conferences. This helps the presenter (speaker) easily project his key points on a large screen while talking about the topic simultaneously.

23. Name some slide components that are used for referencing purposes.

Ans. The following are the components of a slide used for referencing purposes:

- **Handouts**: Refer to the smaller versions of slides. When you create a presentation, the handouts are given to the viewers. These handouts help the viewers easily understand the presentation.
- **Speaker Notes**: Refer to the small pictures of slides along with some descriptive notes. These notes help the presenter (also known as the speaker) to describe the information to the audience.
- **Outlines**: Refer to the summarized version of your slides. The outlines are used to display only the title and main text of slides. By using outlines, you can easily manage and organize the flow of your presentation.

24. How are transition effects helpful in creating an effective presentation in Impress?

Ans. Transition effects are special effects that play when you view a presentation in a slide show. In other words, transition effects appear after the vanishing of the current slide and before the appearance of the next slide. These effects are used to enhance the initial appearance of the slides.

25. What is the significance of adding header and footer to a presentation?

Ans. Suppose you want to include certain information such as the title or the page number on every slide of a presentation to identify and understand the presentation. In such a situation, you can specify this information either in the header or footer of the slide.

Header refers to the portion of the page that appears just below the top margin of the slide, while footer refers to the portion that appears just above the bottom margin of the slide. You can make your presentation more attractive and eye-catching by adding headers and footers in the slides.

26. Define the Slide Sorter view and its significance.

Ans. In Impress, the Slide Sorter view refers to a view that shows thumbnail versions of all your slides arranged in horizontal rows. This view is useful to make global changes to several slides simultaneously. Using the Slide Sorter view, you can easily arrange the order of slides, create duplicate slides, and also delete them.

27. What do you understand by animation and how it helps in enhancing a presentation?

Ans. Animation refers to the visual effects that are added to the text as well as to other objects in the slides in your presentation. In other words, animation effects are used to apply movement in the images and objects in slides. The use of animation enhances your presentation and makes it more attractive.

Application-Oriented Questions

1. Create a presentation in Impress on the topic "Good Habits and Bad Habits of Eating". In this presentation, you need to insert at least four slides. All slides should have different slide layouts and must contain graphical objects such as pictures and clip arts. Further, to make the presentation more attractive, apply different transition and animation effects to all the slides. Write the steps that you have performed for creating this presentation.

Ans. Perform the following steps to create a presentation on the "Good Habits and Bad Habits of Eating" topic:

1. *Select* **Applications → Office → OpenOffice 4.1.1 Impress**. The **Presentation Wizard** appears.
2. *Select* the desired presentation type radio button from the Type section. In our case, we have selected the Empty presentation radio button (Figure 1).
3. *Click* the **Next** button, as shown in Figure 1:

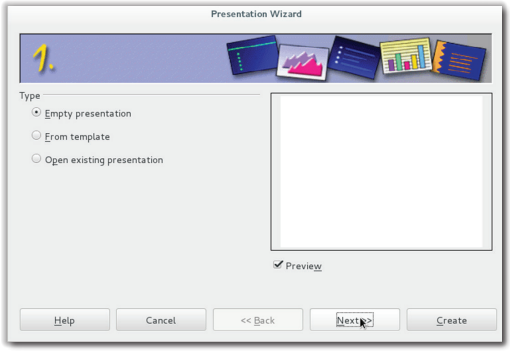

Figure 1: Showing Presentation Wizard

The next page of the Presentation Wizard appears (Figure 2).

4. *Click* the **Next** button as we are going with the default settings, as shown in Figure 2:

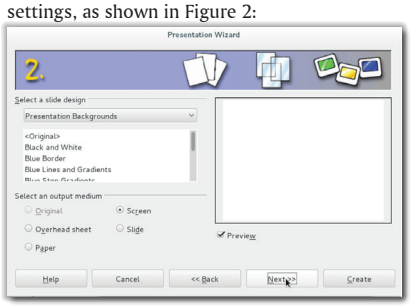

Figure 2: Showing the slide design options

The next page of the **Presentation Wizard** appears (Figure 3).

5. *Click* the **Create** button as we are applying the default settings, as shown in Figure 3:

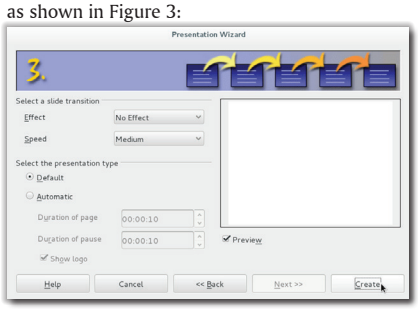

Figure 3: Showing the slide transition options

A blank presentation is created, as shown in Figure 4:

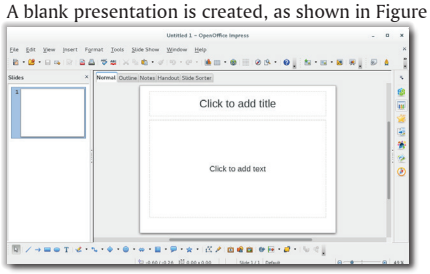

Figure 4: Showing a Blank Presentation

Before creating the presentation, first you need to save it. Let's perform the following steps to save the presentation:

6. *Select* **File → Save As** from the **Menu** bar, as shown in Figure 5:

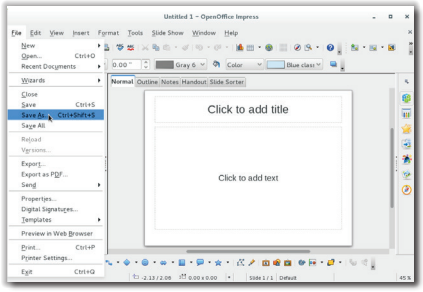

Figure 5: Saving a Presentation

The Save as dialog box appears (Figure 6).

7. Navigate to the directory where you want to save the presentation. In our case, we have navigated to the Desktop(Figure 6).
8. *Type* the desired name of the presentation in the Name text box. In our case, we have typed **Good Habits and Bad Habits of Eating** (Figure 6).
9. *Click* the **Save** button in the Save as dialog box, as shown in Figure 6:

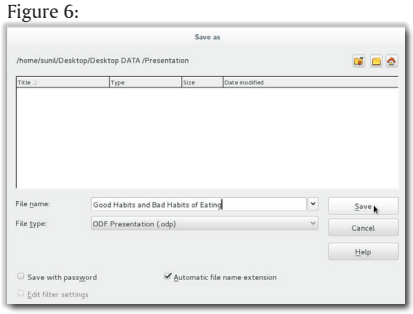

Figure 6: Showing the Save as Dialog Box

The presentation is saved as Good Habits and Bad Habits of Eating, as shown in Figure 7:

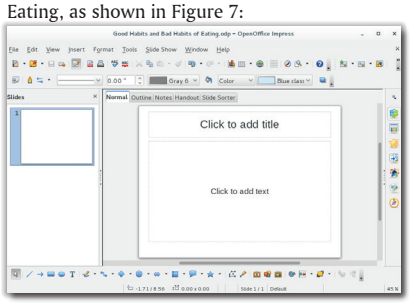

Figure 7: Showing the Presentation with the Specified Name

After saving the presentation, let's perform the following steps to create the first slide of the presentation:

10. *Select* the desired layout for your first slide from the Layouts pane. In our case, we have selected Title Slide (Figure 8).
11. *Click* the title placeholder to insert the title of the slide (Figure 8).
12. *Type* the desired title for the slide in the title placeholder. In our case, we have typed Habit (Figure 8).
13. *Type* the related text in another placeholder, which is placed below the title placeholder (Figure 8).

