# 4 Creating Professional Presentations and Presenting Presentations in OO Impress (Open Source)

## Learning Objectives :

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

❑ appreciate and understand the concept of Slide Show and Hide Slide,

❑ insert Header/Footer, Slide Number, Date & Time in a slide,

❑ use Slide transition with Sound,

❑ learn to record narration and timing the show,

❑ protect presentations using Passwords.



CREATING PROFESSIONAL PRESENTATIONS AND PRESENTING PRESENTATIONS IN OO IMPRESS (OPEN SOURCE)
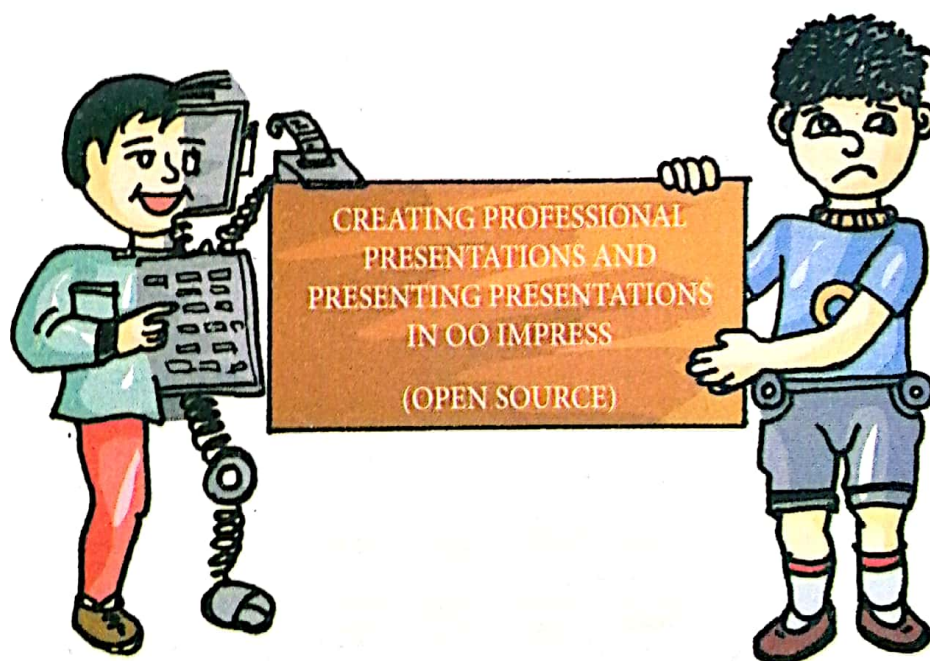
Tomorrow will be a great day for Dobo! He will be presenting his presentation on 'Conservation of Forest and Wildlife'.

Dobo: Father, I have made a presentation on 'Conservation of Forest and Wildlife'. May I practice, presenting the presentation in front of you, as I need to present this in class tomorrow?
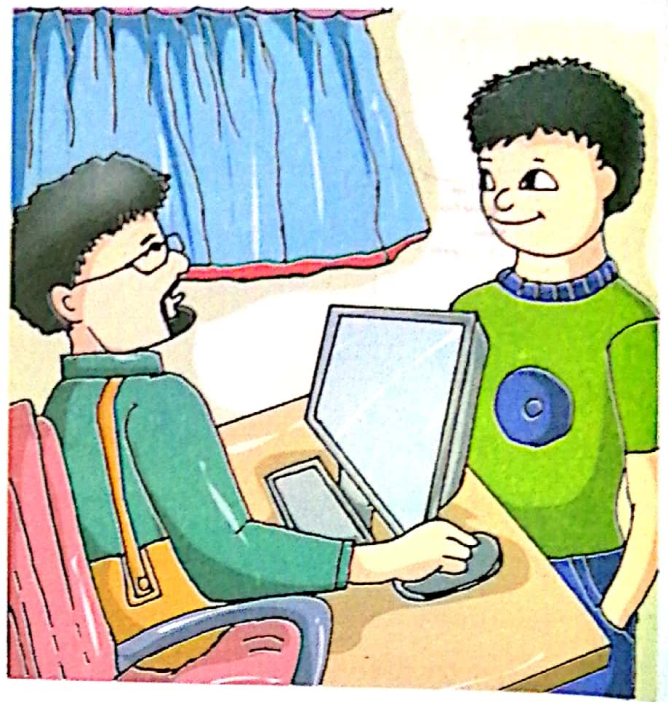
Father: Oh yes! Why not!!

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Dobo: Starts with his presentation.

Father: Dobo always open your work in full screen mode.

Dobo: What is it?

Father: There is a way of presenting the slides in a presentation one after another. This is called Slide Show, where slides appear one after another in a sequence.
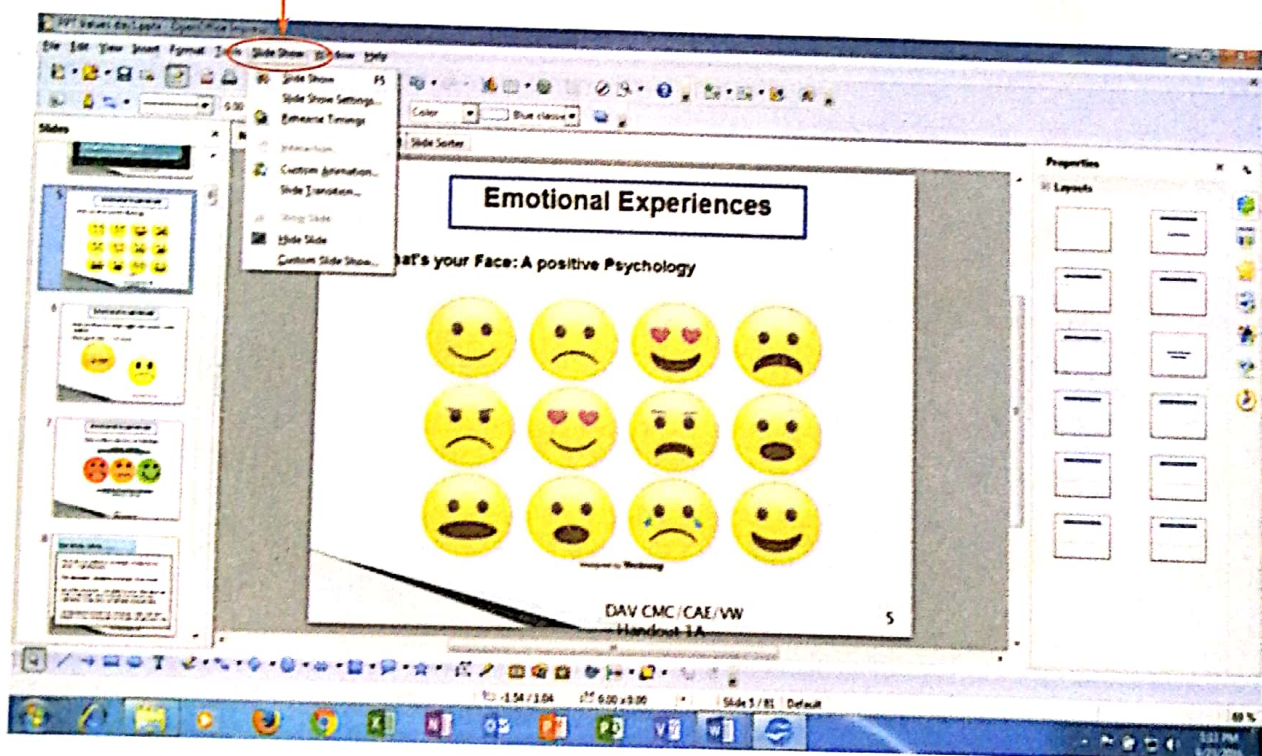
## SLIDE SHOW:

When the presentation is presented to the audience in full screen mode, where slides appear one after another is called Slide Show.

## Steps to Open the presentation in Slide Show:

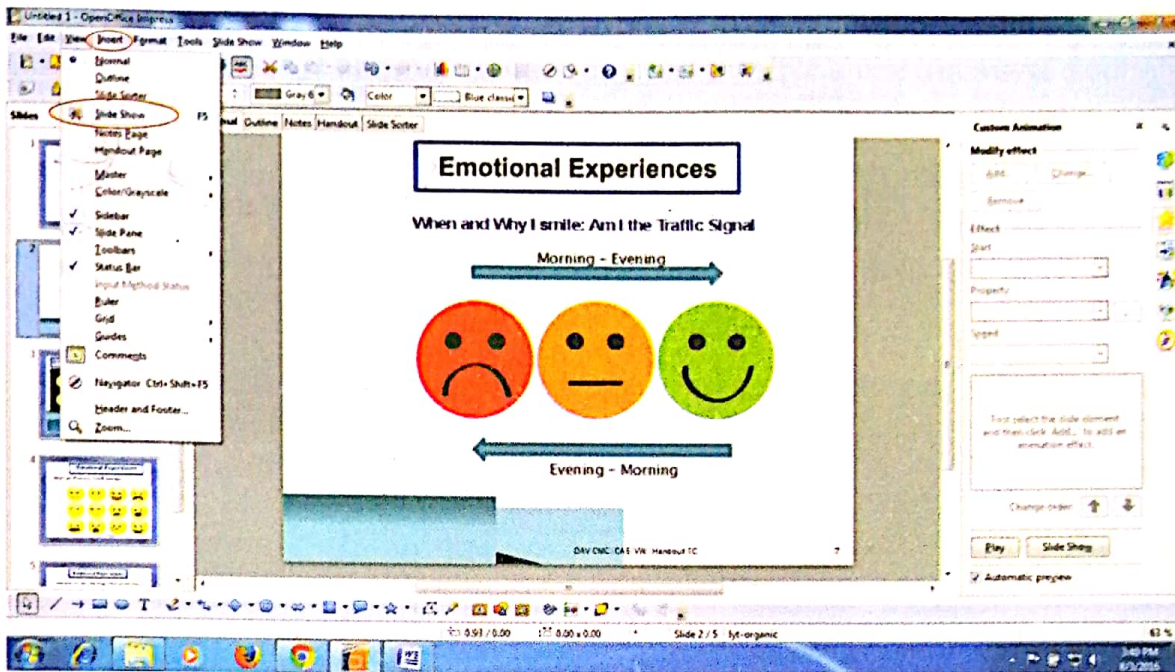**Step 1:** Click on **Slide Show option on the Menu Bar** as shown below



OR

Click on **View Option on Menu Bar** and click on *Slide Show*. The slides will appear one after another in full screen mode.
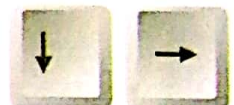
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## ACTIVITY :

Explore the shortcut key to run the presentation in Slide Show mode in OO Impress and in Microsoft Power Point Presentation.

_____

Dobo: How can I move to the next slide during the slide show?

Father: To **navigate in a presentation** (moving from one slide to another) we use **Arrow keys or mouse click**.

To move to the **next slide** we use **down arrow key / right arrow key**.

To move back to the **previous slide** we use **up arrow key/ left arrow key**.

Dobo: Father, how can we come back to the normal screen mode from slide show view?

Father: For coming back to the normal screen mode or to exit slide show view we use **Esc Key**.

# HIDE SLIDE:

Dobo: Father! There are some slides which I do not want anyone to see and at the same time I don't want to delete those slides. I want the slides to be part of this presentation. Is there a way out? What should I do?

Father: No need to worry son, we have an option of **Hiding Slides** in a Slide show.

