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# Presentation

MS PowerPoint

LibreOffice Impress

Creating Presentations

Designing & Formatting

Slide Show & Printing




CREATE & EDIT SLIDES | DESIGN & FORMAT | ANIMATIONS & TRANSITIONS | SLIDE SHOW & PRINT

A Presentation is a collection of slides used to present information, ideas, data, and concepts visually to an audience.

Presentation software helps create attractive and professional slides using text, images, charts, tables, audio, video, animations, and transitions.

Examples:

- LibreOffice Impress
- Microsoft PowerPoint
- Google Slides
- Apple Keynote

**Important Terms**

| Term | Description |
|---|---|
| Presentation | Collection of slides |
| Slide | Single page of a presentation |
| Slide Layout | Arrangement of placeholders on a slide |
| Theme | Predefined combination of colors, fonts and effects |
| Template | Ready-made presentation design |
| Animation | Visual effect applied to slide objects |
| Transition | Visual effect when moving between slides |
| Slide Show | Full-screen presentation mode |
| Placeholder | Box used to insert text or other content |
| Master Slide | Controls common formatting and design across slides |
| Handout | Printed slides for distribution |
| Notes | Additional information for the presenter |

**Creation of Presentation**

A presentation is a collection of slides used to communicate information, ideas, and data to an audience. Presentation software such as LibreOffice Impress and Microsoft PowerPoint provides tools to create, edit, format, and display presentations.



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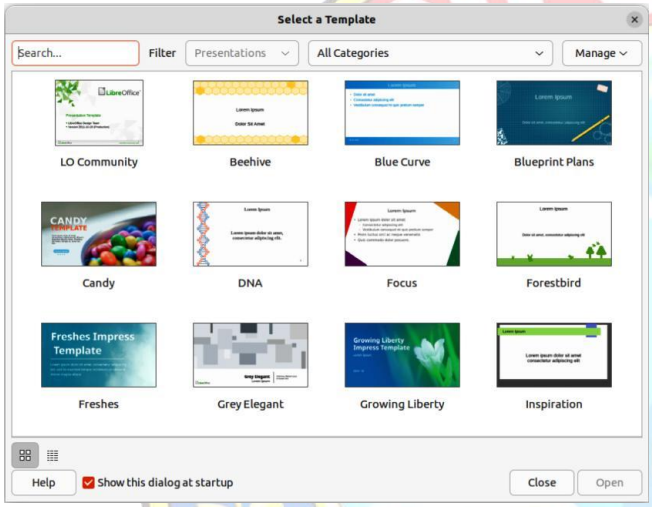
There are two common ways to create a presentation:

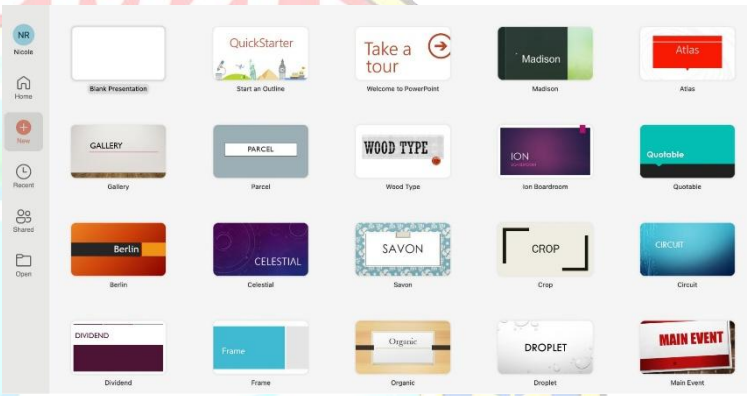
1. Using a Template
2. Creating a Blank Presentation

### 5.2.1 Creating a Presentation Using a Template

A Template is a pre-designed presentation that contains predefined layouts, background designs, colors, fonts, and formatting styles.

Templates help users create professional presentations quickly without designing every slide manually.




Steps to Create a Presentation Using a Template:

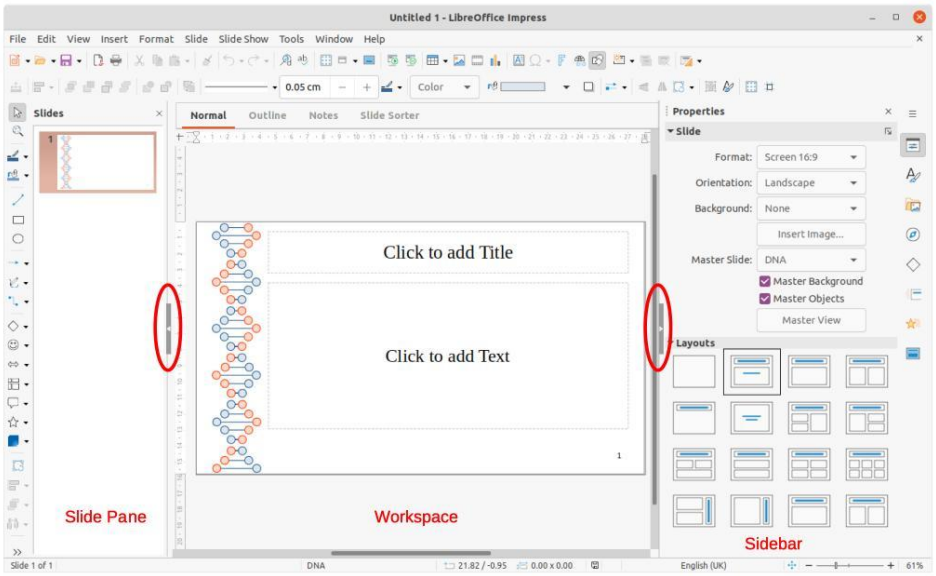
1. Open LibreOffice Impress or Microsoft PowerPoint.
2. Select the Templates option.
3. Browse the available templates.
4. Select the desired template.
5. Click Create or Open.
6. Add or edit text, images, and other content.
7. Customize the slides according to your requirements.

