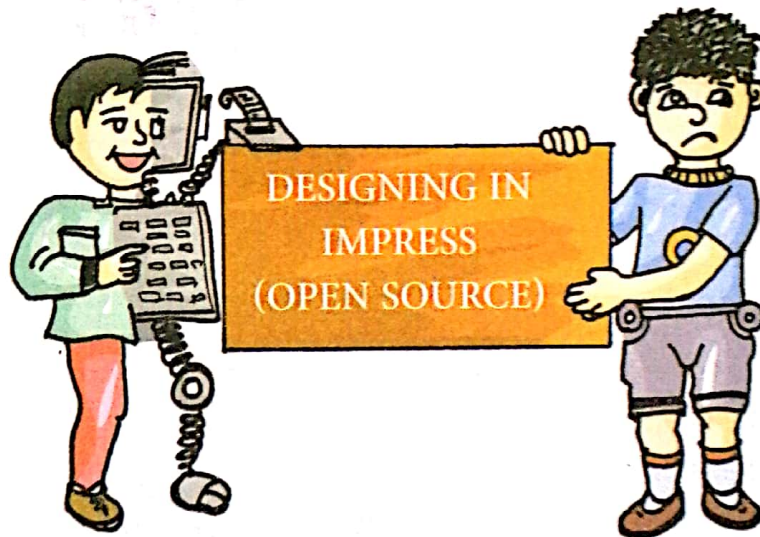# 2 Designing in Impress (Open Source)

Learning Objectives :

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

❑ appreciate the various styles in Apache OpenOffice Impress,

❑ understand and use various background styles in Apache OpenOffice Impress.

DESIGNING IN
IMPRESS
(OPEN SOURCE)

Dobo wants to make an attractive and interesting Science presentation on the topic,"Components of Food", so he asks his father to help him.

Dobo: Father, I am trying to make a presentation but it does not look **striking** and **effective.** Can you help me?

Father: Yes, sure my son! On which software are you making the presentation?

Dobo: My teacher asked me to make it in **Apache OpenOffice Impress 4.**

Father: Well, to make the Presentation effective and eye catching we have to choose **Themes** and **Theme colors** and can use various background styles.

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ACTIVITY :

1. Explore various software(s) that can be used to make Presentations. Also find out the names of the companies which provide the Presentation Software(s) and write your findings in the space provided.

Name of the Presentation Software	Name of the Company

2. Have you seen the various Themes on your parent's Mobile Phone. If yes, write the steps that you may follow to change the Themes. (Change the Theme of the phone under parental supervision and guidance).

_____

_____

_____

_____

DO YOU KNOW

Theme: It is a combination of various formats such as background colours, font style, text size or colour etc. which allows us to change the look and feel of the presentation.

Hands On

1. Search the internet and find out what type of software is Open Office Apache i.e. is it a Proprietary Software, Freeware or Open Source Software?

_____

2. Also find the various versions of Open Office.org along with their release date?

Name of the Version	Release Date

(3) Name all the Operating Systems on which Open office can be installed

_____

_____

INTRODUCTION

Open Office Impress is a software used for creating effective presentations. It is provided by Apache Open Office suite.

DO YOU KNOW

Software Suite: It is a collection of two or more software programs that are bundled and sold together.

RECALL:

Write the steps to Open OO Impress.

_____

_____

_____

Father: Dobo, What are the two options used to select theme and theme colors?

Dobo (thought for a while): Father I am unable to recall.

Father: Okay! Let me explain it to you my son.
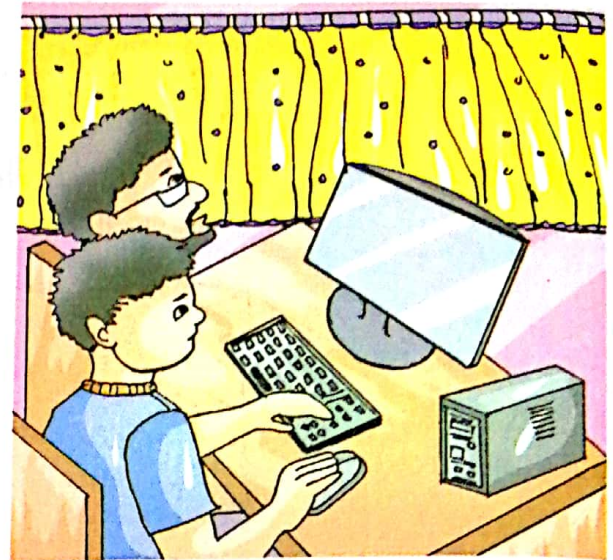
SELECTING THEMES AND THEME COLORS

Using various **slide designs we can make our presentations beautiful and attractive.** In order to select themes and theme colors, we need to choose from various Slide designs offered by Open office.

This can be done either before **'creating presentations'** or **'after creating the presentation'.** For this we may perform following steps from the options given below:

SELECTING THEMES AND THEME COLORS

Before Creating Presentation (Option 1)

After Creating the Presentation (Option 2)
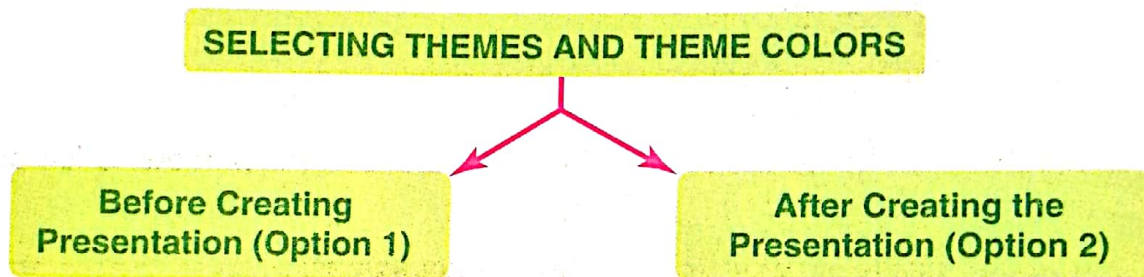
Father: Let me show you how to select the theme and theme colors by using the first option i.e before creating presentations.

