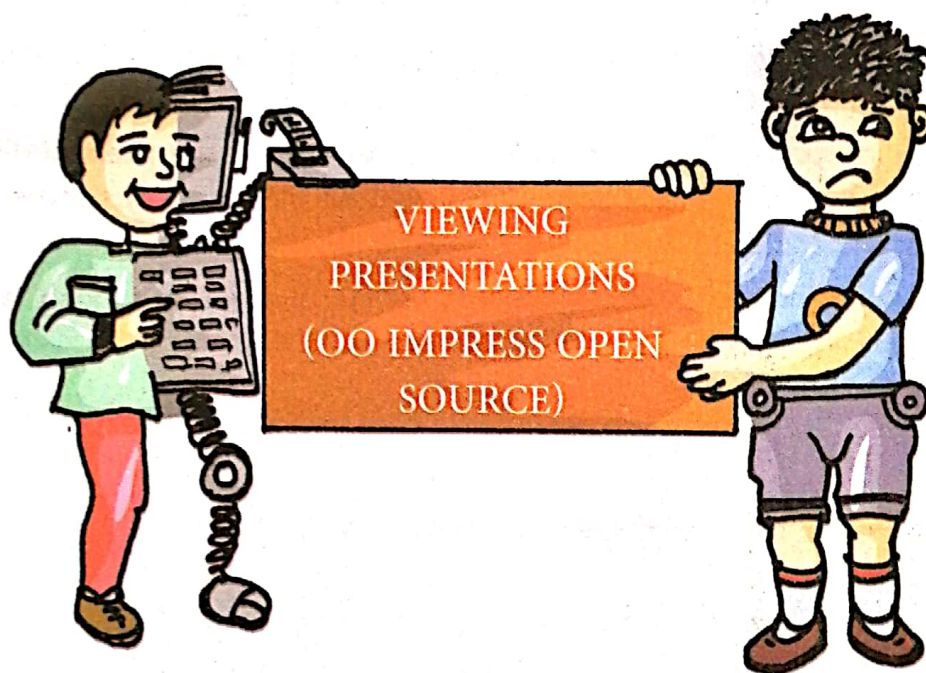


# Viewing Presentations (OO Impress Open Source)

## Learning Objectives :

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

- ☐ appreciate and understand various Presentation Views such as Normal, Slide Sorter, Notes, Slide Show View etc.,
- ☐ differentiate between different views and use them efficiently,
- ☐ appreciate the use of Shortcut keys to open different views.



Tobo and Dobo prepared a presentation using the tools learnt in the previous chapters. They made a very effective and eye catching presentation by applying various transition effects, adding narrations and timing the show.

They went to the Computer lab to show their presentation to the Computer teacher.

Teacher: Well Done, Tobo and Dobo! You have made a very effective presentation. However, I want you to add notes to this presentation besides re-arrange the order of few slides.

Dobo: Re-arranging order (sequence) of slides won't be easy.



Teacher: It is easy if you use different Presentation views.

Dobo: What are Presentation views?

Tobo: I guess, I have some idea.



Teacher: There are many views available in Impress to view a presentation which help significantly in making a presentation besides, effective use of these views gives a professional appearance to the presentation.

We can view a presentation in many different specific views like printing, arranging slide sequence, adding some notes on the slide etc.

## **PRESENTATION VIEWS:**

Few such presentation views are as follows:

- ◆ Normal view
- ◆ Slide Sorter view
- ◆ Notes view
- ◆ Slide Show view

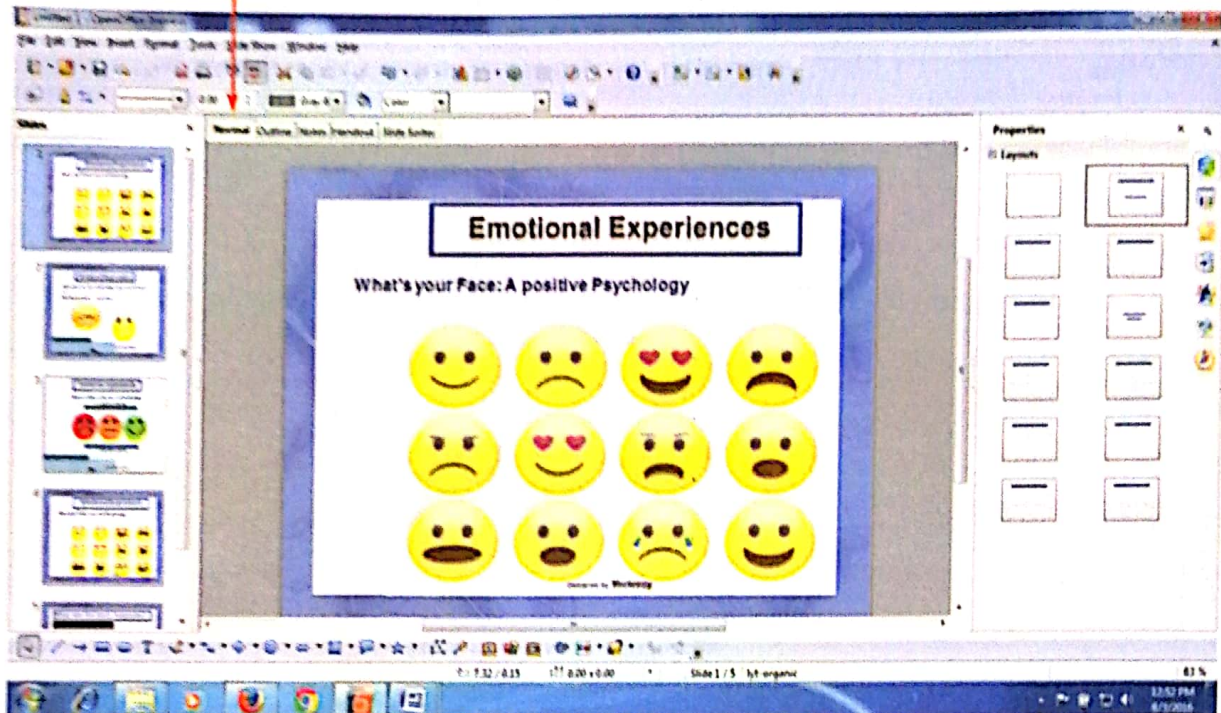
Let's try to discover these views further:

## **NORMAL VIEW:**

This is the "Default" and the Main View in which we design and edit our presentations. Usually, whenever a presentation is opened it opens in this view.

