

OPENOFFICE.ORG 3 IMPRESS 1-DAY ESSENTIALS

COURSE AIMS

This course is aimed at new users of OpenOffice.org Impress who may have some prior knowledge of another presentation package, such as Microsoft Office PowerPoint.

On completion of this course the user should be able to confidently do the following:

- Create, present and print a slide show presentation.
- Work with text and graphical objects in a presentation.
- Create charts.

COURSE CONTENT

Creating a Presentation

Presentation Wizard
Presentation Templates

Screen

Impress Screen Layout
Standard and Formatting Toolbars

Files

Saving, Opening and Closing
Presentations
File Properties

Slides

Insert a Slide
Slide Layouts
Organise and Rename Slides
Slide (Sorter) View
Page Background

Text

Bulleted Lists
Outline View
Text in Objects
Using the Text Function
Selecting and Editing Text
Formatting Text
Master View

Notes and Handouts

Speakers Notes
Presentation Handouts
Notes and Handout Views

NOTES

This course can be tailored to enable users to produce real-life presentations.

Visual Effects

Drawing Objects
Selecting Objects
Duplicating, Moving and Sizing Objects
Arranging and Aligning Objects
Rotating and Grouping Objects
Fill, Line, Shadow and 3D Formats
Text Effects with FontWork

Charts

Inserting a Chart
Chart Data
Chart Types
Formatting Charts

Layers

Layer View
Inserting a Layer
Layer Properties
Assigning Objects to Layers

Slide Shows

Animation Effects
Transition Effects
Sound Effects
Interactions
Slide Navigator
Timing Shows
Automatic Presentations

Printing

Slides, Notes, Outlines and Handouts

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