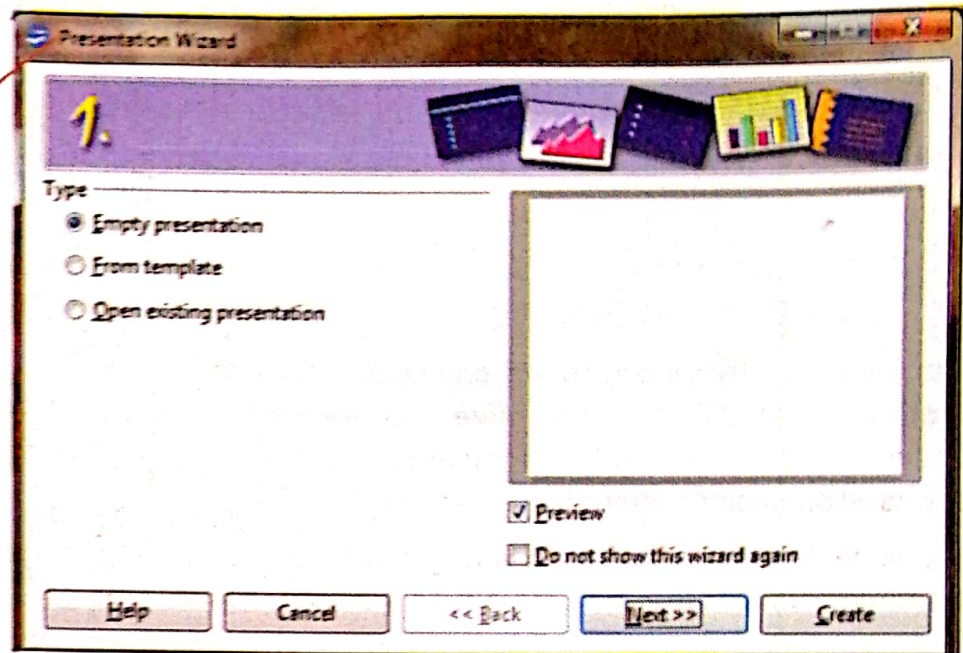# OPTION 1: BEFORE CREATING PRESENTATION

Step 1:

Open Office.org Impress

Open Office.org

All Programs

Click on Start

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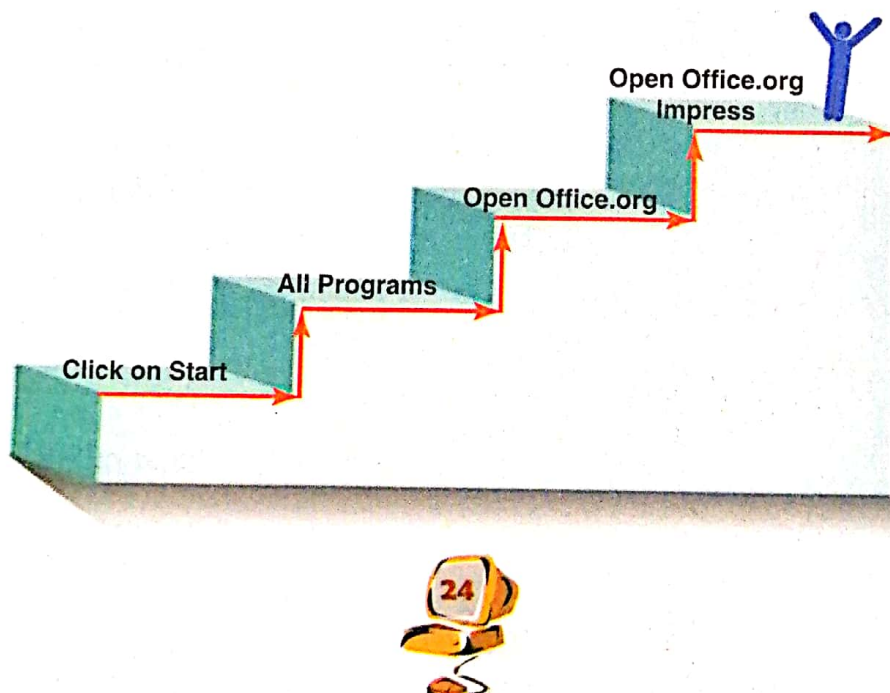
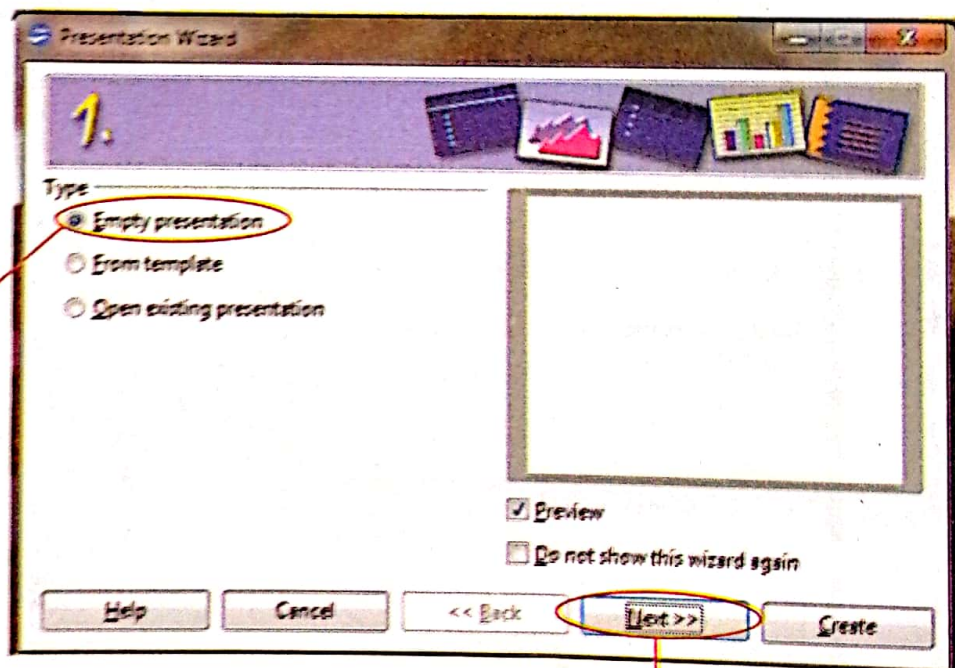The following screen appears.

Presentation Wizard Window

The above window is called *'Presentation Wizard'* window.

