NeoOffice Impress (Presentation)

LESSON 1: INTRODUCTION TO NeoOffice Impress

NeoOffice Impress – is a presentation program that allows you to create and display slides with text, graphics and animation effects, to effectively deliver lecture, reports, or messages.

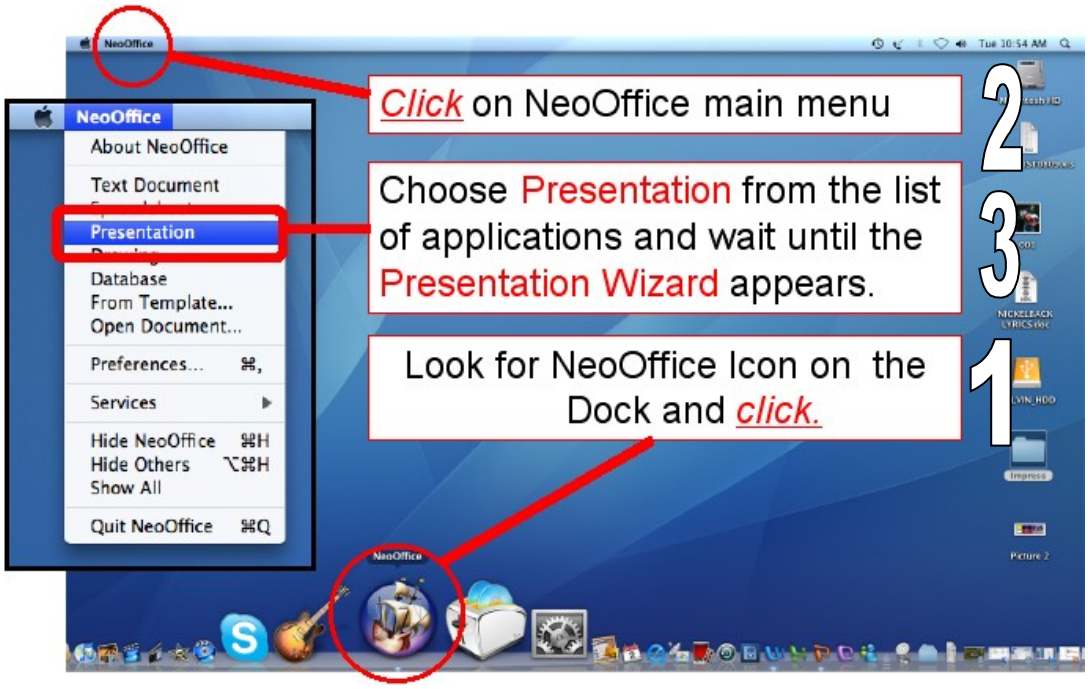
Uses of NeoOffice Impress:

This application can be used to create the following presentation:

a. Lectures
b. Research or Reports
c. Classrooms and Projects
d. Hand-outs and Flyers

HOW TO START NeoOffice IMPRESS USING PRESENTATION WIZARD

1. Look for NeoOffice Icon on the Dock
2. *Click* on NeoOffice menu
3. Choose *Presentation* from the list of applications and wait until the *Presentation Wizard* appears.



