M1-R5.1 Information Tech. Tools & Networking basics

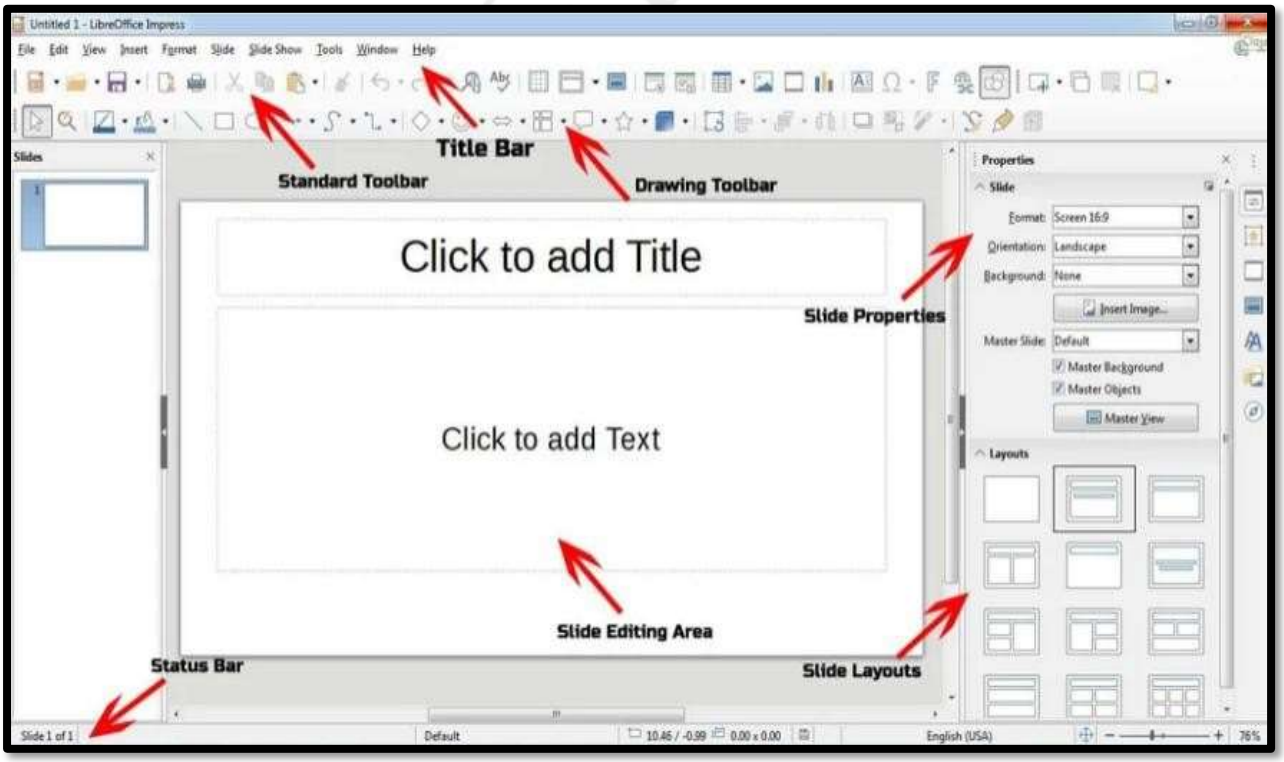
Chapter:5 Libre office Impress

Libre Office Impress

What is Impress:

जिस प्रकार से Ms Office Program में हम Ms Power Point के अंतर्गत Slides बनाकर Presentation को Present करते है उसी प्रकार से Libre Office Impress में भी हम Slides बनाकर Presentation की Present करते है। इसकी तुलना हम Power Point से कर सकते है।

Libre office Impress Window:



Important points of Libre office Impress:

- File extension: .ODP(open document presentation)

- Template Extension: .OTP(open template presentation)
- By default file name: Untitled-1
- Total Menu bar present: 10
- By default Font Size: 18pt
- Title box font size: 44pt
- Subtitle box font size: 32pt)
- Maximum & minimum Font size: 999.9pt & 2pt
- Max & min Font (in dropdown): 96pt & 6pt.
- Max & Min zoom : 3000% & 5%
- By default Slide orientation: Landscape
- By default slide available: 1 slide
- View available in Impress: 5(presentation view), 3(master view)
- Placeholder: An area where text box, shapes, Charts,Images and other object are hold and manage.
- Design Templates: Ready made or pre-defined document are called as templates.
- Master slide: An slide where slide are pre-texted and formatted.
- Slide layout present in Impress: 12 layout.

Libre office Impress Shortcut Keys

Shortcut Keys	Use/Effects
F2	Edit text.
Shift+F3	Duplicate
F4	Position and Size
F5	View Slide Show.
Ctrl+Shift+F5	Navigator
F7	Spelling
Ctrl+F7	Thesaurus
Ctrl+Shift+F8	Fit text to frame.
F11	Styles
Esc	End presentation.

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Spacebar or Right arrow or Down arrow or Page Down or Enter or Return or N	Play next effect (if any, else go to next slide).
Alt+Page Down	Go to next slide without playing effects.
[number] + Enter	Type a number of a slide and press Enter to go to the slide.
Left arrow or Up arrow or Page Up or Backspace or P	Play previous effect again. If no previous effect exists on this slide, show previous slide.
Alt+Page Up	Go to the previous slide without playing effects.
Home	Jump to first slide in the slide show.
End	Jump to the last slide in the slide show.
Ctrl+ Page Up	Go to the previous slide.
Ctrl+ Page Down	Go to the next slide.
B or .	Show black screen until next key or mouse wheel event.
W or ,	Show white screen until next key or mouse wheel event.
Plus(+) Key	Zoom in.
Minus(-) Key	Zoom out.
Times(×) Key (number pad)	Fit page in window.
Divide(÷) Key (number pad)	Zoom in on current selection.
Shift+Enter	Line break without paragraph change.
Tab key	Select objects in the order in which they were created.
Shift+Tab	Select objects in the reverse order in which they were created.