

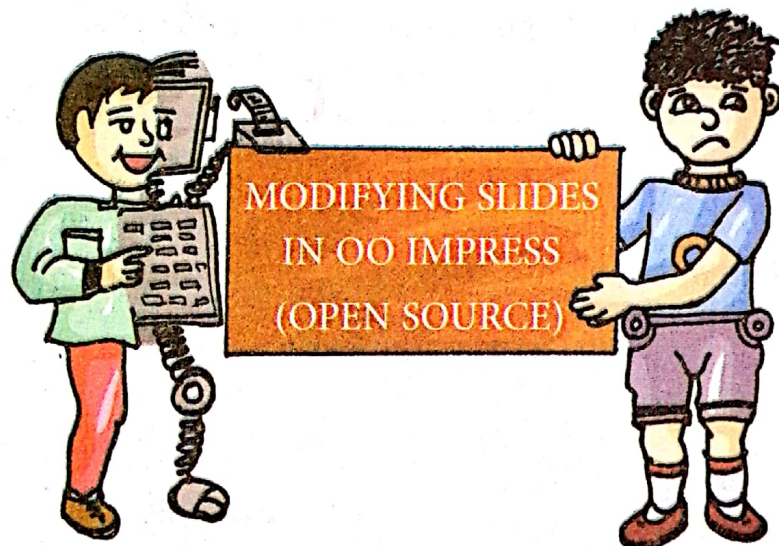
# 3

## Modifying Slides in OO Impress (Open Source)

### Learning Objectives :

After the completion of this chapter learners will be able to:

- ☐ insert pictures from file/gallery,
- ☐ appreciate the various shapes available in OO Impress,
- ☐ apply Fontwork on a Slide.



Dobo needs to complete his Science presentation and wants to add (insert) some pictures in various slides.

Dobo: Father, I want to insert some pictures in my presentation, how can I do that?

Father: Oh...okay! Have you **selected the pictures** which you wish to insert?

Dobo: Yes father, I have saved them in the **Pictures folder**.

Father: Well, we can insert pictures in two ways:

- (a) From **File**
- (b) From **Gallery**



# INSERTING PICTURES IN A SLIDE FROM FILE/GALLERY

Inserting pictures in slides can make the presentations more *interesting and engaging*.

We can insert the Picture in our Slides in two ways:

1. From File
2. From Gallery

## I. Inserting image in a slide from File:

**From file** option is used to insert the images from any **folder**. The steps to insert an image are as follows:

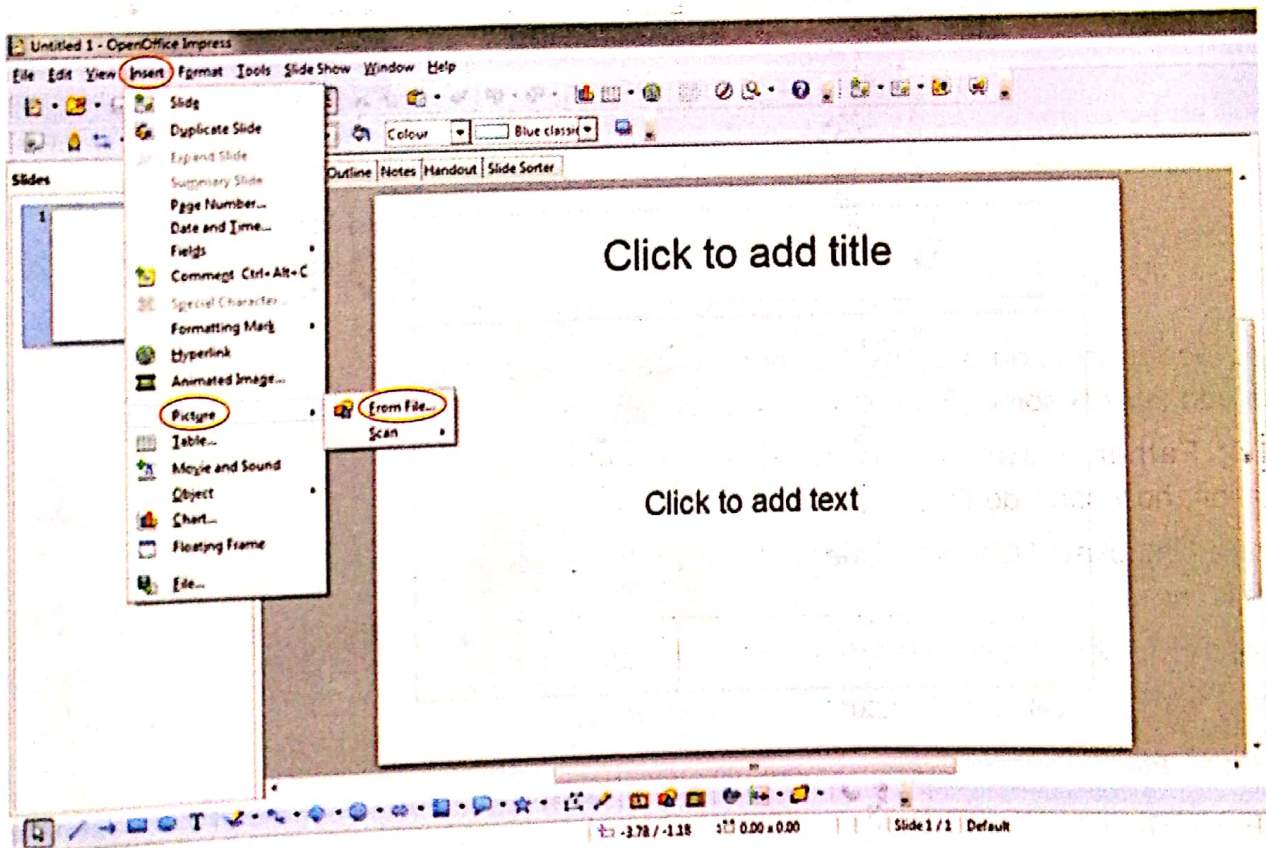
**Step 1:** Select Insert Option



Go to Picture

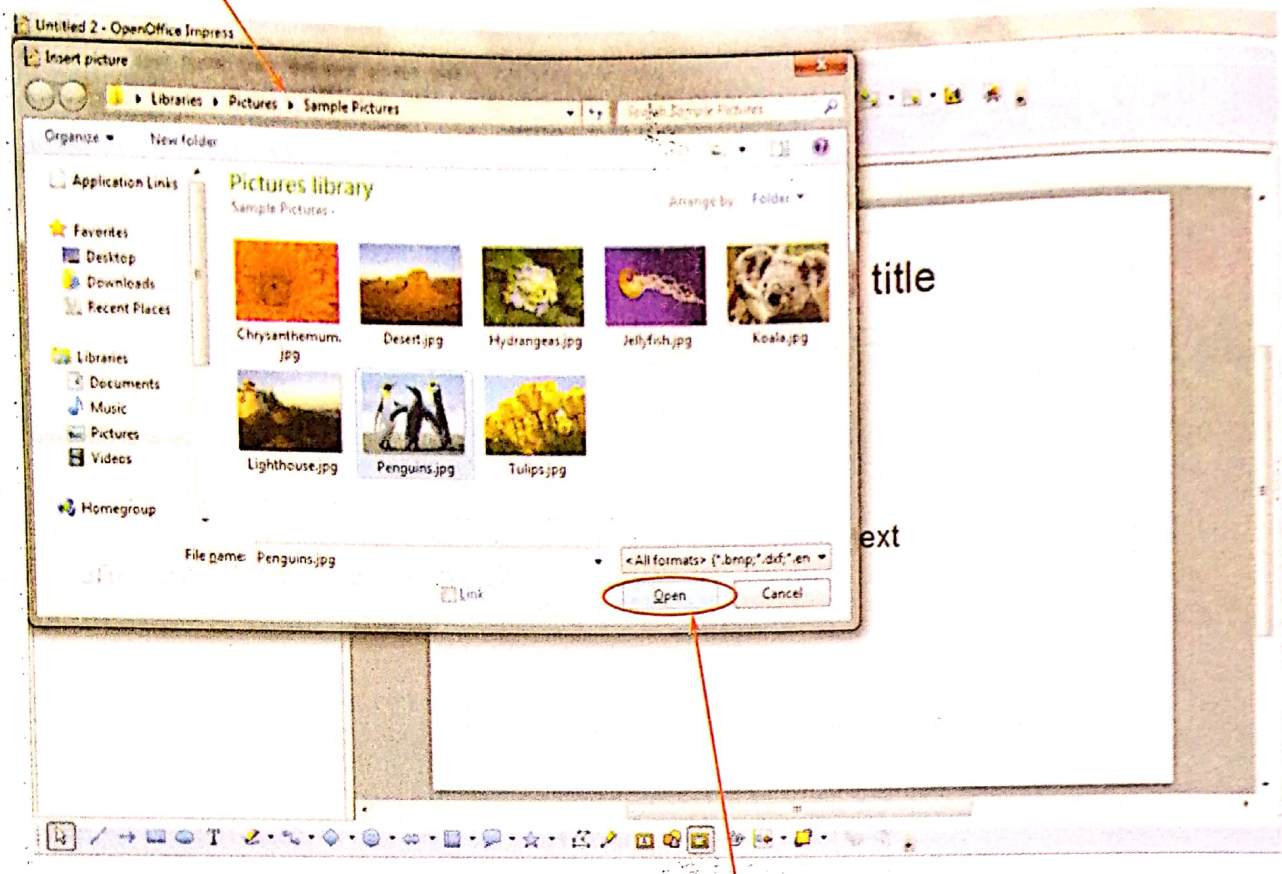


Select from File



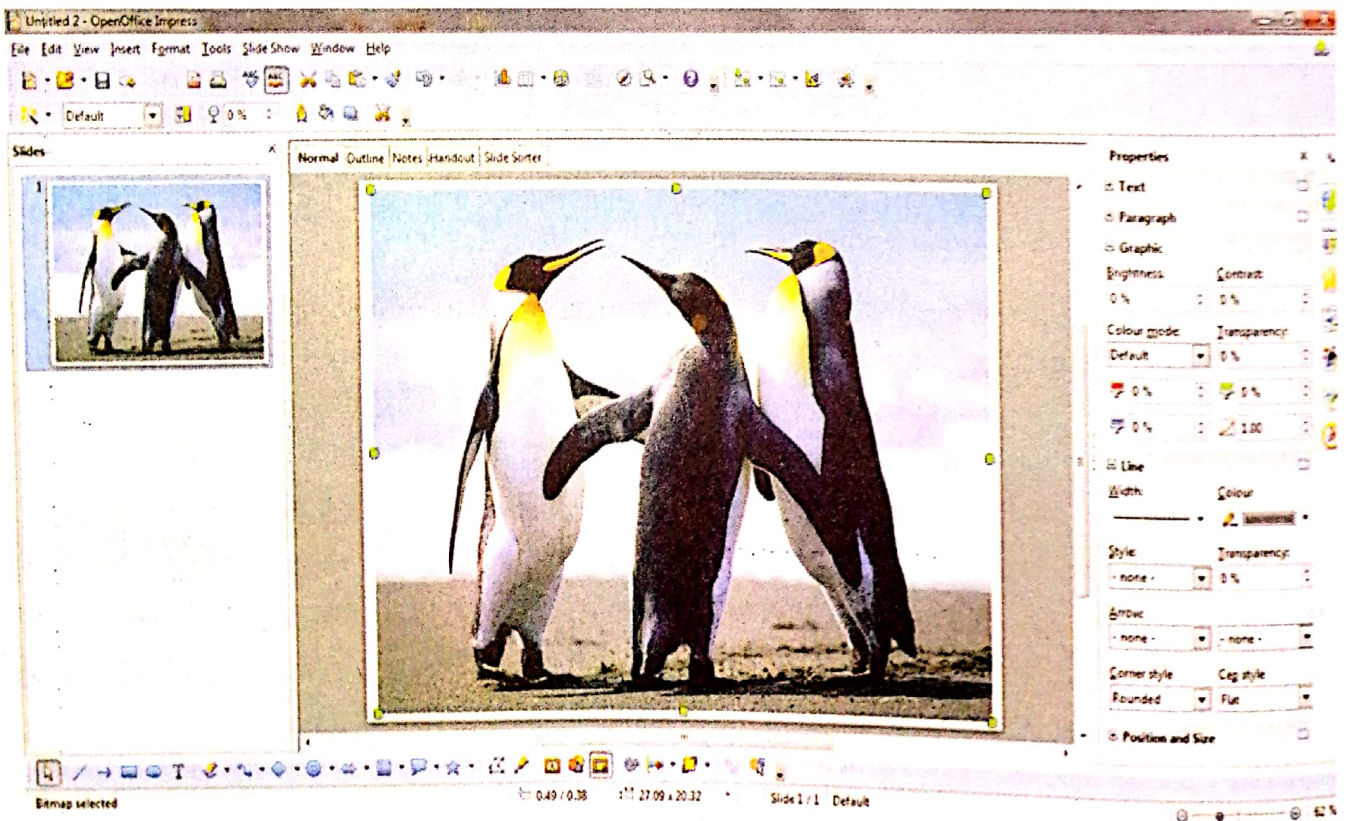


The **Insert Picture dialog Box** opens



**Step 2:** Choose the desired picture and click on 'Open'.

The selected picture is inserted as shown below.







**Dialog Box:** is a small window that communicates the information to the user and prompts them for an answer.

## RECALL ACTIVITY :



1. Can we insert picture in Open Office Writer as in Open Office Impress? Yes /No
2. Compare the steps followed to insert a picture in Open Office Writer with the steps followed in OO Impress? Do you find any similarity? Write your observations in the space provided


## (II) Inserting image in a slide from Gallery:

Dobo: Gallery! What is that?

Father: **Gallery** is an area where we can find various themes or groups like backgrounds, bullets, homepage, diagrams, computers, arrows etc.