    After inserting the text, perform the following steps to insert an image in the slide:
14. *Select* Insert ➔ Picture ➔ From File from the Menu bar, as shown in Figure 8:

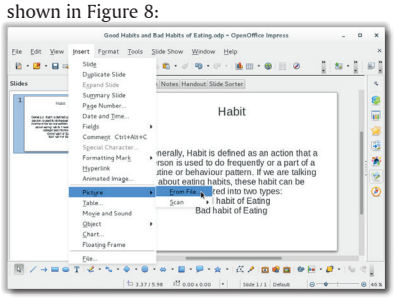

Figure 8: Inserting an Image in a Slide

The Insert picture dialog box appears (Figure 9).

15. *Select* the desired location where an image file is stored from the Place list box in the left pane. In our case, we have selected Desktop. The list of related files appears in the right pane (Figure 9).
16. *Select* the desired image file from the Name list box in the right pane. In our case, we have selected Lifestyle.jpg (Figure 9).
17. *Click* the Open button in the Insert picture dialog box, as shown in Figure 9:

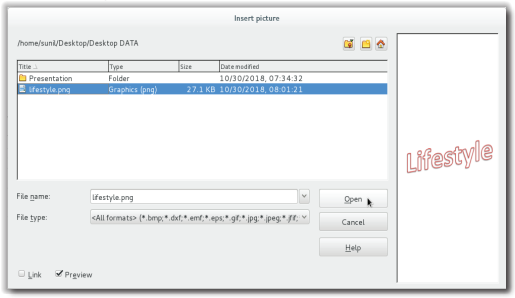

Figure 9: Showing the Insert picture Dialog Box

The selected image is inserted in the slide, as shown in Figure 10:

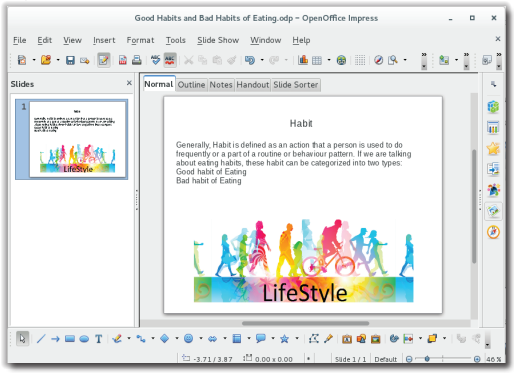

Figure 10: Showing the Presentation after Inserting an Image

Perform the following steps to change the slide design:

18. *Select* Format ➔ Slide Design from the Menu bar, as shown in Figure 11:

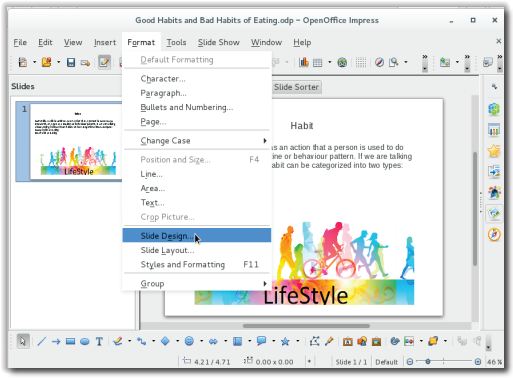

Figure 11: Changing Slide Design

The Slide Design dialog box appears (Figure 12).

19. *Click* the Load button to load several slide designs, as shown in Figure 12:

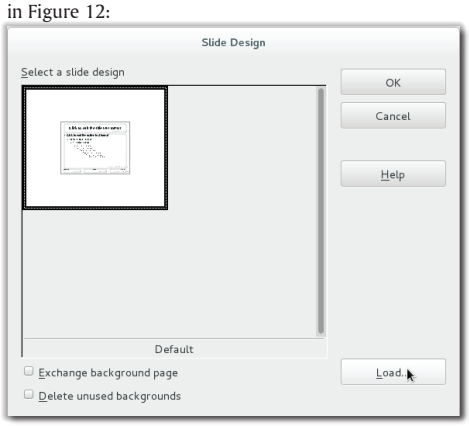

Figure 12: Showing the Slide Design Dialog Box

The Load Slide Design dialog box appears (Figure 13).

20. *Select* the desired category from the Category list box whose appearance you want to change. In our case, we have selected Presentation Backgrounds. The related list of templates is shown in the right pane under the Templates list box (Figure 13).
21. *Select* the desired template from the Templates list box. In our case, we have selected Blue and Grey (Figure 13).
22. *Click* the OK button from the Load Slide Design dialog box, as shown in Figure 13:

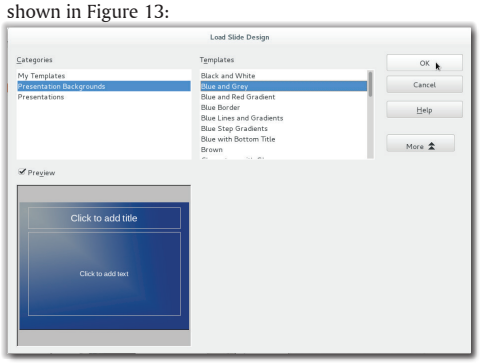

Figure 13: Showing the Load Slide Design Dialog Box

The Slide Design dialog box reappears.

23. *Click* the OK button to apply the selected design to the slide.

The selected slide design is applied, as shown in Figure 14:

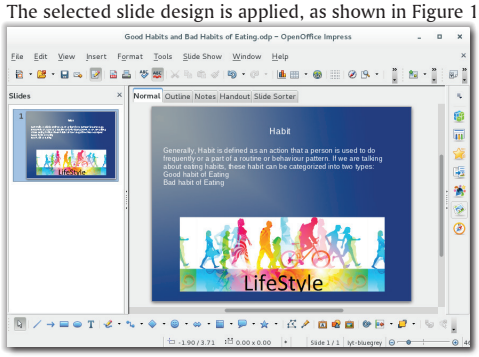

Figure 14: Showing the Slide Whose Design Gets Changed

After applying the desired slide design, let's perform the following steps to apply the bullets style to the selected text in the slide:

24. *Select* the desired text in the slide (Figure 15).
25. *Select* Format ➔ Bullets and Numbering from the Menu bar, as shown in Figure 15:

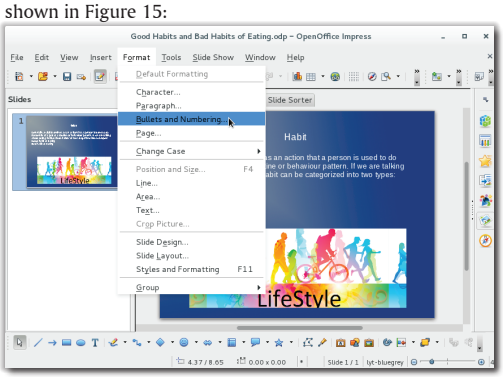

Figure 15: Applying the Bullets Style to the Text

The Bullets and Numbering dialog box appears (Figure 16).