Step 2: Select **'Empty Presentation'** from Presentation Wizard window. Click on 'Next button'.
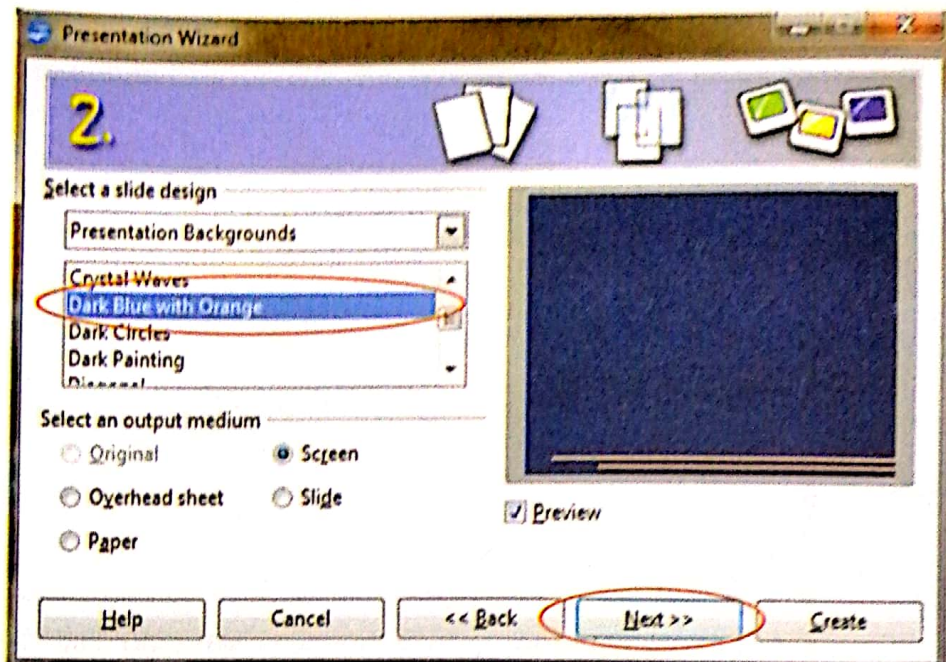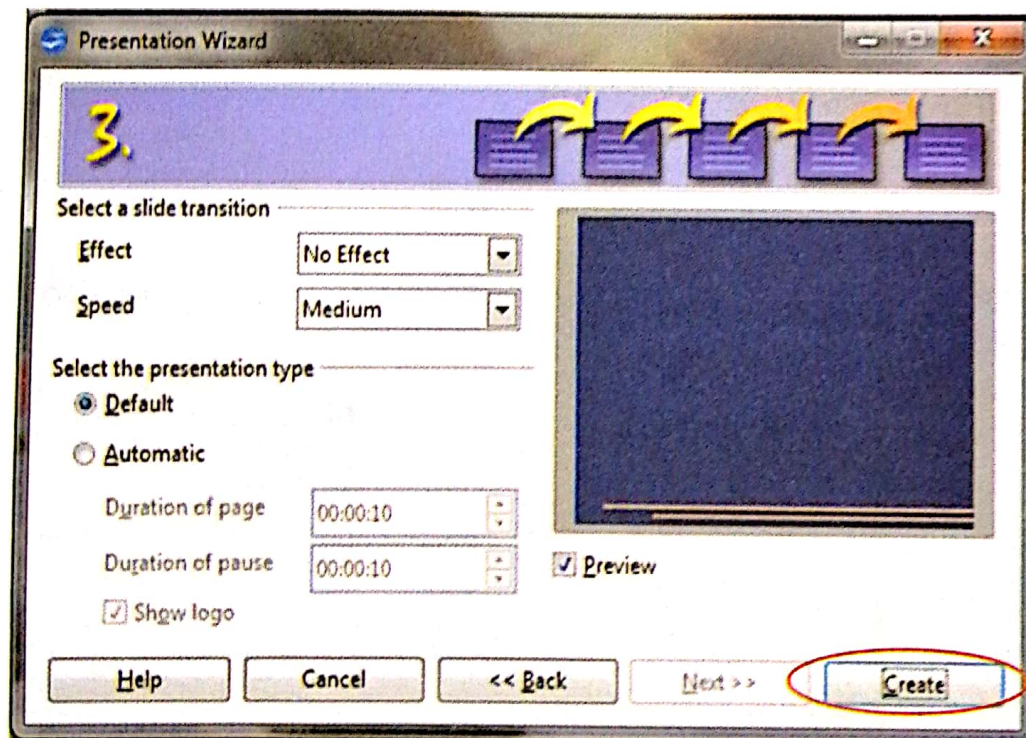

Empty Presentation

Next button

Step 3: Following screen appears.

Now Select **'Slide Design'.** In the screen shot shown below "Dark Blue with Orange" option is highlighted.

Select a **'Slide Design'** and Click on **'Next button'.**

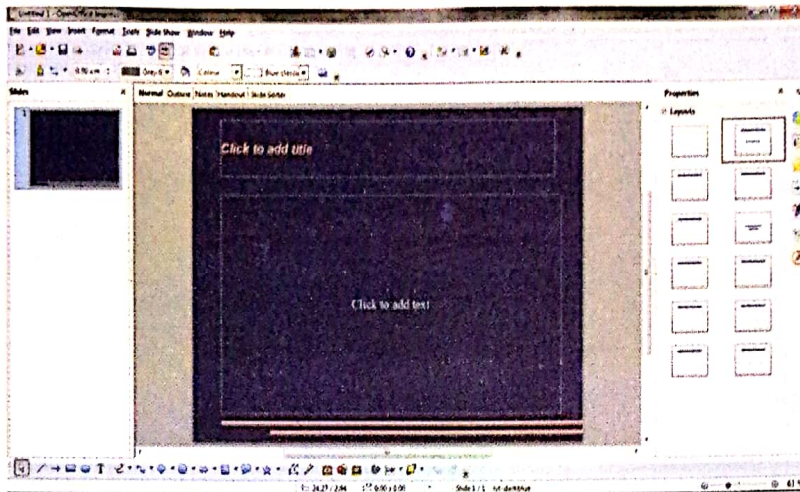**Step 4:** The following screen appears.

Here we may choose the desired effect or we can ignore the settings.

Click on Create button.

A presentation with the selected theme is created as shown below:

Hands On

Double click on the OpenOffice Impress Icon. Select any Slide Design from "Slide Design Window." Now choose the Effect 'Wipe Down' and Speed 'Medium' and click on Create button. Carefully observe the end result.

