9 Introduction to Presentation Software

Introduction

We communicate all the time, but relying on just one method is not always enough to get our message across to varieties of audience. Imagine talking on the phone; we hear our friend, but we cannot see his reactions. If we write a letter about our vacation workshop, its just words. But add a picture, and our friend can start to visualize our fun and learning. Send a video clip, and he will get an even clearer idea of everything we did in our workshop. Basically, the more ways we present information, the stronger our communication becomes. This is the core idea behind multimedia: using different elements to make our presentation more effective and informative.

In this chapter, we will learn how to create impactful digital presentations. We are already familiar with LibreOffice. Impress is the presentation software offered by LibreOffice. Impress helps in building everything from simple presentations to those with animations, graphs, tables, pictures, lists and even interactive navigation. Impress has many features like attractive backgrounds, various animation effects, powerful text formations, impactful transitions, colourful charts etc.

Multimedia

The word multimedia comes from "multiple" and "media". Multimedia is about using more than one type of media to represent an idea. Specifically, it brings together different elements like text, sound, images, videos, and animated content. Multimedia helps organize messages, making them much clearer for the audience. Different components of multimedia are shown in figure 9.1.
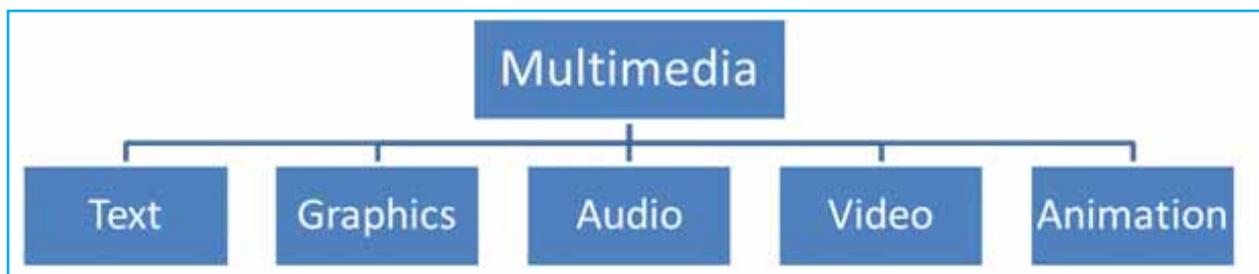

Figure 9.1 : Components of Multimedia

Digital Presentation

A digital presentation is the modern way to connect with an audience, using technology and software to deliver information and ideas. It offers a more dynamic and engaging experience than the traditional methods. For effective communication and audience engagement, digital presentations are key in every environment, from business meetings to educational lectures and online events. Digital presentations are visually appealing and interactive.

Introduction to Presentation Software

Presentation software is a type of computer program specifically designed to create, edit, and deliver the digital presentations. With presentation software, we can create slide show, which is a series of

connected slides. Each slide of a slide show can feature diverse multimedia components. This makes presentations incredibly effective.

The market offers a wide array of excellent presentation software, with Microsoft PowerPoint, Google Slides, Apple Keynote, Canva, and Prezi being some of the most popular examples. These tools are packed with features and templates, enabling users to create rich, engaging slideshows with ease. This chapter introduces Impress, the open-source presentation software included in the LibreOffice suite.

Starting Impress

We can open the Impress in different ways:

- If the shortcut is created, we will find an icon for *Impress* on the desktop. Double click the icon to start the Impress.

- We can also click the *Applications* icon on the Ubuntu dashboard, then search for *Impress*. Once the Impress icon appears, simply click it to launch the program.

When we open Impress, a blank slide appears on our screen, accompanied by various tools and panels. Figure 9.2 illustrates this initial layout of Impress window.
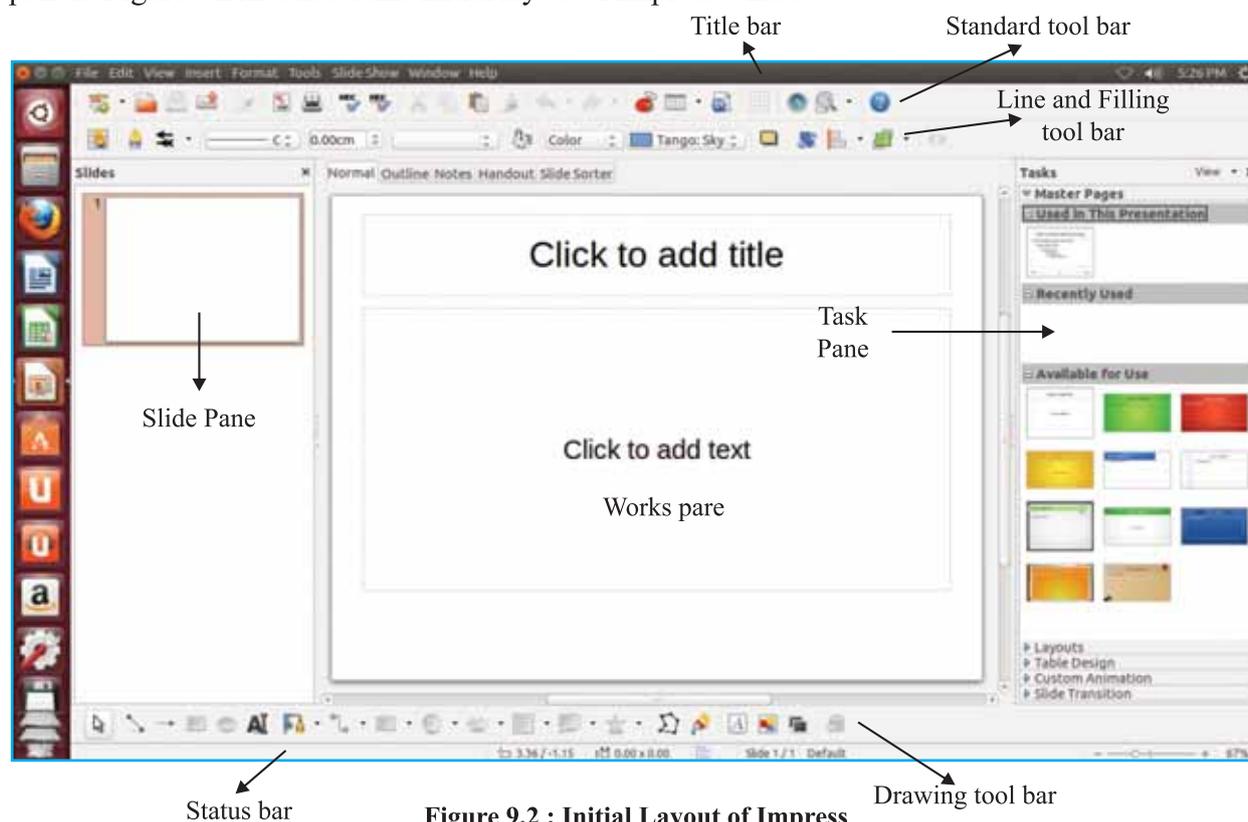