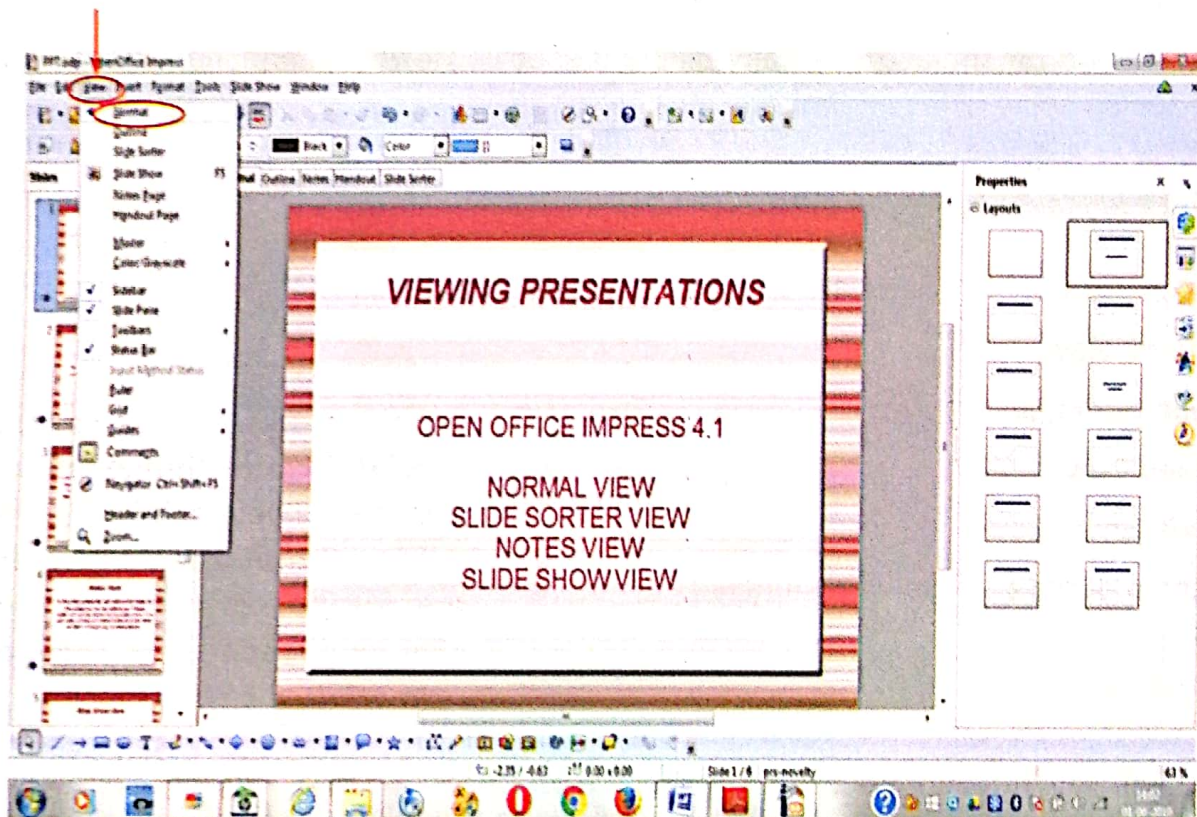


As indicated in the screen below:



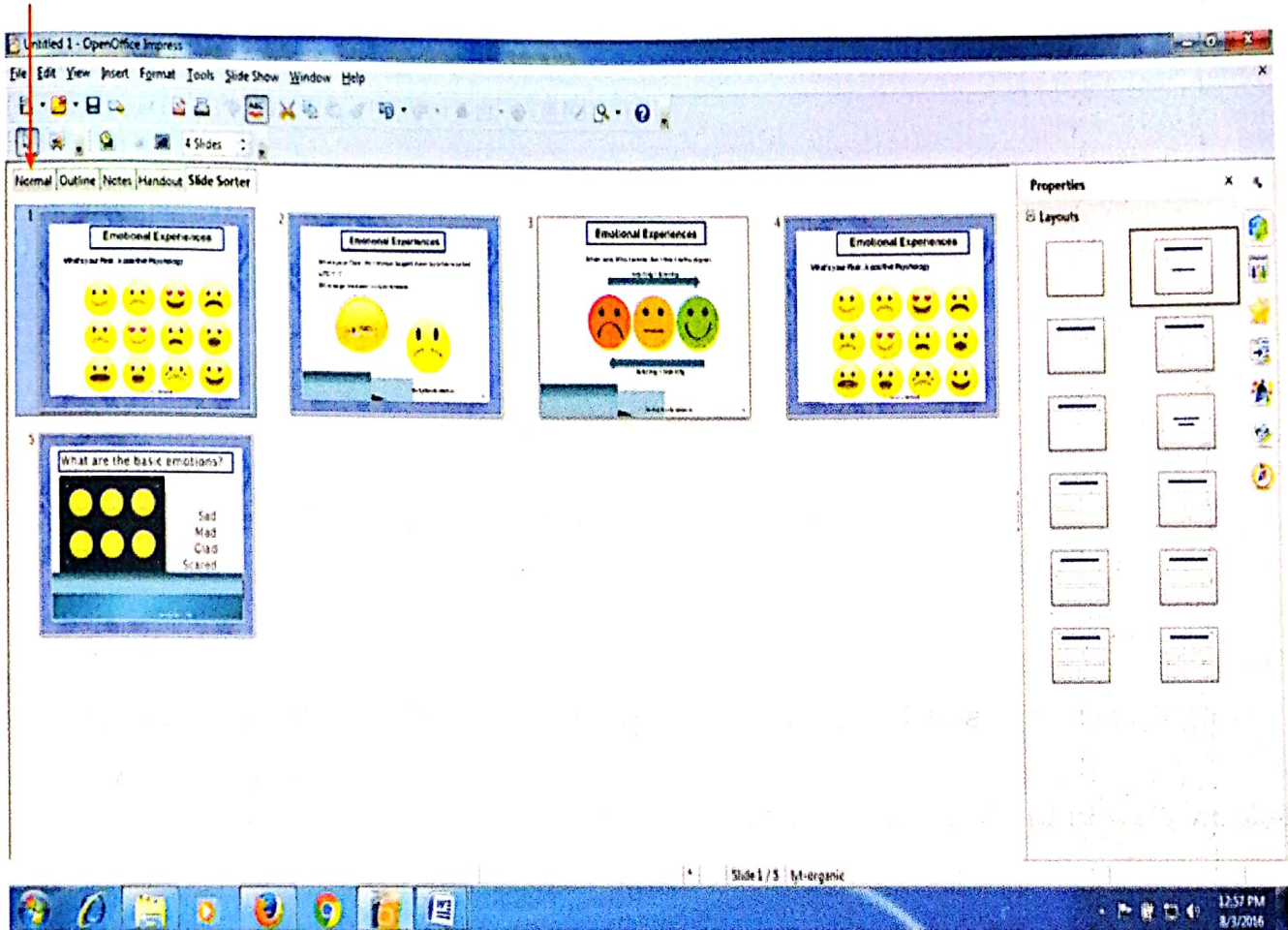
However, if we wish to switch over to normal view from any other view following steps should be used:

**Click on View in the Menu Bar -> Click on Normal**



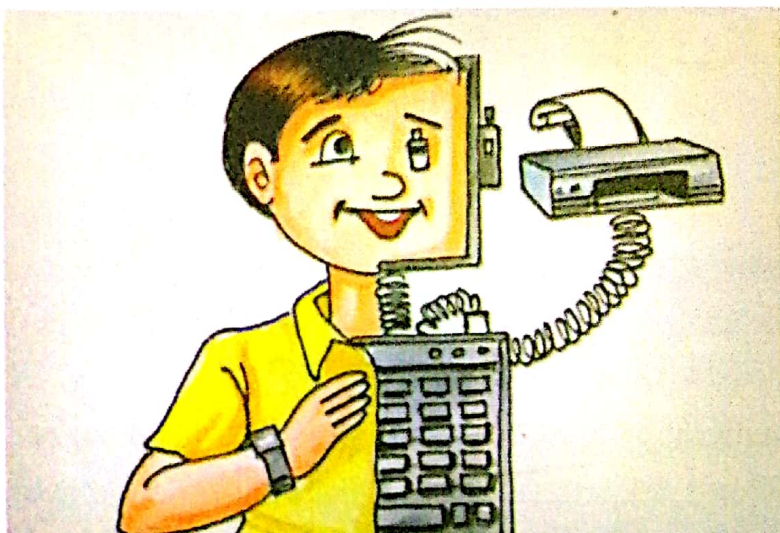
OR

Click on the tab titled "**Normal**", present on the view panel, as shown in the given diagram.