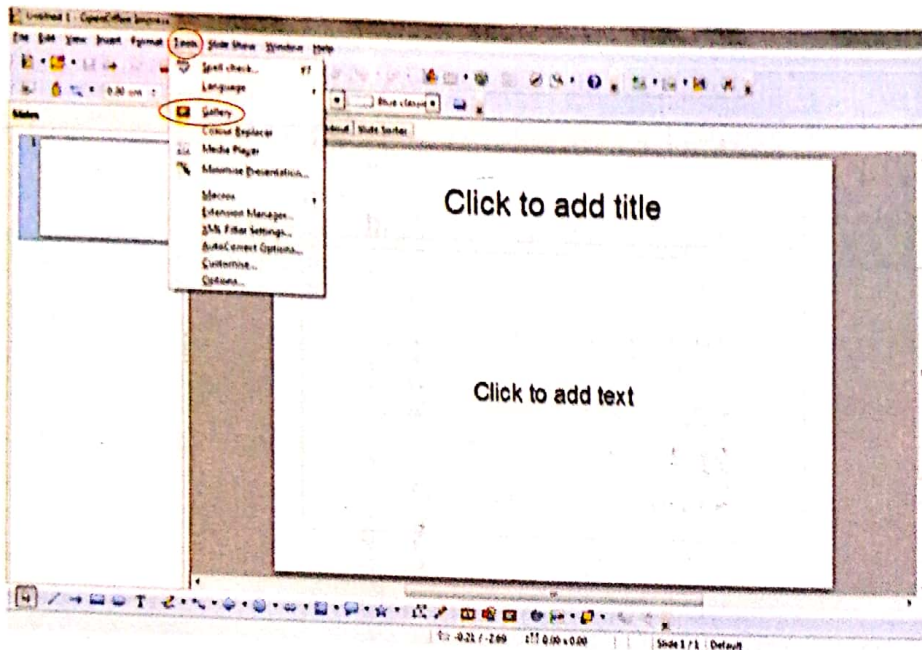


**Themes:** Sample pictures are organized as themes. Theme names represent the type of pictures/images it contains.



**Step 1:** Click on Tools in the Menu Bar

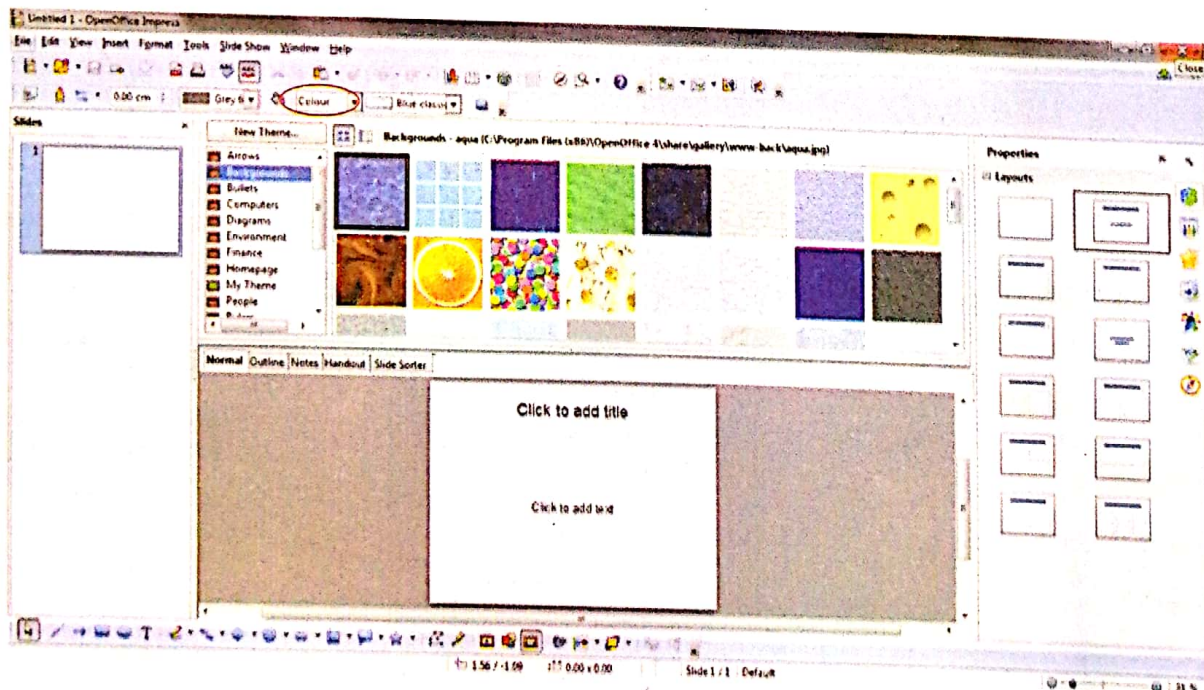
Go to Gallery



And then **click on Gallery**.

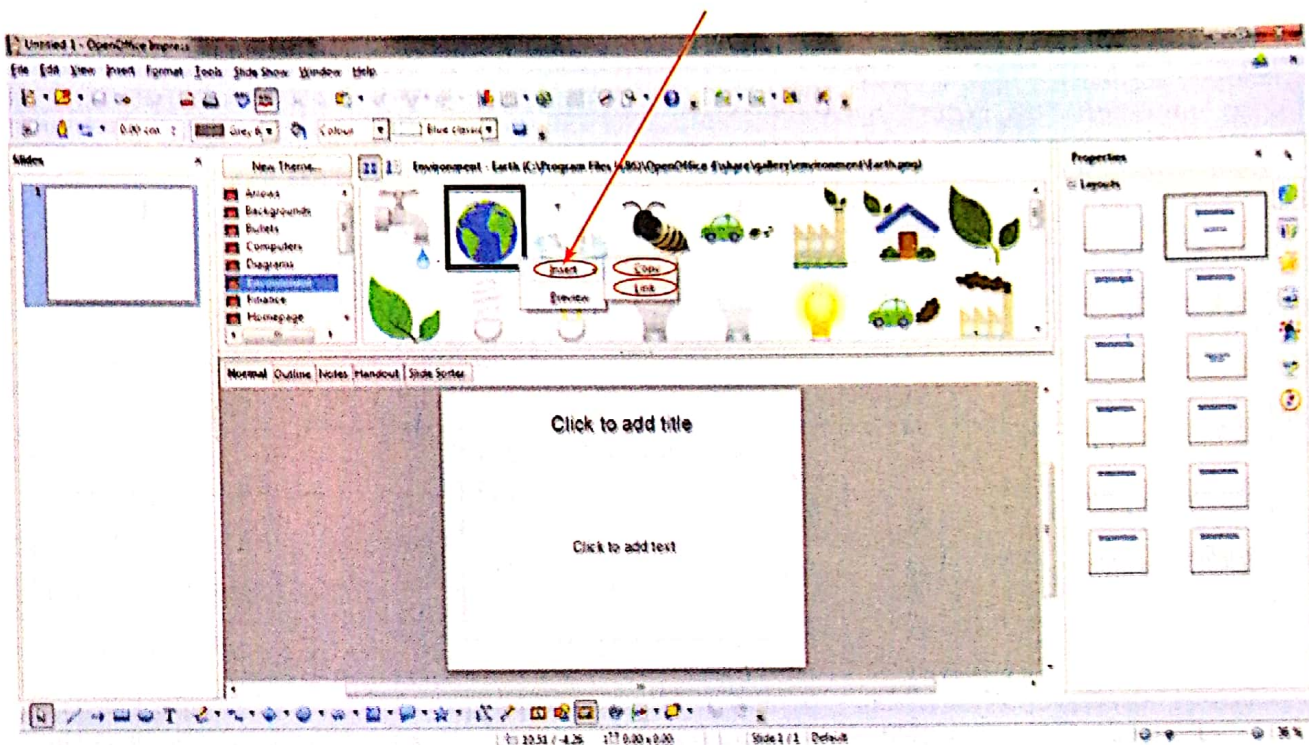
Gallery will be opened as shown below.

**Step 2:** Select the **Theme** of your choice. Various pictures available under select *theme* will appear as shown below.