Figure 9.2 : Initial Layout of Impress

Let us explore each component of Impress window.

Title bar

The topmost bar of the Impress window is called the title bar. It displays the application name and a title of our presentation. Since we have not saved our work yet, it will show "Untitled 1." If we hover our mouse over the title bar, we will see the menu bar and three window control buttons: *Close*, *Minimize*, and *Restore*.

Standard toolbar

The Standard toolbar, found right below the title bar, offers quick access to common commands like *New*, *Open*, *Save*, *Print*, *Cut*, *Copy*, *Paste*, *Undo*, and *Redo*.

Line and Filling toolbar

This toolbar is used to control the visual appearance of drawing objects on our slides. It provides quick access to options for modifying the lines and the fill of shapes.

Slide Pane

This provides a visual overview and management hub for our entire presentation. It displays small thumbnail images of all the slides in our presentation, allowing us to quickly jump between them by simply clicking on the desired thumbnail. We can also easily rearrange the order of our slides by dragging and dropping their thumbnails within the pane.

Workspace

This is the largest central area of the Impress window, where we will add all our presentation's elements and apply effects. Clicking a slide in the slide pane will load it into the workspace.

Tasks pane

This is a dynamic panel located on the right side of Impress window. It consists of five sections: *Master Pages*, *Layouts*, *Table Design*, *Custom Animation* and *Slide Transition*. Here is a brief explanation of each section in the Tasks pane:

Master Pages: A slide master sets the text style for titles and outlines, and it also defines the background design for every slide. If we

Figure 9.3 : Master Pages

choose this option, we will see many predefined slides under *Master Pages*. These predefined slides each have unique text styles and backgrounds. Among the available options, the default slide master is a blank template. Available Master Pages are shown in figure 9.3.

Layouts: Choosing this option reveals various preformatted layouts, each with a different number and size of placeholders. These placeholders let us insert various types of content, such as titles, text, images, charts, tables, or even movies as shown in figure 9.4.
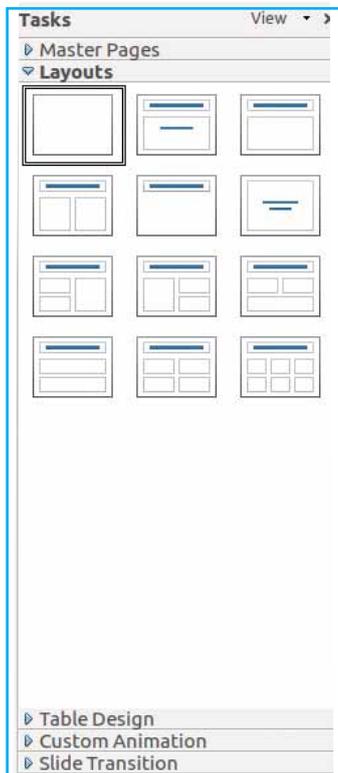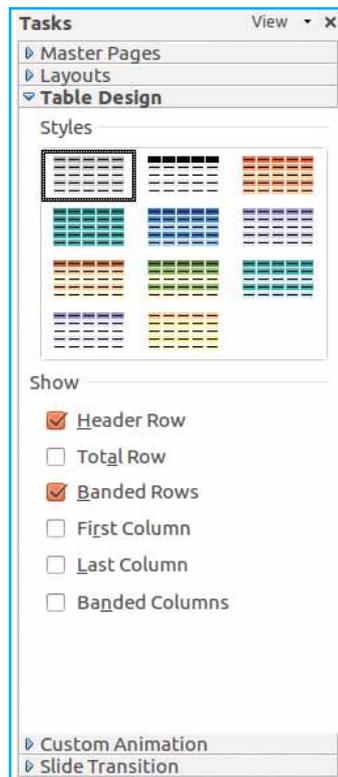

Figure 9.4 : Layouts

Figure 9.5 : Table Design

Table Design: When we select the *Table Design* option, we will find a range of standard table styles to choose from. We can also flexibly show or hide the highlighting of specific rows and columns. Various table designs are shown in figure 9.5.