### Creating a Blank Presentation

A Blank Presentation is a new presentation created without any predefined design or content. It allows users to design slides according to their own requirements.



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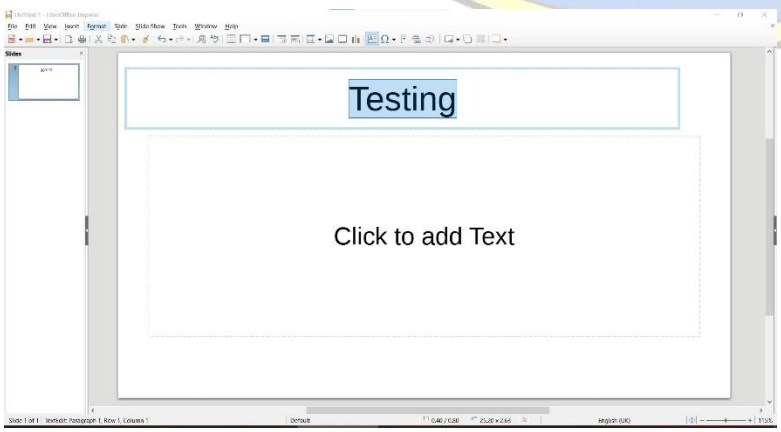

Steps to Create a Blank Presentation:

1. Open LibreOffice Impress or Microsoft PowerPoint.
2. Select Blank Presentation or Empty Presentation.
3. Click Create.
4. Select an appropriate slide layout.
5. Insert text, images, shapes, and other objects.
6. Apply themes, backgrounds, and formatting.
7. Save the presentation.

Shortcut Key: Ctrl + N – Create a new presentation.

**Inserting & Editing Text on Slides**

Text is an important element of a presentation. It is used to display headings, titles, descriptions, bullet points, and other information.






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Inserting Text on Slides

Steps:

1. Open the presentation.
2. Select the slide where you want to insert text.
3. Click inside an existing text placeholder or select the Text Box tool.
4. Click and drag to create a text box if required.
5. Type the desired text.
6. Adjust the position and size of the text box.

B. Editing Text on Slides

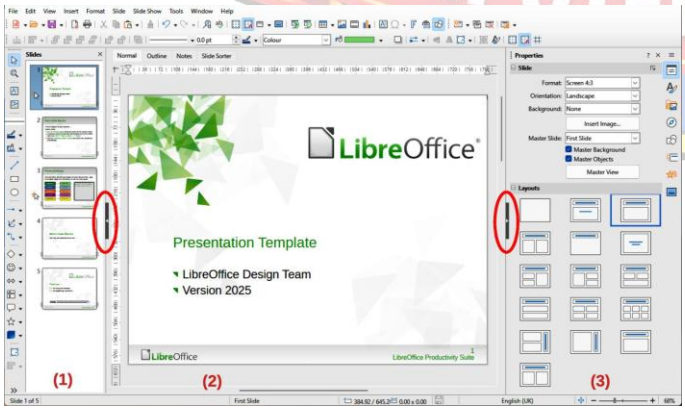
Editing means modifying existing text, such as adding, deleting, or changing words.

Steps:

1. Select the slide containing the text.
2. Click inside the text box.
3. Place the cursor at the required position.
4. Add, delete, or modify the text.
5. Apply formatting if required.

**Inserting and Deleting Slides in a Presentation**

A Slide is a single page of a presentation. Users can insert new slides or delete unnecessary slides according to their requirements.




Inserting a New Slide

Steps:



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1. Open the presentation.
2. Select the slide after which you want to insert a new slide.
3. Click Slide → New Slide in LibreOffice Impress.
4. In PowerPoint, select Home → New Slide.
5. Choose the required slide layout.
6. Add content to the new slide.

Shortcut Keys:

- Ctrl + M – Insert a new slide in PowerPoint.
- Ctrl + M – Insert a new slide in LibreOffice Impress.

B. Deleting a Slide

Steps:

1. Select the slide thumbnail from the left-side slide panel.
2. Right-click on the selected slide.
3. Choose Delete Slide.
4. The selected slide will be removed from the presentation.

Note: Deleting a slide removes all its contents, including text, images, and objects.

C. Other Slide Operations

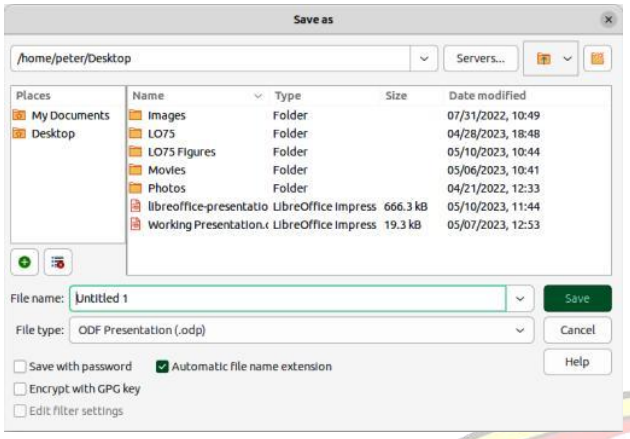
- Duplicate Slide: Creates an identical copy of a slide.
- Move Slide: Changes the position of a slide.
- Hide Slide: Hides a slide during the slide show without deleting it.
- Rename Slide: Changes the slide name where supported.