Dobo: You mean the slides which I don't want to share with others can be hidden from audience?
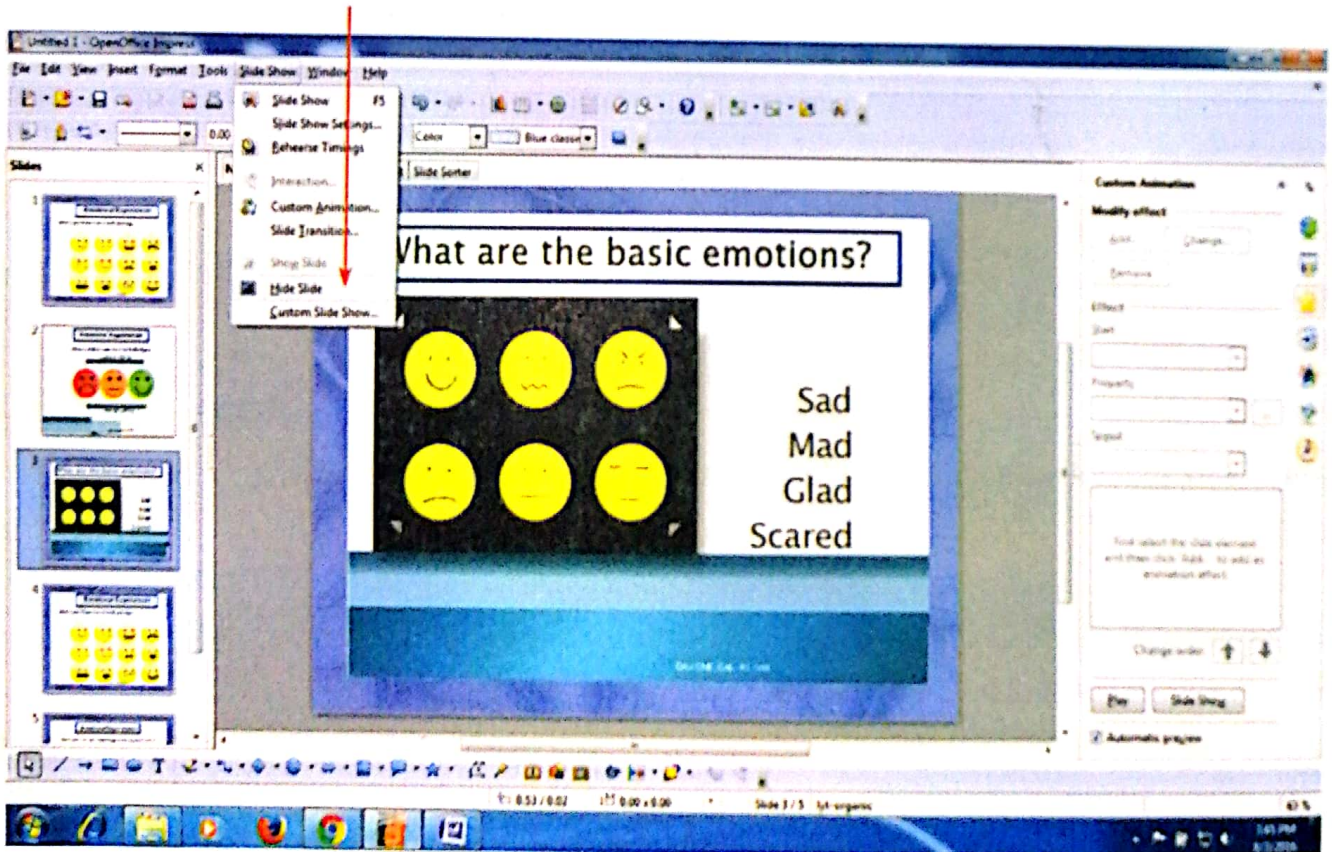
Father: Yes of course.

Sometimes we do not want to show a particular slide during Slide show, for this purpose we can Hide our slide.

## Steps to Hide the Current Slide:

**Steps:** Select the Slide to Hide

Click on Slide Show in Menu Bar
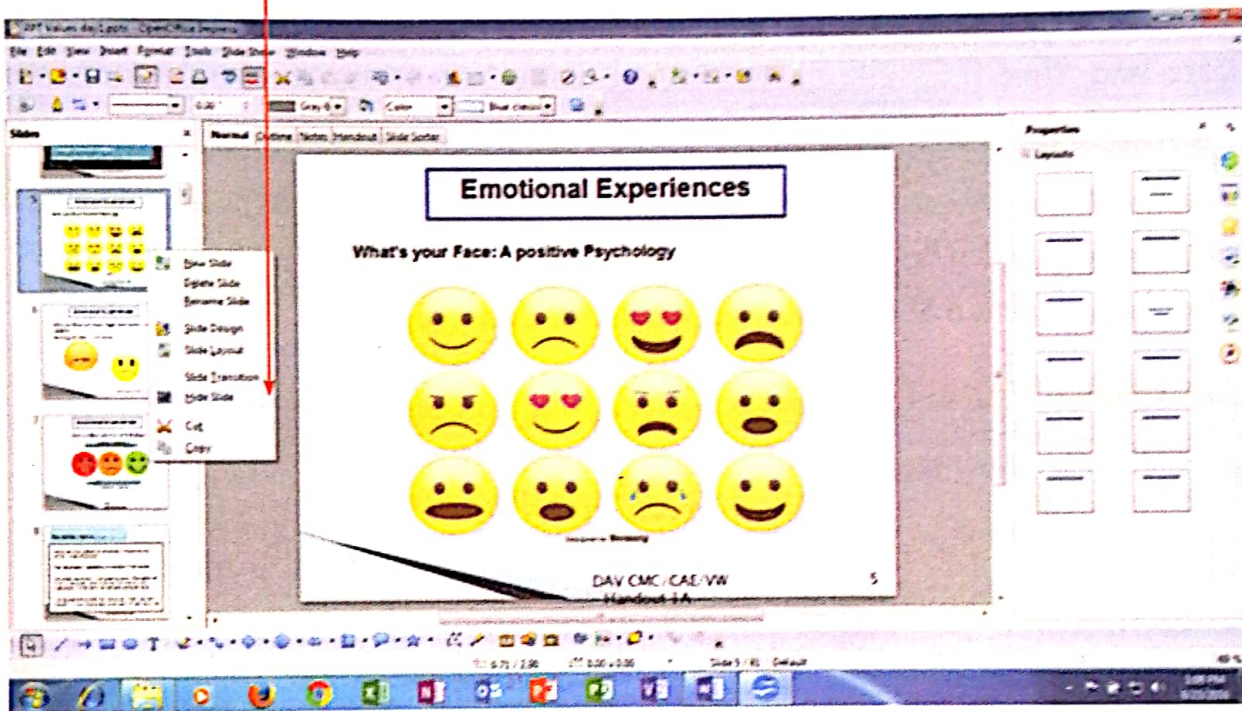
Click on Hide Slide

**Steps:** Select the Slide to Hide

↓

Right Click on the Slide to hide a drop down menu will appear

↓

Click on Hide Slide



## Hands On

Open the presentation you prepared in the last chapter and view the presentation in Slide Show mode. Hide some slides in that presentation.

# INSERTING FIELDS IN A SLIDE:

Dobo: Father, Can I number my slides in a presentation like we number the pages in OpenOffice Writer, I am really confused with the slides in my presentation?

Father: Yes! Like our books contain page numbers, in the similar manner, we can **add Slide Number to the slides in the presentation.**

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Dobo: How is it done father?

Father: Dobo, I will explain the various options of a Slide but if you really wish to master various software(s) you must develop the habit to explore things on your own. The more you will explore the more you will learn. Now listen carefully:

We can insert **various fields in our Slide** to give it more professional appearance. These fields include:

1. **Header and Footer**

2. **Slide Number**

3. **Date and Time**
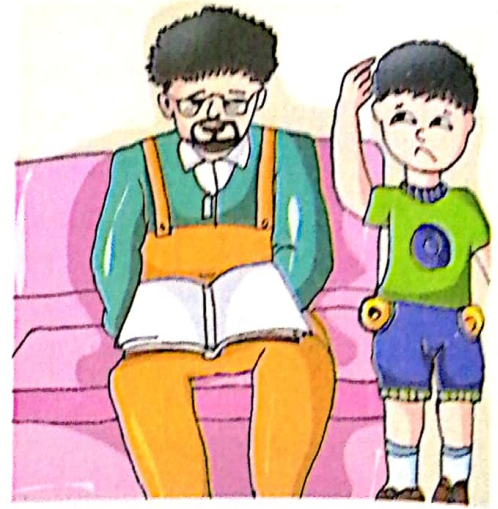
## INSERTING HEADER AND FOOTER IN A SLIDE:

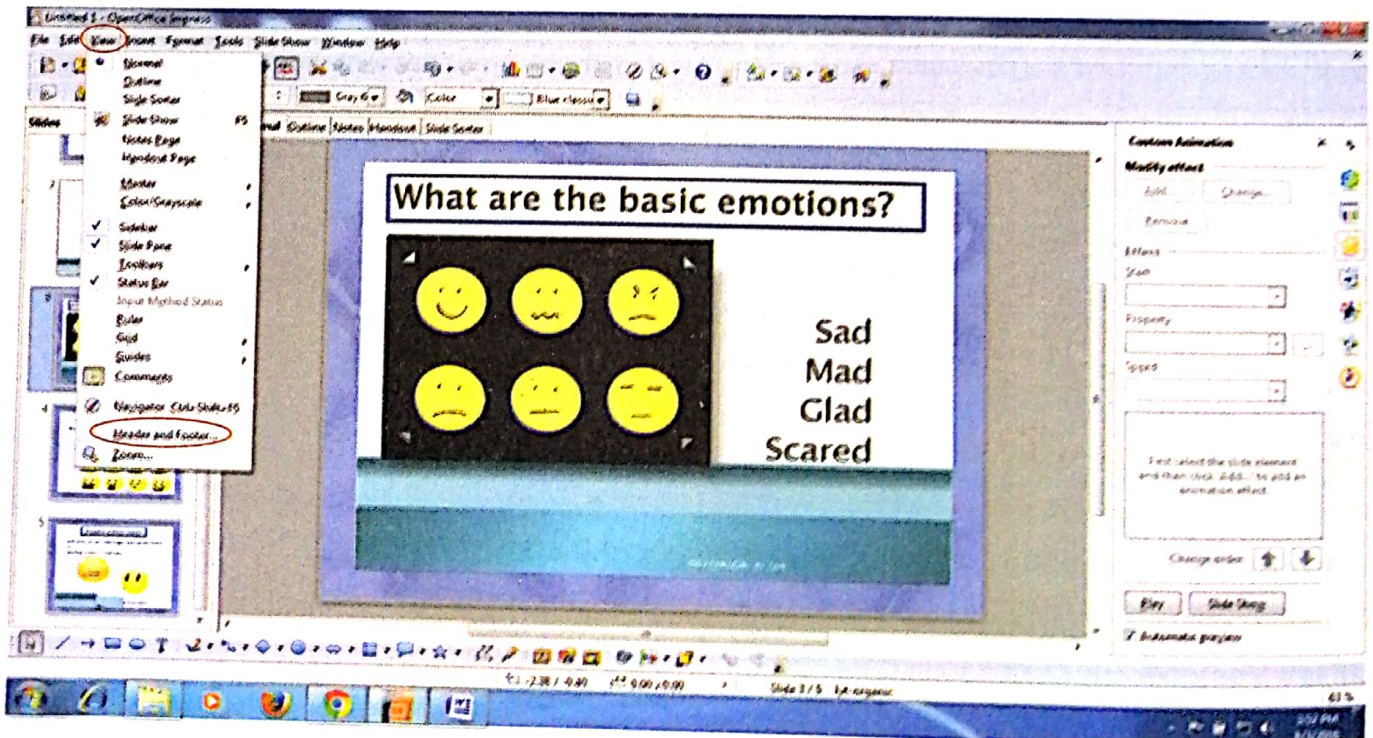The text that is inserted on the **top** of each slide is called *Header.*