Figure 9.6 : Custom Animation

Figure 9.7 : Slide Transition

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Custom Animation: Animation brings our slides to life by adding visual changes over time. In this section, we can apply various animation effects to any selected object of our slide. We will find a wide range of animations to choose from, and we can easily change or remove them later if needed. Options available in Custom Animation are shown in figure 9.6.

Slide Transition: Slide transitions are the visual effects we see when moving from one slide to the next during a presentation. We can apply these transitions to a single slide, multiple slides, or even our entire presentation. If we prefer, we can also choose *No transition* for a simple, immediate switch between slides. List of slide transitions is shown in figure 9.7.

Also, we have the control over the transition speed, with options for slow, medium, or fast. Transitions can be set to occur automatically after a specific duration or manually by clicking. Additionally, we can even add a sound to accompany our slide transition.

Drawing Toolbar

Below the main workspace, we will find the *Drawing* toolbar, packed with tools for creating all sorts of visual elements. It includes options for basic shapes, arrows, connectors, symbols, block arrows, callouts, stars, fontwork and many more.

Status bar

At the very bottom of the Impress window, we will find the *Status bar*. This bar displays key information like the current slide number and the total number of slides. It also shows the name of the selected master page and the zoom level. Plus, it even provides the coordinates of our mouse pointer on the workspace and the area of any selected portion of our workspace.

> **Note:** We can easily hide any toolbar or pane from the Impress window using the View menu options. Conversely, if we need more tools, simply go to View → Toolbars to open additional toolbars.

Creating first presentation

We have learned the basics of presentation software. Now, let us make first slide about our school in Impress.

When we open Impress, we will see a default blank slide with two placeholders (See figure 9.2). To make room for various types of content, we will start by changing the slide's layout.

Follow the steps to change the layout of our first slide:

- Click *Layout* section in *Taskspane*.
- Click *Title and 2 Content* layout.

Our slide will now display three placeholders: one for the title, and two positioned below it.

Follow the steps to insert the data in placeholders:

- Click the title placeholder and type the school's name.
- Click the bottom left placeholder and add any relevant text about the school.
- In the bottom-right placeholder, click the *Insert Picture* button. This will open the *Insert Picture* dialog box. Navigate to the folder where our school's logo is saved, select the file, and then click *Open* to insert the image into the slide.

Updated view of layout in the slide is shown in figure 9.8.

Figure 9.8 : Updated View of Slide after Changing the Layout

To enhance our slide's visual appeal, we can easily change its master page. Follow the steps:

1. In the *Tasks pane*, click on the *Master Pages* section. We will see various master page options displayed.

2. Simply click on any master page that suits our preference, and it will be applied to our slide.

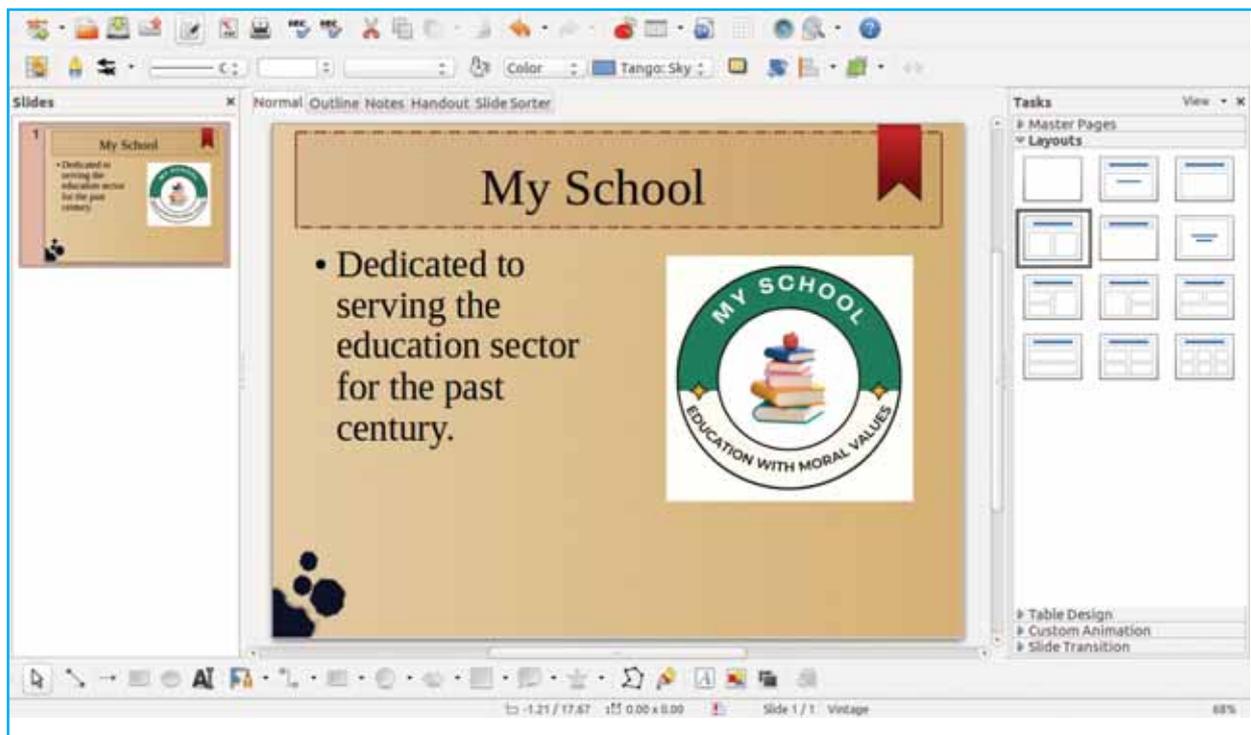Updated view after applying master page is shown in figure 9.9.