**Saving a Presentation**

Saving a presentation means storing it permanently on a computer or other storage device so that it can be opened and edited later.



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Steps to Save a Presentation:

1. Click the File menu.
2. Select Save or Save As.
3. Choose the location where you want to save the file.
4. Enter the presentation file name.
5. Select the required file format.
6. Click the Save button.

Shortcut Keys:

- Ctrl + S – Save the presentation.
- Ctrl + Shift + S – Save As.

**Manipulating Slides**

Manipulating slides means modifying, arranging, and formatting the contents of slides to make a presentation more attractive, informative, and professional.

It includes inserting tables, pictures, objects, resizing objects, and creating master slides.

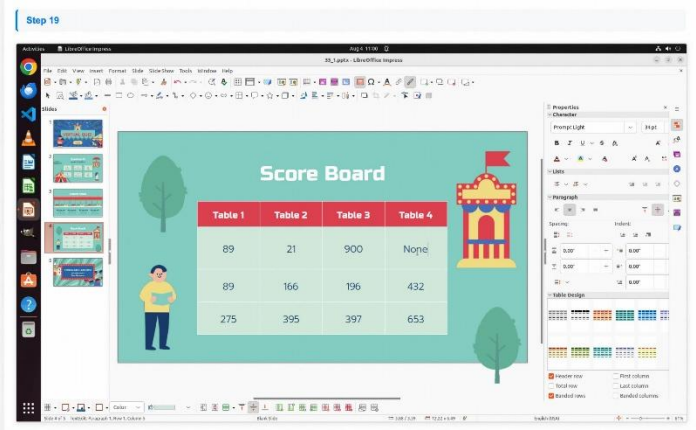
**Inserting Table**

A Table is a collection of rows and columns used to organize and present data in a structured format.

Tables are useful for displaying marks, comparison, statistics, schedules, and other information.



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Steps to Insert a Table in LibreOffice Impress:

1. Open the presentation.
2. Select the slide where you want to insert a table.
3. Click Insert → Table.
4. Specify the number of rows and columns.
5. Click OK.
6. Enter the required data into the cells.
7. Format the table using table styles, borders, background colors, and alignment.

Steps in Microsoft PowerPoint:

1. Select the required slide.
2. Click the Insert tab.
3. Select Table.
4. Choose the required number of rows and columns.
5. Enter the data.
6. Apply table styles and formatting.

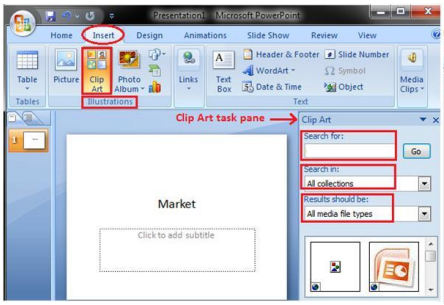
## Adding ClipArt Pictures

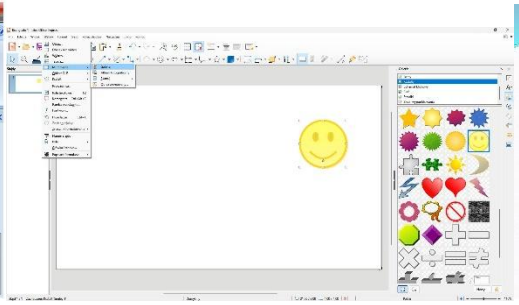
ClipArt refers to ready-made graphical images, illustrations, icons, and decorative pictures used to make presentations visually attractive.

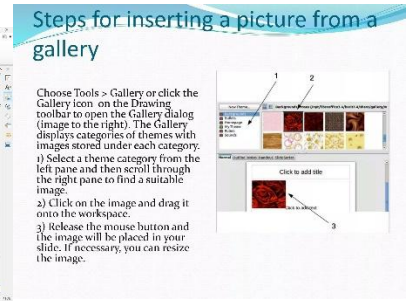
ClipArt can be used to explain concepts, highlight information, and improve the appearance of slides.



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Steps to Add Pictures in LibreOffice Impress:

1. Open the required slide.
2. Click Insert → Image.
3. Browse and select an image from your computer.
4. Click Open.
5. The image will appear on the slide.
6. Adjust its position and size.

Steps in Microsoft PowerPoint:

1. Select the required slide.
2. Click the Insert tab.
3. Select Pictures or Stock Images.
4. Choose the desired image.
5. Click Insert.

Types of Pictures:

- ClipArt illustrations.
- Photographs.
- Icons.
- Digital graphics.
- Screenshots.

Advantages of ClipArt:

- Makes slides attractive.
- Explains concepts visually.



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- Saves time in designing graphics.
- Improves audience understanding.