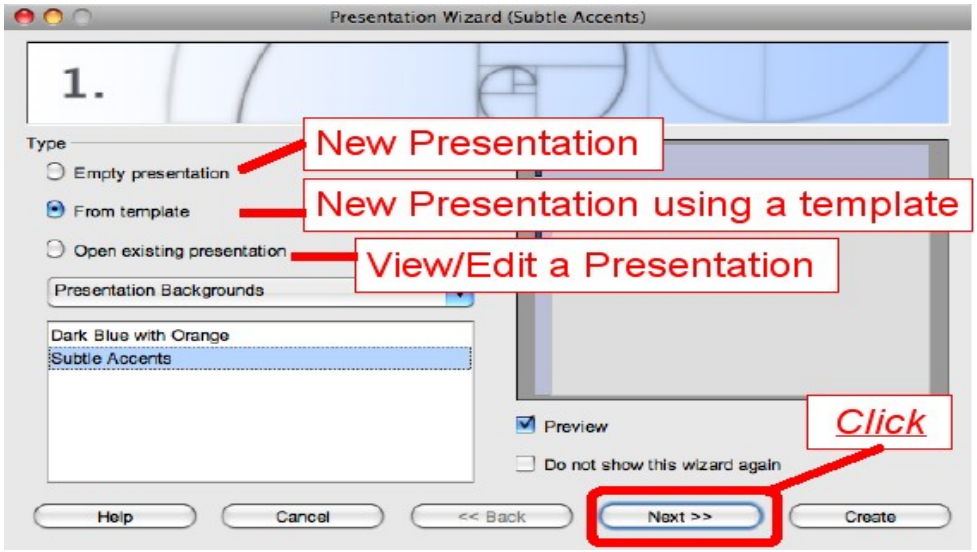
Presentation Wizard: **Step 1**

1. On the Type Category choose any of the following:

a. **Empty** Presentation - opens a new blank file to begin working on.

b. **From Template** – your presentation will be based on the Impress template that already has design concept, fonts, and color scheme.

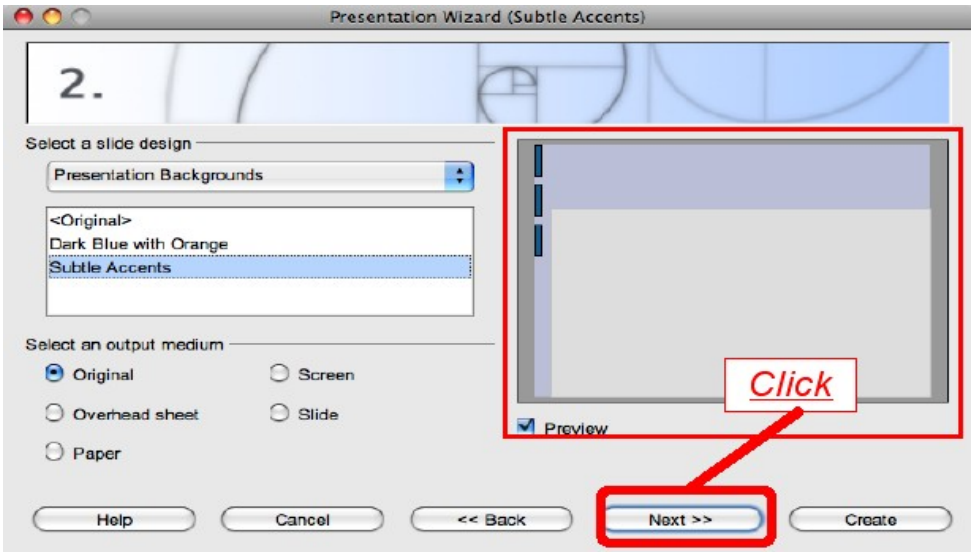
c. **Open existing presentation** – opens an existing presentation for editing or viewing.