26. *Select* the desired bullet style from the Selection section. In our case, we have selected right pointing arrow bullets (Figure 16).
27. *Click* the OK button to apply the bullet style, as shown in Figure 16:

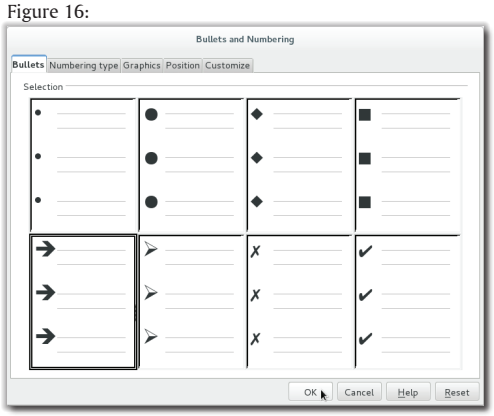

Figure 16: Showing the Bullets and Numbering Dialog Box

The bullet style is applied to the selected text, as shown in Figure 17:

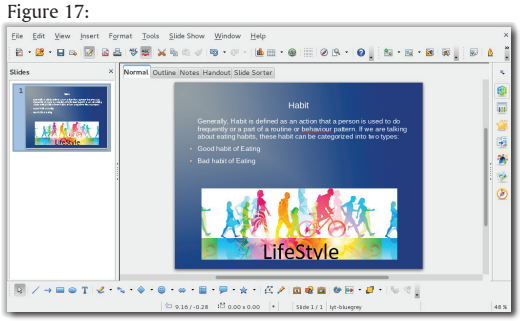

Figure 17: Showing the First Slide after Completing

Perform the following steps to insert a new slide in the presentation and also work with it.

28. *Select* Insert ➔ Slide from the Menu bar to insert a new slide in the presentation, as shown in Figure 18:

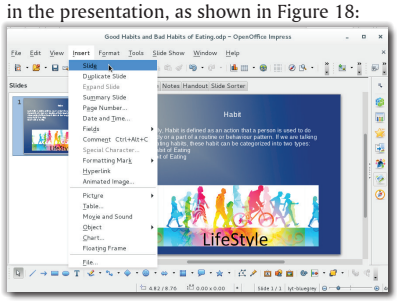

Figure 18: Inserting a New Slide

Now, the slide is inserted.

29. *Select* the desired layouts for your slide from the Layouts pane. In our case, we have selected Centered Text, as shown in Figure 19:

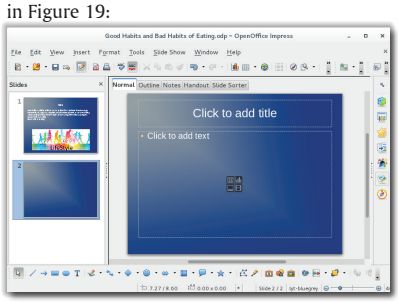

Figure 19: Changing the Slide Layout

30. *Click* and *type* the desired text for the slide in the placeholder, as shown in Figure 20:

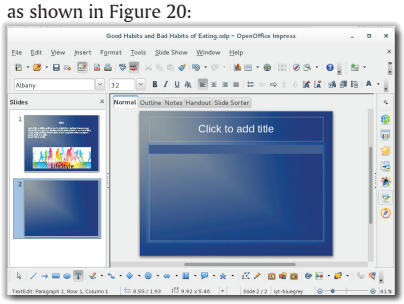

Figure 20: Inserting Text in Placeholders

31. *Insert* an image by following steps 14 to 17. Now, the image is inserted, as shown in Figure 21:

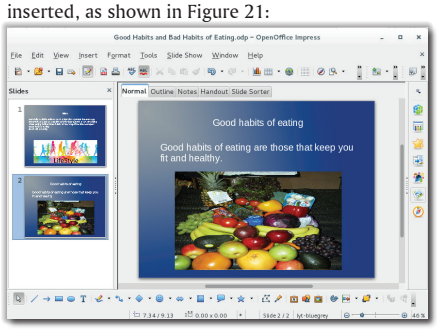

Figure 21: Showing the Second Slide after Completion

Now, the second slide is completed. Perform the following steps to insert the third slide and work with it:

32. *Select* Insert ➔ Slide from the Menu bar to insert a new slide.
33. *Select* the desired layout for your slide from the Layouts pane. In our case, we have selected Title, Clipart, and Text (Figure 22).
34. *Click* and *type* the title of the slide in the title place. In our case, we have typed List of good habits of eating (Figure 22).
35. *Click* and *type* the desired text related to the title for the slide in the outline placeholder (Figure 22).
36. *Double-click* the image icon in the slide to open the Insert picture dialog box, as shown in Figure 22:

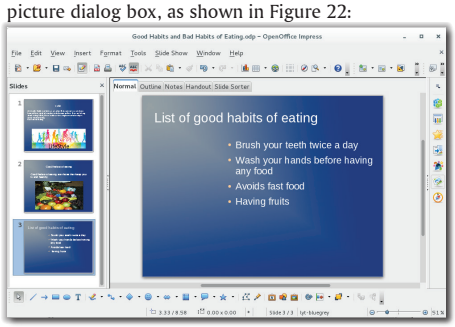

Figure 22: Inserting an Image

The Insert picture dialog box appears.

37. *Insert* an image by following steps 15 to 17. An image is inserted, as shown in Figure 23:

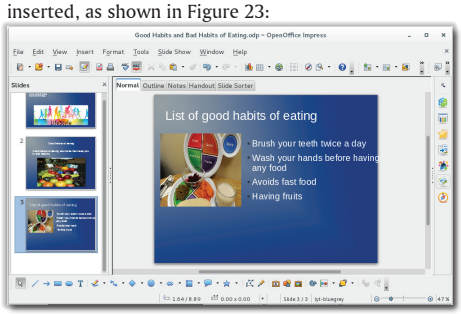

Figure 23: Showing the Third Slide

After creating the third slide, perform the following steps to insert the fourth slide and work with it:

38. *Select* Insert ➔ Slide from the Menu bar to insert the slide.
39. *Select* the desired layout for your slide from the Layouts pane. In our case, we have selected Title and 2 content(Figure 24).
40. *Click* and *type* the title of the slide in the title place. In our case, we have typed Bad habits of eating (Figure 24).
41. *Click* and *type* the text related to the title in the other text block placeholders, as shown in Figure 24:

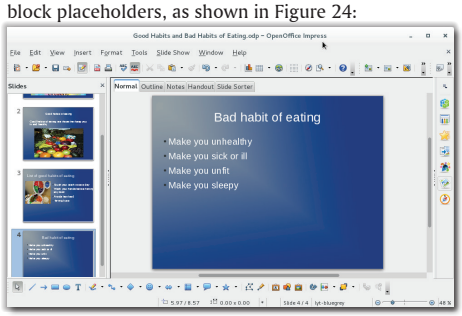

Figure 24: Inserting Text

42 *Insert* an image by following steps 14 to 17. Now, an image is inserted, as shown in Figure 25:

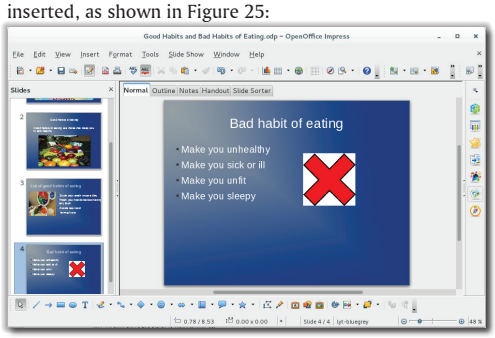

Figure 25: Showing the Fourth Slide

Now, the third slide is created, let's perform the following action to insert, create, and work with it:

43. *Select* Insert ➔ Slide from the Menu bar to insert the slide.
44. *Select* the desired layout for your slide from the Layouts pane. In our case, we have selected Title, Text, and Clipart (Figure 26).
45. *Click* and *type* the title of the slide in the title place. In our case, we have typed List of bad habits of eating (Figure 26).
46. *Click* and *type* the text related to the title in the other text block placeholders (Figure 26).
47. *Double-click* the image icon to insert the image, as shown in Figure 26:

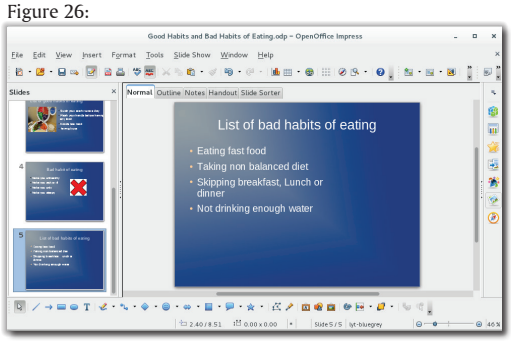

Figure 26: Inserting an Image

The Insert picture dialog box appears.