Father: Dobo, the other option, i.e. the option II is used to first create a plain presentation and then select a Slide Design.
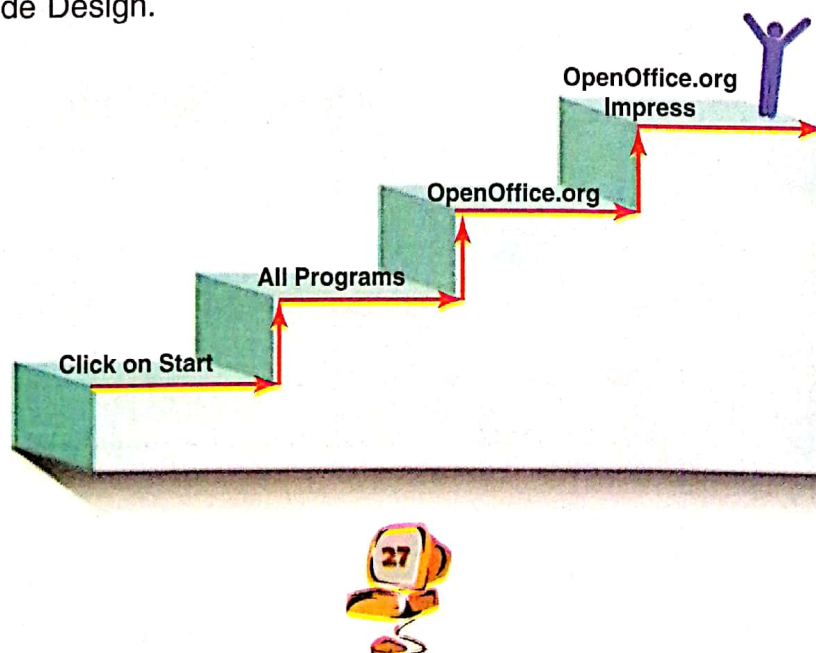
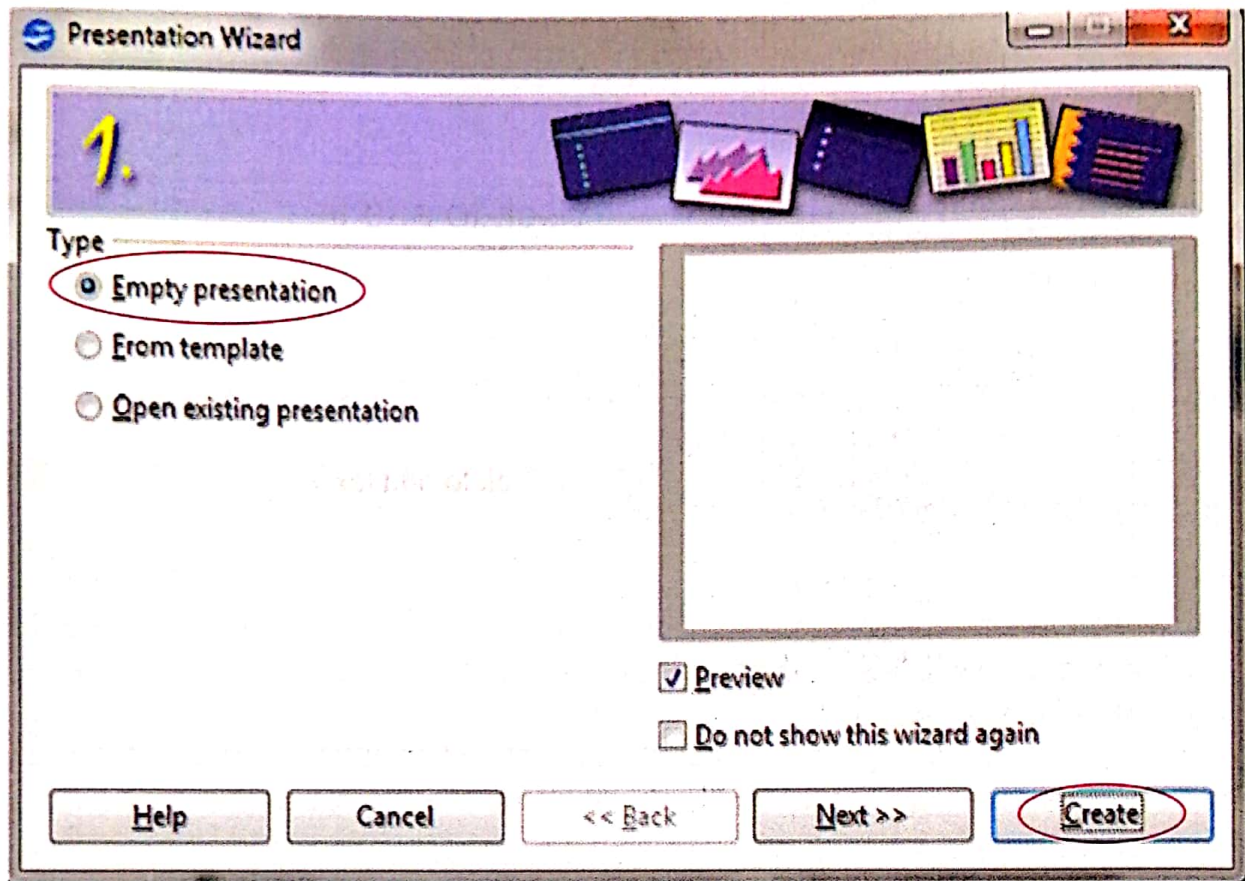Tobo: How is it possible father?

Father: Let me show it to you.