2. ***Click*** Next

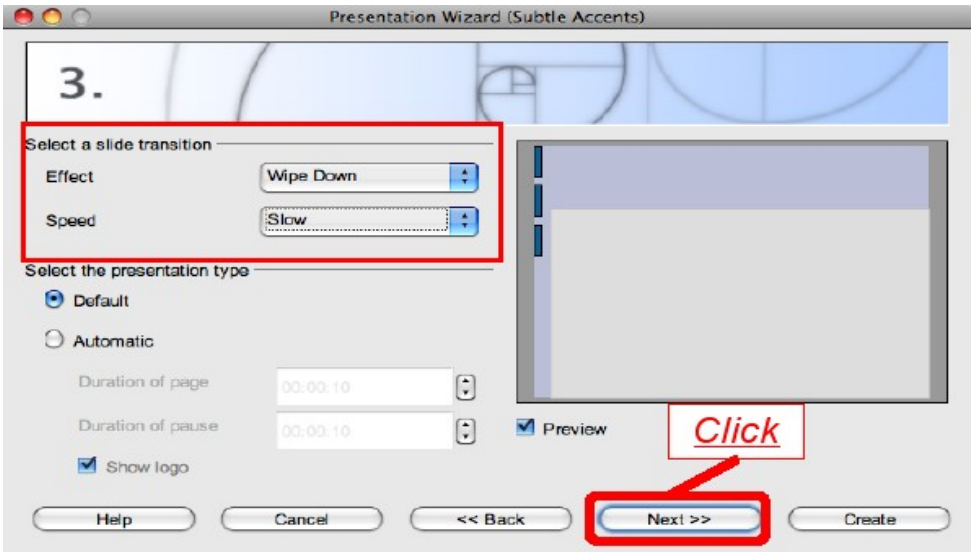
Presentation Wizard: **Step 2**

1. The chosen Impress Template can be viewed in the ***Preview*** box.
2. ***Click*** Next



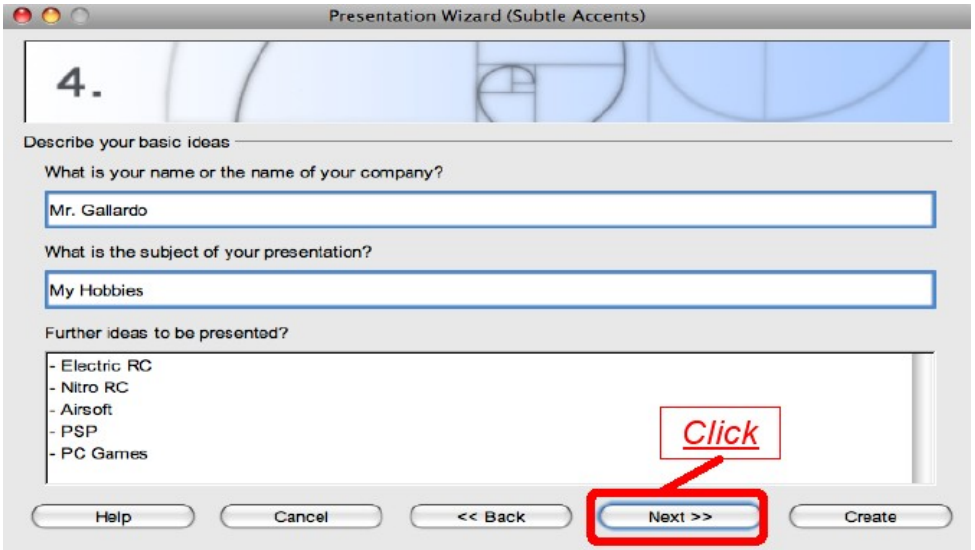
Presentation Wizard: **Step 3**

1. Select a slide transition effect and speed.
3. ***Click*** Next



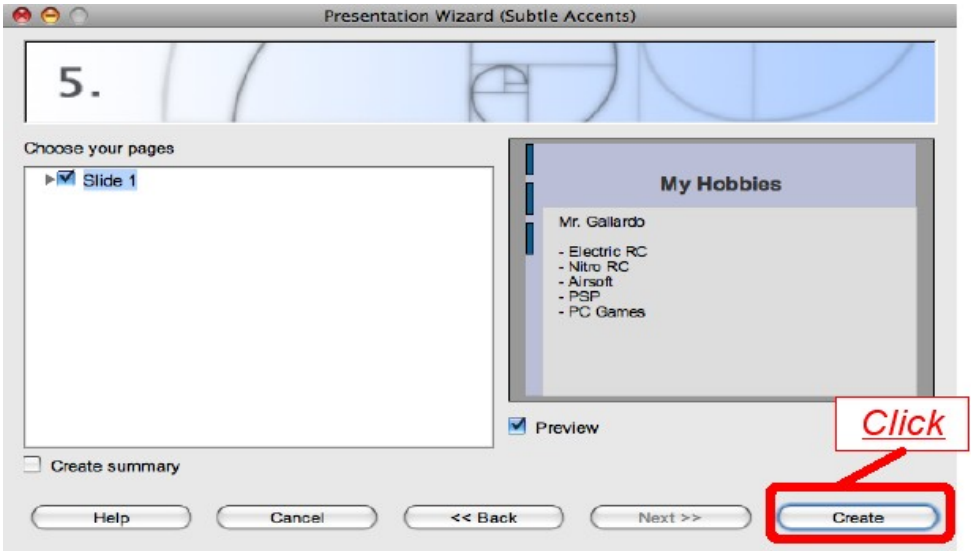
Presentation Wizard: **Step 4**

1. Type your basic ideas on the text boxes.
2. ***Click*** Next

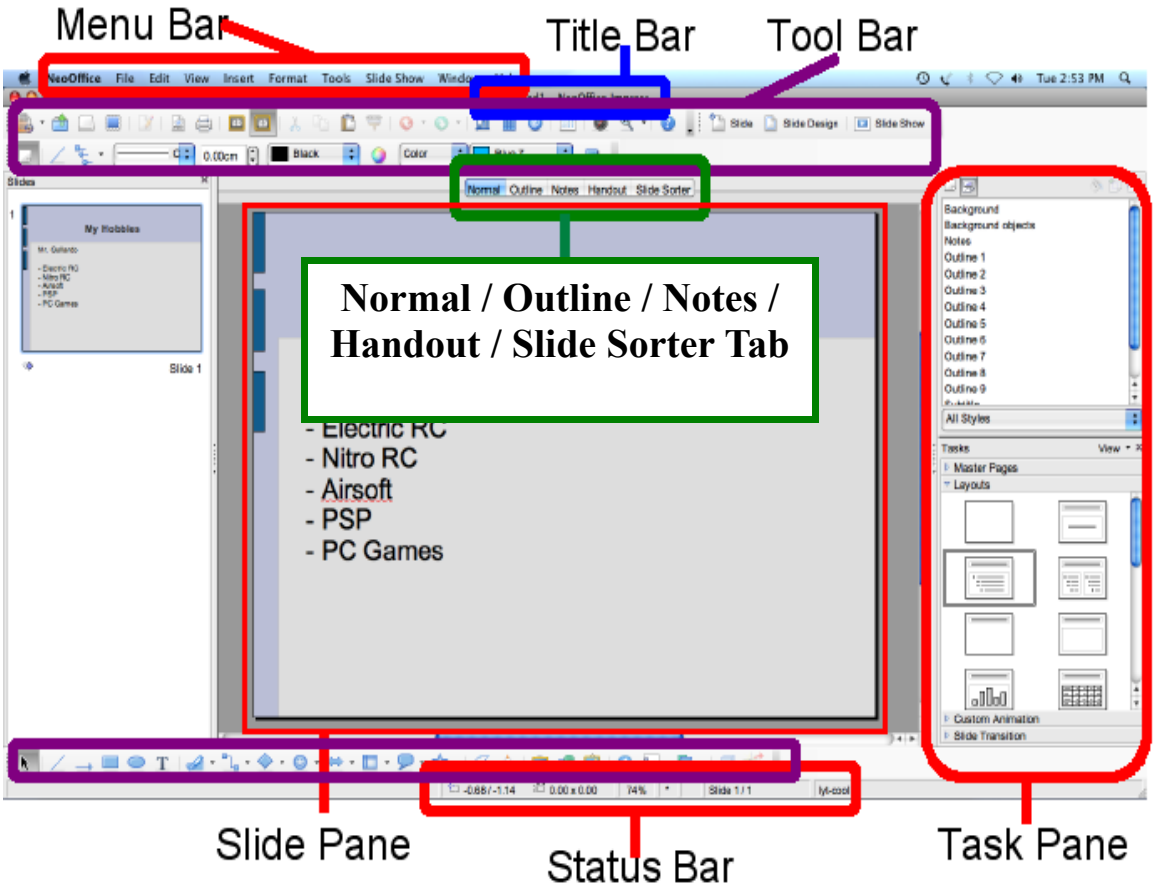


Presentation Wizard: **Step 5**

1. ***Click*** Create



NeoOffice IMPRESS INTERFACE



NeoOffice IMPRESS PARTS and FUNCTONS

Menu Bar - displays a list of commands you can choose from.

Title Bar – tells the name of the application program and the filename of the presentation currently in use.

Tool Bar - contains short-cut buttons to carry out commonly used commands.

Normal Tab – displays a normal view of your presentation.

Outline Tab – displays the content of your slide presentation in outline form.

Notes Tab – display a view in which you can type notes that you want to accompany a slide.

Handout Tab – displays a handout view of your presentation.

Slide Sorter Tab – displays a miniaturize version of your slides.