48. *Insert* an image by following steps 15 to 17. Now an image is inserted, as shown in Figure 27:

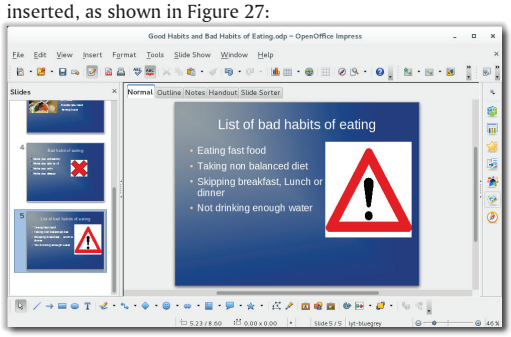

Figure 27: Showing the Fifth Slide

After creating all the slides in the presentation, let's learn to apply different custom animation effects:

49. *Select* Slide Show ➔ Custom Animation from the Menu bar to expand the Custom Animation pane, as shown in Figure 28:

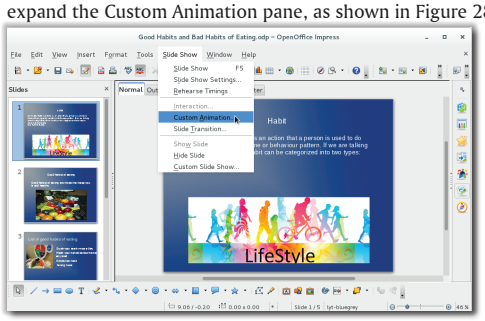

Figure 28: Expanding the Custom Animation Pane

50. *Select* the first slide of the presentation from the Slides list box (Figure 29).
51. *Select* the desired object from the slide in which you want to apply the animation effect. In our case, we have selected the title of the first slide (Figure 29).
52. *Click* the Add button to apply the desired effect to the selected object, as shown in Figure 29:

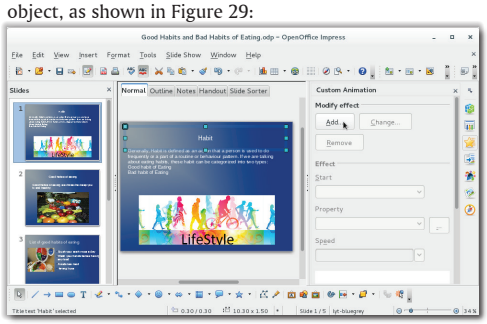

Figure 29: Adding the Custom Animation Effect

The Custom Animation dialog box appears (Figure 30).

53. *Select* the desired animation effect from the Basic list box. In our case, we have selected Dissolve In (Figure 30).
54. *Click* the OK button in the Custom Animation dialog box, as shown in Figure 30:

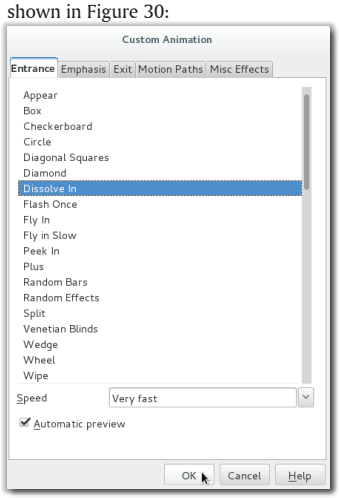

Figure 30: Showing the Custom Animation Dialog Box

The Custom Animation dialog box is closed.

55. *Click* the up and down arrow buttons of the Start list box to guide how the animation effect starts. In our case, we are going with the default On click action, as shown in Figure 31:

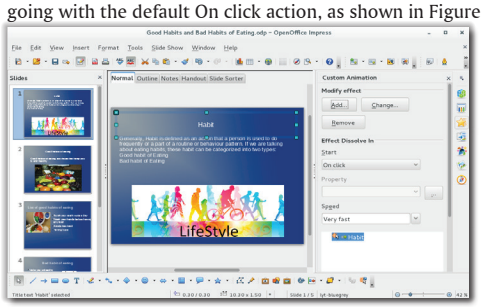

Figure 31: Adjusting Various Custom Animation Settings

Now, the animation effect is applied. You can apply the different animation effects to the remaining four slides by following the same steps. Perform the following steps to add a transition effect to slides in the presentation:

56. *Select* Slide Show ➔ Slide Transition from the Menu bar to expand the Slide Transition pane, as shown in Figure 32:

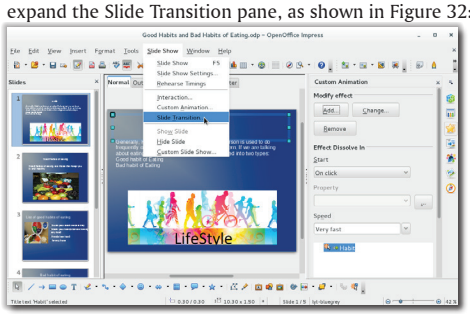

Figure 32: Expanding the Slide Transition Pane

57. *Select* the first slide of the presentation from the Slides list box (Figure 33).
58. *Select* the desired transition effect from the Apply to selected slides list box. In our case, we have selected the Wheel Clockwise, 2 Spoke effect (Figure 33).
59. *Select* the desired speed of the transition effect from the Speed list box. In our case, we have selected Medium (Figure 33).
60. *Select* the desired sound of the transition effect from the Sound list box. In our case, we have selected No Sound (Figure 33).
61. *Select* the On mouse click radio button, if you want that the next slide should appear when you click the mouse; otherwise, select the Automatically after radio button. In our case, we have selected the On mouse click radio button, as shown in Figure 33:

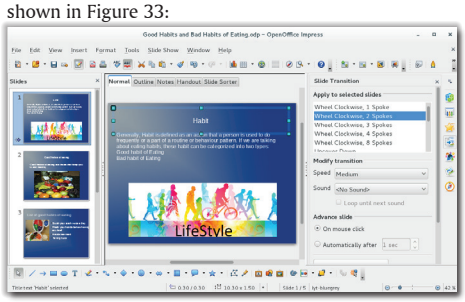

Figure 33: Applying the Slide Transition Effect

Now, the transition effect is applied to the first slide. Similarly, apply different transition effects to the remaining four slides in the presentation.

You can view the slide show of your presentation by pressing the F5 key from the keyboard or select Slide Show ➔ Slide Show from the Menu bar.

2. Explain the following terms and how they help in creating more effective and eye-catching presentations:
   - Design template
   - Animation effects
   - Transition effects

Ans.

- **Design template:** Refers to a model that provides the basic structure to create a document or presentation easily and quickly. Templates offer sets of different pre-defined visual elements that you can customize according to your requirements.
- **Animation effects:** Refer to the visual effects that are added to the text as well as other objects in the slides in your presentation. Animation effects are used to apply movement in the images and objects in slides.
- **Transition effect:** Refers to the special effects that play when you view a presentation in a slide show. In other words, a transition effect plays after the vanishing of the current slide and before the appearance of the next slide.

3. Himanshi's teacher asks her to create a presentation in OpenOffice Impress. As Himanshi has never before worked in Impress, help her to perform the following tasks:
   a. She wants that except for the first slide, all the slides should have the same design. For this, what does she need to do?
   b. To easily communicate with her audience, she wants to provide them with a hard copy of the slides of the presentation. What should she create for it?
   c. She wants to insert some pictures in some slides. How can she do that?
   d. Suggest her the view that would be most suitable for showing the presentation to the audience.
   e. To make her presentation more attractive, she wants to add some effects to it. How can she do it? Suggest.