This will immediately change the view to Normal View.

## SLIDE SORTER VIEW:

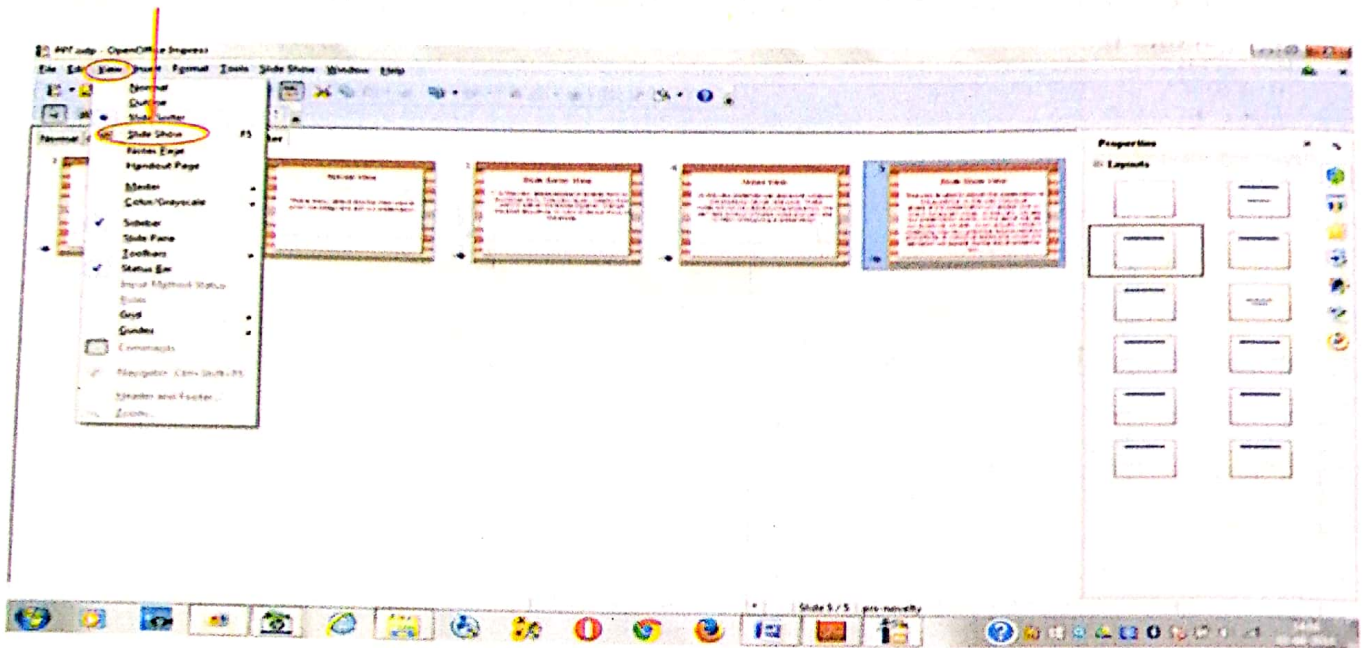


In this view, slides appear in **smaller form** or **thumbnail form**. This view is very helpful if we wish to see ***all the slides together on the single screen in order to change the slide sequence, or to take printout of the slides.***



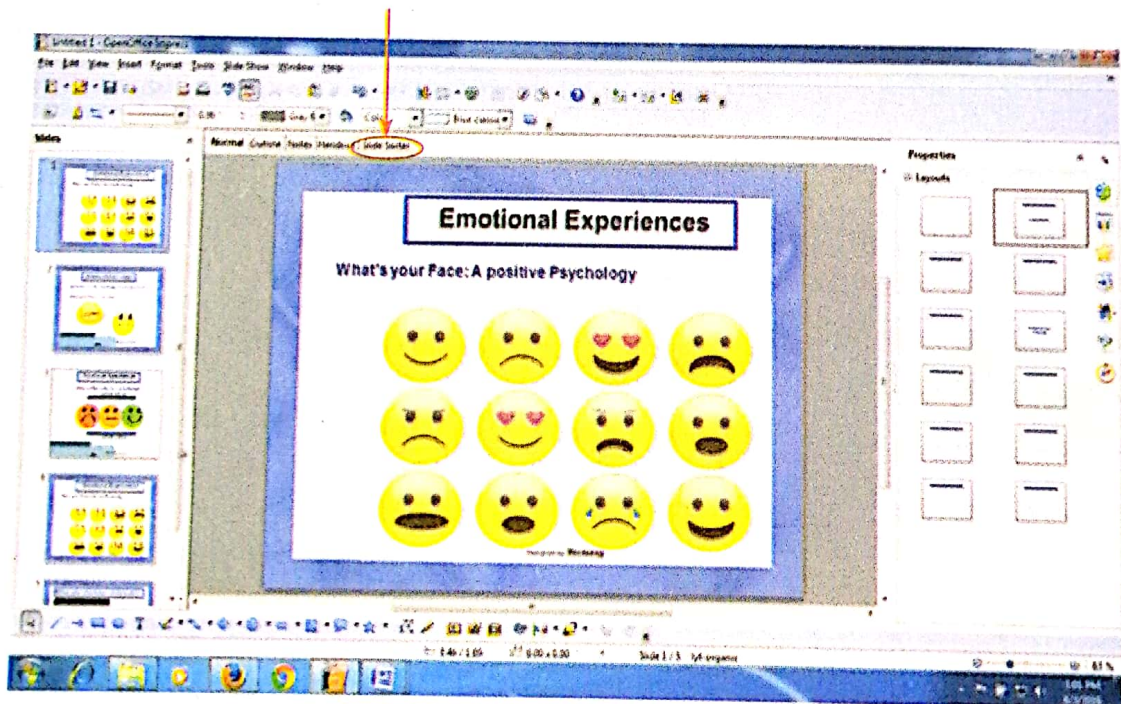
Steps to switch over to slide sorter view are as follows:

Click on View in the Menu Bar -> Click on Slide Sorter you will get following display on the screen.



OR

Click on the tab titled “Slide Sorter”, present on the view panel, as shown in the given diagram. This will immediately change the view to Slide Sorter View.