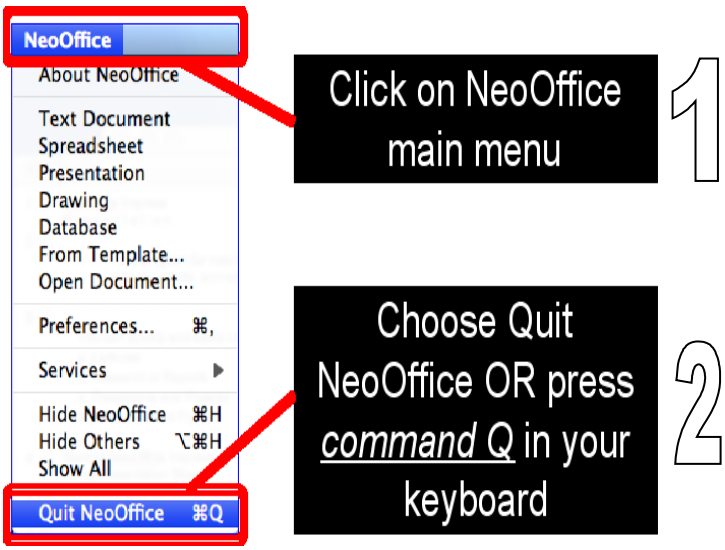
Slide Pane – displays the slide currently in use. This is where you can edit or modify your work.

Status Bar – displays the current slide location of the cursor as well as the name of the design template used in the slide currently displayed.

Task Pane – a window on the right/left side of the slide pane that allows you to use commonly used commands while working on your presentations.

HOW TO QUIT NeoOffice IMPRESS PROGRAM

1. ***Click*** on NeoOffice main menu.
2. Choose ***Quit NeoOffice*** or press ***Command Q*** in your keyboard.



LESSON 2: SAVING & RETRIEVING PRESENTATION

APPLYING A SLIDE LAYOUT

SLIDE LAYOUT – refers to how things are arranged in a slide.

1. Every time you create a new slide, NeoOffice Impress allows you to choose a **Slide Layout** from the **Task Pane.** OR
   Click on **FORMAT** Menu, choose **SLIDE LAYOUT.**

2. Click on the layout you wish to use. There are 20 different slide layouts.

   You can choose from:

BLANK SLIDE ≤ TEXT ONLY ≤ TITLE,CLIPART,TEXT ≤ TITLE,TEXT,OBJECT ≤ TITLE,2 OBJECTS,TEXT ≤ TITLE SLIDE ≤ TITLE,OBJECT ≤ TITLE,TEXT,CHART ≤ TITLE,TEXT,2 OBJECTS ≤ TITLE,2 OBJECTS ABOVE TEXT ≤ TITLE,TEXT ≤ TITLE,CHART ≤ TITLE,TEXT,CLIPART ≤ TITLE,OBJECT,TEXT ≤ TITLE,TEXT ABOVE OBJECT ≤ TITLE,2 TEXT BLOCKS ≤ TITLE,SPREADSHEET ≤ TITLE,CHART,TEXT ≤ TITLE,OBJECT ABOVE,TEXT ≤ TITLE,4 OBJECTS (arranged from top to bottom)

INSERTING NEW SLIDE IN PRESENTATIONS

- On the Formatting Tool Bar, click on the

NEW SLIDE Button.

OR

- Click on the **INSERT** Menu, choose **NEW SLIDE**

OR

- Right-Click at the button of the last slide or the slide where you want to insert a new one.

DELETING SLIDE FROM YOUR PRESENTATIONS

1. On the **Slide Pane** in **Slide Sorter Tab** view, select the slides you want to delete.
   - If you want to select slides in order, press SHIFT as you click.
   - for slides not in order, press Apple/Command button as you click.
2. Click on the **EDIT** Menu, choose **DELETE SLIDE.**

   OR

   Press the **DELETE** key on your keyboard.

WRITING TEXT ON THE SLIDE

- Click inside the placeholder given by the Slide layout that you have chosen, then type the text inside it.

OR

- On the **DRAWING TOOL BAR,** click the **TEXT Button,** draw a place holder on your slide, then type the text inside it.