The text that is inserted at the **bottom** of each slide is called *Footer.*
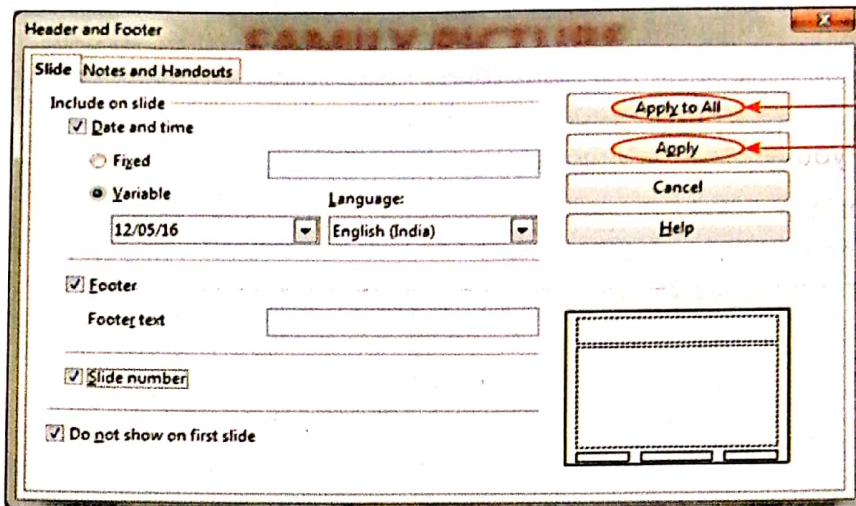
### Steps to insert Header and Footer are:

**Step 1:** Click on **View Menu**

Select **Header and Footer option**

The following Header and Footer dialog box appears:



Click on the required check boxes to insert desired fields such as **Date and Time, Header and Footer and Slide Number** etc. Click on **"Apply"** if you wish to add these fields to the current slide. If you wish to add these fields to all the slides in a presentation click on **"Apply to All"**

The selected fields will appear as shown below:



Date          Footer          Slide Number
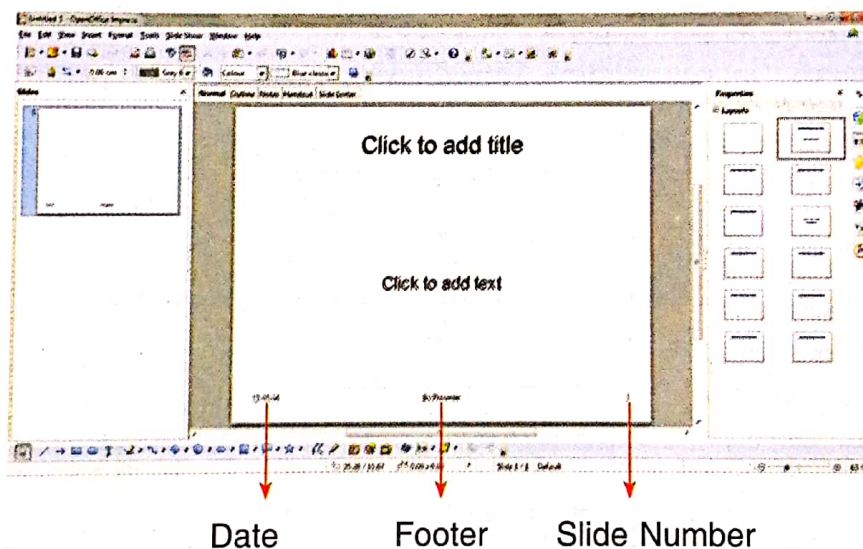
## RECALL ACTIVITY :

1. Can we insert Header and Footer in Open Office Writer?_____

2. If yes list the steps to insert Header and Footer in Open Office Writer? _____

_____

Open the presentation prepared earlier and insert name of presenter as footer and "Welcome to slide show" as header in all the slides in the presentation.

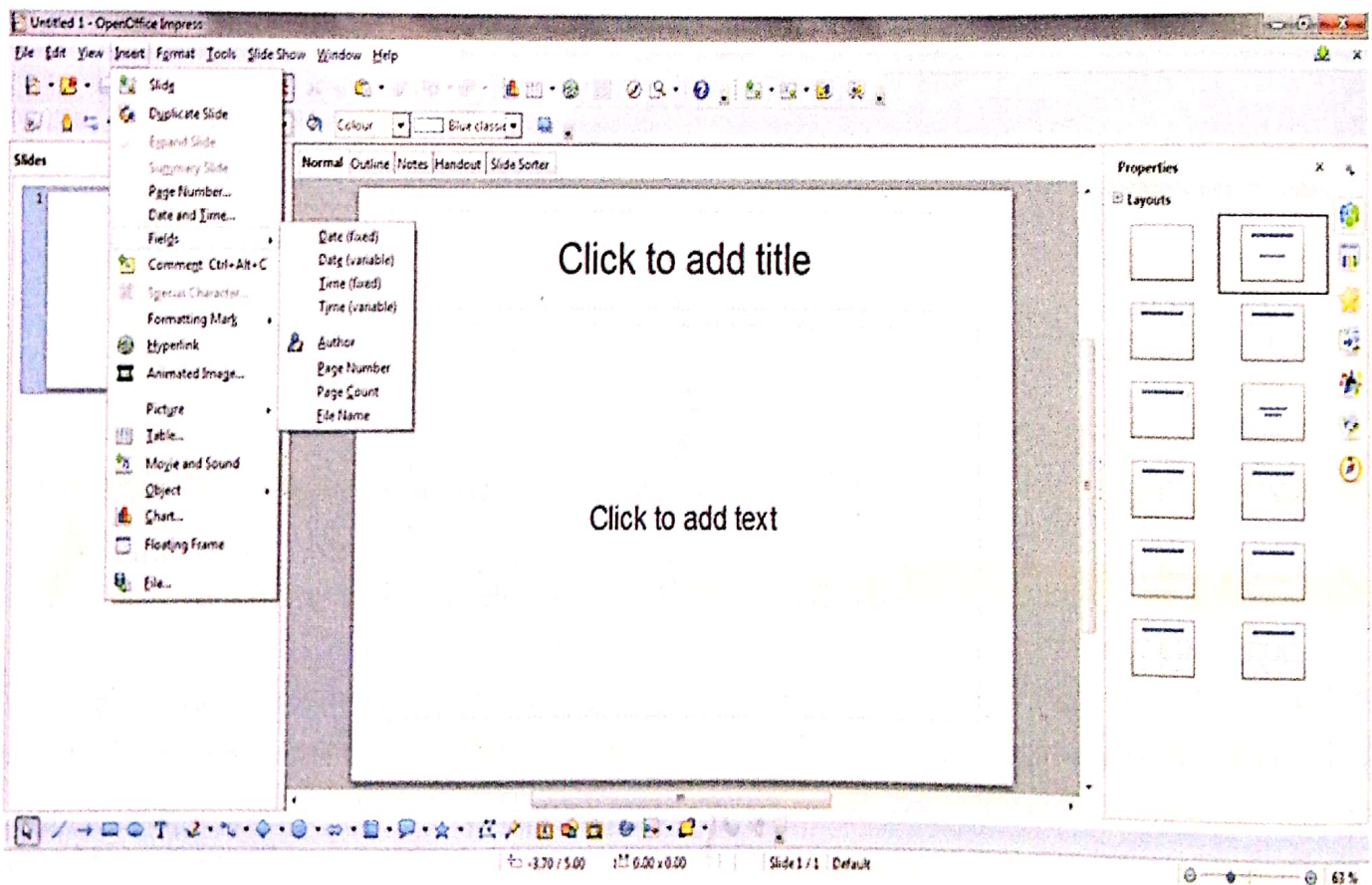# INSERTING DATE AND TIME:

## Steps to Insert Date and Time:
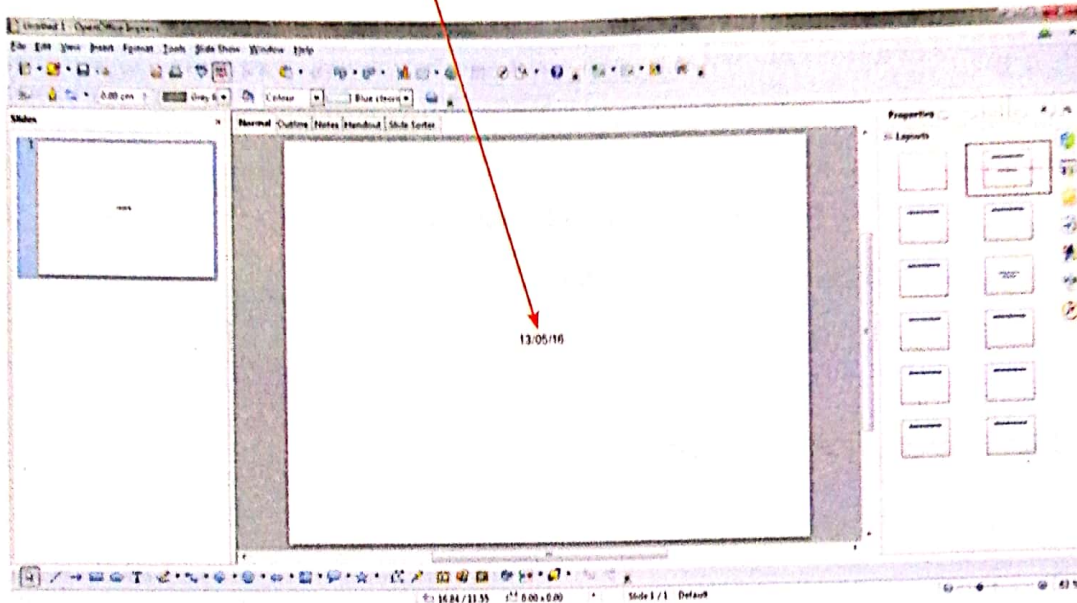
**Step 1:** Click on **Insert on Menu Bar**

$\downarrow$

Click on **Fields**

$\downarrow$

A drop down menu will appear. Select the desired field which you wish to insert like **Date (fixed), Date (variable), Time (fixed), Time (variable)** etc.

The selected field appears as shown below:



## Hands On

(1) Insert Date (fixed) and Date (variable) in a slide and find the difference between the two. Write the difference in the space provided.

_____

_____

(2) Insert Time (fixed) and Time (variable) and find the difference between the two. Write the difference in the space provided.