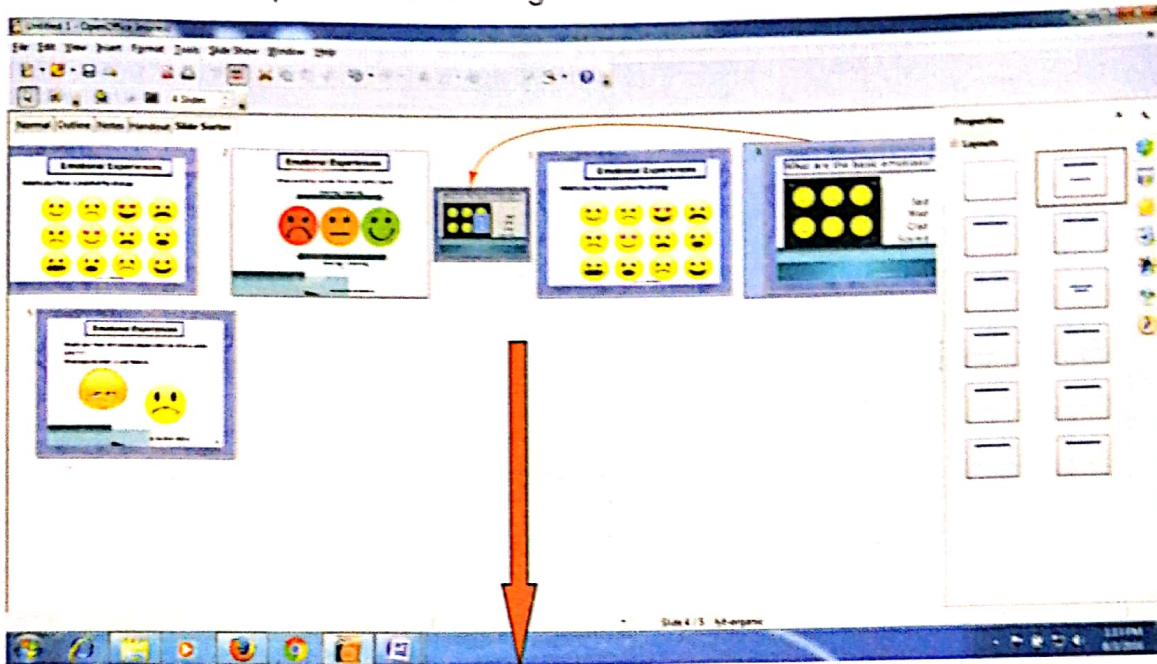


In Slide Sorter view slides will appear in the miniature form. We can change the slide order or sequence by dragging the slides to new position.

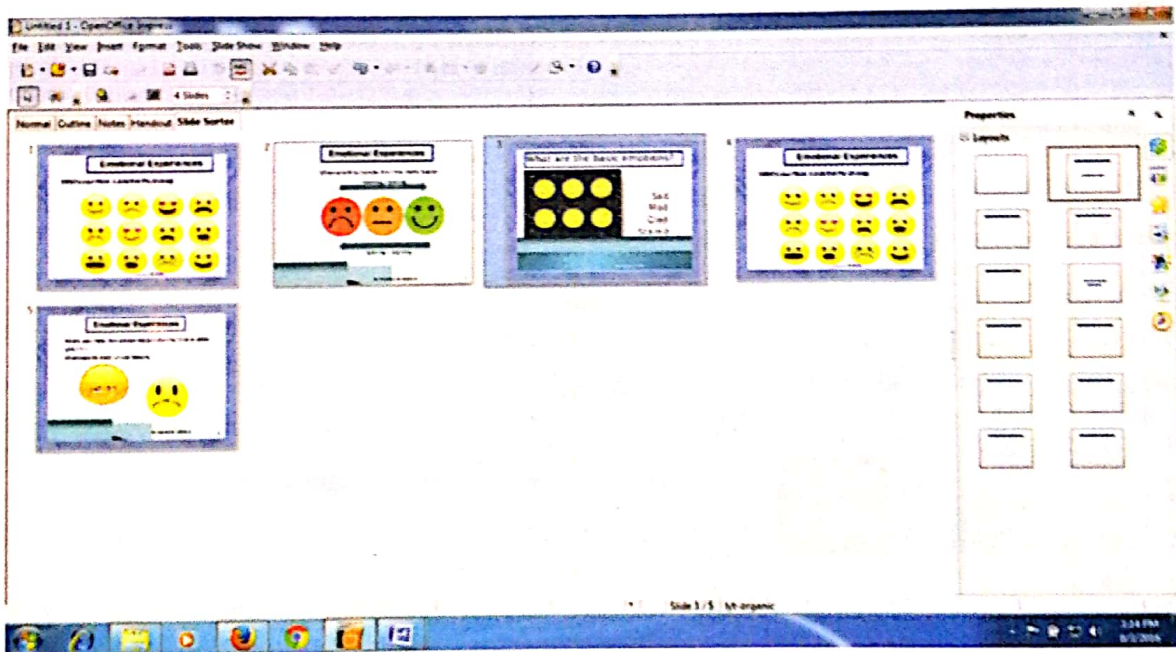


## Steps to change the slide sequence are given below:

Select that slide which we want to bring back or forth->Press the left mouse button->Drag the mouse back or forth as required while holding it down->Release the button.



(Fourth slide is moved after second slide in the above figure.)

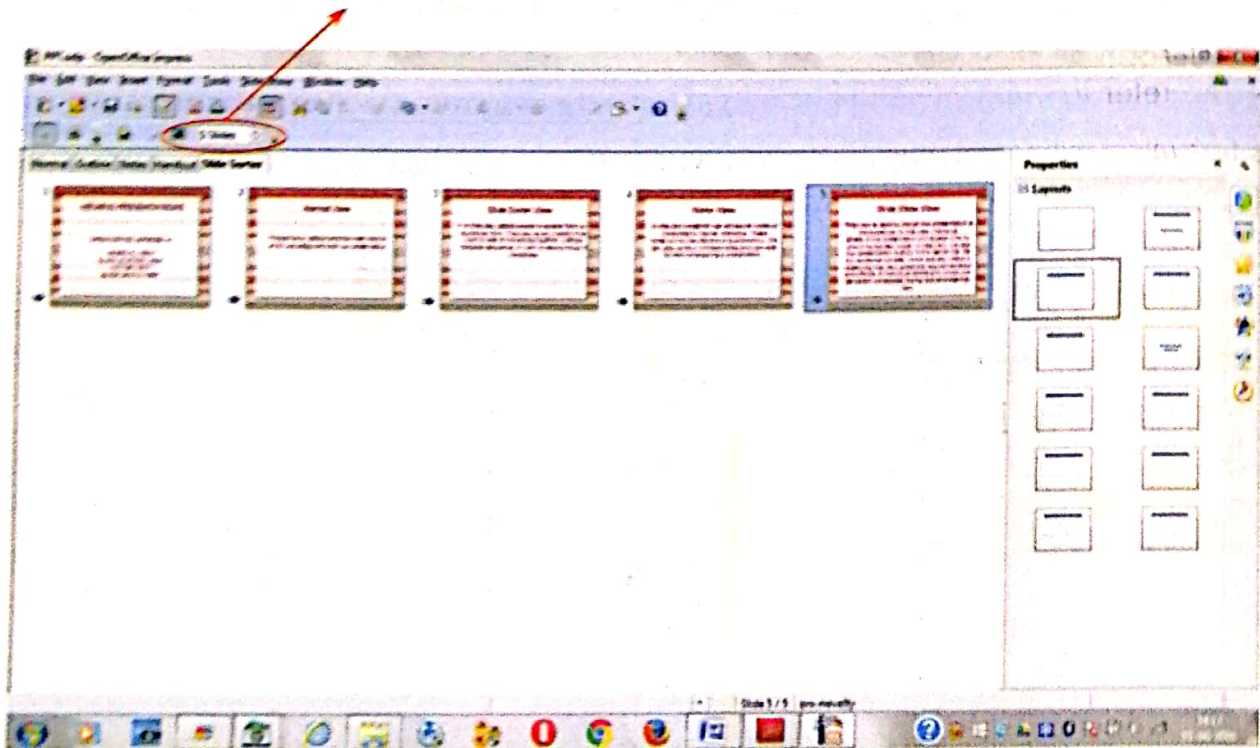


Screen showing new slide order or sequence after moving fourth slide after second slide.