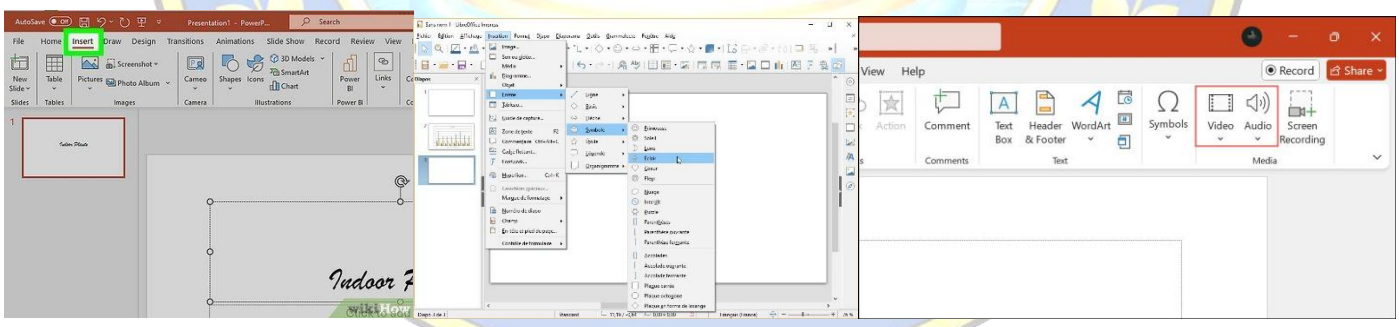
Note: In modern versions of PowerPoint, traditional ClipArt has largely been replaced by Stock Images, Icons, and online pictures.

**Inserting Other Objects**

An Object is any element inserted into a slide other than ordinary text. Objects help present information in different formats.

Examples include:

- Shapes
- Charts
- Audio files
- Video files
- Equations
- Embedded spreadsheets
- SmartArt graphics
- OLE Objects




Steps to Insert an Object:

1. Open the presentation.
2. Select the slide.
3. Click the Insert menu or tab.
4. Select the required object type.
5. Choose or create the object.



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6. Adjust its size and position.
7. Apply formatting if required.

**What is OLE?**

OLE stands for Object Linking and Embedding. It is a technology that allows objects created in one application to be inserted or linked into another application.

- Embedding: Stores a copy of the object inside the presentation.
- Linking: Connects the presentation to the original external file.

**Resizing and Scaling an Object**

Resizing means changing the height or width of an object, while Scaling means increasing or decreasing the overall size of an object proportionally or non-proportionally.

Examples of objects include images, shapes, charts, tables, and text boxes.

Steps to Resize an Object:

1. Select the object on the slide.
2. Small handles will appear around the object.
3. Move the mouse pointer over a corner or side handle.
4. Drag the handle inward or outward.
5. Release the mouse button when the desired size is achieved.

**Creating & Using Master Slide**

A Master Slide is a special slide that controls the common design and formatting of other slides in a presentation.

It is used to maintain consistency in background, fonts, colors, logos, headers, footers, and other design elements.

Features of Master Slide:

1. Controls the overall design of slides.
2. Maintains uniform formatting.
3. Allows common logos and backgrounds.
4. Controls font styles and sizes.
5. Saves time when designing multiple slides.



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6. Allows changes to common elements from one place.

Steps to Create a Master Slide in LibreOffice Impress:

1. Open the presentation.
2. Select View → Master Slide (menu wording may vary by version).
3. The Master Slide editing view will appear.
4. Set the background, fonts, colors, and layout.
5. Insert a logo, header, footer, or other common elements.
6. Close the Master View.
7. Apply the master to the required slides.

Steps in Microsoft PowerPoint:

1. Open the presentation.
2. Click the View tab.
3. Select Slide Master.
4. Choose the master slide or layout to edit.
5. Modify background, fonts, colors, and placeholders.
6. Click Close Master View.
7. Apply the desired layout to slides.

Advantages of Master Slide:

- Provides a consistent design.
- Saves time and effort.
- Makes presentations professional.
- Allows easy global formatting changes.
- Reduces repetitive work.

**Presentation of Slides**

Presentation of slides means displaying the prepared slides to an audience in a sequence. It is used in classrooms, meetings, seminars, workshops, and business presentations.



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Presentation software provides different options to configure, run, and automate slide shows.

The main topics include:

1. Choosing a Set Up for Presentation.
2. Running a Slide Show.
3. Transition and Slide Timings.
4. Automating a Slide Show.

**Choosing a Set Up for Presentation**

Set Up for Presentation means configuring the slide show according to the requirements of the presenter and audience.

It allows users to select which slides to display, how slides will advance, and how the presentation will be displayed.

Important Slide Show Setup Options:

1. Show All Slides: Displays all slides in the presentation.
2. Show Selected Slides: Displays only selected slides.
3. Loop Continuously: Repeats the presentation until the Esc key is pressed.
4. Presenter View: Allows the presenter to view notes, next slide, and presentation controls.
5. Use Timings: Displays slides according to predefined timings.
6. Show Without Animation: Displays slides without animation effects.
7. Slide Show Resolution: Determines the display resolution where supported.

Steps in Microsoft PowerPoint:

1. Open the presentation.
2. Click the Slide Show tab.
3. Select Set Up Slide Show.
4. Choose the required options.
5. Select the slides to display.
6. Click OK.



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Steps in LibreOffice Impress:

1. Open the presentation.
2. Select the Slide Show menu.
3. Choose Slide Show Settings.
4. Select the required options.
5. Click OK.