Ans.

a. Himanshi needs to manually change the slide design of each slide by clicking Format ➔ Slide Design from the Menu bar. After this, the Slide Design dialog box appears. From this dialog box, click the Load button to load more slide designs. The Load Slide Design dialog box appears. Select the Presentation Backgrounds option from the Categories list box and its related options are shown in the Name list box. After selecting these options, click the OK button in the Load Slide Design dialog box. The Slide Design dialog box reappears.

Click the OK button in it. The selected slide design is applied to the selected slide. After this, if you want to apply the same design to other slides then again open the Slide Design dialog box and select the design from the Select a design list box and click the OK button.

b. Handouts

c. Himanshi can insert pictures in the slides in two ways:

- By selecting the desired slide from the Layouts pane that enables you to directly insert a picture
- By clicking Insert -> Picture -> From File from the Menu bar

d. The slide show view. In a slide show, you can see your presentation in full screen and also run slides in a continuous series (one after the other).

e. To make her presentation more attractive, Himanshi needs to add animation and transition effects to the slides. These effects allow her to specify how the slides should appear.

4. Explain how a presentation can help a salesperson to promote his/her products.

Ans. For a salesperson, a presentation plays an important role as it helps in promoting business and increasing the sales of products. Salespersons need to give presentations to their customers, clients, and managers. Using the presentation software, they can better convey their ideas and product details to customers as well as performance-related facts and figures to managers.

5. Amina created a presentation to be shown at her school's Annual Function. Just 5 minutes before the presentation, she noticed that she has misspelt the name of the school, which is appearing in all the 30 slides of the presentation. How can she rectify this mistake in all the slides?

Ans. The slide master will be helpful in this situation. She just needs to rectify the mistake in the slide master. The change will be reflected in all the slides of her presentation.

6. Create a presentation on the topic: Motion, Force, and Work. Add the related text, examples, and pictures. Also, add header and footer to all the slides in your presentation.

Ans. Perform the following steps to create a presentation on the "Motion, Force, and Work" topic:

1. *Start* Impress by selecting Applications ➔ Office ➔ OpenOffice 4.1.1 Impress. The Presentation Wizard appears.
2. *Create* a blank slide by following steps 2 to 5 mentioned in the first question of this section.

Now, a blank presentation is created, as shown in Figure 34:

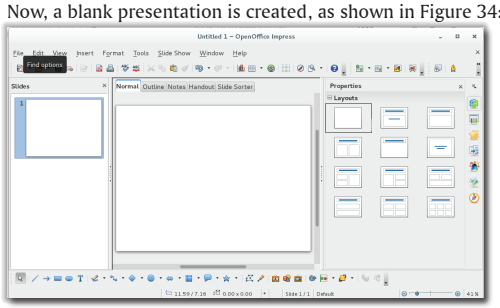

Figure 34: Showing a Blank Presentation

3. *Save* your presentation with the name Motion, Force, and Work by following steps 6 to 10 in the first question of this section. The name of the presentation appears in the Title bar, as shown in Figure 35:

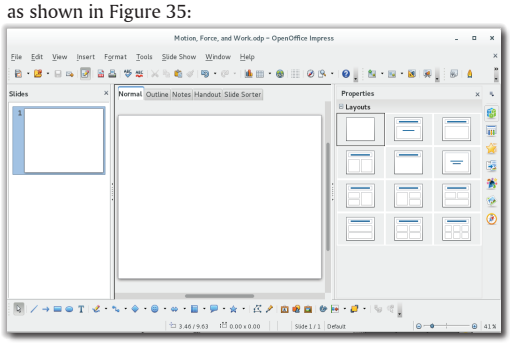

Figure 35: Saving the Presentation with the Motion, Force, and Work Name

Perform the following steps to create the first slide of the presentation:

4. *Select* the desired slide layout for the slide from the Layouts pane. In our case, we have selected Title Only (Figure 36).
5. *Click* and *type* the desired text in the title placeholder. In our case, we have typed **Motion, Force, and Work**, as shown in Figure 36:

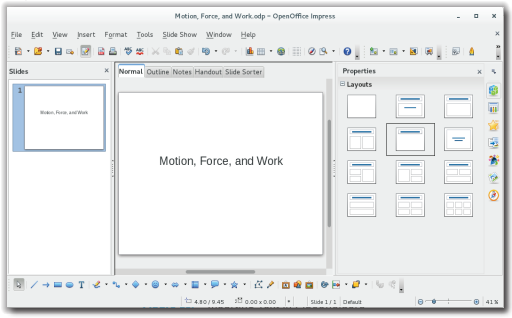

Figure 36: Inserting Text in Placeholders

After inserting the text, let's perform the following steps to change the slide design:

6. *Select* Format ➔ Slide Design from the Menu bar, as shown in Figure 37:

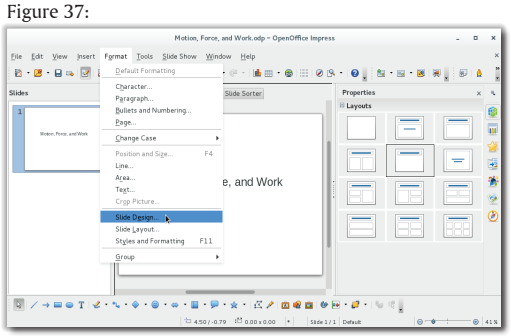

Figure 37: Changing the Slide Design

The Slide Design dialog box appears (Figure 38).

7. *Click* the Load button to load the slide design in the Slide Design dialog box, as shown in Figure 38:

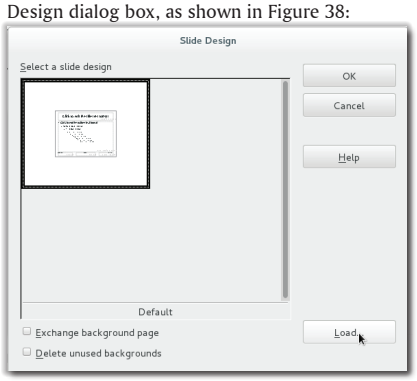

Figure 38: Showing the Slide Design Dialog Box

The Load Slide Design dialog box appears (Figure 39).

8. *Select* the desired category from the Category list box whose appearance you want to change. In our case, we have selected Presentation Backgrounds. The related list of templates is shown in the right pane under the Templates list box (Figure 39).
9. *Select* the desired template from the Templates list box. In our case, we have selected Light Blue Shapes (Figure 39).
10. *Click* the OK button from the Load Slide Design dialog box, as shown in Figure 39:

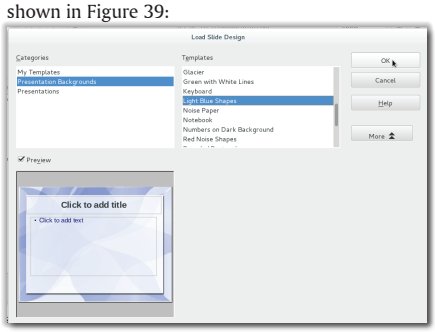

Figure 39: Showing the Load Slide Design Dialog Box

The Slide Design dialog box reappears.

11. *Click* the OK button in the Slide Design dialog box.