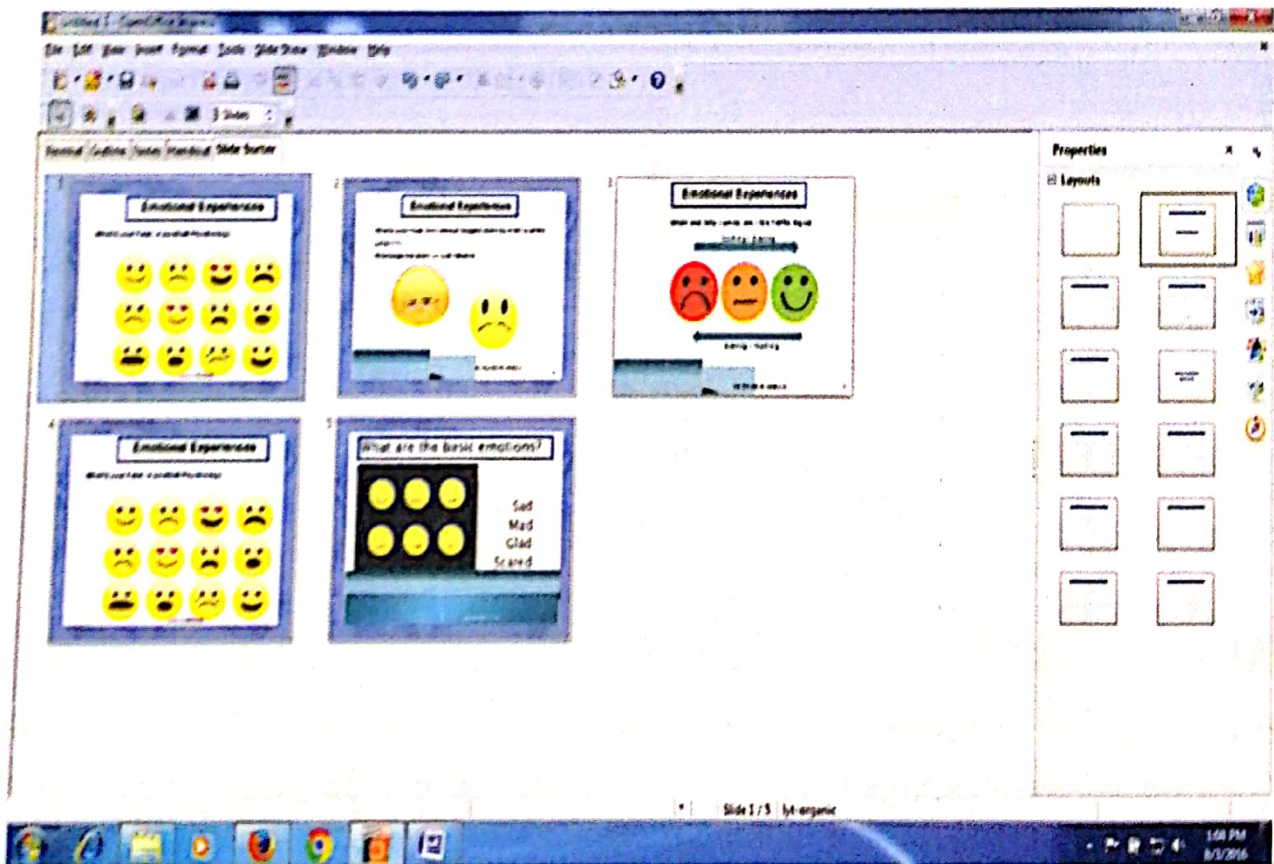
In this view we can even **change the number of slides that can be viewed in one horizontal row**, by specifying the desired number in the box as shown in the given diagram:



Box to set number of slides in one horizontal row. In this case 5 slides can be seen in one horizontal row.



In this case 3 slides can be seen in one horizontal row.

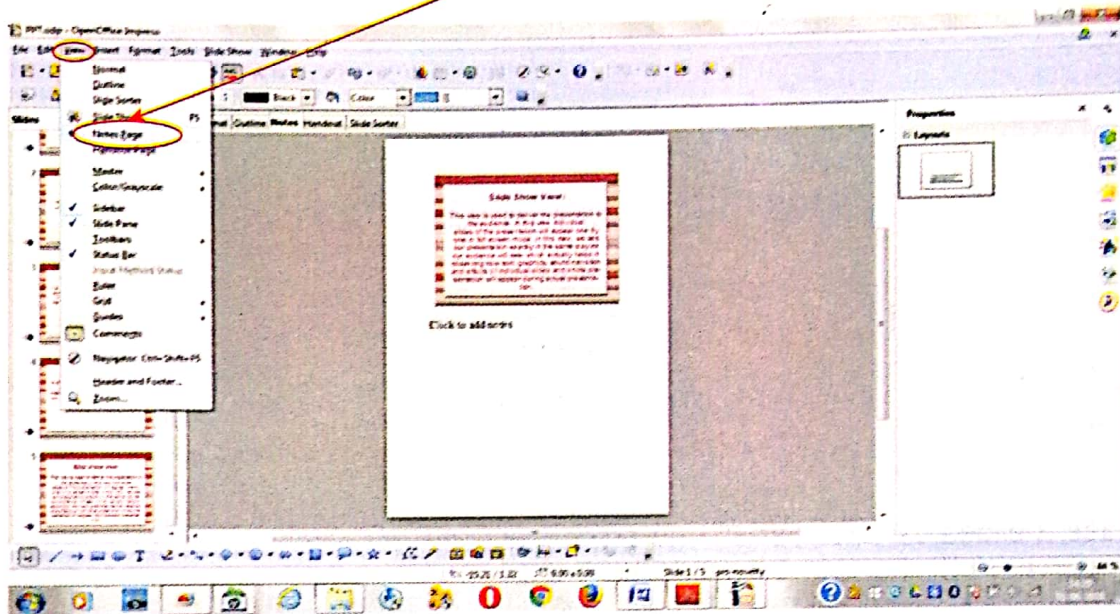


## Notes View:

In this view presenter can add some notes on the slides for his/her reference. These notes will not be visible to the audience during the slide show. We can take printout of these notes and can refer to them while giving a presentation.