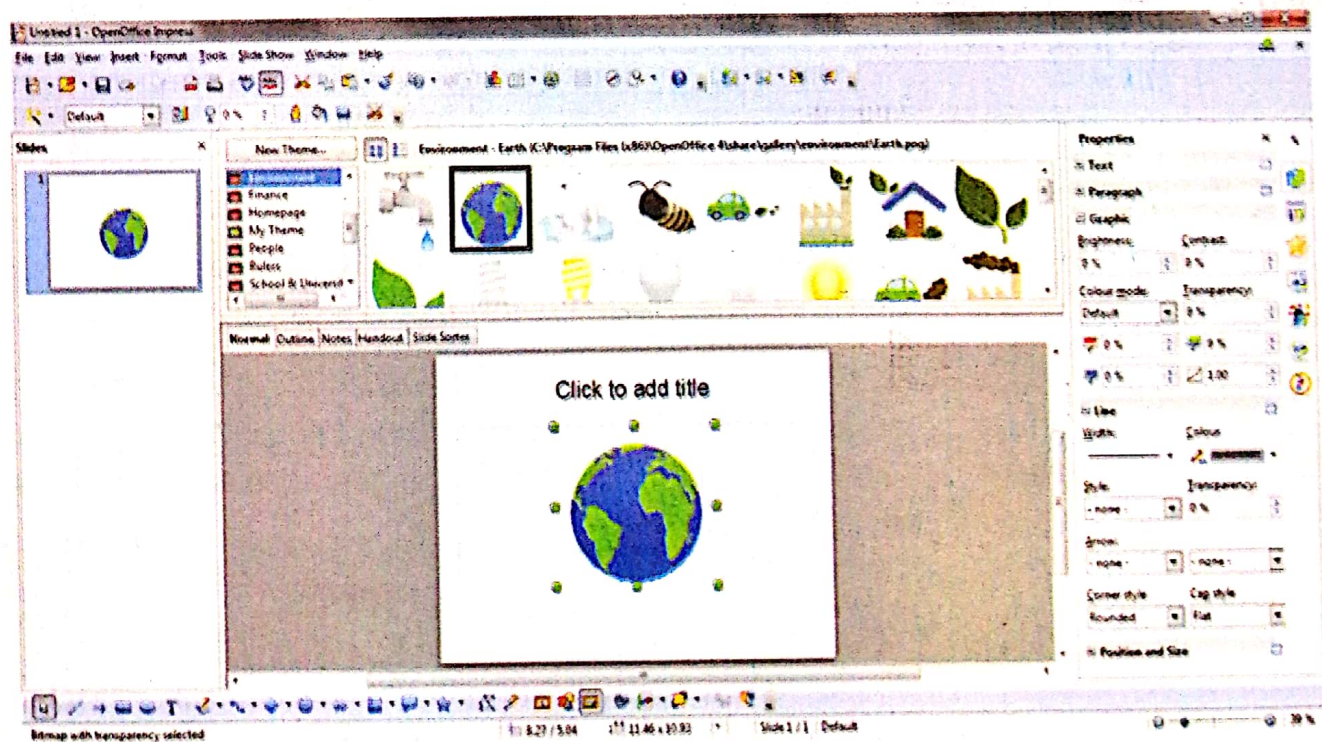




**Step 3:** In order to insert any image from theme section take the cursor on the image and then **right click on the image**. Go to the **Insert option**.



Click on **Copy** or **Link** option. The selected picture is inserted as shown below.







## Hands On

1. Find out various themes available under the "Theme" section of Gallery. List a few themes in the space provided.

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2. Insert the image of Computer from 'Computers Theme' available under Theme Section. Try inserting this Image using 'drag or drop' from the Theme section to the slide?
3. Explore if there is any other way to open Gallery? If yes, write the steps in the space given below.

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## RESEARCH ACTIVITY :



1. Can we open Gallery in Open Office Writer? \_\_\_\_\_
2. Compare the themes available in Open Office Writer and Open Office Impress. Are they similar? Write your findings in space provided?  
\_\_\_\_\_  
\_\_\_\_\_
3. Explore the differences between Copy and Link Option and discuss with peers. Write your findings in the table given below.

Copy	Link





Dobo: Father, what are these **green dots** around the image?

Father: These green dots show that the picture is selected.

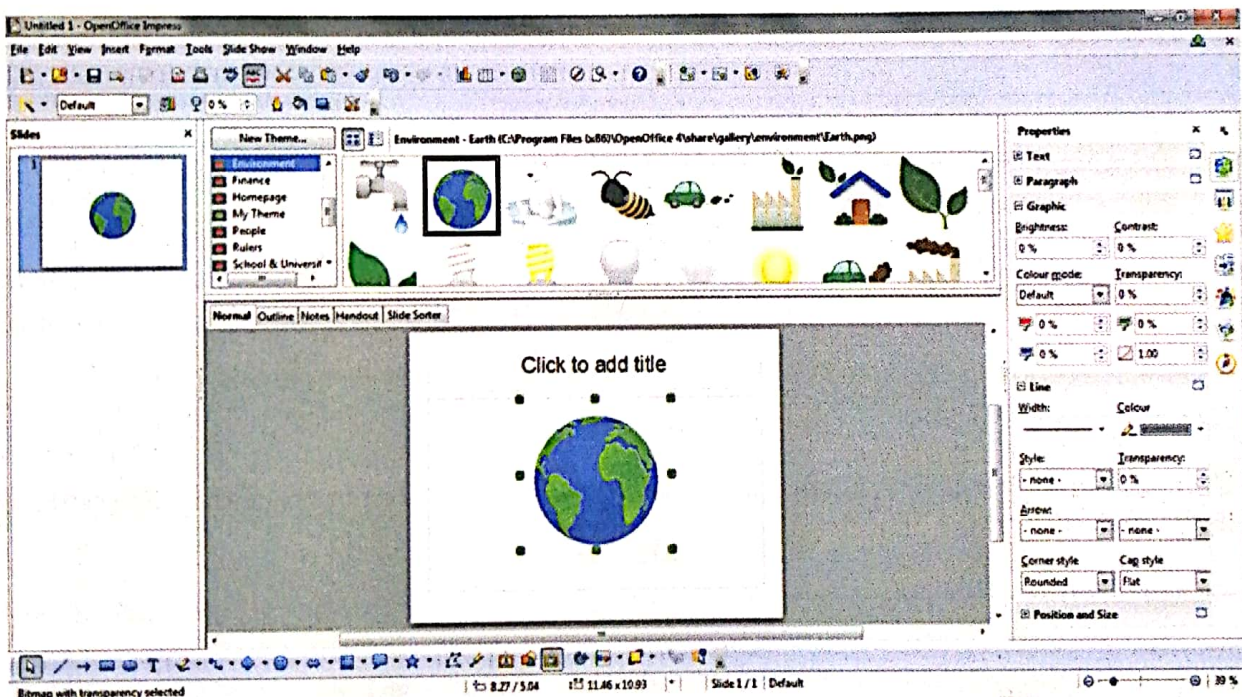
Dobo: Father, can I increase the size of the Image which we have just inserted?

Father: Yes Dobo! We can **resize our image using the green dots** which you just mentioned.

*These green dots help us resize our image.* Let us see how!



**Selection:** It is the process of selecting the desired image with the help of various keys on the keyboard.



## RESIZING THE IMAGE/PICTURE

We can resize the picture by bringing the mouse pointer to the corner of the image. When mouse pointer is brought to the corner of the image it turns into a double sided arrow, Now, if we press and hold the left button, drag it either in the outwards or inwards direction the size of the image will be decreased or increased.





Dobo: Oh yes! What is it?

Father: It is called the **Drawing Toolbar**.



Dobo: There are so many tools in this toolbar. Can you explain it to me? I guess it is used for drawing.

Father: Yes, sure my son.

## **DRAWING TOOLS:**

*The drawing toolbar contains all necessary functions for drawing various geometric and freehand shapes and organizing them on page.*

### **ACTIVITY :**



1. Can we draw shapes in Tux Paint or any other paint tool? Yes/No
2. List the various shapes available in Tux Paint paint tool and compare it with the drawing toolbar of Impress.