OPTION 2: AFTER CREATING PRESENTATION

Instead of creating Slide Design in beginning we can create plain presentation. Later we can choose a suitable Slide Design.
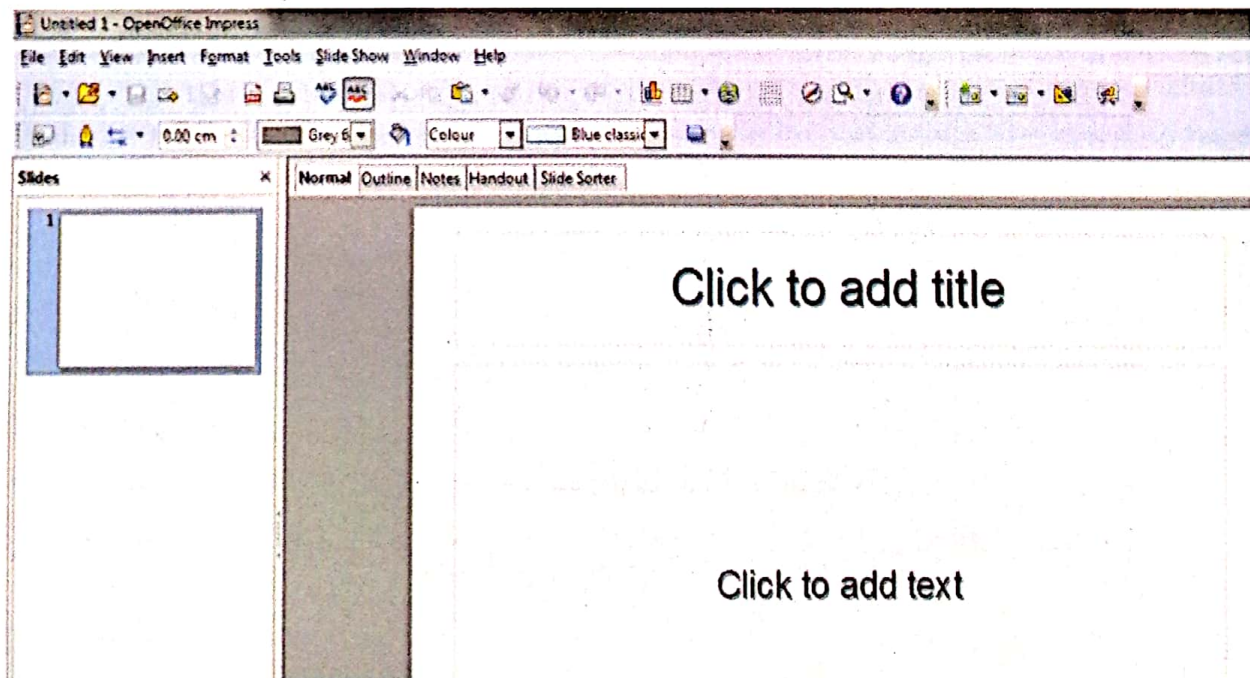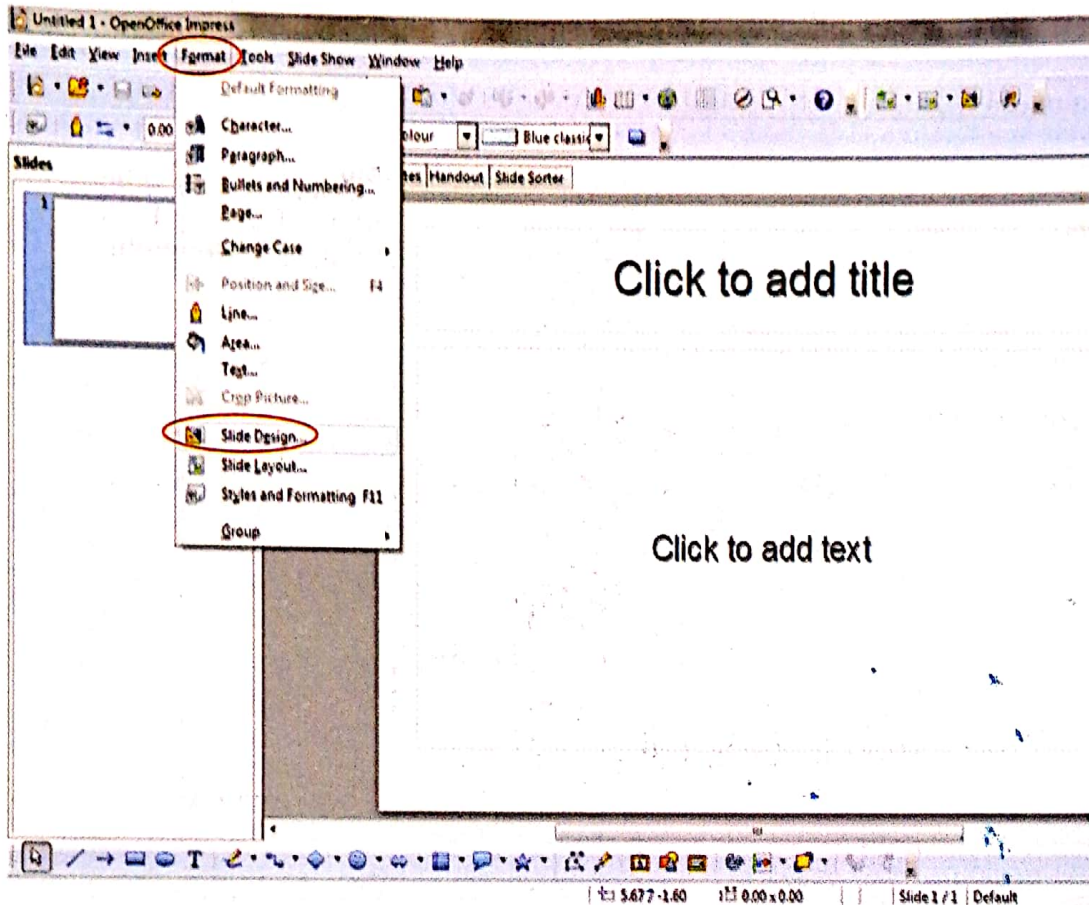
Step 1:

The following screen appears. Select the **'Empty Presentation'** from the "Presentation Wizard window" and click on **Create Button**.
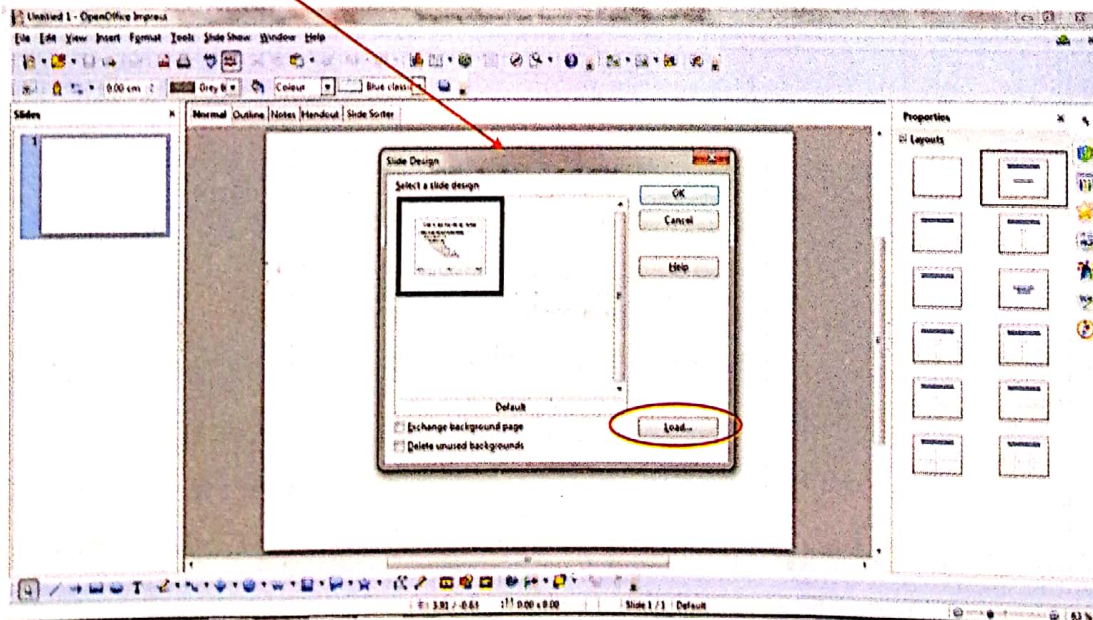