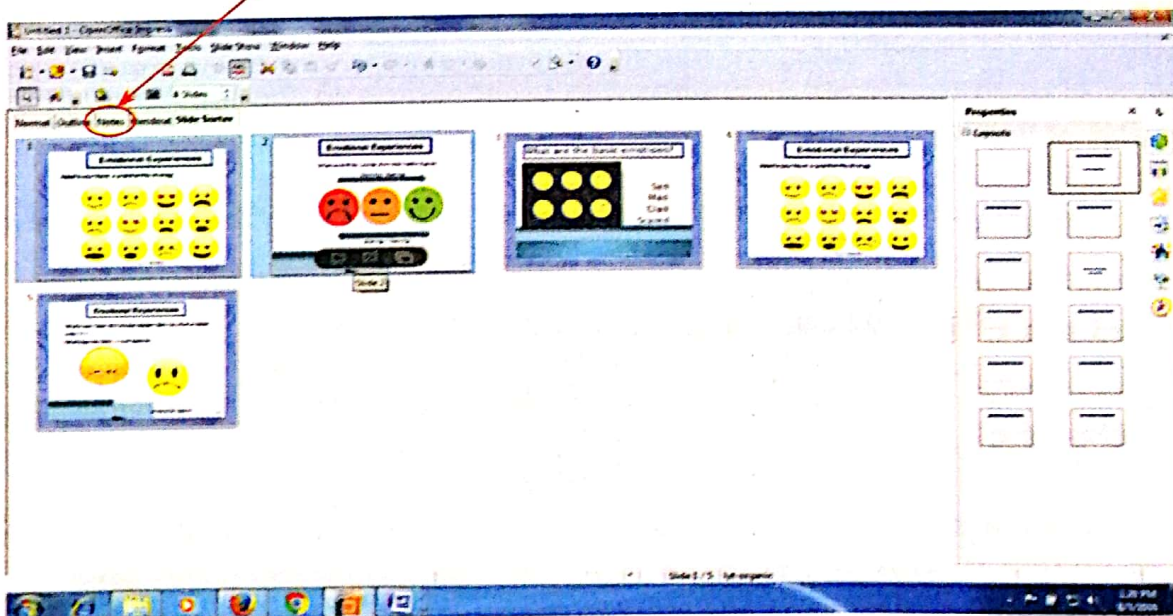
Steps to switch over to Notes view are as follows:

Click on View in the Menu Bar -> Click on Notes Page you will get following display.

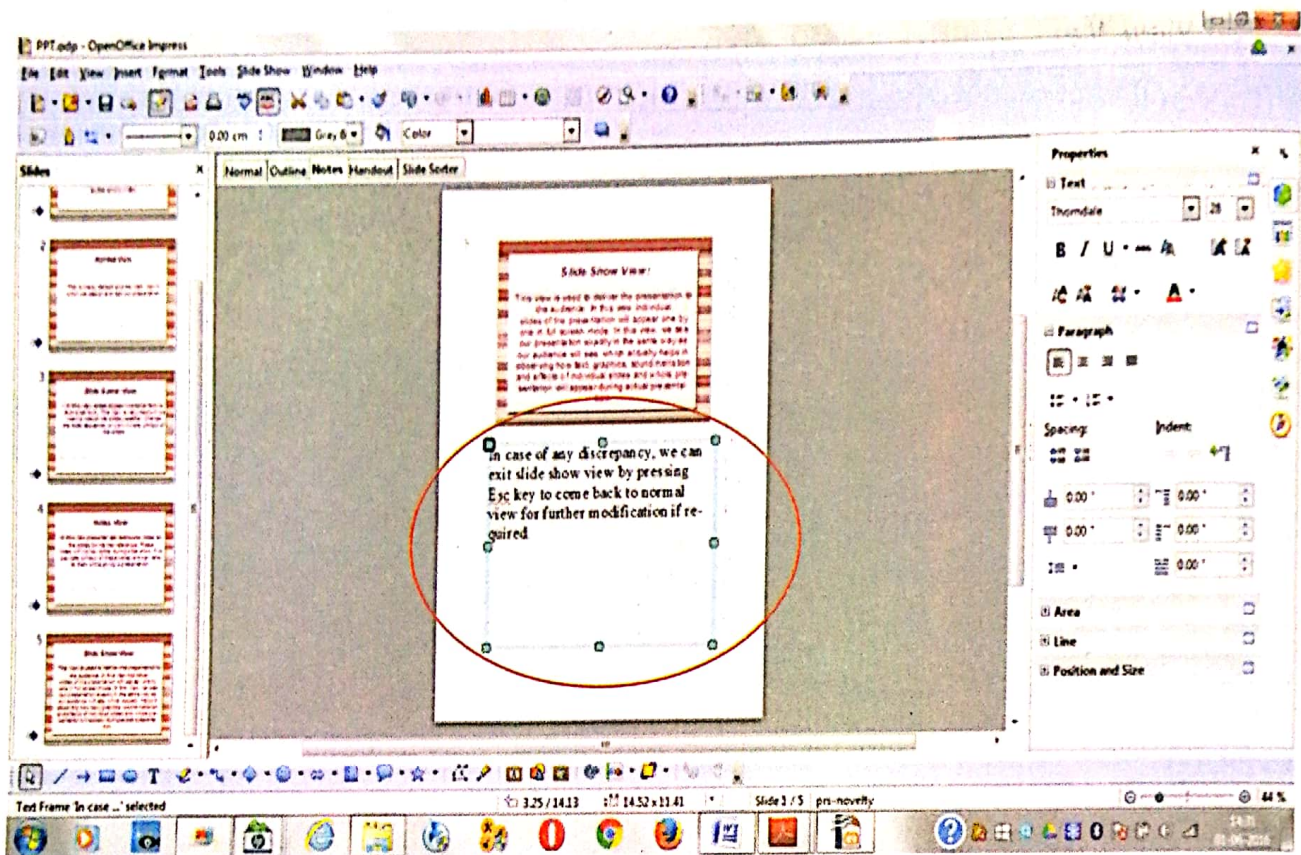


OR

Click on the tab titled "Notes", present on the view panel, as shown in the given diagram:



A rectangular text box will appear below the slide as shown below, which can be used to write any text related to the slide for the future reference. This text will not be displayed to the audience during slide show. The presenter can comfortably refer to this text at the time of presentation.



Dobo: Yes, I remember my father told me about this view.

## Slide Show View:

***This view is used to deliver or to show the presentation to the audience.*** In this view individual slides of the presentation will appear one by one in full screen mode.

In this view, we see our presentation exactly in the same way, in which the audience will view the presentation. This helps in:

- (1) checking and arranging the slides
- (2) checking how the text, graphics, sound/narration and effects of individual slides and whole presentation will appear during the actual presentation.