_____

_____

| Date (fixed) | Date (variable) |
|---|---|
| It inserts the current date. It remains _fixed_. For example if we inserted a date on which we worked on the presentation that date will be visible whenever we open the presentation. | It inserts the current date. This date is automatically updated whenever we re-open the file. In this case whenever the presentation is re-opened the date of that day is displayed on the slides. |

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| Time (fixed) | Time (variable) |
|---|---|
| It inserts the current time. It remains *fixed*. | It inserts the current time. This time is automatically updated when we reopen the file. |

(3) Insert Date in your slides. Add a long date format. (e.g. Friday 20 May 2016)
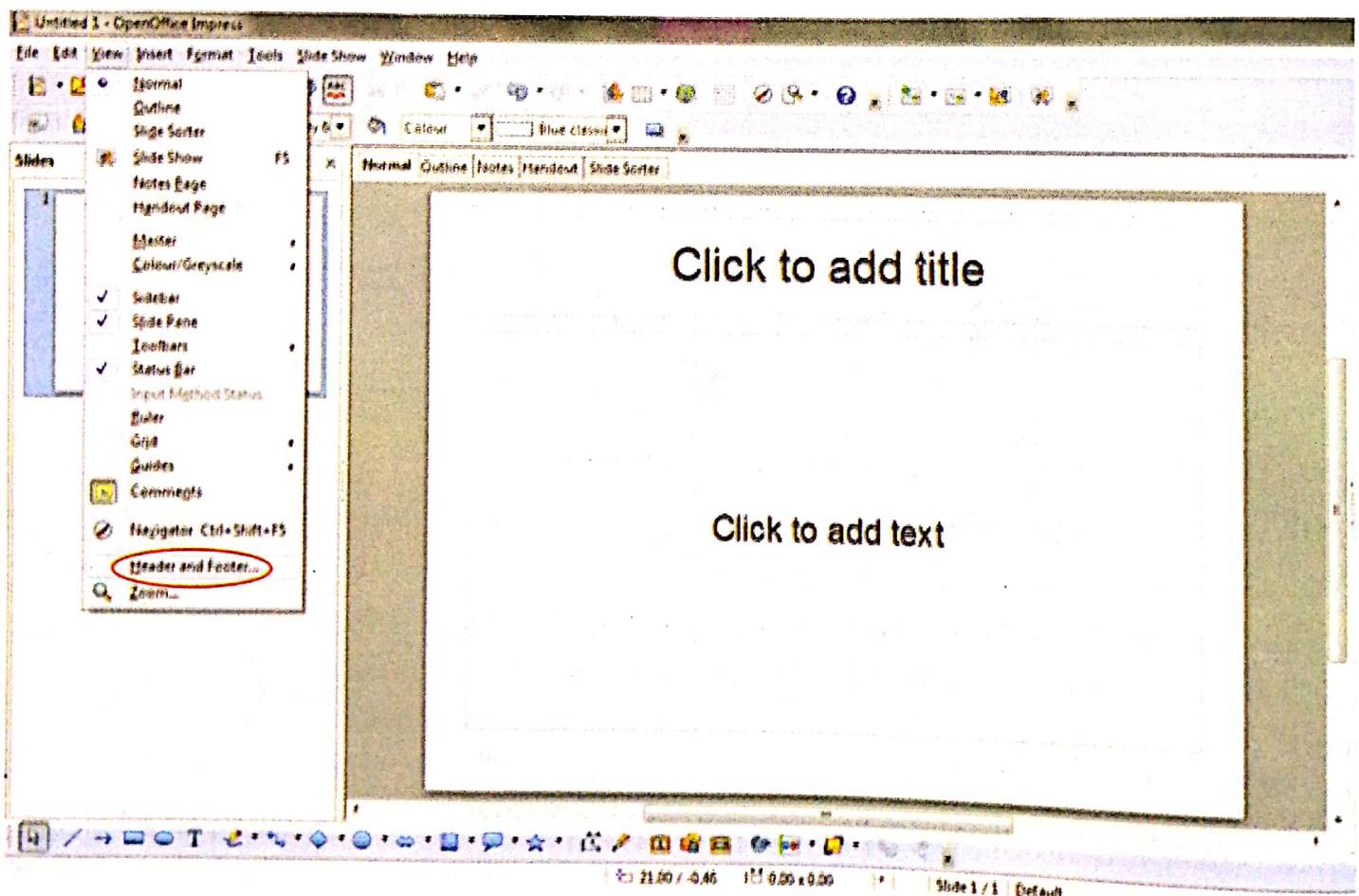
(4) Insert Time in your slide e.g 10:13 am/pm

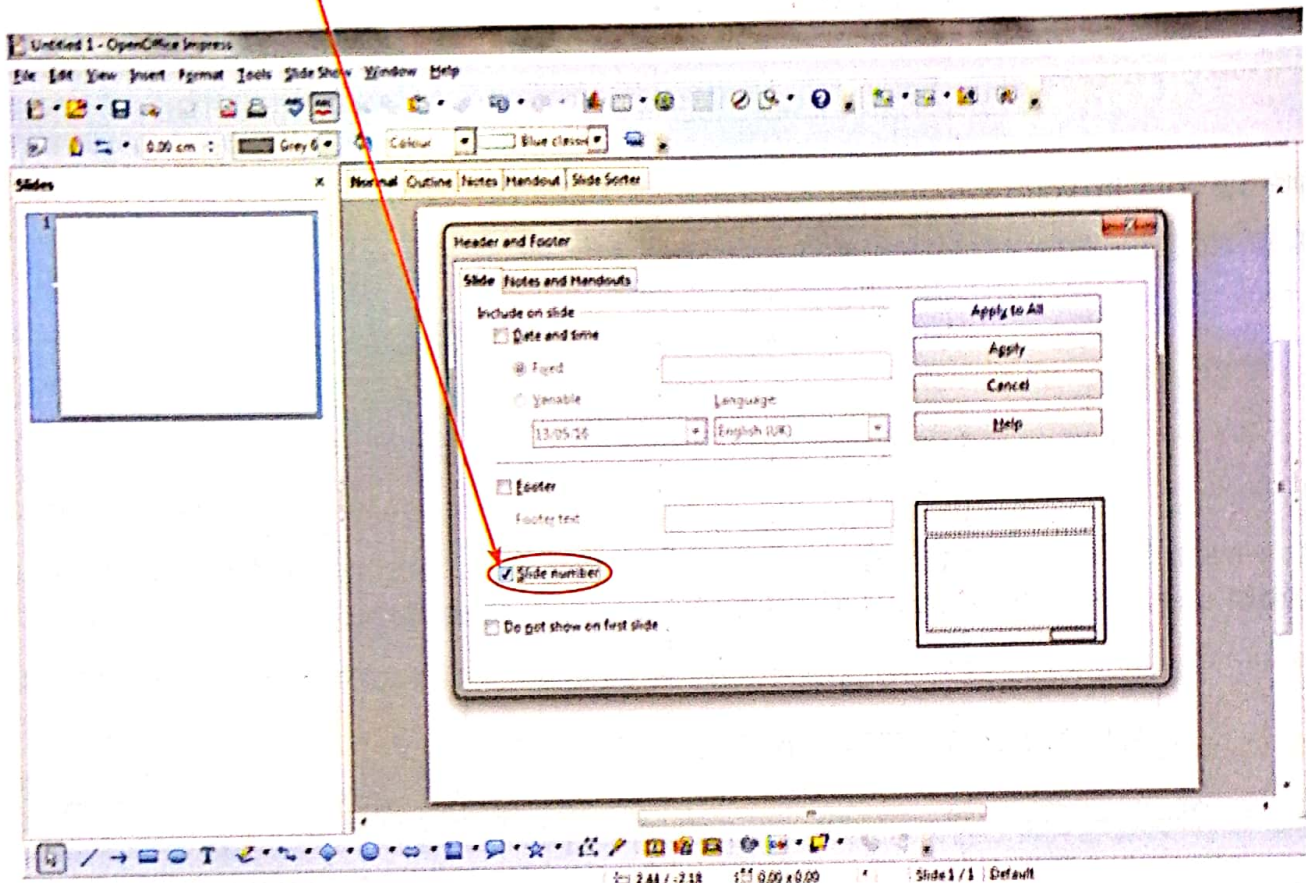# INSERTING SLIDE NUMBER:

## Steps to insert Slide Number:

**Step1:** Click on **View Menu**

↓

Select **Header and Footer option**

Select the *Slide Number* checkbox to insert the slide number.

![Hands On]

## Hands On

Insert the Slide Number in all the slides of the presentation.

Father: Dobo, Do you know we can also add Slide transition to each slide?

Dobo: What is it father?

Father: **Slide Transitions are the special animation effects that occur during Slide Show when we move from one slide to another.**

Dobo: Animation effects!! It's so interesting. Is it similar to animated movies? How to add it father?

Father: Watch out, it is very simple!

# SLIDE TRANSITION:

*Slide transitions* are the animation-like effects that occur during Slide Show when you move from one slide to the next during an on-screen presentation.

We can control the speed of each **slide transition** effect, and we can also add sound to it.
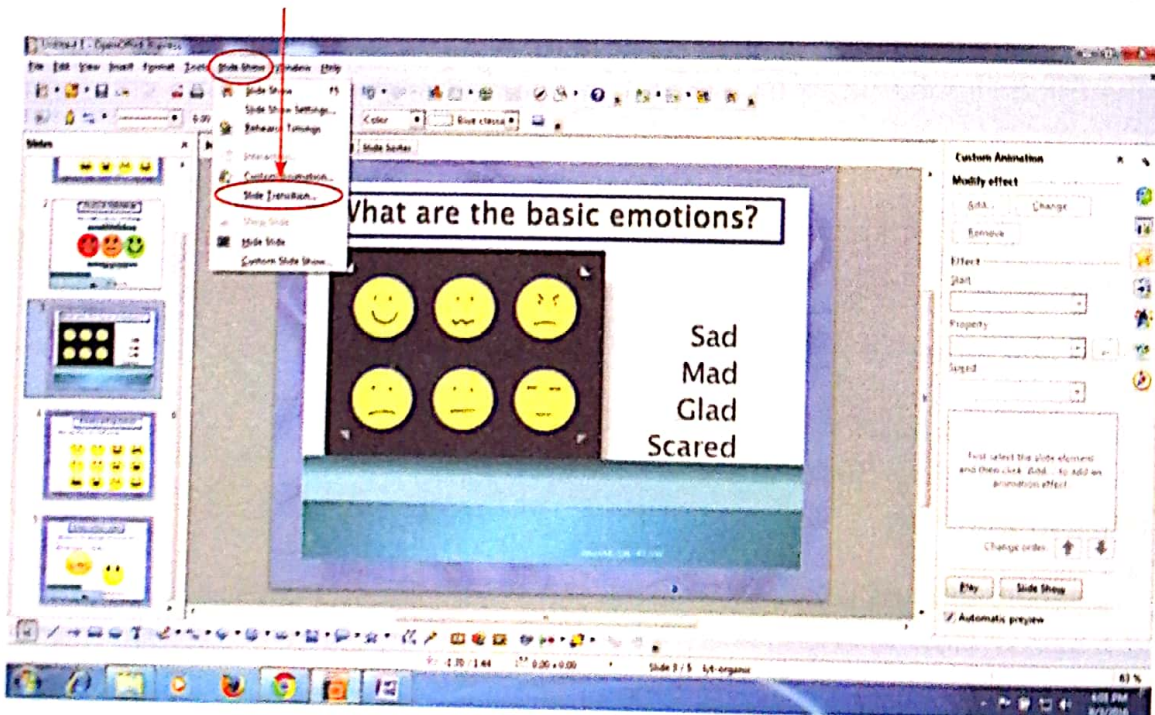
## Steps to apply Slide Transition are:

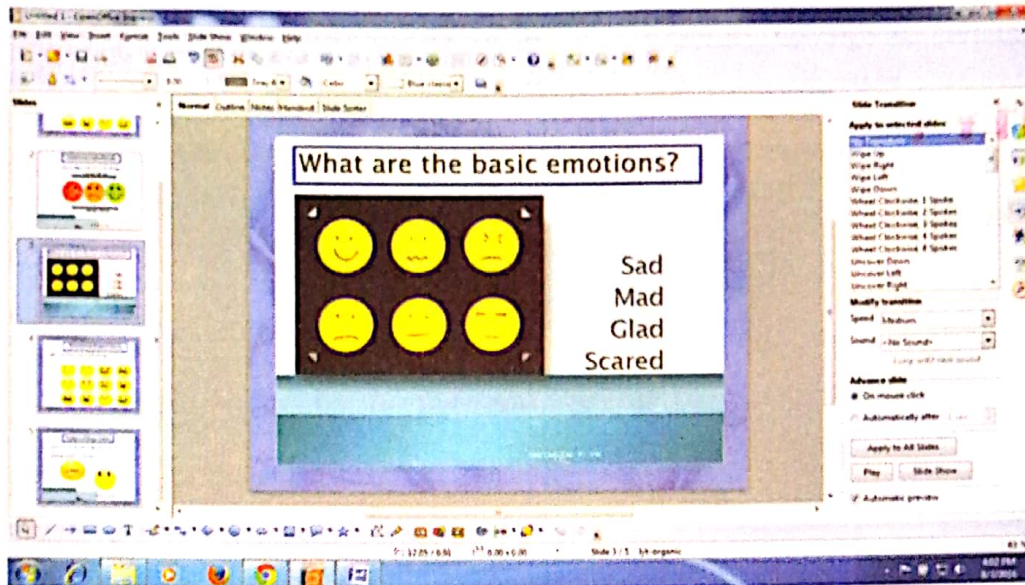**Step 1:** Click on **Slide Show Menu**

Go to **Slide Transition**

**DO YOU KNOW**

**Loop until Next Sound:** If we select this option then the selected sound will play repeatedly until another sound starts.