Figure 9.9 : Updated View of Slide after Applying Master Page.

Ready to see our slide in action? To view it as a full-screen slideshow, simply press the *F5* function key or select the *Slide Show* option from the *Slide Show* menu. Our slide will then be displayed in full-screen mode, without the Impress window components visible.

To exit the slideshow and return to the Impress window, simply press the *Escape* key or right-click anywhere and select *End Show*.

Inserting more slides in presentation

We have made the first slide. Now let us add more details about the school!

To insert another slide into the presentation, select *Slide* from the *Insert* menu. We will notice that this new slide automatically inherits the layout and master page of the previous one. Keep in mind that while we can choose different layouts for individual slides, changing the master page on any slide will apply that change across all slides in our presentation.
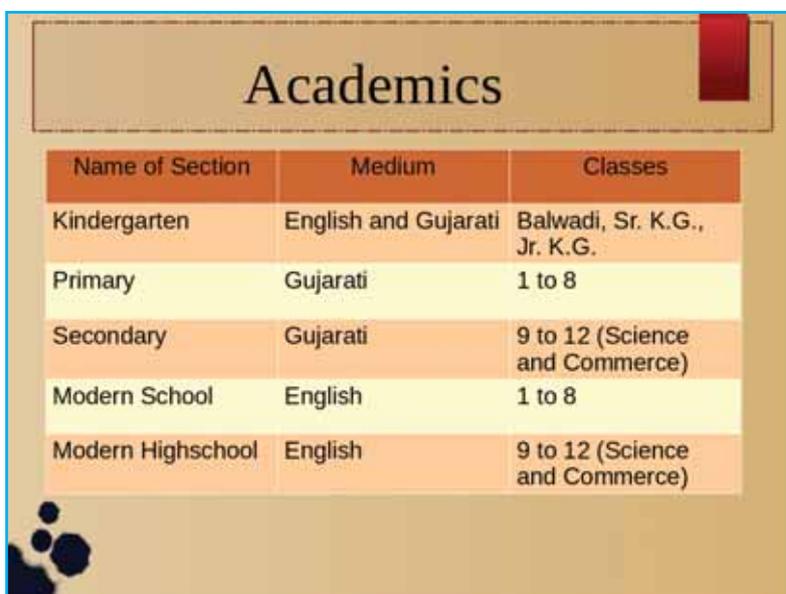
Figure 9.10 : Slide Showing the Sections of the School

Add another slide to our presentation and detail the different sections of the school. To make the information more engaging, feel free to use elements like tables or pictures. We have used a table in our example to organize the data, and we can see the result in the figure 9.10.

Let us add another slide to our presentation and detail the different activities of the school. Visuals often convey ideas more effectively than text alone. We may create a slide for the school activities that include relevant images with accompanying captions.

Insert a new slide by selecting *Slide* option from *Insert* menu. Select *Title only* layout for our slide and insert the title: Activities. Now follow the steps to insert an image in your slide.

- Click on the *Insert* menu.

- Go to *Picture* and select *From File* option.

- In the *Insert Picture* dialog box that appears, locate and select our desired image file.

- Click *Open* button, and the image will be added to the slide.

Once we have inserted an image, we might need to adjust its size. To do this, click on the image to select it. We will then see eight small green circles (edit points) appear around its edges. Simply drag any of these green points inward or outward to resize the image. We can also drag the image to move it to the perfect spot on our slide.

To add a caption, we will use a *TextBox*. Text box is a rectangular area where we can type the text. First, select the *Text* tool from the *Drawing* toolbar. Then, click and drag below the image to create the text box. Now we can type the caption. We will notice that the *Line and Filling* toolbar will be replaced by formatting tools, allowing to customize the caption's appearance.

Figure 9.11 shows a sample slide detailing the school's activities.