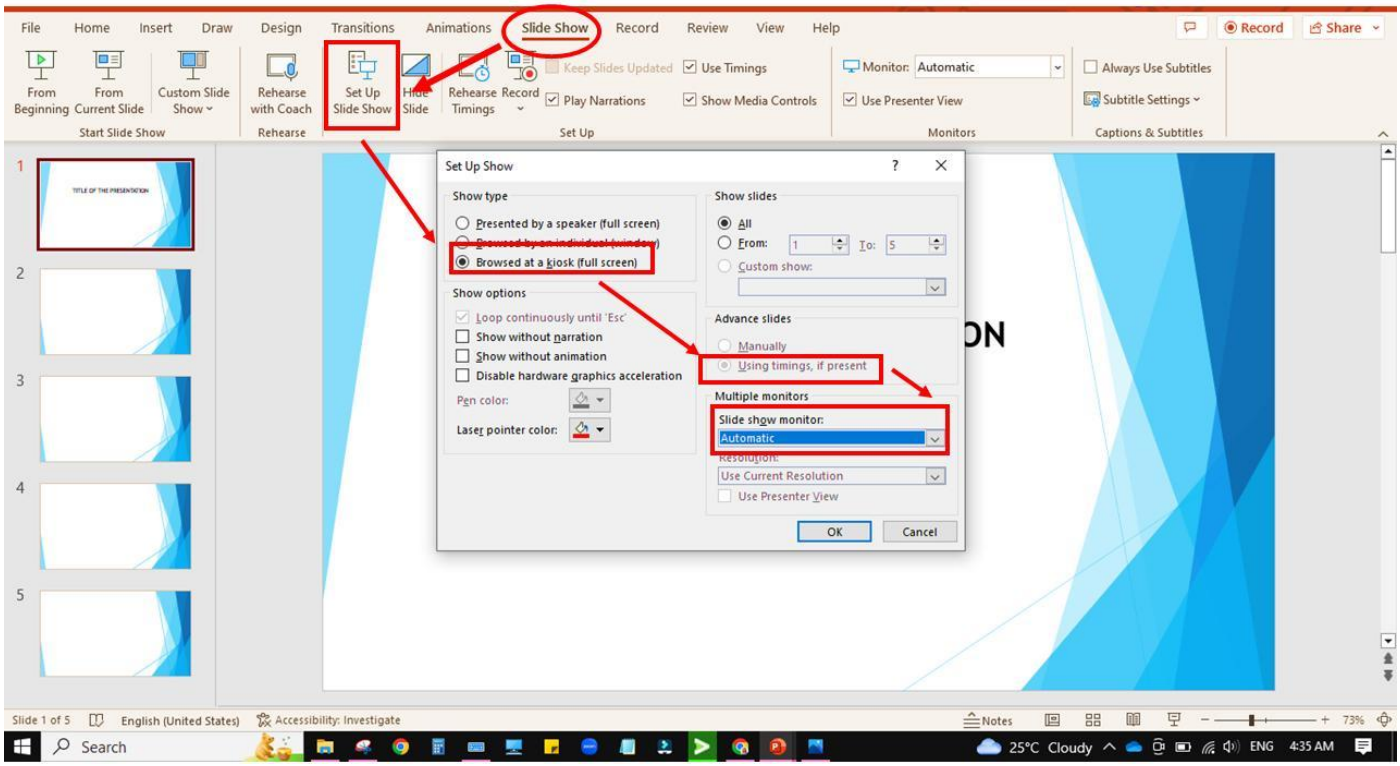
Uses:

- Controlling slide display.
- Repeating presentations.
- Selecting specific slides.
- Configuring presentations for different audiences.

**Running a Slide Show**

Running a slide show means displaying presentation slides in full-screen mode to an audience.

It allows the presenter to explain information slide by slide.






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Steps to Run a Slide Show:

In Microsoft PowerPoint:

1. Open the presentation.
2. Click the Slide Show tab.
3. Select From Beginning or From Current Slide.
4. The presentation will start in full-screen mode.

In LibreOffice Impress:

1. Open the presentation.
2. Click the Slide Show menu.
3. Select Start from First Slide or Start from Current Slide.

Important Shortcut Keys:

| **Shortcut Key** | **Function** |
|---|---|
| F5 | Start slide show from beginning |
| Shift + F5 | Start from current slide (PowerPoint) |
| Ctrl + F5 | Start from current slide (LibreOffice Impress) |
| Esc | End slide show |
| Spacebar | Move to next slide |
| Enter | Move to next slide |
| Backspace | Move to previous slide |
| Right Arrow | Next slide |
| Left Arrow | Previous slide |
| Home | First slide |
| End | Last slide |
| B | Display black screen (PowerPoint) |
| W | Display white screen (PowerPoint) |



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Methods of Moving Between Slides:

- Mouse click.
- Keyboard arrow keys.
- Spacebar or Enter.
- Automatic slide advancement using timings.

**Transition and Slide Timings**

**A. Slide Transition**

A Slide Transition is a visual effect that occurs when moving from one slide to another during a slide show.

It makes the presentation more attractive and smooth.

Examples of Slide Transitions:

1. Fade
2. Wipe
3. Push
4. Split
5. Reveal
6. Cover
7. Dissolve
8. Morph (PowerPoint)

Steps to Apply Slide Transition in PowerPoint:

1. Select the slide.
2. Click the Transitions tab.
3. Select the desired transition effect.
4. Set the duration.
5. Select sound if required.
6. Click Apply to All to apply the same transition to all slides.

Steps in LibreOffice Impress:



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1. Select the required slide.
2. Open the Slide Transition panel.
3. Select the desired transition effect.
4. Set the duration and other options.
5. Apply the transition to the required slides.

**B. Slide Timings**

Slide Timing refers to the amount of time a slide remains displayed before automatically moving to the next slide.

It helps control the speed and duration of a presentation.

Types of Slide Advancement:

1. On Mouse Click: The next slide appears when the presenter clicks the mouse.
2. After a Specific Time: The next slide appears automatically after a specified time.

Steps to Set Slide Timings in PowerPoint:

1. Select the required slide.
2. Click the Transitions tab.
3. Find the Advance Slide section.
4. Select After.
5. Enter the required time.
6. Deselect On Mouse Click if automatic advancement only is required.
7. Click Apply to All if the same timing is required for every slide.

Steps in LibreOffice Impress:

1. Select the slide.
2. Open the Slide Transition panel.
3. Under Advance Slide, select After.
4. Enter the time duration.
5. Apply the settings.