An empty presentation is created as shown below:

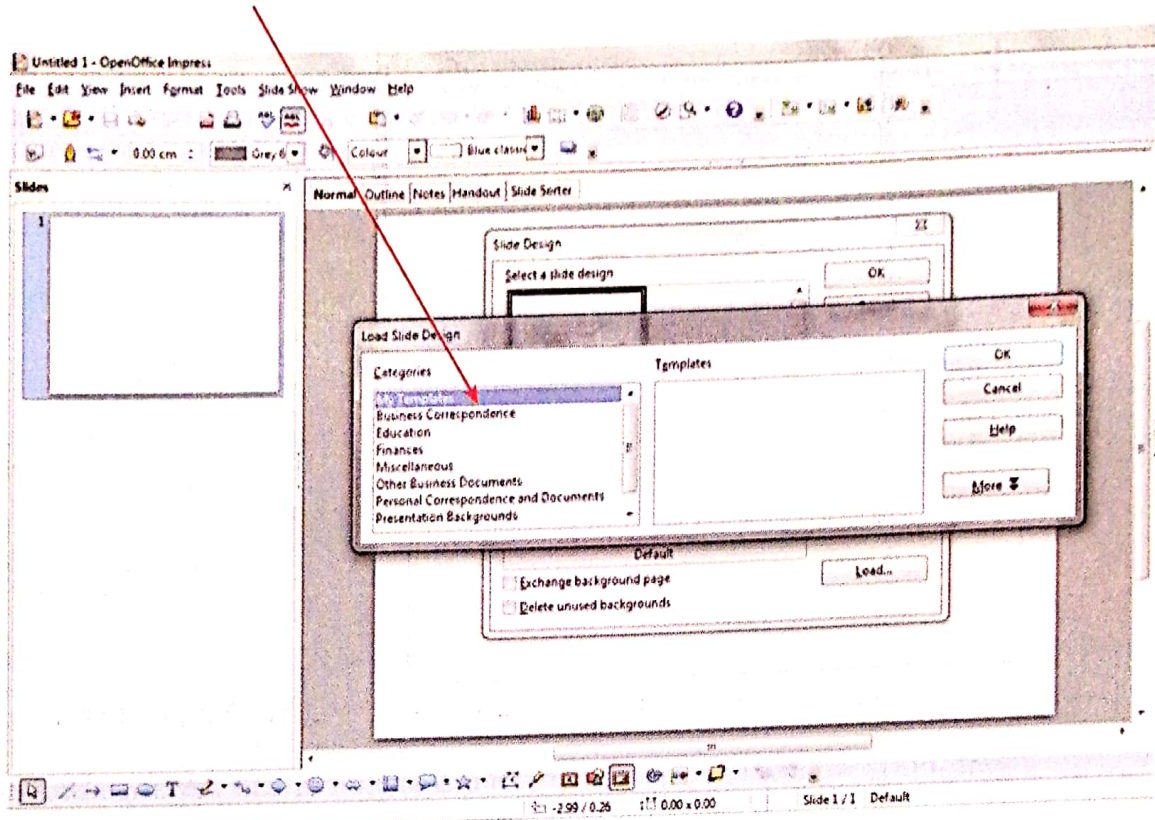**Step 2:** Click on the **'Format'** menu in the Menu Bar and go to Slide Design.

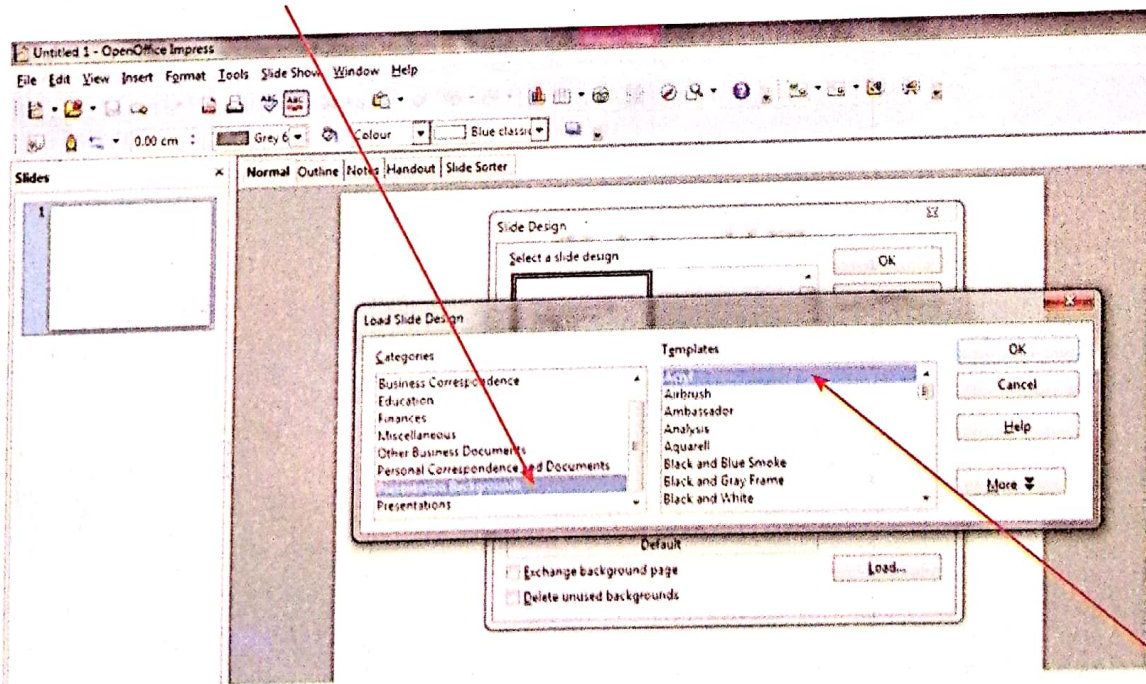Slide Design window appears as shown below:

Step 3:   Click on **'Load'** button as shown on previous screen.