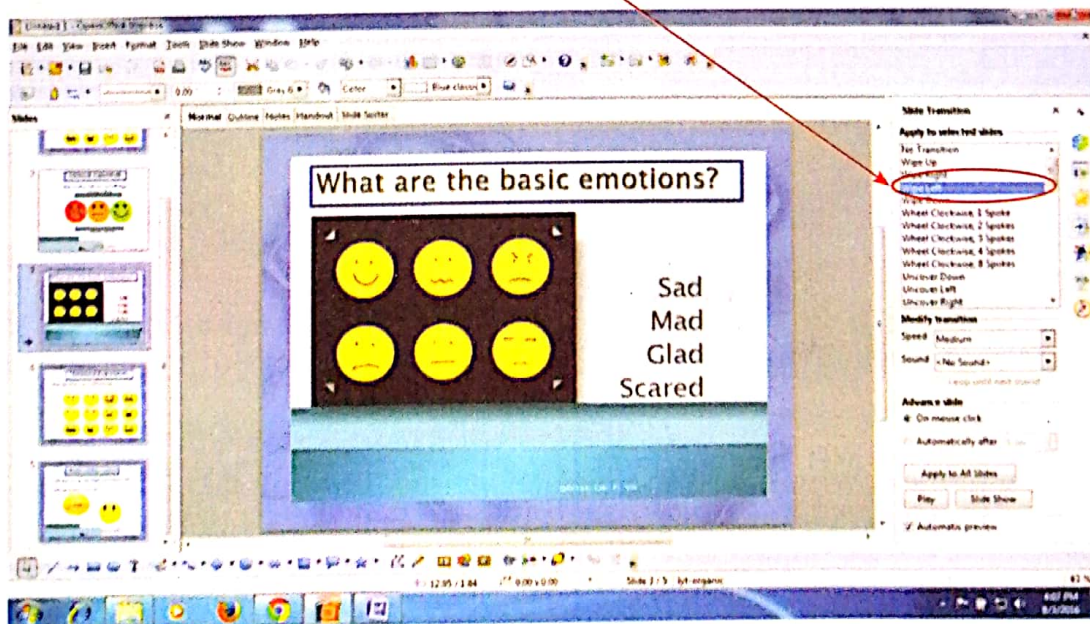The Slide Transition window will appear on the right hand side as shown below:



There are various options available in slide transition. These are:

1. Apply to Selected Slides
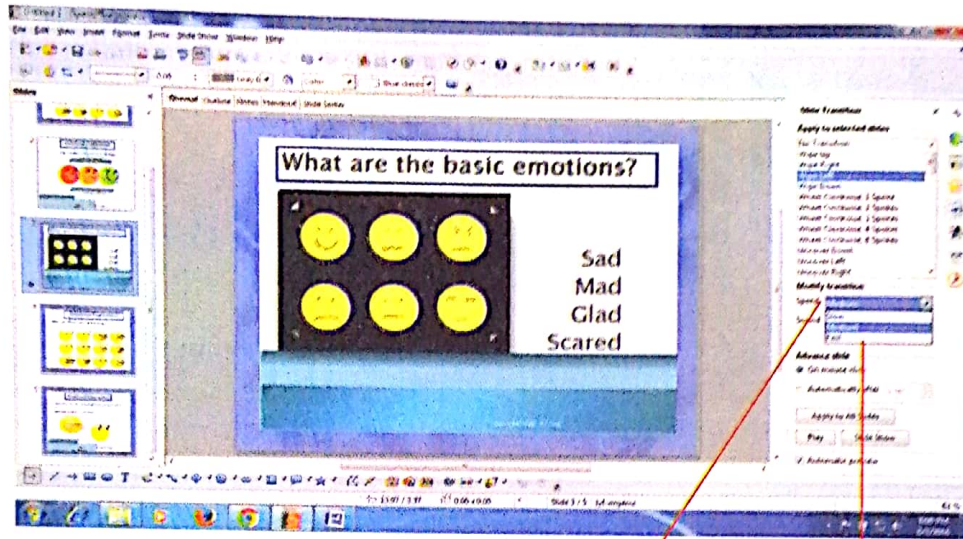
2. Modify Transition

3. Advance Slide

## 1. Apply to Selected Slides:

This option allows us to select any of the *Slide transition effects* (like *Wipe Up, Wipe Down, Wipe Left* etc.) to the selected slide.

## 2. Modify Transition:

This option allows us to **change the speed (Slow, Medium, Fast) of Slide Transition effect.** We can also add a **Sound** from a list of sound options available.



Speed    Sound

## 3. Advance Slide:

In this the Slides can appear in two ways:

1. **On Mouse Click:** In the Slide Show, each slide with this effect applied to it will appear only by clicking the mouse.

2. **Automatically After:** In the Slide Show, each slide with this effect applied to it will appear automatically after the set duration (time).

### Hands On

1. Add the following Slide Transition effects to your presentation:
   (i)    Checkerboard Down
   (ii)   Speed: Medium
   (iii)  Sound: Curve
   (iv)  From the Advance Slide option, set the Slide transition time as 'after 2 seconds'.
   (v)   Apply it to all the slides.

2. Make a presentation in groups on topic "Heritage Sites of India" and apply Slide Transition effects. Add Slide Numbers, Date and Time etc. Present the presentation in front of the class.

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Dobo: (While presenting the presentation to his father) Father, I am feeling very nervous as I am not able to remember all the points while presenting the presentation

Father: Oh dear! No need to worry. I have a solution for this. Even I use to forget some points while presenting.
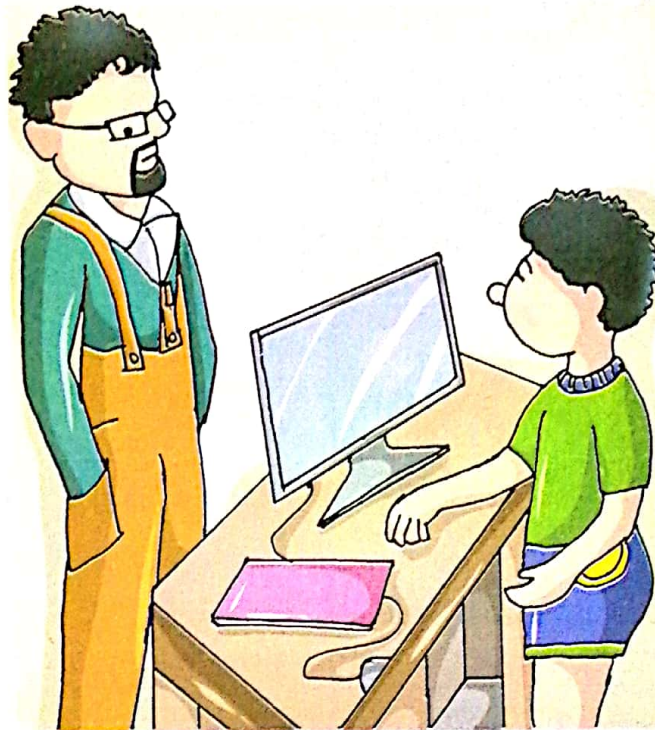
Dobo: Oh really! What is the solution?

Father: We can add some clues or notes on each slide so that while presenting the slide we can refer to the notes below each slide.

Dobo: But these notes will be visible to everyone!!

Father: No, not at all. These notes will be only for your reference. No one will be able to see notes during Slide Show.

Dobo: Oh wonderful! Please tell me how to insert these notes.

Father: Let me show this to you.

## ADDING FOOT NOTE/COMMENTS:

We can add notes/comments to the slides. **These notes are useful to the presenter while presenting the slides to audience. These notes are not visible to the audience during the Slide Show.**
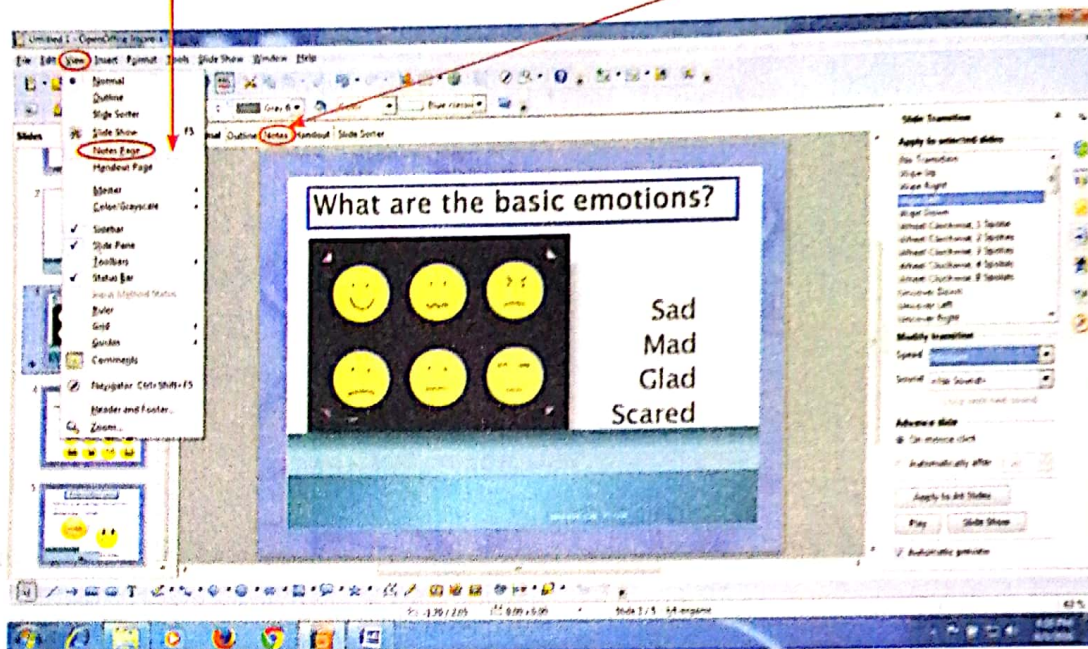
# Steps to add notes:

**Steps:**    Click on **View Menu**
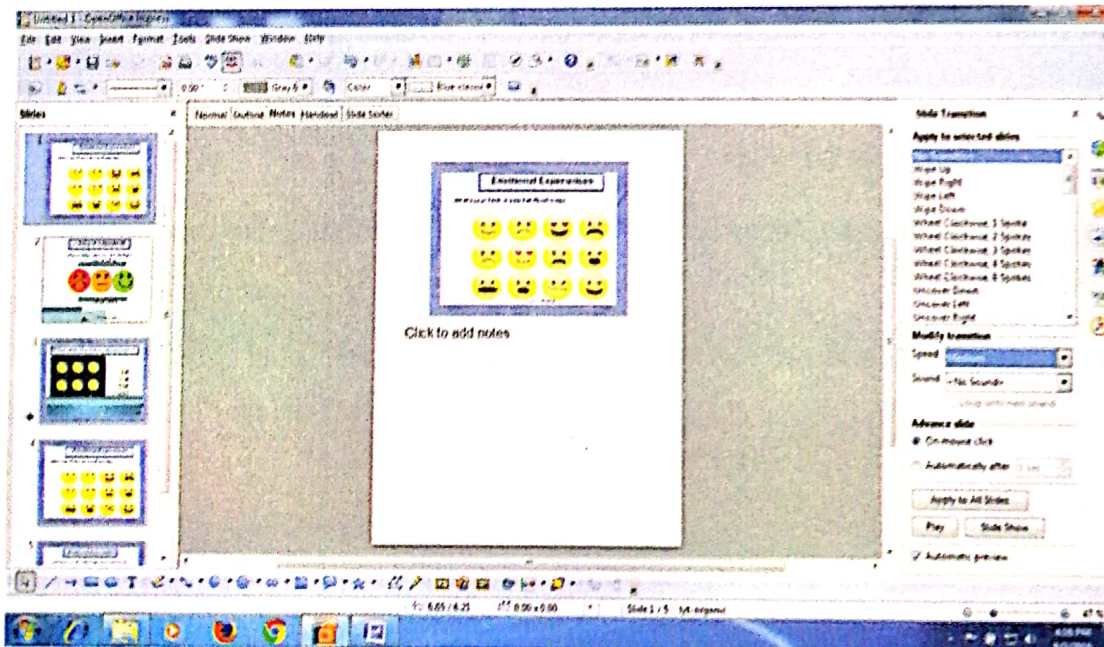
         **OR**        Click on *Notes Tab.*

**Click on Notes Page**



The following screen will appear. Click to **add notes** to the slide.



To come back to the normal mode after entering the notes click on ***Normal Tab.***

Dobo: Father, I had once seen a presentation in school that had voice added to it. Can we add our voice also?

Father: Yes, we can.

Dobo: Oh its wonderful !

Father: Have you ever heard the cricket commentary?

Dobo: Oh yes for almost all matches

Father: In the same way we can add **narration which is a voice over added to the presentation.**
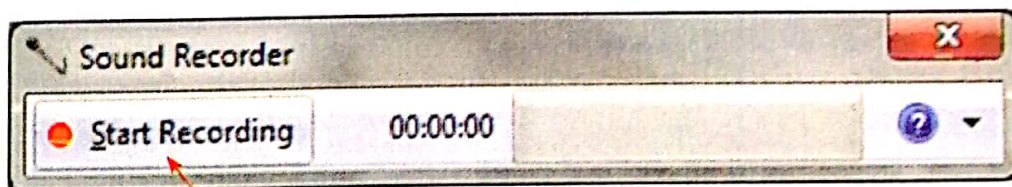
# NARRATION:

**Narration is a commentary or voice over added to the presentation.**

## Steps to add Narration:

**Step 1:** Record sound using Sound Reorder.

Go to Start ⟶ All Programs ⟶ Accessories ⟶ Sound Recorder

Sound Recorder will open as shown below:



Click on **Start Recording** button and start the recording. Once recorded, click on **Stop Recording.**
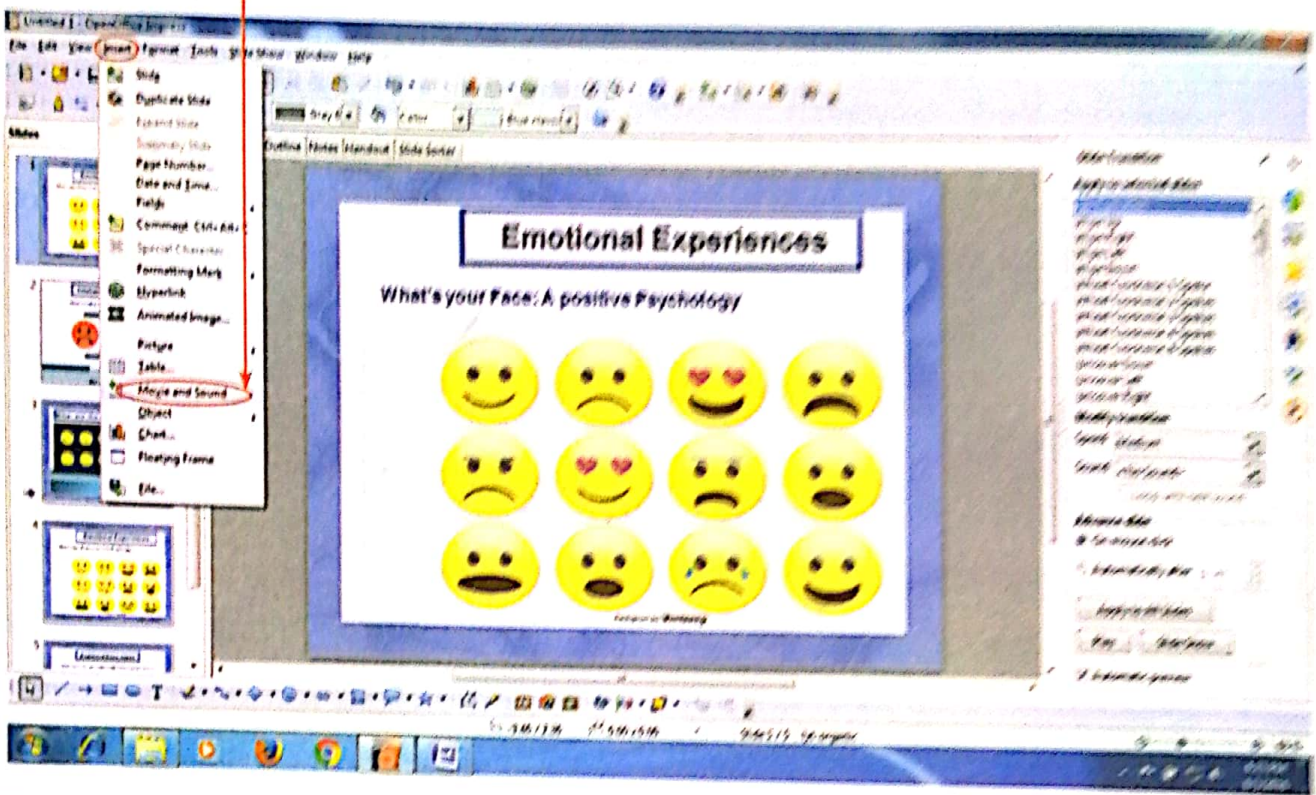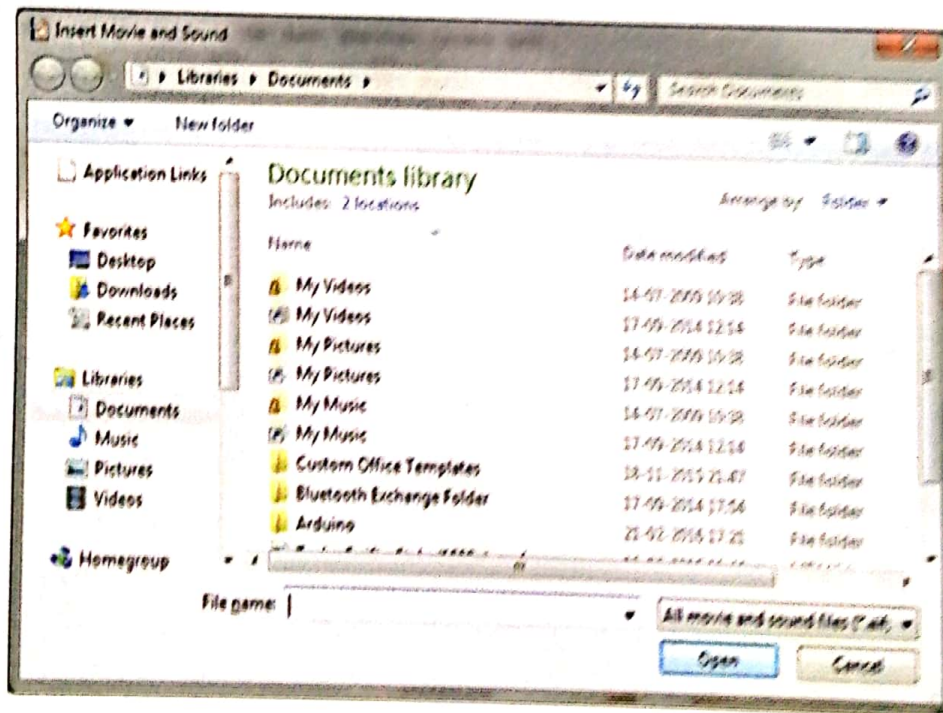
Save the file in desired format.

**Step 2:** Select the Slide to which we need to add narration.

Go to **Insert** in Menu bar
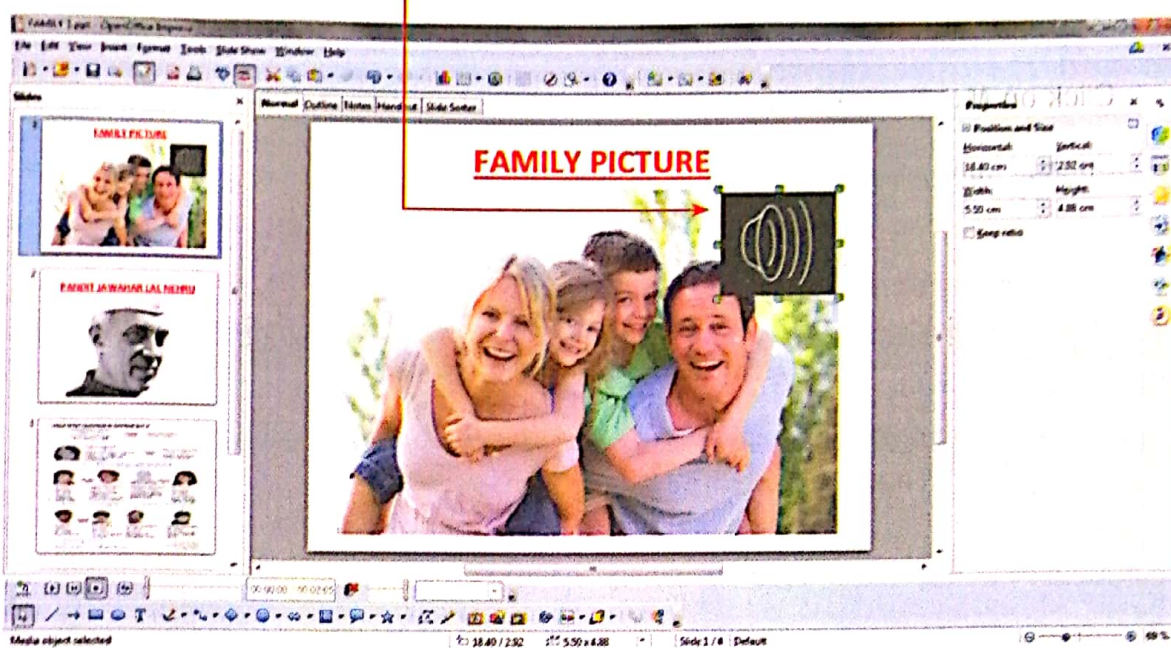
↓

Click on **Movie and Sound**



The following screen appears:

**Step 3:** Select the **Sound File and click on Open button.**

The sound file is inserted as shown below:



Position of the sound icon can be changed as per our wish. It can be placed outside the slide area so that it is not visible during the slide show.