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**Automating a Slide Show**

Automating a Slide Show means setting up a presentation to run automatically without requiring the presenter to manually change each slide.

It is useful for exhibitions, advertisements, information displays, digital signage, and self-running presentations

Features of Automated Slide Show:

1. Automatic slide advancement.
2. Predefined slide timings.
3. Automatic transitions.
4. Continuous looping.
5. Automatic audio and video playback.
6. Repeated presentation without manual control.

Steps to Automate a Slide Show in PowerPoint:

1. Open the presentation.
2. Select the Transitions tab.
3. Set the required slide duration under After.
4. Apply the required transition effects.
5. Click Slide Show → Set Up Slide Show.
6. Select Browsed at a kiosk (full screen) if you want a self-running presentation.
7. Enable looping continuously until Esc if required.
8. Start the slide show.

Steps to Automate a Slide Show in LibreOffice Impress:

1. Open the presentation.
2. Set the transition effects for each slide.
3. Select automatic slide advancement.
4. Enter the required time duration.
5. Open Slide Show → Slide Show Settings.



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6. Enable the required looping and display options.
7. Start the slide show.

Rehearse Timings:

Rehearse Timings is a feature in PowerPoint that allows users to practice their presentation and record the time spent on each slide.

Steps:

1. Open the Slide Show tab.
2. Select Rehearse Timings.
3. Start presenting.
4. Spend the required time on each slide.
5. Move to the next slide.
6. Save the recorded timings when prompted.

Advantages of Automated Slide Show:

- Saves the presenter's time.
- Does not require manual slide changes.
- Useful for unattended displays.
- Maintains consistent presentation speed.
- Useful for exhibitions and digital advertisements.

**Providing Aesthetics to Slides & Printing**

Aesthetics means the visual appearance and attractiveness of a presentation. It involves improving the design, formatting, colors, text styles, images, audio, video, and layout of slides.

Presentation software provides various tools to make slides attractive, professional, and easy to understand.

The main topics include:

1. Enhancing Text Presentation.
2. Working with Color and Line Style.
3. Adding Movie and Sound.



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4. Adding Headers, Footers and Notes.
5. Printing Slides and Handouts.

**Enhancing Text Presentation**

Enhancing Text Presentation means improving the appearance, readability, and formatting of text used in presentation slides.

Text formatting helps highlight important information and makes slides more attractive

Important Text Formatting Features:

| Feature | Description |
|---|---|
| Font Type | Changes the style of text, e.g., Arial, Calibri |
| Font Size | Changes the size of text |
| Bold | Makes text darker and thicker |
| Italic | Makes text slanted |
| Underline | Adds a line below text |
| Font Color | Changes the color of text |
| Text Alignment | Aligns text left, center, right or justified |
| Bullets | Displays information using symbols |
| Numbering | Displays information in numbered lists |
| Text Shadow | Adds a shadow effect to text |
| WordArt | Creates decorative and artistic text |
| Text Highlight | Highlights important text |

Steps to Format Text:

1. Open the presentation.
2. Select the required slide.
3. Select the text or text box.
4. Open the Home or Formatting toolbar.
5. Choose the required font, size, color, and style.
6. Apply alignment, bullets, or other effects.



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Tips for Effective Text Presentation:

- Use readable fonts.
- Keep headings larger than normal text.
- Use short sentences and bullet points.
- Maintain consistent font styles.
- Avoid excessive colors and decorative effects.
- Highlight important keywords.

WordArt: WordArt is a feature used to create decorative text with special effects such as outlines, shadows, colors, and transformations.

**Working with Color and Line Style**

Colors and line styles are used to improve the appearance of slides and make objects visually distinct.

**A. Working with Colors**

Color is an important design element used for backgrounds, text, shapes, borders, and other objects.

Common Color Options:

1. Font Color: Changes the color of text.
2. Fill Color: Changes the inside color of a shape or object.
3. Background Color: Changes the background of a slide.
4. Line Color: Changes the color of an object's border.
5. Gradient Fill: Combines two or more colors gradually.
6. Transparency: Controls how transparent an object appears.

Steps to Change Background Color in PowerPoint:

1. Select the required slide.
2. Click the Design tab.
3. Select Format Background.
4. Choose Solid Fill or Gradient Fill.



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5. Select the desired color.
6. Click Apply to All if required.

Steps in LibreOffice Impress:

1. Select the slide.
2. Open the Properties or Background settings.
3. Choose the desired background color.
4. Apply the changes.

**B. Working with Line Style**

A Line Style determines the appearance of lines and object borders in a presentation.

Important Line Style Options:

| Option | Description |
|---|---|
| Line Color | Changes line color |
| Line Width | Changes line thickness |
| Line Style | Changes solid, dashed or dotted appearance |
| Dash Style | Defines the pattern of a dashed line |
| Transparency | Controls line visibility |
| Arrow Style | Adds arrowheads to lines |
| Line Cap | Controls the appearance of line ends |
| Line Join | Controls how connected line segments meet |

Types of Lines:

- Solid Line
- Dashed Line
- Dotted Line
- Double Line
- Thick Line



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- Arrow Line

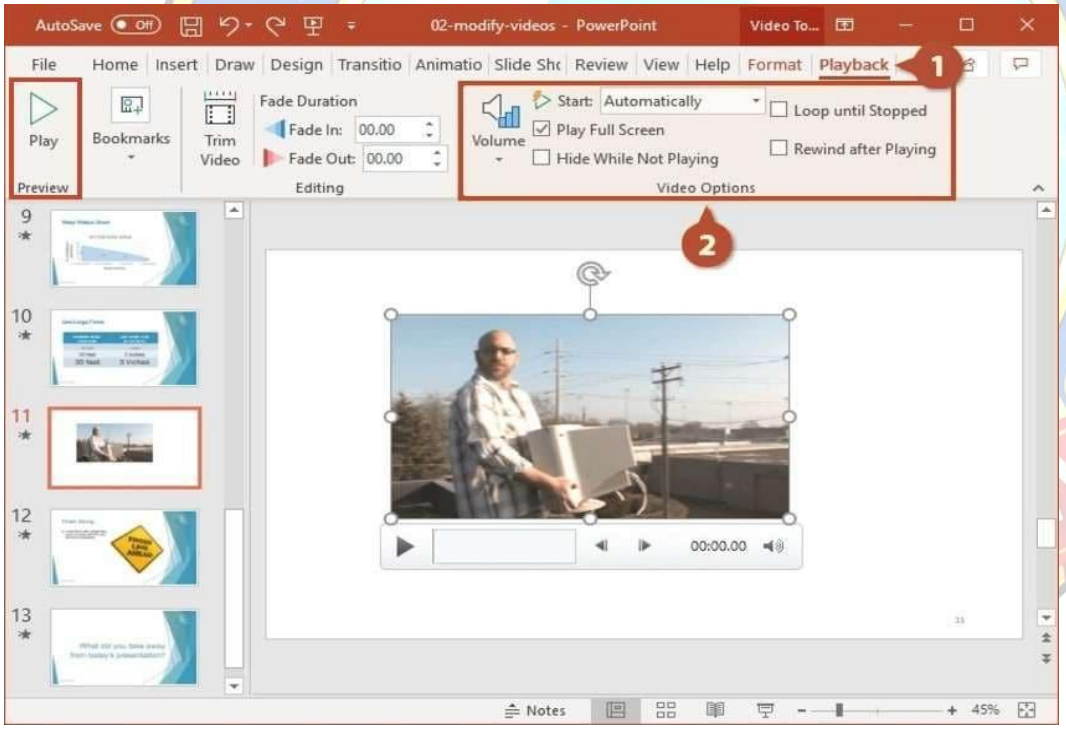
Uses of Color and Line Styles:

- Highlight important information.
- Create attractive diagrams.
- Separate sections of slides.
- Improve readability.
- Make charts and shapes easier to understand.

**Adding Movie and Sound**

Multimedia refers to the use of different media elements such as text, images, audio, video, and animation in a presentation.

Adding movies and sounds makes presentations more interactive and informative.




**A. Adding Movie (Video)**

A Movie is a video file inserted into a presentation to explain concepts visually.

Steps to Insert Video in PowerPoint:

1. Open the required slide.
2. Click the Insert tab.



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3. Select Video.
4. Choose This Device or the available online video option.
5. Select the video file.
6. Click Insert.
7. Adjust the video size and position.

Steps in LibreOffice Impress:

1. Open the required slide.
2. Select Insert → Audio or Video.
3. Browse and select the video file.
4. Click Open.
5. Adjust its size and position.

**B. Adding Sound (Audio)**

Sound refers to audio content such as music, narration, voice recordings, or sound effects added to a presentation.

Steps to Insert Audio in PowerPoint:

1. Select the required slide.
2. Click Insert → Audio.
3. Choose Audio on My PC or Record Audio.
4. Select or record the audio.
5. Click Insert.
6. Configure playback settings.

Audio Playback Options:

- Start Automatically: Audio starts automatically.
- Start On Click: Audio starts when the presenter clicks it.
- Play Across Slides: Audio continues across multiple slides.
- Loop Until Stopped: Repeats the audio continuously.
- Hide During Show: Hides the audio icon during the slide show.



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Common Multimedia File Formats:

| Type | File Extensions |
|---|---|
| Audio | MP3, WAV, OGG, AAC |
| Video | MP4, AVI, MOV, MPEG |
| Image | JPG, PNG, GIF, BMP |

Note: Supported formats depend on the software version, operating system, and available codecs.

Advantages of Adding Movie and Sound:

- Makes presentations interesting.
- Improves audience engagement.
- Explains complex topics easily.
- Provides audio-visual learning.
- Helps demonstrate practical concepts.

**Adding Headers, Footers and Notes**

Headers, footers, and notes are used to provide additional information and maintain consistency throughout a presentation.

**A. Header**

A Header is text or information displayed at the top of a page or printed document.

Examples:

- Institute name.
- Organization name.
- Presentation title.
- Department name.

Note: In PowerPoint and Impress, headers are generally available for Notes and Handouts rather than ordinary slides.

**B. Footer**

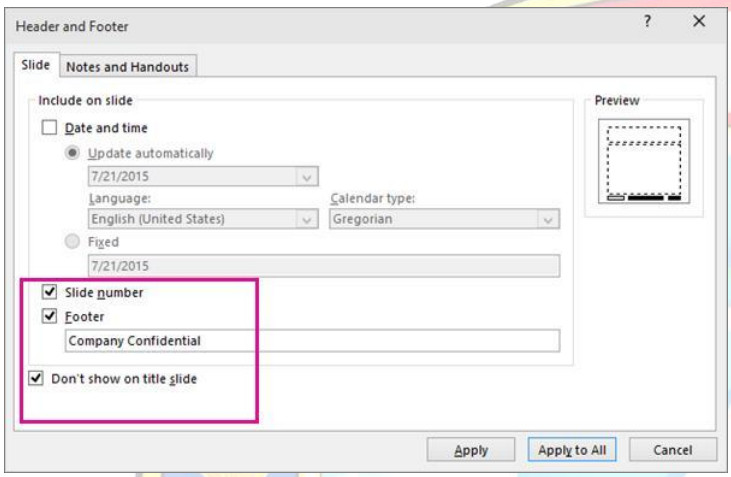
A Footer is information displayed at the bottom of slides or printed presentation pages.