The first slide is created, as shown in Figure 40:

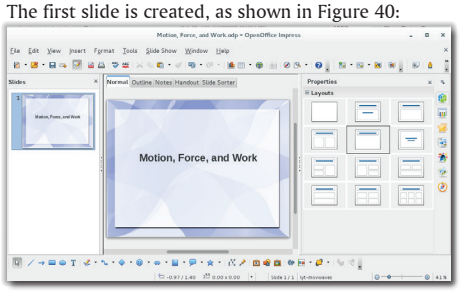

Figure 40: Showing the First Slide with the Specified Slide Design

Perform the following steps to insert a new slide and work with it:

12. *Select* Insert ➔ Slide from the Menu bar.
13. *Select* the desired slide layout for the slide from the Layouts pane. In our case, we have selected Title Slide.
14. *Click* and *type* the desired text in the title placeholder.
15. *Click* and *type* the related text to the title in text placeholder.

Perform the following steps to insert an image in the second slide:

16. *Select* Insert ➔ Picture ➔ From File from the Menu bar, as shown in Figure 41:

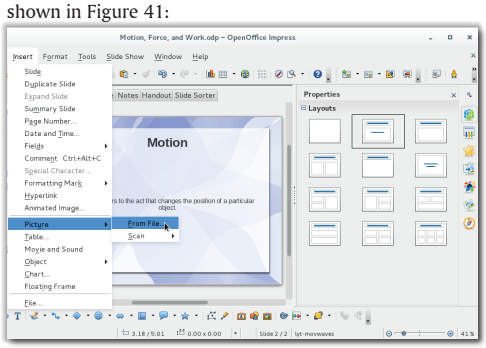

Figure 41: Inserting Image

The Insert picture dialog box appears (Figure 42).

17. *Select* the desired location where an image file is stored from the Place list box in the left pane. In our case, we have selected Desktop. The list of related files appears in the right pane (Figure 42).
18. *Select* the desired image file from the Name list box in the right pane. In our case, we have selected motion.png (Figure 42).
19. *Click* the Open button in the Insert picture dialog box, as shown in Figure 42:

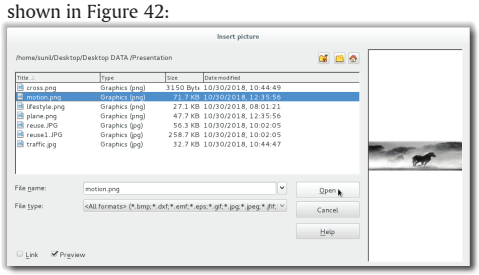

Figure 42: Showing the Insert picture Dialog Box

Now, the second slide is created, as shown in Figure 43:

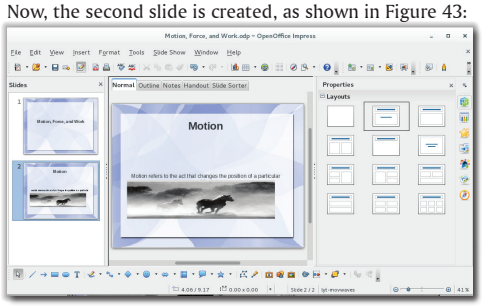

Figure 43: Showing the Second Slide

Now, let's insert the third slide and work with it:

20. *Select* Insert ➔ Slide from the Menu bar.
21. *Select* the desired slide layout for the slide from the Layouts pane. In our case, we have selected Title Slide.
22. *Click* and *type* the desired text in the title placeholder.
23. *Click* and *type* the related text to the title in text placeholder.

24. *Insert* an image by following steps 19 to 22.

    Now, the third slide is completed, as shown in Figure 44:

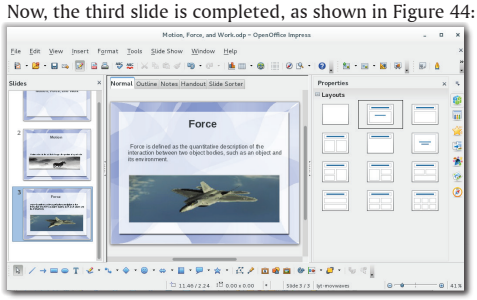

Figure 44: Showing the Third Slide

Create the fourth slide by following steps 23 to 27, as shown in Figure 45:

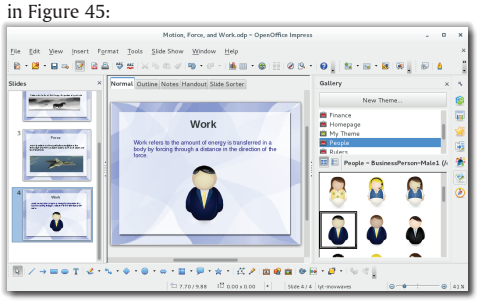

Figure 45: Showing the Fourth Slide

Perform the following steps to insert a header in all the slides in the presentation:

25. *Select* View ➔ Master ➔ Slide Master from the Menu bar, as shown in Figure 46:

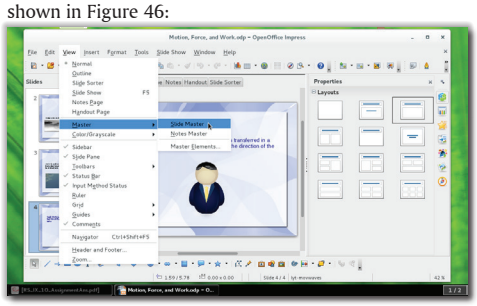

Figure 46: Enabling Slide Master

The Master View toolbar appears (Figure 47).

26. *Select* the desired placeholder to add the header to a slide. In our case, we have selected the header row (Figure 47).
27. *Type* the desired text for the header. In our case, we have typed Designing Motion, Force, and Work, as shown in Figure 47:

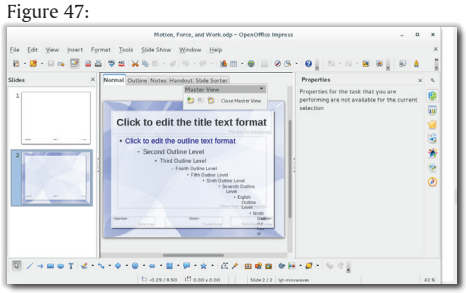

Figure 47: Inserting Header

These changes become visible in all the slides of the presentation. Perform the following steps to insert the footer in all slides in the presentation:

28. *Select* View ➔ Master ➔ Master Elements from the Menu bar (Figure 48).

    The Master Elements dialog box appears (Figure 48).
29. *Click* the Footer check box to select it (Figure 48).
30. *Click* the OK button to activate the footer in the Master Elements dialog box, as shown in Figure 48:

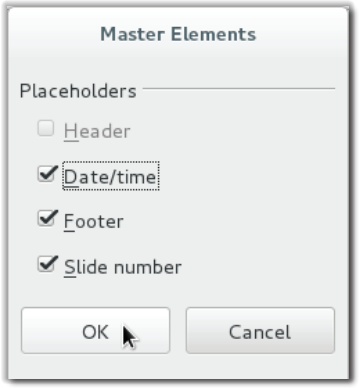

Figure 48: Showing the Master Elements Dialog Box

The Impress window reappears.

31. *Type* the desired footer name and *click* the Close to Master View button to close the Master View toolbar.

    The header and footer appear on all the slides. You can press the F5 key to view the presentation in the slide show.

7. Identify and explain which view that is suitable for displaying all the slides of a presentation in such a way that you can easily verify the order of slides and whether the presentation has been completed or not.

Ans. The Slide Sorter view displays all the slides of a presentation on a single screen, enabling you to verify the order of slides and also whether the presentation is complete or not.

8. Mrs. Sumita, your science teacher, asks all the students in your class to create a presentation on 'Our Environment'. In this presentation, students need to add relevant text and pictures. The presentation will have 10-12 slides and each slide must contain some pictures. Further, she asks the students to add transition and animation effects to different objects or components to the slides to enhance the appearance of the presentation.

Ans. Perform the following steps to create the presentation on 'Our Environment':

1. *Create* a blank presentation by following steps 1 to 5 of the first question of this section.
2. *Save* it with the name 'Our Environment' by following steps 6 to 9 of the first question of this section.