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### Hands On

Add Foot notes and Narration to few slides in the presentation prepared earlier.

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Dobo: Father, I find it very difficult to change the slide while presenting the presentation. I often forget what I am speaking while changing the slide. Besides, I have to stand near the computer so that I can change slides comfortably. Today I had a little tiff with Tobo. I requested him to change the slides for me while I was presenting, but he refused.

Father: Why don't you time the show. This will solve your problem.

Dobo: Please tell me so that I don't have to ask Tobo to help me.
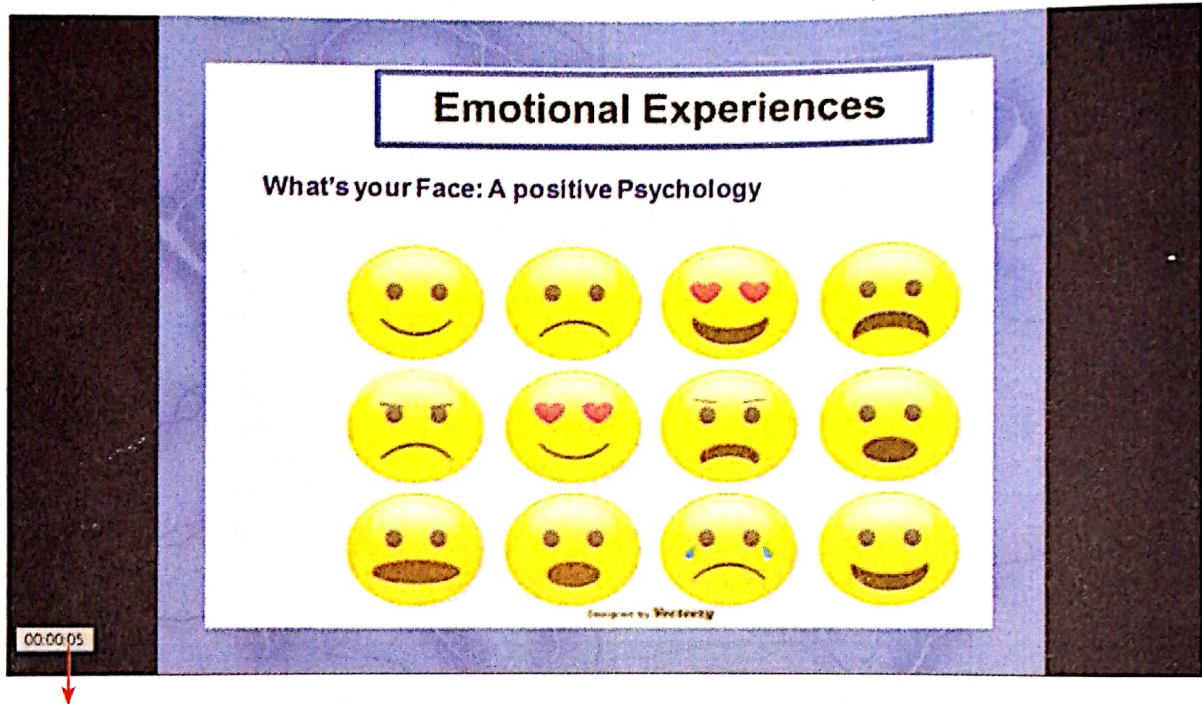
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# TIMING THE SHOW, REHEARSE TIMING:

We can **set timing of the show according to our requirements.**

## Steps to add timing to the Show:

**Step 1:** Go to **Slide Show in the Menu Bar**

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Click on **Rehearse timing**



The **slide of the presentation will appear with timer at the bottom left corner of the screen.**

Time the slide in such a way, so that presenter can get enough time to comfortably explain the content of the slide, click on **the *timer* to move to the next slide.**

**Repeat the same process for all the slides present in the presentation.** Time will be recorded for all the slides present in the presentation.
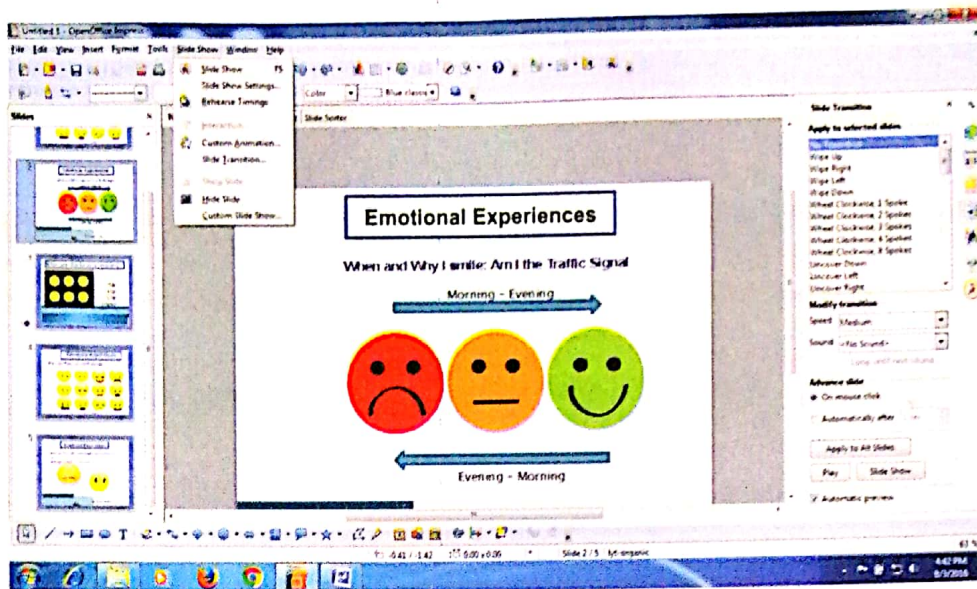
OR

Timing can be set as follows:
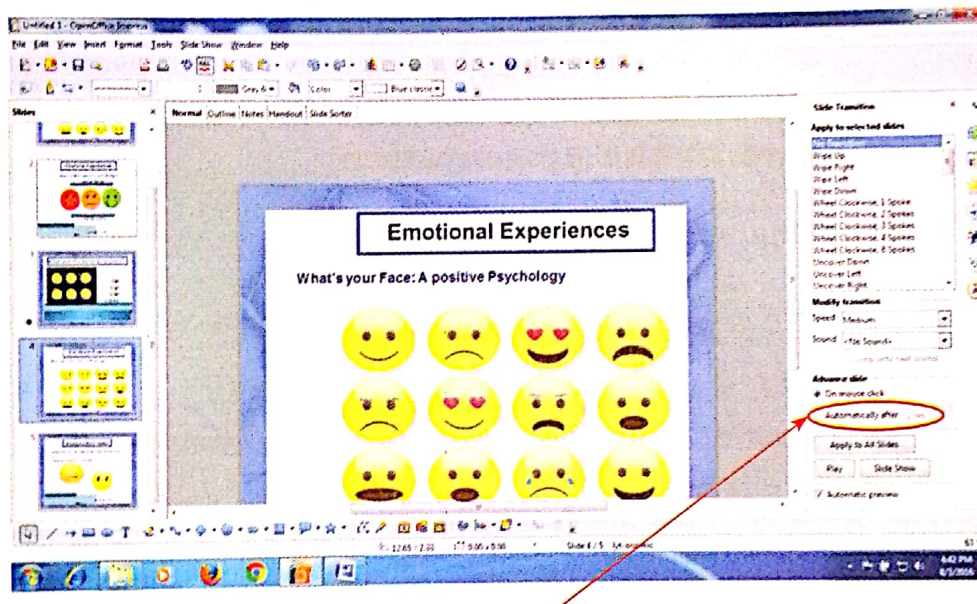
**Step 1:** Click on Slide Show in the Menu Bar

↓

Click on **Slide Transition**

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The Slide Transition window appears on the task pane:



Set the timing using **"Automatically after"** option and your presentation is timed.

Dobo: Father today again I had a fight with Tobo. He opened my presentation and changed few slides. I wish I could protect it in order to prevent him from opening the same.

Father: Yes son we can do it ! We can apply password to the presentation.

**DO YOU KNOW**

Authorized User: Authorized user is a person who has the permission to use and perform various functions on the presentation.

# PROTECTING PRESENTATIONS (PASSWORD PROTECTION):

We can apply password to the presentation in order to prevent others from opening or modifying the presentation.

This allows only authorized users with presentation password to access the presentation.
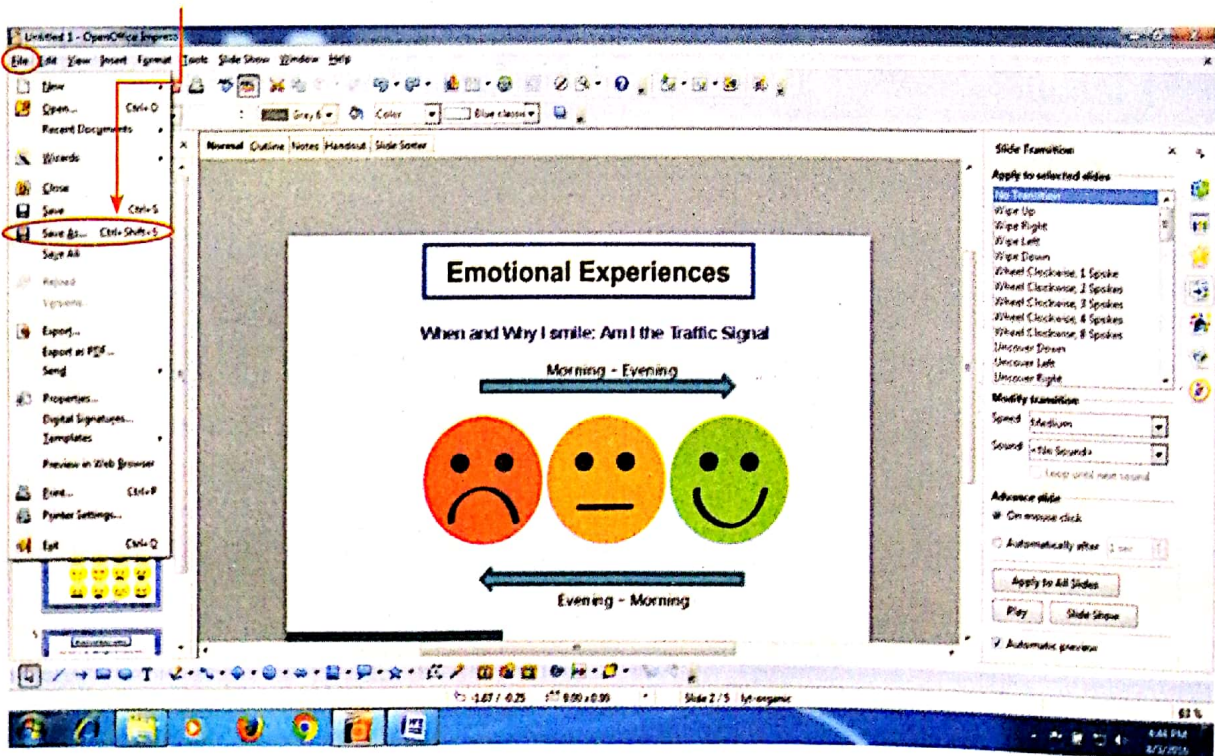
## ACTIVITY :

