

Inserting Pictures and Tables

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

28 May 2020



Learning Objectives

In this tutorial, we will learn about:



Learning Objectives

In this tutorial, we will learn about:

▶ **Insert Pictures**



Learning Objectives

In this tutorial, we will learn about:

- ▶ **Insert** Pictures
- ▶ **Format** Pictures



Learning Objectives

In this tutorial, we will learn about:

- ▶ **Insert** Pictures
- ▶ **Format** Pictures
- ▶ **Hyperlink** **within and outside the presentation**



Learning Objectives

In this tutorial, we will learn about:

- ▶ **Insert** Pictures
- ▶ **Format** Pictures
- ▶ Hyperlink **within and outside the** presentation
- ▶ **Insert Tables**



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

▶ Ubuntu Linux OS version 18.04



System Requirements

This tutorial is recorded using

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



Code files

- ▶ **This file and an image file have been provided to you in the Code files link on this tutorial page**



Code files

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



Code files

- ▶ **This file and an image file have 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 them for practicing**



Hyperlinks



Hyperlinks

Hyperlinking **allows us to:**



Hyperlinks

Hyperlinking **allows us to:**

- ▶ **Easily move from slide to slide**



Hyperlinks

Hyperlinking **allows us to:**

- ▶ **Easily move from** slide **to** slide
- ▶ **Open a document from the** presentation



Hyperlinks

Hyperlinking **allows us to:**

- ▶ **Easily move from** slide **to** slide
- ▶ **Open a document from the** presentation
- ▶ **Open a web page from the** presentation



Summary

In this tutorial, we learnt about:

- ▶ **Insert** Pictures
- ▶ **Format** Pictures
- ▶ Hyperlink **within and outside the** presentation
- ▶ **Insert** Tables



Assignment

- ▶ **Open "Practice-Impress.odp" file**
- ▶ **Insert a picture on the 3rd slide**
- ▶ **On the 4th slide, create a table of 2 rows and three columns**
- ▶ **In row 2 of column 2, type "slide 3" and hyperlink this text to the 3rd slide**



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