Now, the presentation is shown in Figure 49:

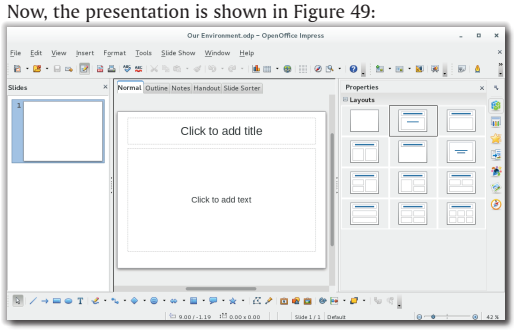

Figure 49: Showing the Presentation Named 'Our Environment'

3. *Select* the desired layout for your first slide from the Layouts pane. In our case, we have selected Centered Text (Figure 50).
4. *Click* and *type* the desired text for the slide in the title placeholder. In our case, we have typed 'Our Environment' (Figure 50).

   After inserting the text, let's perform the following steps to insert an image in the slide:
5. *Select* Insert ➔ Copy ➔ Paste From Gallery of the side bar, as shown in Figure 50:

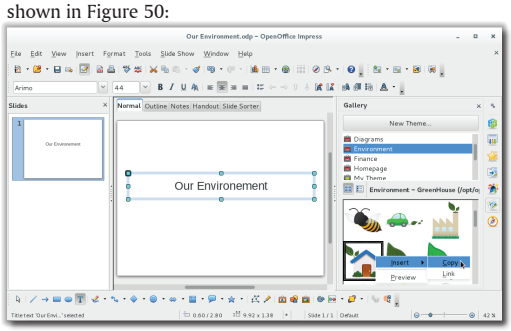

Figure 50: Inserting an Image

Now, an image is inserted in the slide, as shown in Figure 51:

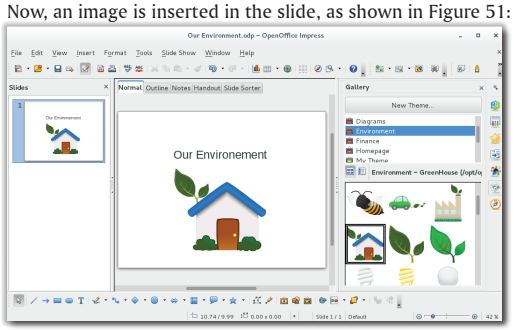

Figure 51: Showing the Presentation after Inserting an Image

Perform the following steps to change the slide design:

6. *Select* Format ➔ Slide Design from the Menu bar.

   The Slide Design dialog box appears.
7. *Click* the Load button to load several slide designs.

   The Load Slide Design dialog box appears (Figure 52).
8. *Select* the desired category from the Category list box whose appearance you want to change. In our case, we have selected Presentations. The related list of templates is shown in the right pane under the Templates list box (Figure 52).
9. *Select* the desired template from the Templates list box. In our case, we have selected Introducing a New Product (Figure 52).
10. *Click* the OK button from the Load Slide Design dialog box, as shown in Figure 52:

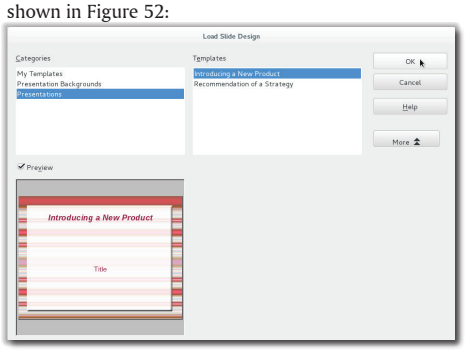

Figure 52: Showing the Load Slide Design Dialog Box

The Slide Design dialog box reappears.

11. *Click* the OK button to apply the selected design to the slide, as shown in Figure 53:

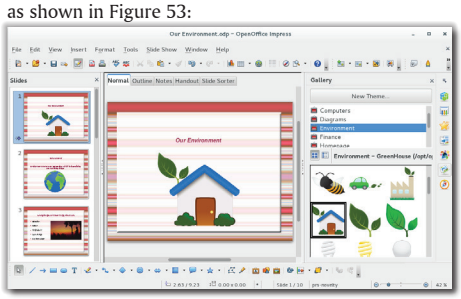

Figure 53: Showing the Slide Whose Design Gets Changed

After changing the slide design, let's perform the following steps to insert a new slide in the presentation and also work with it:

12. *Select* Insert ➔ Slide from the Menu bar to insert a new slide in a presentation.

    Now, the slide is inserted. After this, let's perform the following steps to create the second slide:
13. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Slide.
14. *Type* the desired text in both the placeholders of the slide.
15. *Insert* an image by following steps 5 to 8 of this question.

    Now, the second slide is created, as shown in Figure 54:

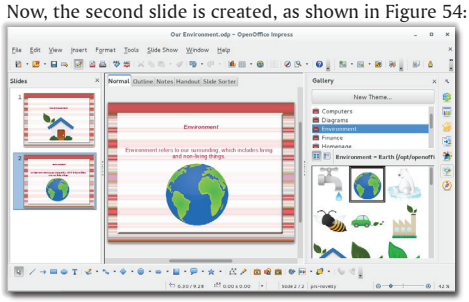

Figure 54: Showing the Second Slide of this Presentation

16. *Select* Insert ➔ Slide from the Menu bar to insert a new slide in a presentation.

    Perform the following steps to create the third slide:

17. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Text.
18. *Type* the desired text in both the placeholders of the slide.
19. *Insert* an image by following steps 5 to 8 of this question.

Now, the third slide is created, as shown in Figure 55:

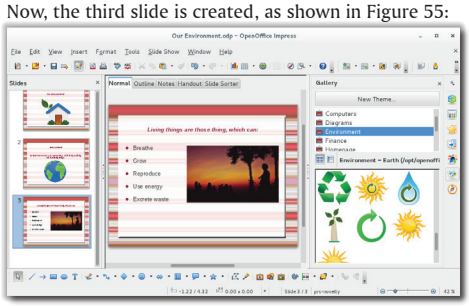

Figure 55: Showing the Third Slide of this Presentation

20. *Select* Insert → Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the fourth slide:

21. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Text.
22. *Type* the desired text in both the placeholders of the slide.
23. *Insert* an image by following steps 5 to 8 of this question.

Now, the fourth slide is created, as shown in Figure 56:

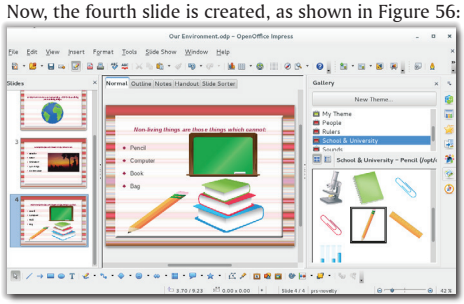

Figure 56: Showing the Fourth Slide of this Presentation

24. *Select* Insert → Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the fifth slide:

25. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Text.
26. *Type* the desired text in both the placeholders of the slide.
27. *Insert* an image by following steps 5 to 8 of this question.

Now, the fifth slide is created, as shown in Figure 57:

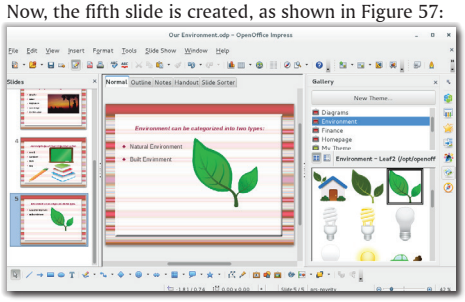

Figure 57: Showing the Fifth Slide of this Presentation

28. *Select* Insert → Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the sixth slide:

29. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Slide.
30. *Type* the desired text in both the placeholders in the slide.
31. *Insert* an image by following steps 5 to 8 of this question.