Figure 9.11 : Slide Showing the Activities of School

We may create some more slides highlighting information about our school.We have added two more slides on school results and school achievements as shown in figure 9.12 and figure 9.13.
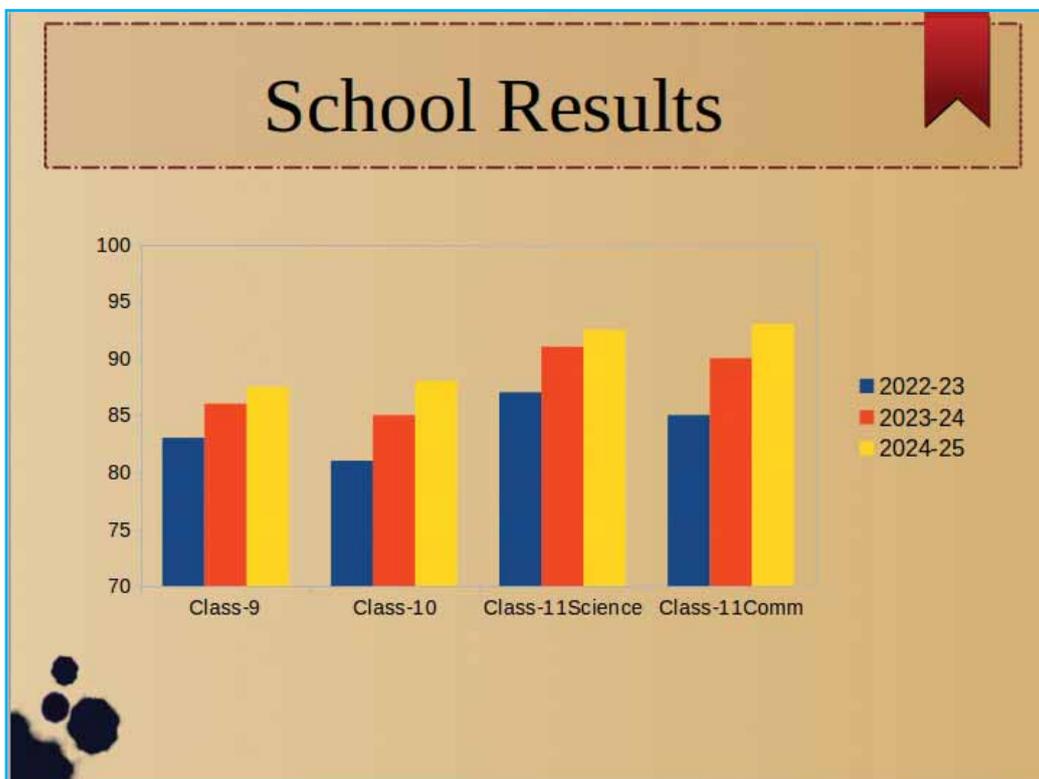

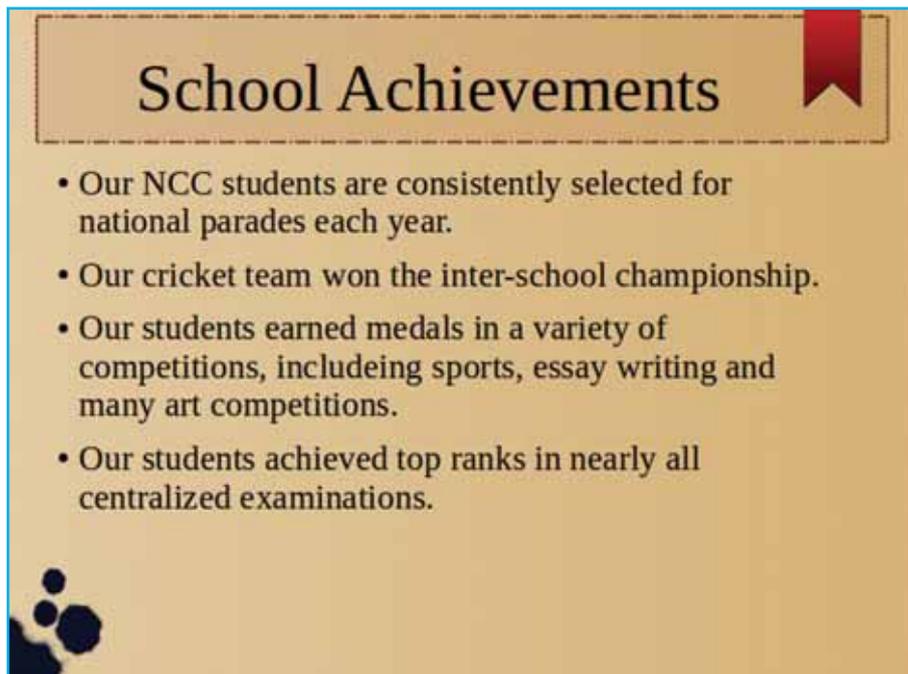**Figure 9.12 : Slide Showing the School Results**

Figure 9.13 : Slide Showing the School Achievements

As we can see, our fourth slide features a chart displaying the school results. Charts are excellent for presenting data graphically, making it much easier to compare and understand trends than with plain text or tables.

Now, let us explore how to insert a chart into our slide.

- Insert a new slide and select the *Title,Content* layout.

- Insert the title of slide.

- Click *Insert Chart* icon in *Content* placeholder. This action inserts a default chart, and we will notice that the Chart toolbar appears directly above it.

- Click the *Chart Data Table* button on the *Chart* toolbar. A *Data Table* window will pop up, displaying sample data. Simply replace this sample data with our actual figures as shown in figure 9.14, then close the window. Our chart will then automatically update to reflect the new values.

	Categories	2022-23 Y-Values	2023-24 Y-Values	2024-25 Y-Values	
1	Class-9	83	86	87.5	
2	Class-10	81	85	88	
3	Class-11Science	87	91	92.5	
4	Class-11Comm	85	90	93	

Figure 9.14 : Data Table

The slide with updated chart is displayed in figure 9.12. We may also consider adding more slides to further elaborate on various aspects of our school's information.

Slide Views

LibreOffice Impress offers several different slide views; each designed for a specific purpose to help us create and manage our presentations effectively. We can usually switch between these views using tabs at the top of the Workspace area, or by going to the *View* menu.

Impress provides five views: *Normal*, *Outline*, *Notes*, *Handout* and *Slide sorter*. Let us briefly go over the different ways we can view and work with the slides in Impress.

Normal view

Task of creating, formatting, and designing the slides are done using the *Normal* view. This is where we will add the objects like text, graphics, video, animation etc. To work on a specific slide, just click its thumbnail in the Slides pane, and it will appear in the main Workspace area of the *Normal* view. A slide in *Normal* view is shown in figure 9.9.