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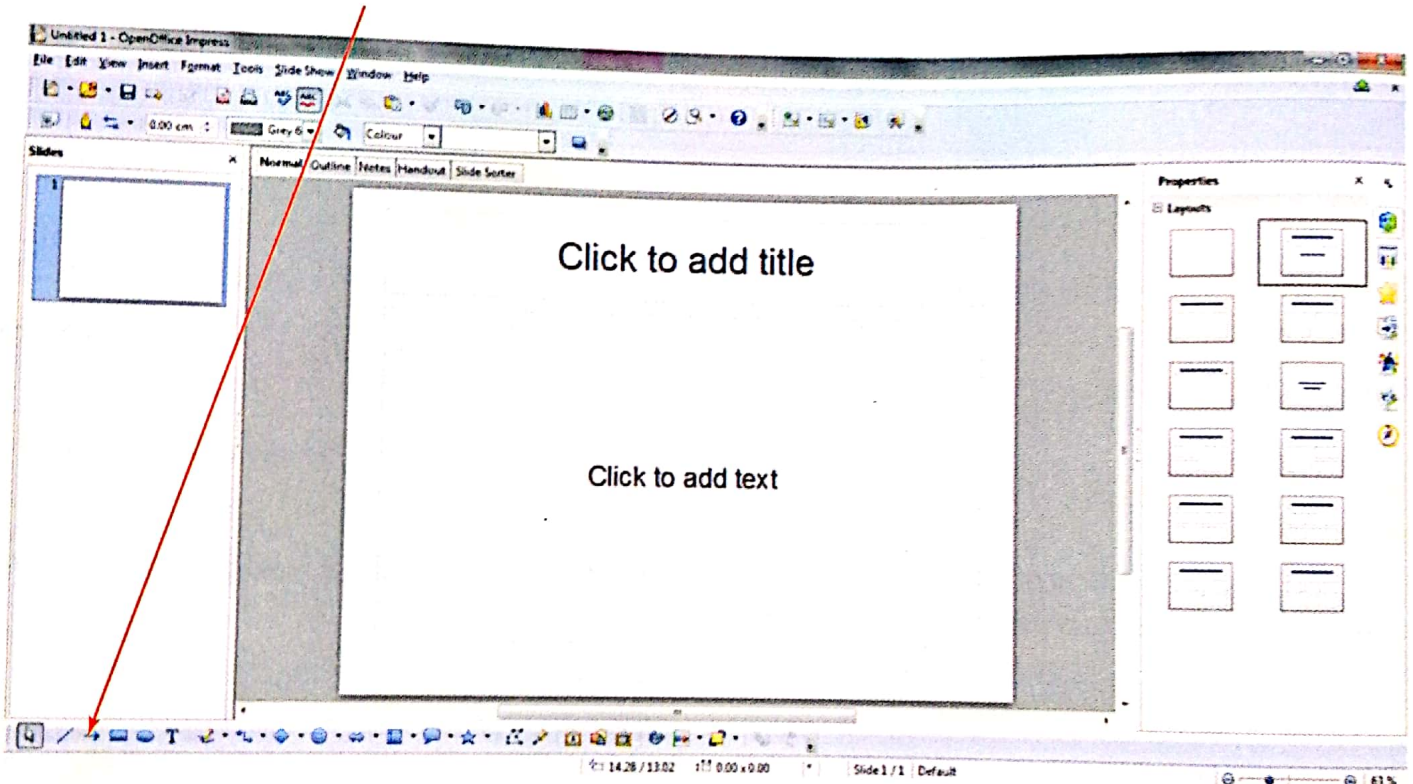
## DO YOU KNOW

**Toolbar:** It is a strip of icons that can be clicked to perform certain functions.

### Steps to Open Drawing Toolbar:

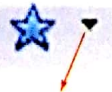
**Step 1:** On the Menu Bar – Click on View → Go to Toolbars → Drawing

The **drawing toolbar** appears as shown below:



## DO YOU KNOW

**Floating Toolbar:** Many toolbar icons are marked with a small arrow.

















The **arrow** indicates that this icon has additional functions.





The various tools in the Drawing Toolbar are listed below:

S.No.	Drawing Tools	What is its purpose?
1	Select 	Allows us to select and move objects on the Slide.
2	Line 	Allows us to draw lines in the Slide.
3	Arrows 	Allows us to draw arrows in the Slide.
4	Rectangle 	Allows us to draw rectangles by clicking the tool.
5	Ellipse 	Allows us to draw ellipses by clicking the tool.
6	Text 	Allows us to insert the text in the Slide.
7	Curve 	Allows us to draw free hand drawings.
8	Connector 	Allows us to connect graphics to create flowcharts or diagrams.
9	Basic Shapes 	Allows us to insert pre-designed shapes such as diamonds, pentagons and cylinders.
10	Symbol Shapes 	Allows us to insert pre-designed fun shapes such as hearts or happy faces.
11	Block Arrows 	Allows us to draw block shaped arrows.
12	Flowcharts 	Allows us to draw flowchart shapes.
13	Callouts 	Allows us to insert callouts.
15	Stars 	Allows us to insert different star shapes.



## Hands On

- (1) Draw diagram of Computer System i.e. Input Unit, Processing Unit, Output Unit using drawing tools.
- (2) Draw the following triangles using Drawing Tool of OO Impress:
  - Equilateral Triangle
  - Right Angled Triangle
  - Isosceles Triangle

### Instructions:

This activity can be conducted under the guidance and support of Mathematics teacher.



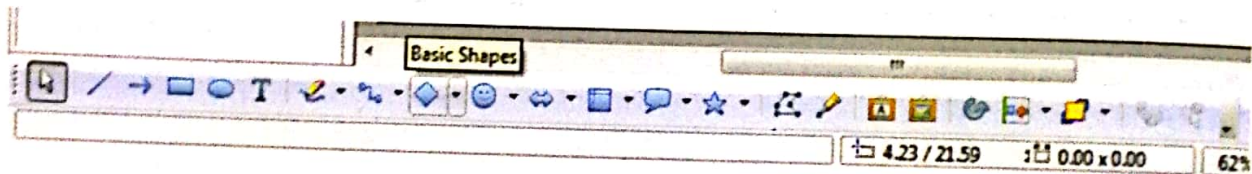


# INSERTING SHAPES IN A SLIDE

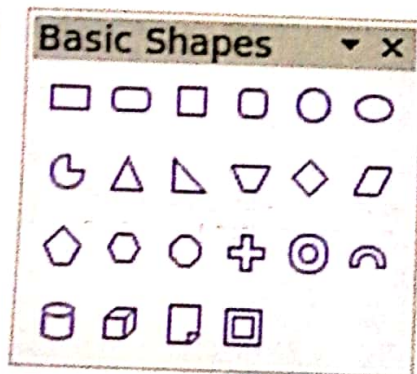
Dobo: Father, can I draw some shapes like triangle, cube, cylinder, and parallelogram as I can see lot of shapes in the drawing toolbar?