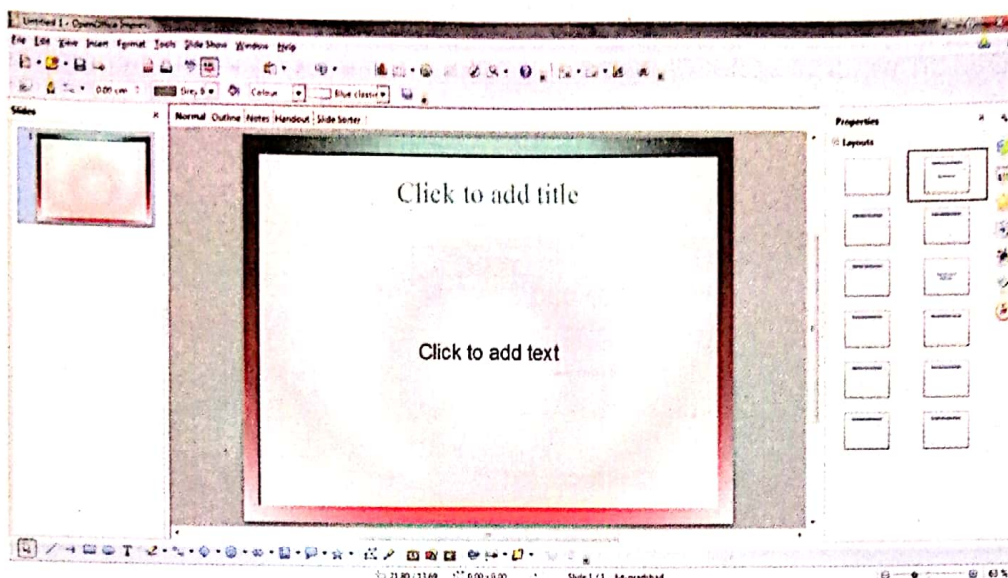Load Slide Design window appears as shown below:

Select **Presentation Backgrounds** option from **'Categories list Box'**.

Now choose the desired templates from a list of sample templates from the **"Template box"**.

Click on 'OK' and all the slides will get the selected theme.

1. Create an Empty Presentation. From the Format Menu select "Slide Design option".

   Now go to 'Presentations' option in Categories Box and select the Ambassador template.

2. Create a presentation on 'Components of Food'. You can use any theme of your choice.

Dobo: Father, can we add various background types in OpenOffice Impress?

Father: Yes, we have various background styles that we can add in our presentation.

Dobo: Could you please explain; how can this be done?

Father: Sure.

SELECTING BACKGROUND STYLE:

Background style option can be applied on the slides by using 'Styles and Formatting' option.
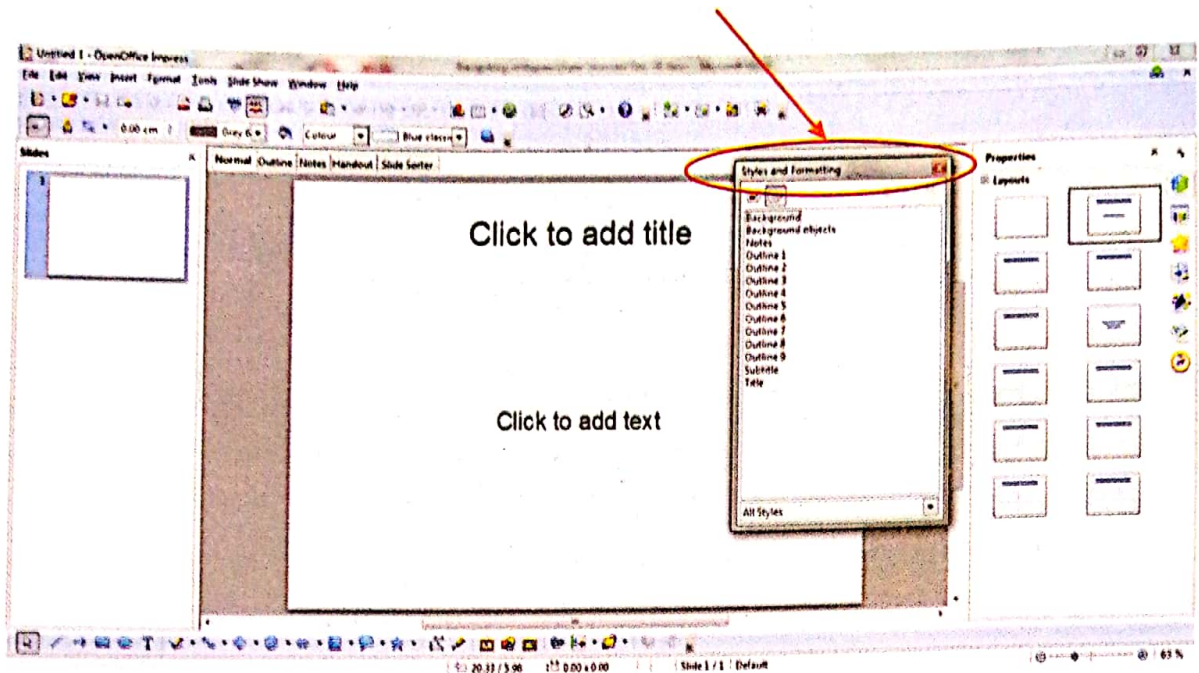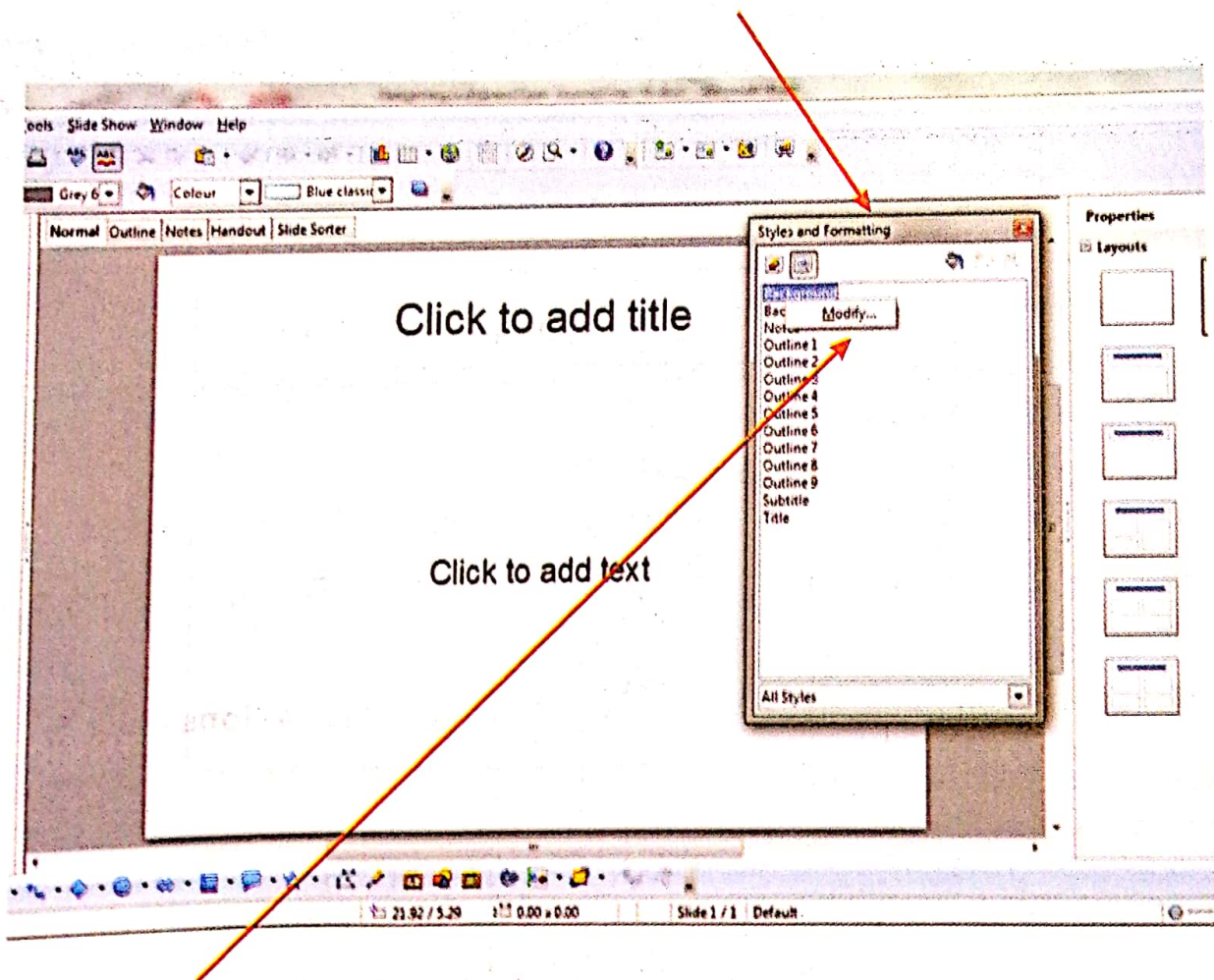
Step 1:   Click on Format Menu