Outline view

The *OutlineView* displays all the presentation slides in numbered order, but it focuses only on the text content. We will see just the topic titles and any bulleted or numbered lists, all presented as left-justified text. This view intentionally hides drawing objects, the text inside those objects, and even the slide names, keeping the focus purely on our presentation's structure and content.

The *OutlineView* is used for quickly editing text across our slides. We can easily add or delete text, move and copy content, and even change a paragraph's outline level using the left and right arrow buttons as shown in figure 9.15.
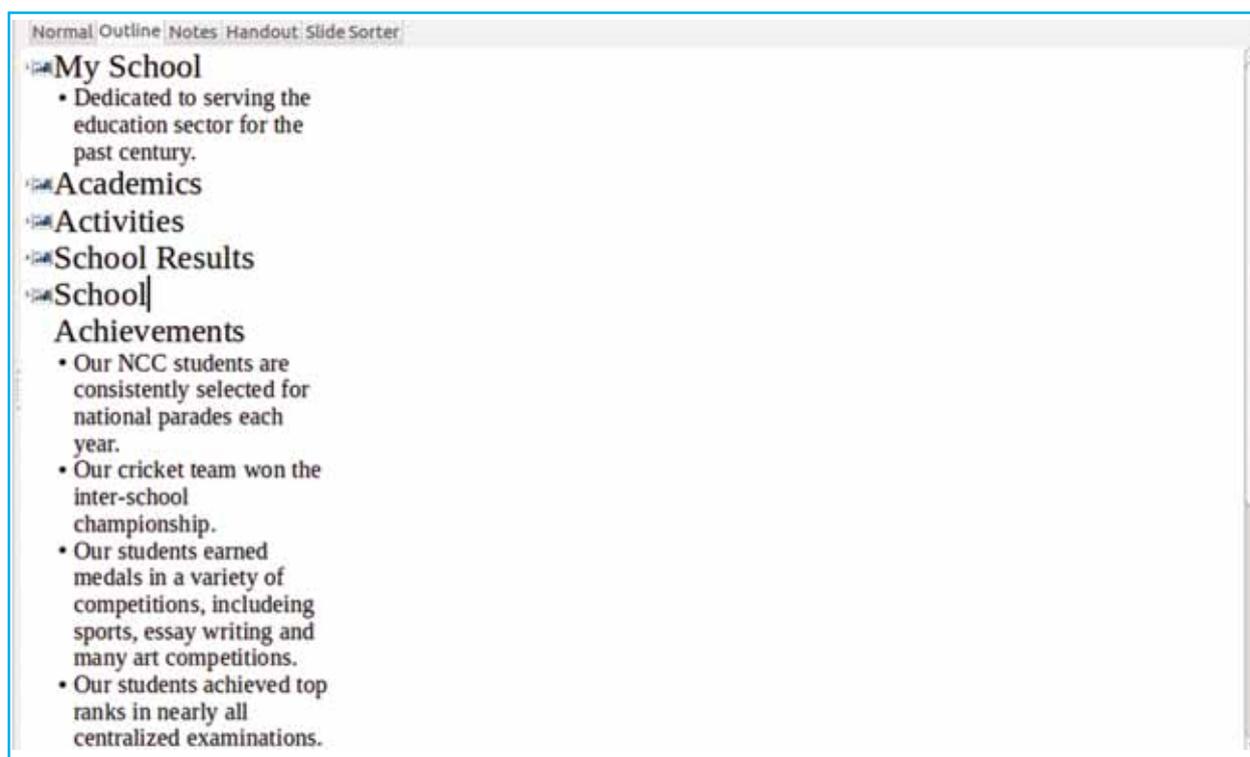