Now, the sixth slide is created, as shown in Figure 58:

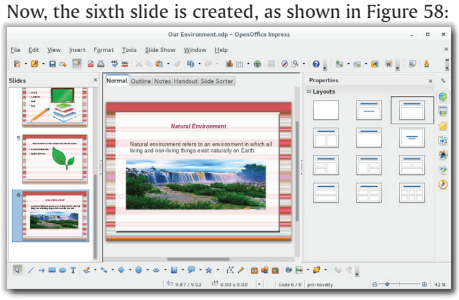

Figure 58: Showing the Sixth Slide of this Presentation

32. *Select* Insert → Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the seventh slide:

33. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Slide.
34. *Type* the desired text in both the placeholders of the slide.
35. *Insert* an image by following steps 5 to 8 of this question.

The seventh slide is created, as shown in Figure 59:

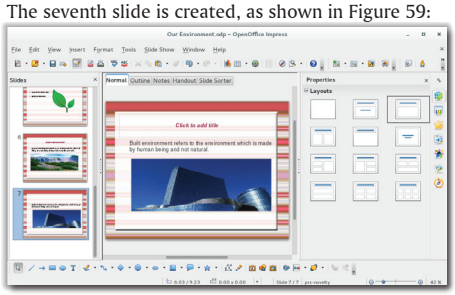

Figure 59: Showing the Seventh Slide of this Presentation

36. *Select* Insert → Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the eighth slide:

37. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Text.
38. *Type* the desired text in both the placeholders of the slide.
39. *Insert* an image by following steps 5 to 8.

The eighth slide is created, as shown in Figure 60:

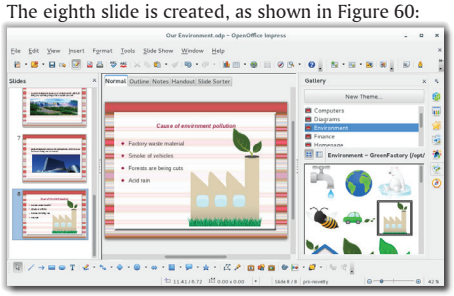

Figure 60: Showing the Eighth Slide of this Presentation

40. *Select* Insert → Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the ninth slide:

41. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Title Text.
42. *Type* the desired text in both the placeholders of the slide.
43. *Insert* an image by following steps 5 to 8 of this question.

Now, the ninth slide is created, as shown in Figure 61:

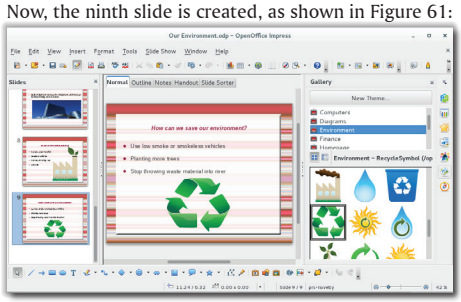

Figure 61: Showing the Ninth Slide of this Presentation

44. *Select* Insert ➔ Slide from the Menu bar to insert a new slide in a presentation.

Perform the following steps to create the tenth slide:

45. *Select* the desired slide layout from the Layouts pane. In our case, we have selected Centered Text.
46. *Type* the desired text in both the placeholders of the slide.
47. *Insert* an image by following steps 5 to 8 of this question.

Now, the tenth slide is created, as shown in Figure 62:

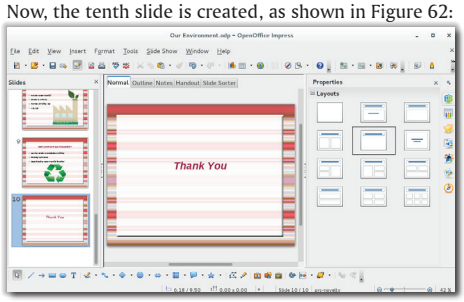

Figure 62: Showing the Tenth Slide of this Presentation

After creating all the slides of the presentation, let's perform the following steps to apply custom animation effects:

48. *Select* Slide Show ➔ Custom Animation from the Menu bar to expand the Custom Animation pane.
49. *Select* the first slide of the presentation from the Slides list box (Figure 63).
50. *Select* the desired object from the slide in which you want to apply the animation effect. In our case, we have selected the title of the first slide (Figure 63).
51. *Click* the Add button to apply the desired effect to the selected object, as shown in Figure 63:

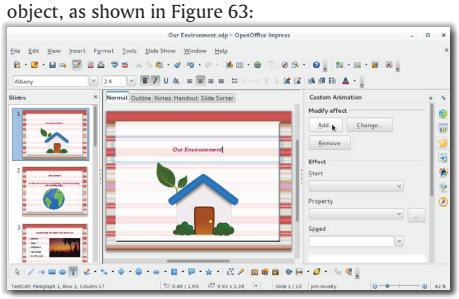

Figure 63: Adding the Custom Animation Effect

The Custom Animation dialog box appears.52. *Select* the desired animation effect from the Basic list box. In our case, we have selected Split.53. *Click* the OK button in the Custom Animation dialog box.

The Custom Animation dialog box is closed.

54. *Click* the up and down arrow buttons of the Start list box to guide how the animation effect starts. In our case, we are going with the default On click action (Figure 64).
55. *Select* the desired direction from the Direction list box. In our case, we have selected Vertical in, as shown in Figure 64:

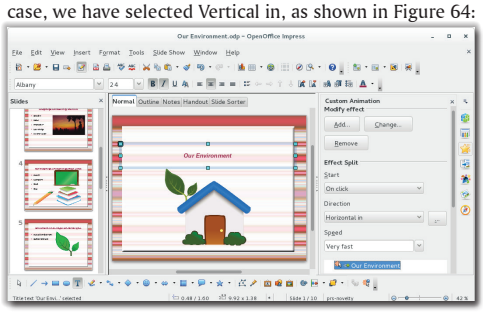

Figure 64: Adjusting Various Custom Animation Settings

Now, the custom animation effect is applied to the title text in the first slide. Similarly, you can also apply effects to other objects in the presentation. Now perform the following steps to apply the transition effect to the first slide in the presentation:

56. *Select* Slide Show ➔ Slide Transition from the Menu bar to expand the Slide Transition pane.
57. *Select* the first slide of the presentation from the Slides list box (Figure 65).
58. *Select* the desired transition effect from the Apply to selected slides list box. In our case, we have selected the Wheel Clockwise, 3 Spoke effect (Figure 65).
59. *Select* the desired speed of the transition effect from the Speed list box. In our case, we have selected Fast (Figure 65).
60. *Select* the desired sound of the transition effect from the Sound list box. In our case, we have selected Beam2 (Figure 65).
61. *Select* the On mouse click radio button if you want that the next slide should appear when you click the mouse button; otherwise, select the Automatically after radio button. In our case, we have selected the Automatically after radio button, as shown in Figure 65:

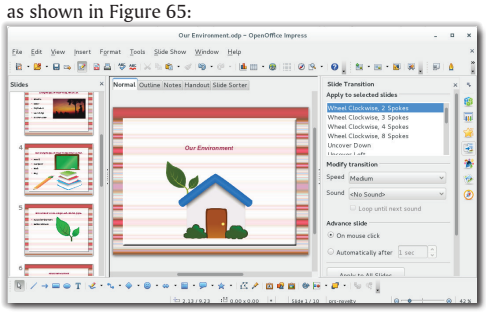

Figure 65: Applying the Slide Transition Effect

Now, the transition effect is applied to the first slide. Similarly, apply the different transition effects to the remaining four slides in the presentation. The presentation is created. You can see it in full screen by pressing the F5 key.