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Common footer elements include:

1. Date and Time.
2. Slide Number.
3. Presentation Name.
4. Organization Name.
5. Copyright Information.




Steps to Add Header and Footer in PowerPoint:

1. Open the presentation.
2. Click the Insert tab.
3. Select Header & Footer.
4. Choose the required options:
   - Date and Time.
   - Slide Number.
   - Footer.
5. Enter the footer text.
6. Click Apply or Apply to All.

Steps in LibreOffice Impress:

1. Select Insert → Header and Footer.
2. Choose the required options.
3. Enter the date, time, footer text, and slide number.



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4. Click Apply or Apply to All.

**C. Notes (Speaker Notes)**

Notes are additional information written by the presenter to help explain the content of a slide during a presentation.

Notes are generally not displayed to the audience during a normal slide show.

Steps to Add Notes in PowerPoint:

1. Open the presentation.
2. Select the required slide.
3. Click the Notes section below the slide.
4. Type the additional information.
5. Save the presentation.

Steps in LibreOffice Impress:

1. Select the required slide.
2. Choose View → Notes.
3. Enter the required information in the Notes area.
4. Return to Normal View.

Uses of Notes:

- Helps the presenter remember important points.
- Provides additional explanations.
- Contains references and reminders.
- Helps prepare for seminars and meetings.

**Printing Slides and Handouts**

Printing means producing a hard copy of presentation slides using a printer.

Presentation software provides different printing options to print individual slides, multiple slides per page, notes, and handouts.

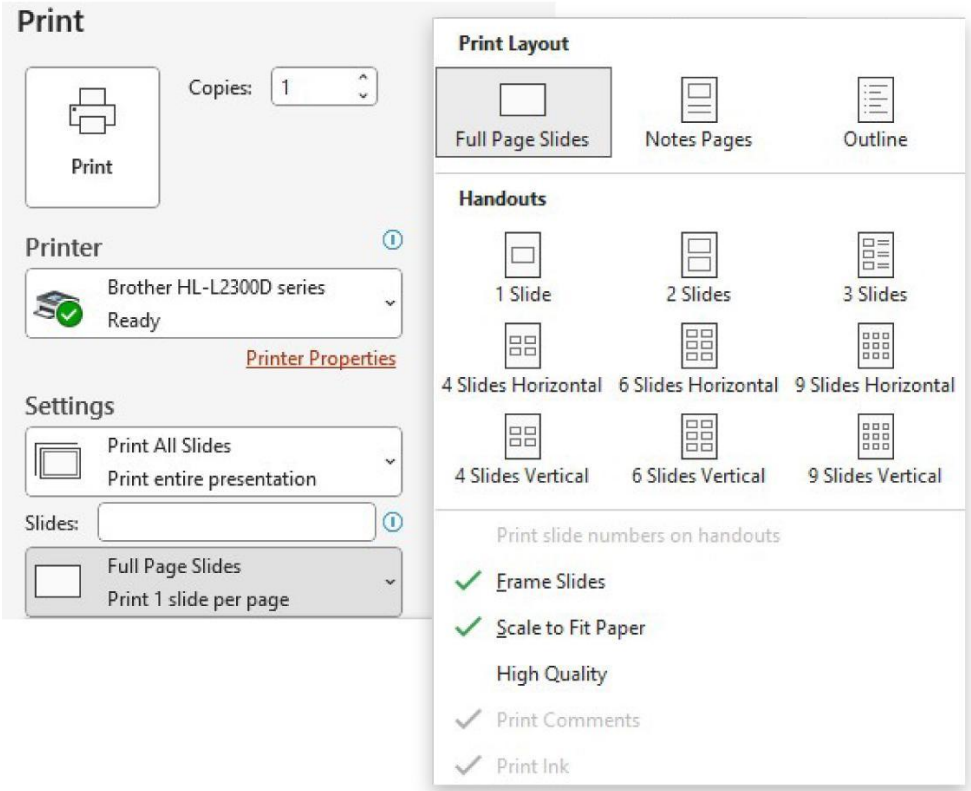
**A. Printing Slides**



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A Slide Printout is a printed copy of individual presentation slides.

Each slide is generally printed on a separate page.




Steps to Print Slides in PowerPoint:

1. Open the presentation.
2. Click File → Print.
3. Select the printer.
4. Choose the number of copies.
5. Select Full Page Slides.
6. Choose the required slide range.
7. Select color or grayscale printing.
8. Click Print.

Steps to Print Slides in LibreOffice Impress:

1. Open the presentation.
2. Select File → Print.
3. Choose the printer.



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4. Select the required slides.
5. Set the print options.
6. Click Print.

**B. Printing Handouts**

A Handout is a printed document containing multiple presentation slides on a single page. It is distributed to the audience for reference and note-taking.

Steps to Print Handouts in PowerPoint:

1. Open the presentation.
2. Click File → Print.
3. Select the printer.
4. Open the Full Page Slides dropdown.
5. Select the required Handout layout.
6. Choose the number of copies.
7. Click Print.

Steps to Print Handouts in LibreOffice Impress:

1. Open the presentation.
2. Select File → Print.
3. Choose the Handouts option.
4. Select the number of slides per page.
5. Configure the required print settings.
6. Click Print.



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