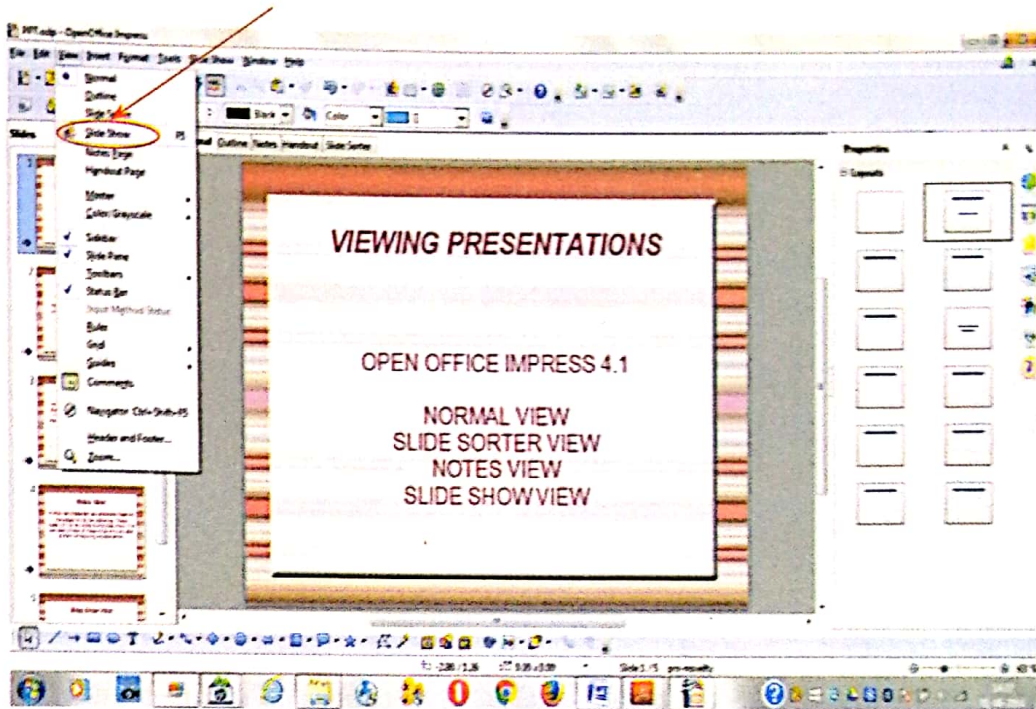
We can **exit slide show view** by pressing **Esc Key** to come back to normal view, or for further modification, if required.



Few page options are given below to start "Slide Show", we can use any one of the given options to start the slide show.