Figure 9.15 : Outline View

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Notes view

The *Notes view* is where we add personal notes to our slides. These notes are only for our reference and won't appear during the slide show.To start adding notes, just click *Click to add notes* in the text box below the slide, then begin typing. We can also resize the notes text box just like any other window; simply place the pointer on its border and drag it to our desired size. These notes are typically used to give the presenter extra information or reminders during the presentation. Notes view is shown in figure 9.16.
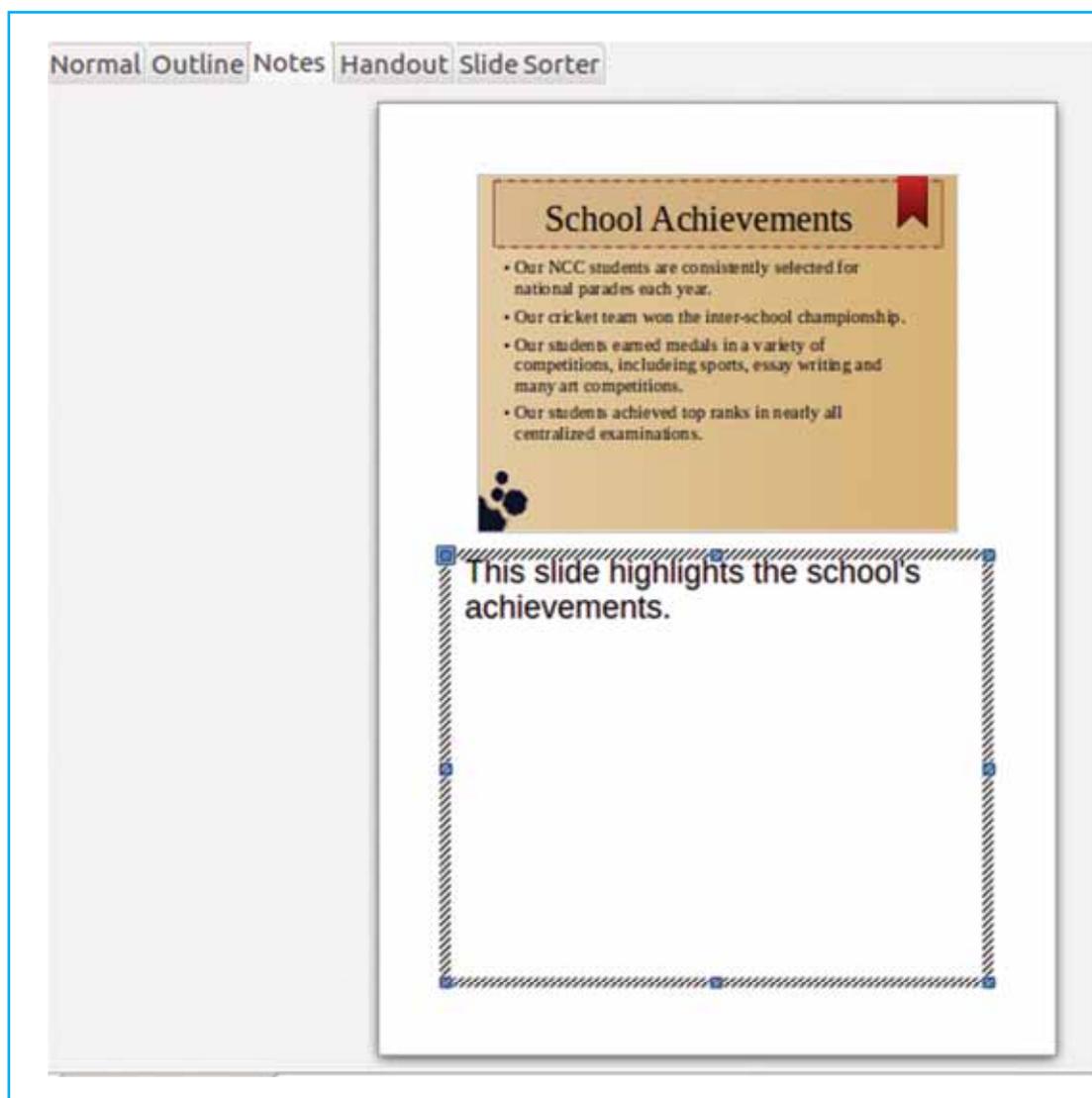

Figure 9.16 : Notes view

Handout view

The *Handout* view is primarily used for printing multiple slides on a single page, which is incredibly useful for both the presenter and the audience. For the presenter, it is a great way to check the overall appearance and flow of the slides when printed. For the audience, handouts provide a hardcopy of the presentation's content, allowing them to follow along and take notes.

When we are ready to print, we will use the *Handout* view to set up the page layout, choosing how many slides we want on each printed page. We can select from various layout options: 1, 2, 3, 4, 6, or 9 slides per page, depending on our needs. Printing of Handout view is shown in figure 9.17.
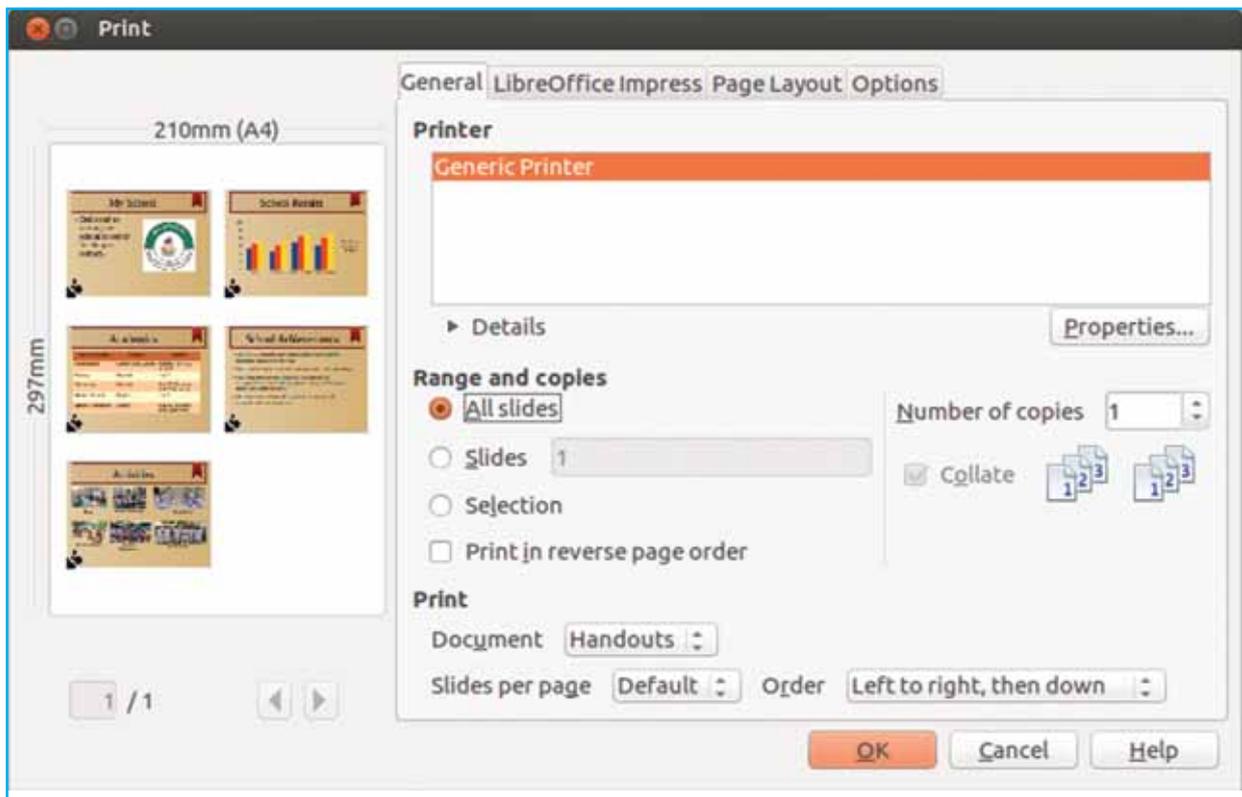
Figure 9.17 Handout View