1. Can we add a Password to Open Office Writer document? _____

2. If yes, explain how? _____

_____

_____

## Steps to apply password to the presentation:
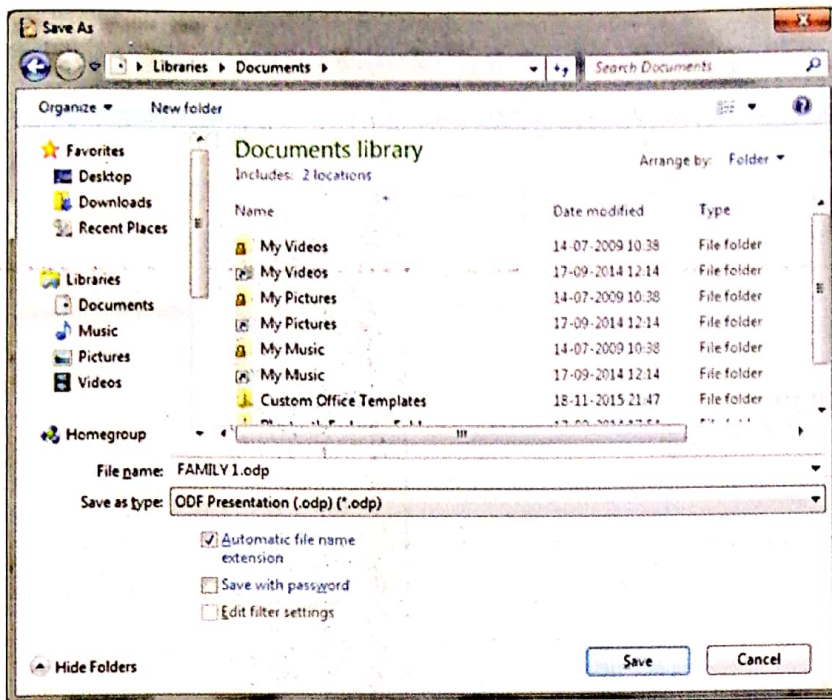
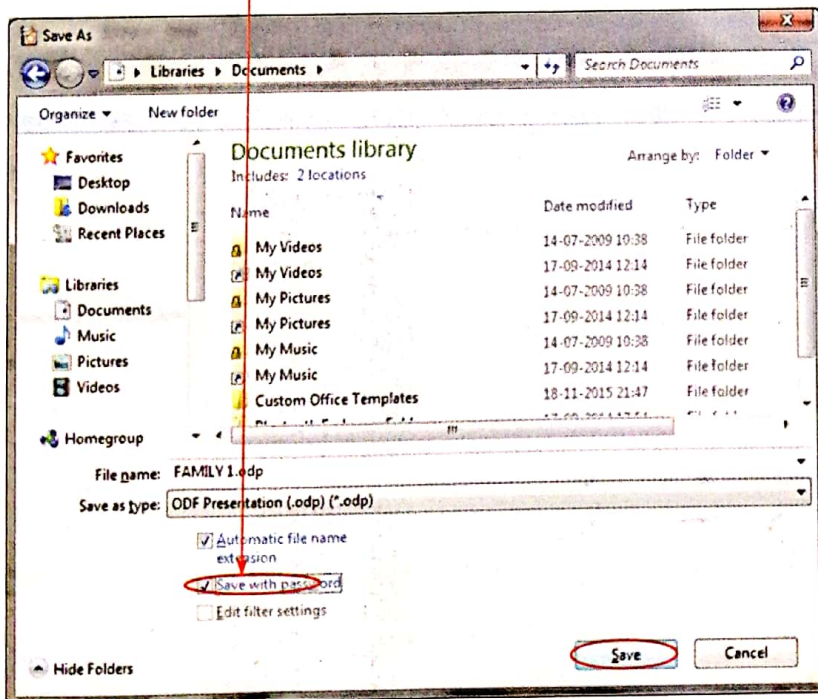**Step 1:** Click on **File Menu**

Click on Save As

The Save As dialog box appears as shown below:



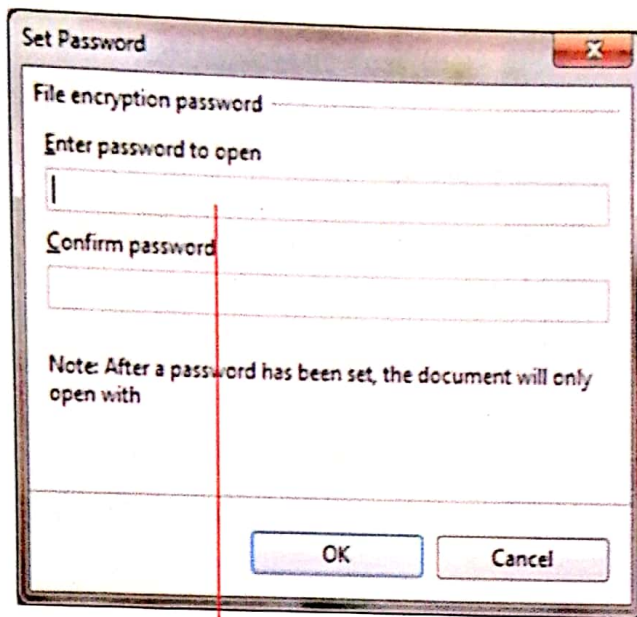**Step 2:** Type the name of the presentation.

Click on the checkbox 'Save with password'.



Click on 'Save' button.
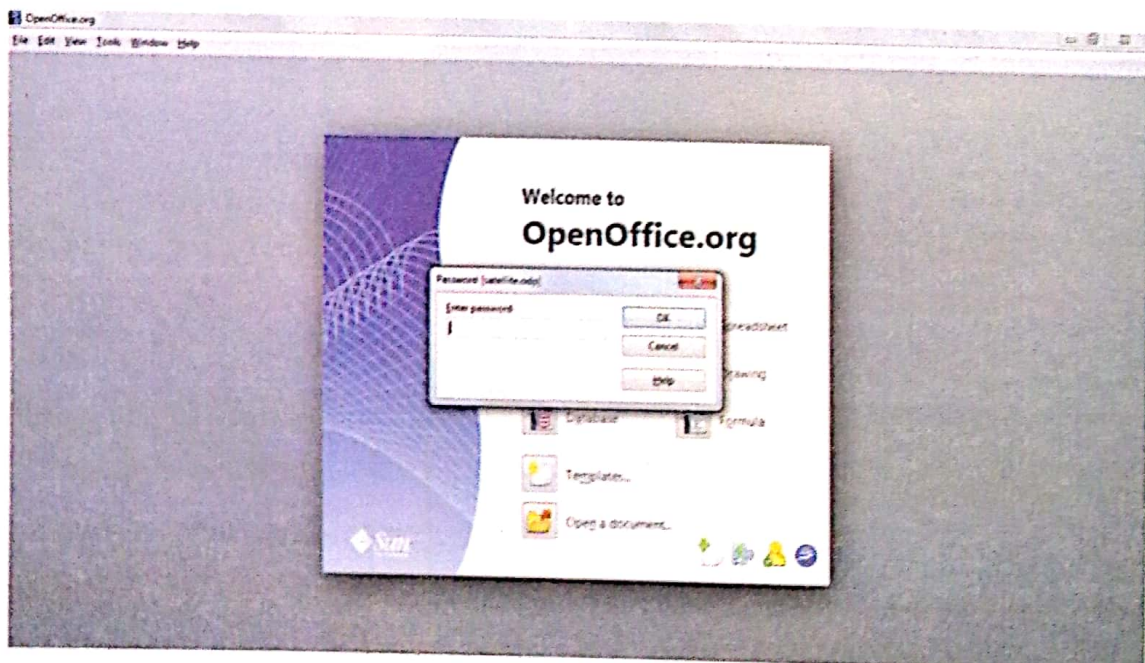
The following dialog box appears:



**Step 3:** **Enter the password**

Enter again to **Confirm the password**

Click on '**OK**' button

The dialog box will close and password will be applied to the presentation.

After setting the password whenever we will re-open this presentation, OO Impress will ask for a password.

If we enter a right password, we will be able to open the presentation, however, if we enter wrong password, we will get an error message as shown below:
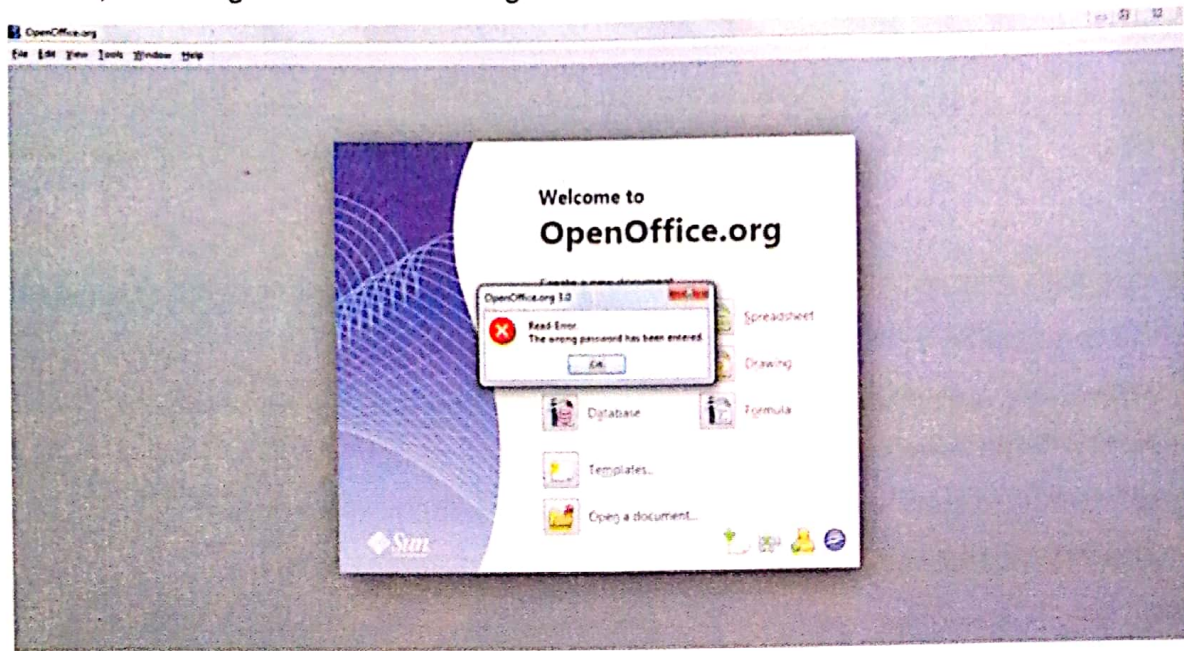


By adding or applying password, our presentation becomes completely secure and only authorised users, who know the correct password, can open or access it.

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### Hands On

Apply password to the presentation prepared during previous lab session and explore what all characters, i.e numbers, alphabet, space or special characters etc. can be used in the password.

Write your findings in the space provided.

A password can be _____ characters long and can have _____,

_____and _____ characters etc.

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## Assessment Activity

◆ Prepare a presentation containing minimum 5 slides on any topic of your choice.
◆ Time all the slides of the presentation, add foot notes and apply password.

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