Select 'Styles and Formatting' Option

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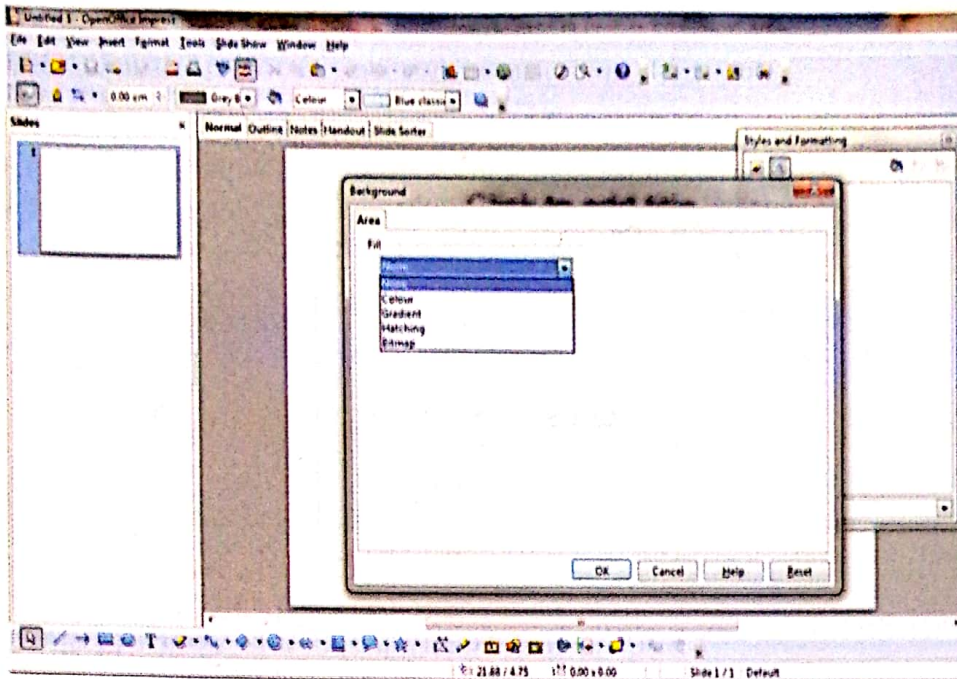Styles and formatting Window appears as shown below:

Step 2:   Right click on the Background option.

Click on Modify option.

Step 3: Following screen appears:

Hands On

1. Find out the shortcut key(s) for selecting Styles and Formatting option in Open Office Writer and Impress?

   _____

2. Open the Open Office Impress, find out and list various Background Style options under each of the fill drop down menus:

Fill drop down menu list	Background Style Options (Any 5)

Is the process of adding background styles in Open Office Writer similar to Open Office Impress? Compare the two processes by listing all the steps used in case of Writer and Impress.
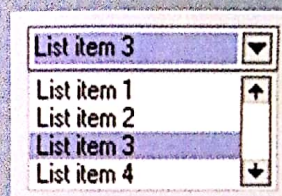
Writer	Impress

List item 3 ▼
List item 1
List item 2
List item 3
List item 4

Dobo: Thanks father I am sure I can add background style in the slides

Father: Dobo you must watch this video this will further provide you clarity on how to add Background Style in a Slide:

Watch this video and answer the questionnaire given below:

https://www.youtube.com/watch?v=7aBA7gNXYRI

1. What is the other method of adding Background Style in Open Office Impress?

   _____

   _____

2. Name the dialog box under which the option Background styles is available?

   _____

   _____

Assessment Activity

Hands On

1. Open the OpenOffice Impress and add 'Roses option' from Bitmap menu item under Area tab in Background dialog box.

2. Now add 'Red Gradient1' under the Gradient menu item under Area tab in Background dialog box.

3. Divide the class in two groups. Let the first group find various themes, theme colors and Background Styles available in OpenOffice Impress and the other group find various themes, theme colors Background Styles available in Microsoft PowerPoint.

4. Also within the same group make a presentation on 'History of Apache OpenOffice' using theme and theme colors and various Background style options.

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