Slide Sorter view

This view displays all the slides as small thumbnails, giving us a complete overview of the presentation. It is incredibly useful for rearranging slides with a simple drag-and-drop action, or for applying changes to several slides simultaneously. Slide Sorter view is shown in figure 9.18.

Figure 9.18 : Slide Sorter View

Saving Presentation

Now that we have put work into our presentation, let us make sure it's saved for future use!

- Go to the *File* menu and select *Save*. We can also quickly save by pressing *Ctrl + S*.

- *Save As* dialog box will pop up. Write a name in the *Filename* field.

- Click the *Save* button.

Our file will be saved as an Impress presentation, and the application automatically adds the *.odp* extension to it. We can open our presentation at any time by simply selecting the *Open* option from the *File* menu.

Summary

We explored the importance of digital presentations for effectively conveying ideas and learned how to create them using Impress. We discovered that an Impress presentation is essentially a slideshow, which is a compilation of interconnected slides. We practiced embedding multimedia objects into the slides and experimented with various layouts and appealing master pages. Finally, we learned how to display the presentations as a full-screen slideshow and utilize different slide views. In the next chapter, we will explore some advanced Impress features that will help you create more attractive and effective presentations by incorporating some special effects.

EXERCISE

1. What is a Multimedia? List the components of multimedia.

2. Why multimedia is important for communication? Give one example.

3. What is the importance of Digital presentation?

4. How can we start the Impress application in our Ubuntu system?

5. Make a list of components that are shown in the initial layout of Impress window.

6. Which sections are included in Tasks pane?

7. What is a Master page? Which master page is default in Impress?

8. Write a difference between Custom animation and Slide transition.

9. Write steps to insert an image in slide.

10. What is a chart? How can we insert a chart in a slide?

11. **State whether true or false.**

    (1) We cannot change a slide master once it is chosen.

    (2) Escape key can be used to end the full screen slide show.

    (3) We can choose different layouts for our different slides in a presentation.

(4)   Outline view in presentation software only shows images of the slides.

(5)   It is possible to arrange 7 slides on a single page using the Handout view.

12.   Fill-in the blanks.

(1)   _____ view is used to print multiple slides on a single page.

(2)   _____ view is used for working on a specific slide.

(3)   Slide sorter view shows each slide in _____ view.

(4)   _____ view is used to add personal notes to a slide.

(5)   _____ key is used to end the slide show.

13.   Multi-choice questions. Choose the most correct answer.

(1)   Which out of the following is a presentation software?

(a)   Impress   (b)   Writer   (c)   Base   (d)   Calc

(2)   The topmost bar of Impress window is known as…

(a)   Status bar   (b)   Standard toolbar

(c)   Title bar   (d)   Drawing toolbar

(3)   Which bar has the New, Open, and Save tool buttons?

(a)   Drawing toolbar   (b)   Line and Filling toolbar

(c)   Standard toolbar   (d)   Picture toolbar

(4)   Which part of the presentation software displays a thumbnail view of each slide?

(a)   Tasks pane   (b)   Slide pane   (c)   Workspace   (d)   Status bar

(5)   Which panel has the subsections like Master pages, Layouts and Table Design?

(a)   Tasks pane   (b)   Slide pane   (c)   Workspace   (d)   Status bar

(6)   Which out of the following is default slide master?

(a)   Designed   (b)   Bordered   (c)   Blank   (d)   Highlighted

(7)   What is a visual change over time?

(a)   Image   (b)   Audio   (c)   Text   (d)   Animation

(8)   Which is the visual effect you see when moving from one slide to the next during a presentation?

(a)   Slide Transition   (b)   Custom Animation

(c)   Slide Dynamism   (d)   Slide Transformation

(9)   Which bar of the Impress interface contains the zoom slider?

    (a) Title bar   (b) Menu bar

    (c) Standard toolbar   (d) Status bar

(10)   What is the shortcut key to begin a full-screen slide show?

    (a) F3   (b) F5   (c) F7   (d) F10

Laboratory Exercise

1. Prepare additional slides for the existing school presentation, focusing on history of school, achievements of students, faculties in each section etc.

2. Choose a mathematics theorem from your textbook and create a presentation that walks through it step-by-step. Make sure to use the drawing toolbar effectively to create and display all relevant images needed to explain the theorem.

3. Design a presentation showcasing India's diverse geography, religions, languages, and cultures, and demonstrate how unity is maintained across these variations.

4. Prepare a presentation showing importance of sports in a student's life.

5. Create a presentation detailing the causes of global warming, and also outline the actions we should take and avoid to help protect the Earth from it.

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