

Creating a presentation

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Script: Spoken Tutorial Team

**Video: Manish Naik and Arvind Pillai
IIT Bombay**

27 May 2020



Learning Objectives

In this tutorial we will learn about some important features in the Impress window



Learning Objectives

We will also learn how to:



Learning Objectives

We will also learn how to:

- ▶ **Insert new slides**



Learning Objectives

We will also learn how to:

- ▶ **Insert new slides**
- ▶ **Copy existing slides**



Learning Objectives

We will also learn how to:

- ▶ **Insert new slides**
- ▶ **Copy existing slides**
- ▶ **Use various fonts**



Learning Objectives

We will also learn how to:

- ▶ **Insert new slides**
- ▶ **Copy existing slides**
- ▶ **Use various fonts**
- ▶ **Format the fonts**



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We will also learn how to:

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- ▶ **Copy existing slides**
- ▶ **Use various fonts**
- ▶ **Format the fonts**
- ▶ **Delete slides**



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

▶ Ubuntu Linux OS version 18.04



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This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**
- ▶ **Make a copy and then use it for practicing**



Summary

**In this tutorial we will learn about
some important features in the
Impress window**



Summary

We will also learn how to:

- ▶ **Insert new slides**
- ▶ **Copy existing slides**
- ▶ **Use various fonts**
- ▶ **Format the fonts**
- ▶ **Delete slides**



Assignment

- ▶ **Open "Practice-Impress.odp" file**
- ▶ **Insert a new slide after the 2nd slide**
- ▶ **Type some text in the Body textbox of the 3rd slide**



Assignment

- ▶ **Change the font size of the text to 36**
- ▶ **Make the text Bold, Italic, Underlined and blue color**
- ▶ **Create a copy of the 3rd slide**
- ▶ **Save and close the presentation**



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ **Conducts workshops using** spoken tutorials
- ▶ **Gives certificates to those who** pass an online test
- ▶ **For more details, please write to** contact@spoken-tutorial.org



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **The Spoken Tutorial project is funded by MHRD, Govt. of India**



About the contributor

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thank you for watching