Father: Yes Dobo! We can add shapes with the help of tools available on the Drawing toolbar. A variety of shapes are available on the drawing toolbar such as:

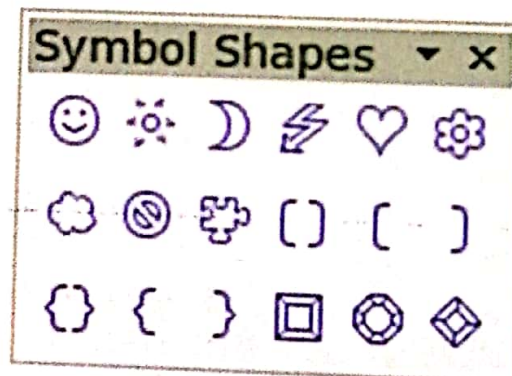
1. Basic Shapes
2. Symbol Shapes
3. Block Arrows
4. Flowcharts
5. Callouts
6. Stars



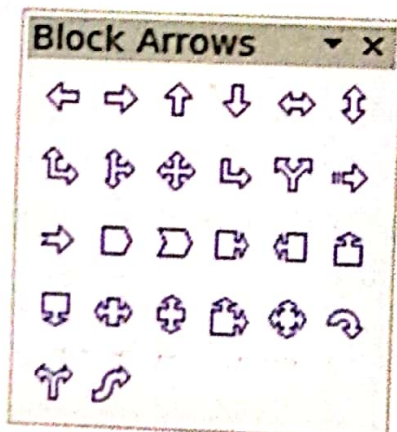
## 1. BASIC SHAPES:



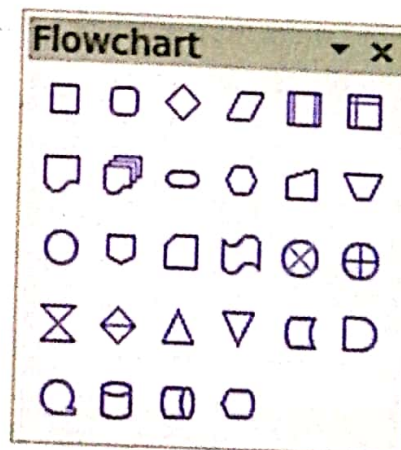
## 2. SYMBOL SHAPES:



## 3. BLOCK ARROWS:

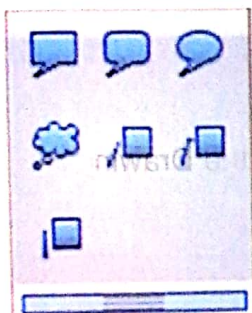


## 4. FLOWCHARTS:





## 5. CALLOUTS:



## 6. STARS:



### Steps to insert Shapes:

1. Select the selection (like Basic Shapes, Symbol Shapes, Block Arrows, etc.) and the subsequent desired shape available under that section.
2. Bring the mouse pointer on the slide. Mouse pointer will change into Plus (+) Sign.
3. Place the mouse pointer at suitable place on the slide, hold the left mouse button and drag it to draw the shape.



### Hands On

1. Represent Pythagoras Theorem in a slide using Shapes.
2. Draw Stars using Shapes:
  - (a) 4 Pointed Star
  - (b) 5 Pointed Star
  - (c) 6 Pointed Star
3. Using Symbols Shapes available in Drawing Toolbar draw the following:
  - (a) Flower
  - (b) Sun
  - (c) Moon
  - (d) Cloud
4. Draw following using Shapes available in Drawing Toolbar:
  - (a) Parallelogram
  - (b) Pentagon (Having 5 Sides)
  - (c) Hexagon (Having 6 Sides)
  - (d) Octagon (Having 8 Sides)

#### Instructions:

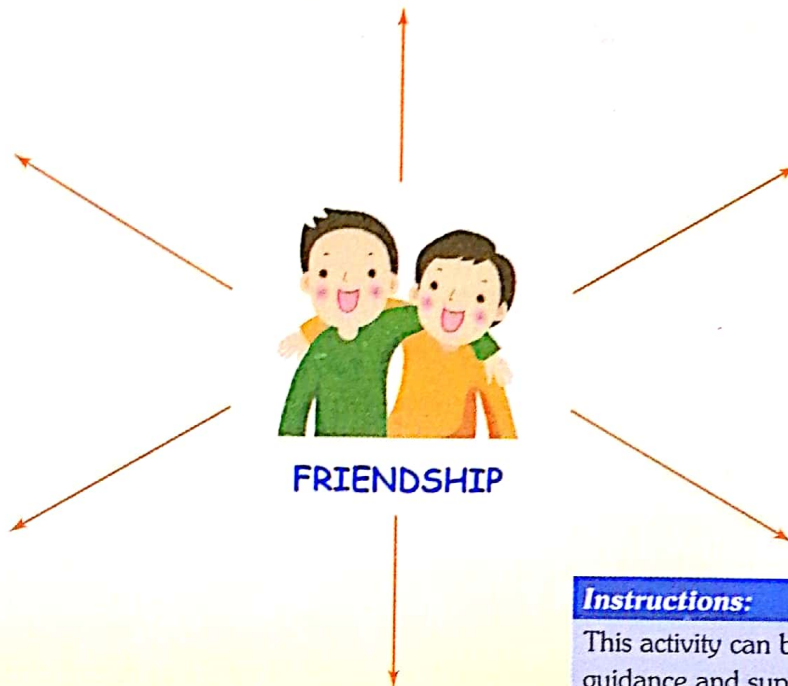
This activity can be conducted under the guidance and support of Mathematics teacher.

#### Instructions:

This activity can be conducted under the guidance and support of Mathematics teacher.



5. "Friendship is an asset". Use adjectives to describe your friend and place these adjectives in different Shapes available on drawing toolbar. Prepare a Slide for the same in OO Impress.



**Instructions:**

This activity can be conducted under the guidance and support of English teacher.

## **INSERTING FONTWORK IN A SLIDE:**

Dobo: Father, this is amazing. Can we also make our text look attractive?

Father: Yes we can make the text look as attractive as desired.

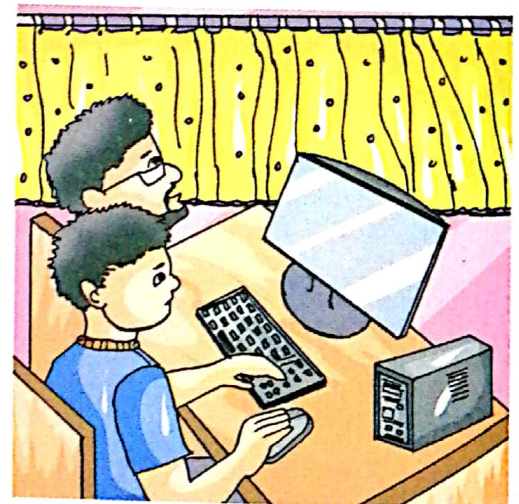
Dobo: How?

Father: Using **Font work** option.

Dobo: Can you show me please?

Father: Yes of course!

**Fontwork** allows us to to give various effects and styles to the text.



Word Art of Microsoft Office is similar to Fontwork Gallery of Open Office.org





## ACTIVITY :



Can we insert Fontwork in Open Office Writer? If yes, how?

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### Steps to insert Fontwork:

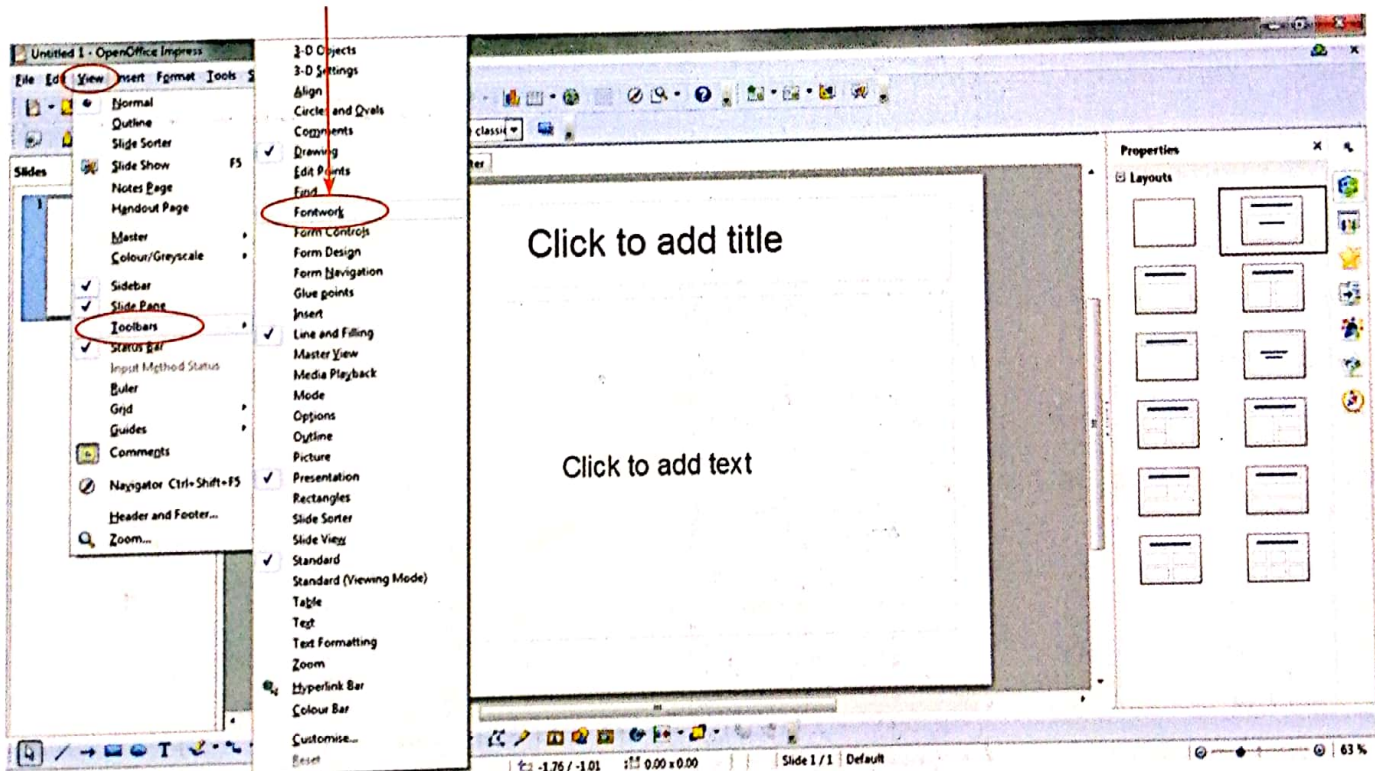
Step1: Go to View in the Menu Bar



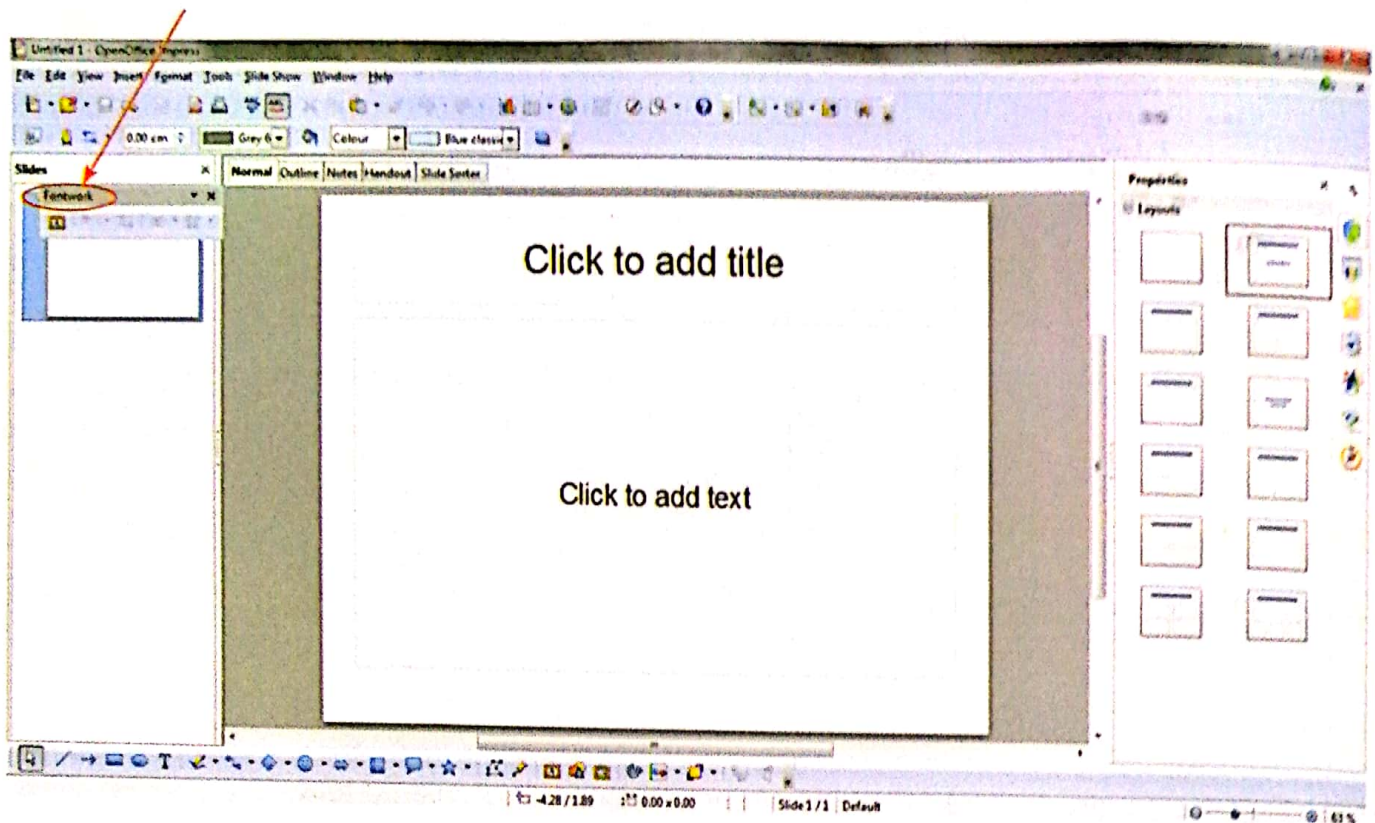
Select Toolbars



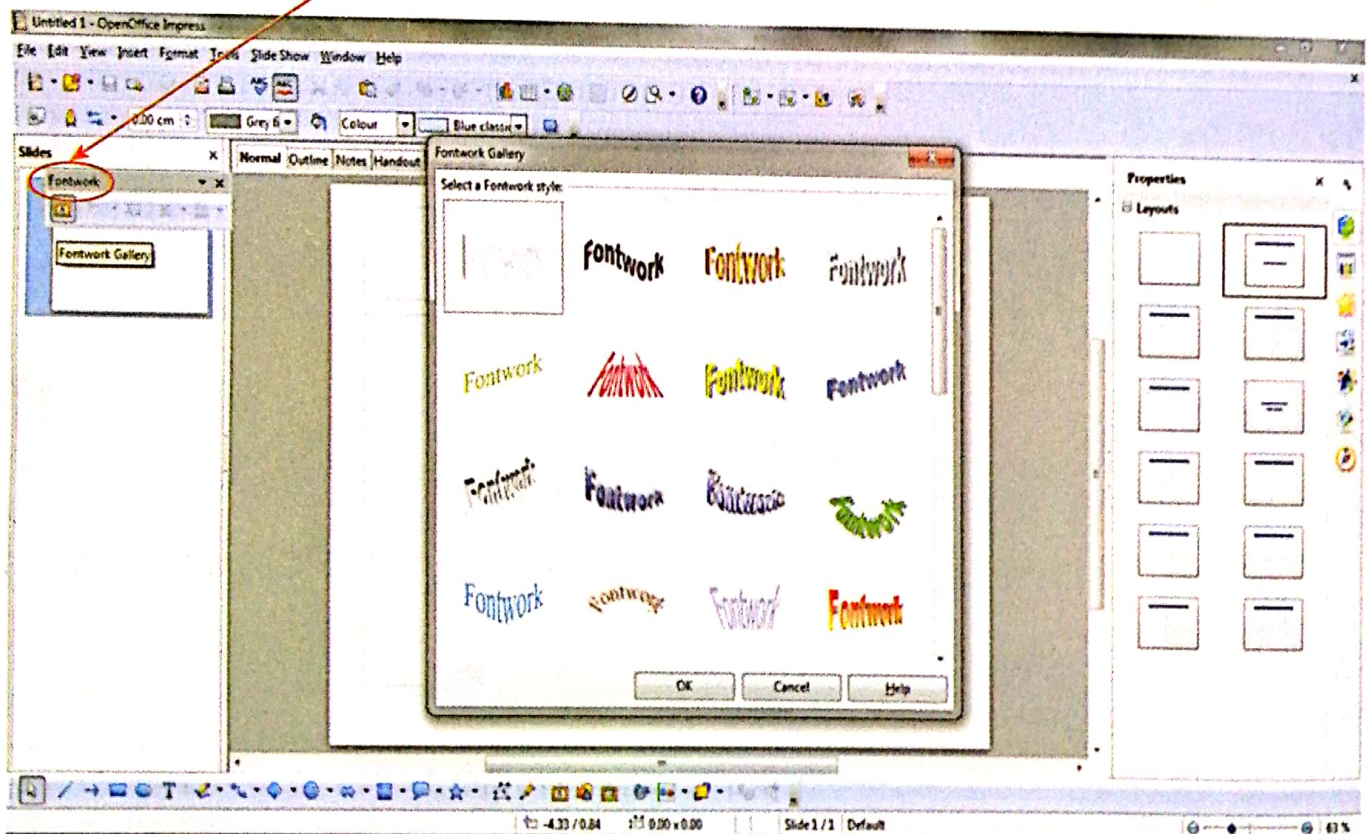
Fontwork



*Fontwork Gallery toolbar* appears as shown below:

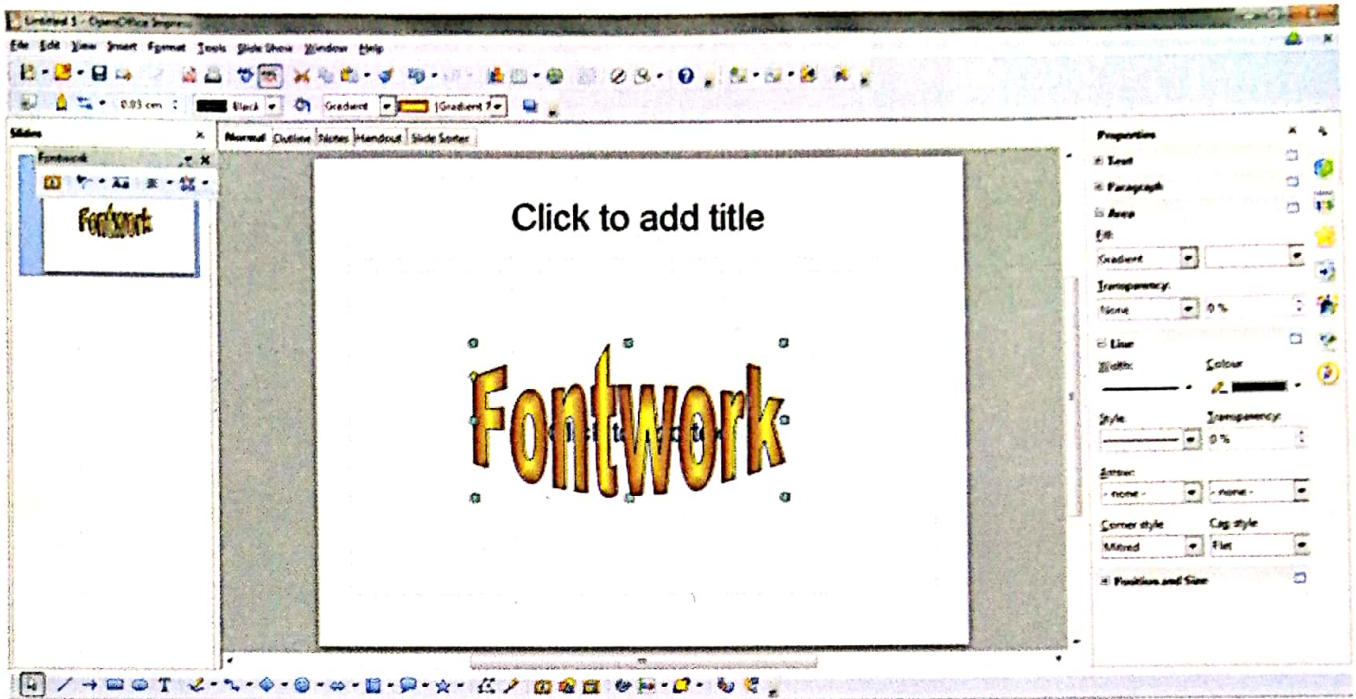


**Step 2:** Click on the *Fontwork Gallery* tab on the Fontwork toolbar. Choose any fontwork and click on OK.

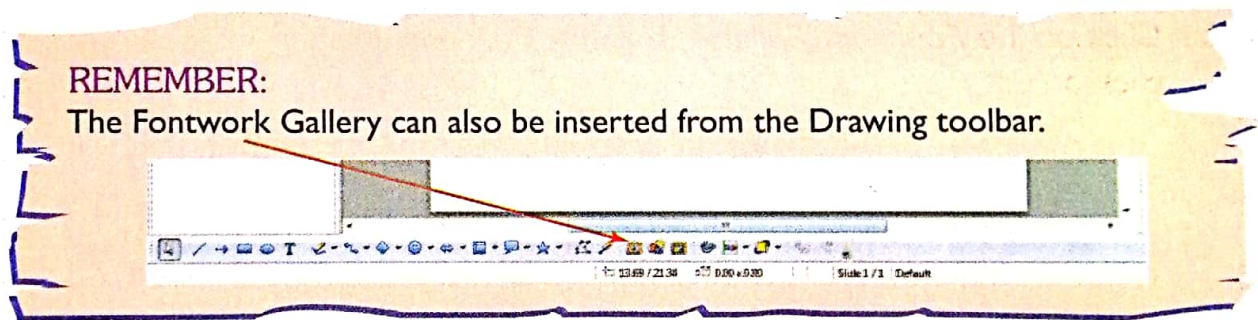




The selected fontwork will appear as shown below:



**Step 3:** Double click on the fontwork inserted to insert the desired text.



### REMEMBER:

The Fontwork Gallery can also be inserted from the Drawing toolbar.

## ASSESSMENT ACTIVITY

### Hands On:

1. Add text 'Our Solar System' on the Slide using Fontwork.
2. Prepare a presentation on 'Conservation of Forest and Wildlife' in OpenOffice Impress.
  - (a) Insert pictures on the slides.
  - (b) Change the style of headings using Fontwork.
  - (c) Add slogans in various shapes on the drawing toolbar.



**Instructions:**

This activity can be conducted under the guidance and support of Social Science teacher.

OR

More information can be taken from Social Science textbook of Class VI.

3. Make a presentation on 'Evolution of Computers' using the following:
  - (a) Insert pictures using Gallery/File option
  - (b) Insert various shapes from drawing toolbar
  - (c) Change the text style using Fontwork
4. Create a Slide/ Poster on 'Save Water Save Life' in OO Impress.

**Instructions:**

Children can take up any of the four Hands on activity in the lab.