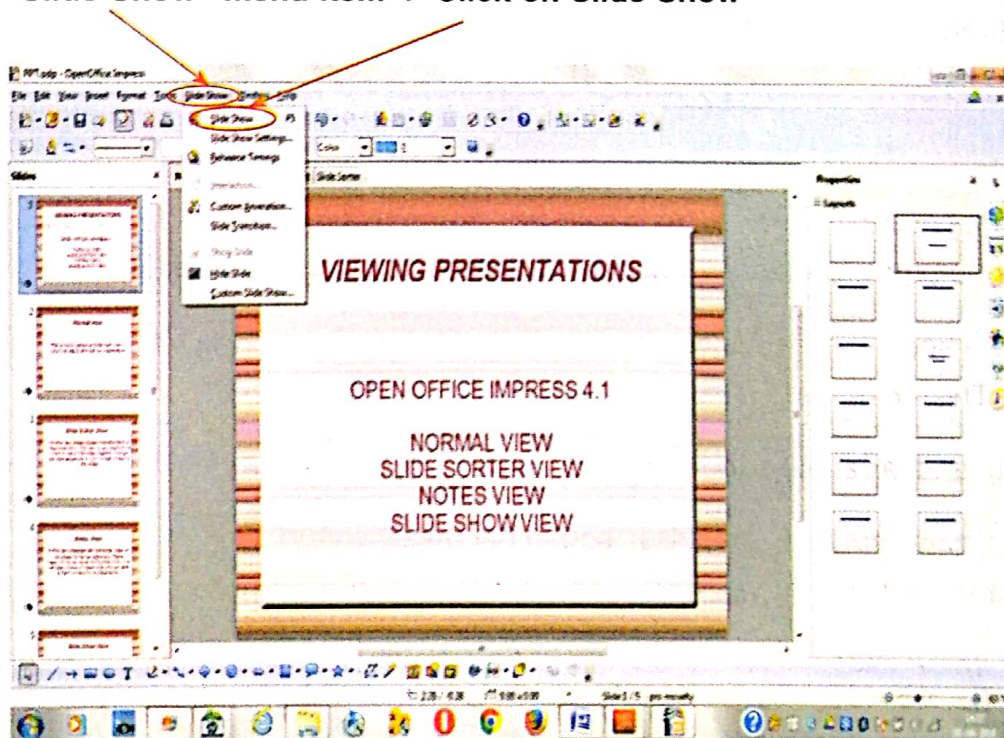
### Option-1

Click on View Menu -> Click on Slide Show



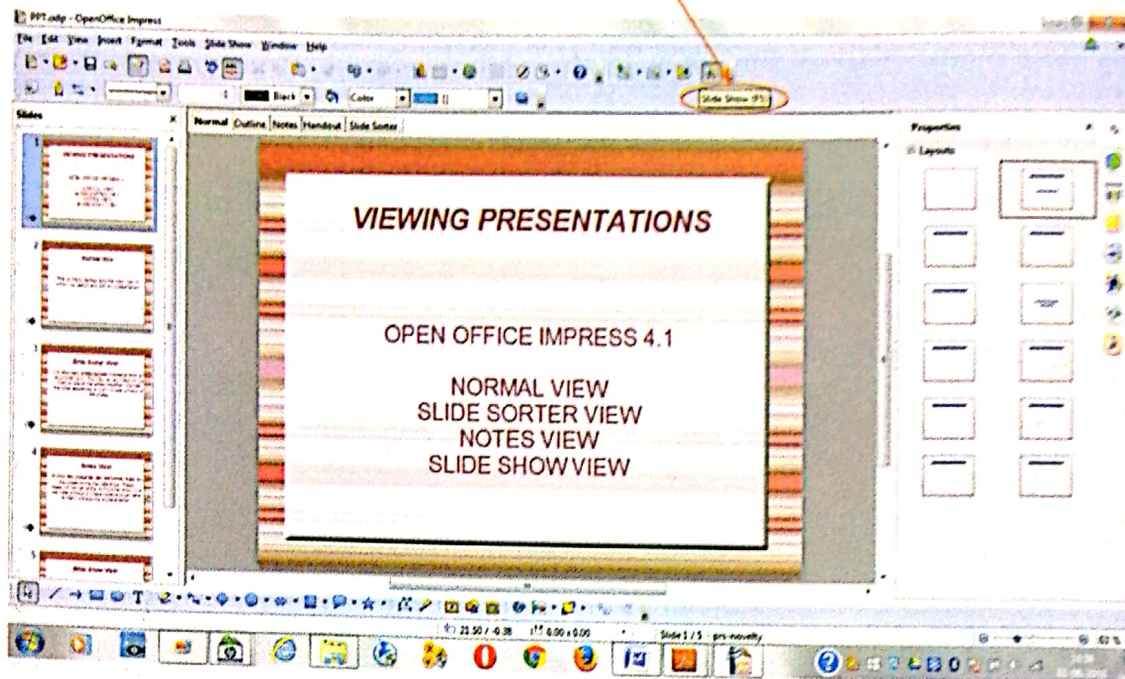
### Option-2

Click on "Slide Show" menu item -> Click on Slide Show



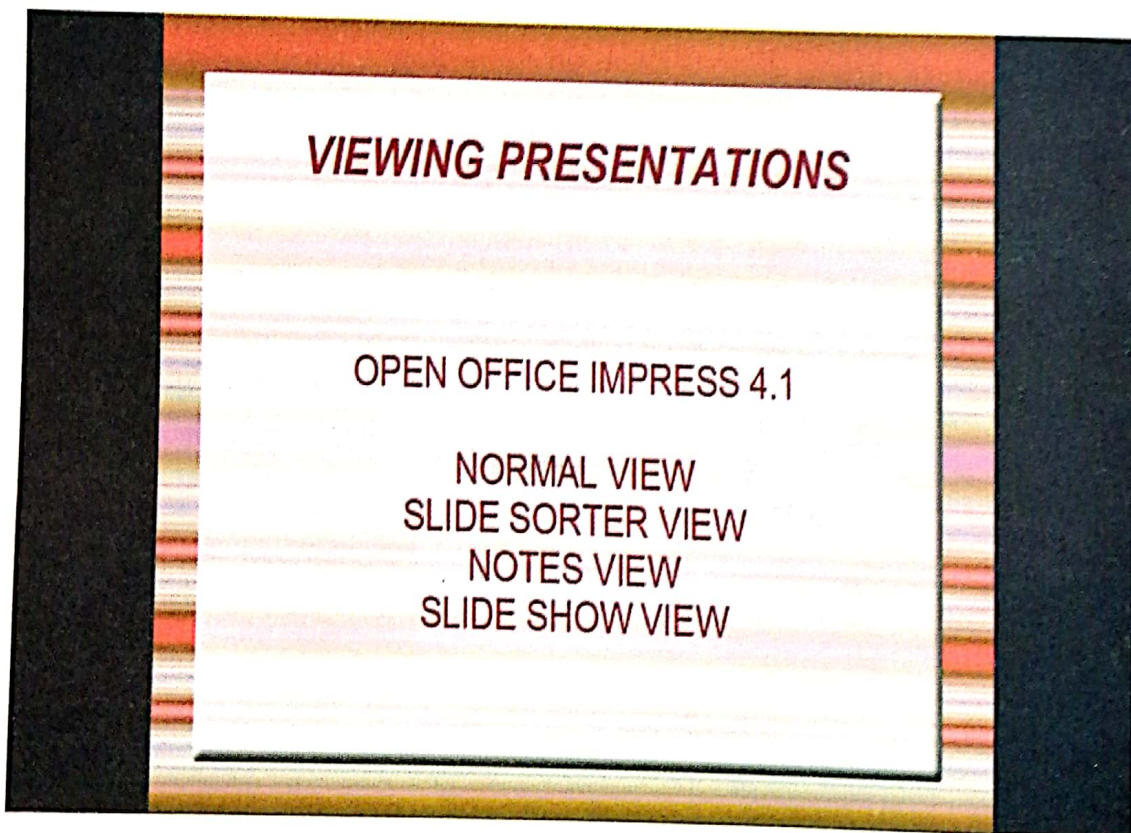
### Option-3

Click on the Slide Show option present on the toolbar



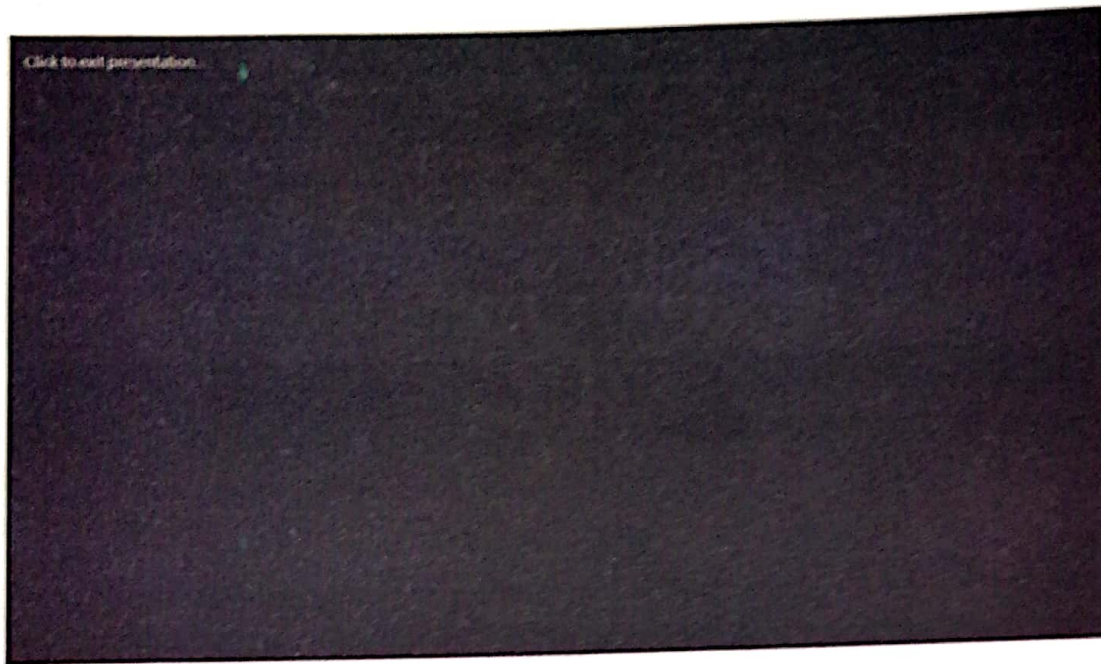
### Option-4

Press F5 and individual slides will start appearing one by one in full screen mode on the screen as shown below.



We can use "down arrow" key to go to the next slide and "up arrow" key to move to the previous slide.

At the end, on the black screen, following message will be displayed: "Click to exit presentation..." as shown below:



Click anywhere on the black screen to come back to the normal mode.



## Hands On

1. Open the presentation made in the previous class. Move the slides from one position to other.

Eg: Move 5<sup>th</sup> slide to 2<sup>nd</sup> position.

Move 3<sup>rd</sup> slide to the last position.

2. Divide whole class into three groups and each group may be asked to search information on one of the three Stone Ages –

Palaeolithic (Old Stone) Age,

Mesolithic(Middle Stone) Age and

Neolithic(New Stone) Age.

### Instructions:

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

Create a presentation on the stone age selected. Add notes wherever required. Each group must present their presentation to the whole class.



## ACTIVITY :



### 1. "WHO AM I"

Divide the class into four groups. Each group should be asked to represent one view.

One member from each group will tell the features of the view allotted to their group, other groups will identify the view that group is presenting and write the features under the correct heading.

Let each group note down the main features of their "View" in the table provided

NORMAL VIEW	SLIDE SORTER VIEW	NOTES VIEW	SLIDE SHOW VIEW

## ASSESSMENT ACTIVITY

1. Place (✓) for the right statement and (X) for the wrong statement.

- (1) Only one presentation view is available in Impress. ☐
- (2) Normal view is the main view in which we design or edit the presentation. ☐
- (3) To switch over to Normal view, click on Slide Show->Normal view. ☐



(4) Slide Sorter view is helpful if we want to change the slide sequence.

☐

(5) We cannot switch over to Slide Sorter view from Normal view.

☐

(6) In Slide Sorter view, one slide appears at a time.

☐

(7) We can change the number of slides to be appearing in one horizontal row in the Slide Sorter view.

☐

(8) In Notes view, all slides will appear in miniature form.

☐

(9) Notes added in Notes view will be visible during Slide Show.

☐

(10) F6 key is used for Slide Show.

☐

2. Compare Writer with OO Impress. Do you find similar views in Writer? Justify your answer.

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