OR

- On the **DRAWING TOOL BAR**, click the
- **FONTWORK Gallery Button**, choose a **STYLE,** type the text, then click **OK.**

DELETING TEXT ON THE SLIDE

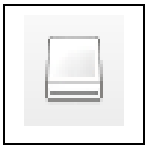
1. Highlight the text or select the placeholder.
2. Press **DELETE** on the keyboard.

SAVING A PRESENTATION

1. Click on the **FILE** Menu, choose **SAVE** OR **SAVE AS.**

   OR

   On the **STANDARD TOOL BAR**, click the **SAVE** Button.



2. In the ***Save In*** box, select the drive/folder where you want to save your file.

3. In the ***File name*** box, type the Filename
4. Click the **SAVE** button or press the enter key.

RETRIEVING A SAVED PRESENTATION

1. Click on the **FILE** Menu, choose **OPEN.**

   OR

   On the **DOCK**, **Right-Click** NeoOffice icon, Choose **Open Document.**

   OR

   On the **STANDARD TOOL BAR**, click the **OPEN** Button.

2. In the **Open Window**, choose the drive or folder where your file is located or saved.

   *Example**: DOCUMENTS*** > ***Grade/Section*** folder

3. Click on the filename of the presentation to be opened, click **OPEN.**

LESSON 3: FORMATTING TEXT

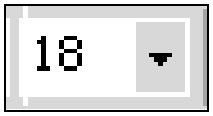
CHANGING FONT

1. Highlight the text or just click the placeholder of the text.
2. On the **FORMATTING TOOL BAR,** click the drop down arrow of the **FONT NAME Box.**

3. Select your desired Font.

CHANGING FONT SIZE

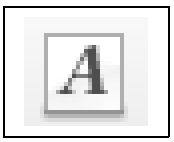
1. Highlight the text or just click the placeholder of the text.
2. On the **FORMATTING TOOL BAR,** click the drop down arrow of the **FONT SIZE Box.**



3. Select or type your desired size.

OR

Click this icon to select the size of your font.



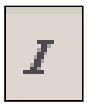
OR

Right-click on the highlighted text and choose the desired font size.

CHANGING THE FONT STYLE

1. Highlight the text or just click the text holder of the text.
2. On the **FORMATTING TOOL BAR,** click any of the four font styles.

Bold



Italic

Underline

Shadow

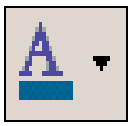
OR

Right-click on the highlighted text and choose the desired font style.

CHANGING THE FONT COLOR

1. Highlight the text or just click the text holder of the text.
2. On the **FORMATTING TOOL BAR,** click the drop

down arrow of the **FONT COLOR Box.**



3. Select your desired color.

NOTE: Changing the FONT, SIZE, STYLES, COLOR, POSITION and EFFECTS can also be executed by:

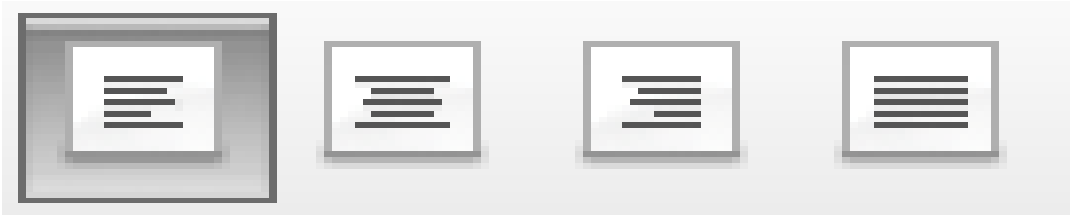
- Clicking on the **FORMAT Menu**
- Choosing **CHARACTER**
- Choosing **Font Name. Size, Styles**, **Color** and **Effects.**
- Clicking **OK.**

OR

Highlight the text and right-click on the selected area and change the **Font, Size, Style, Alignment** and even **Line Spacing**

CHANGING THE TEXT ALIGNMENT

1. Highlight the text or just click the placeholder of the text.
2. On the **FORMATTING TOOL BAR**, click any of the following Alignment Buttons.



Left Align Center Align Right Align Justify

COPYING & PASTING TEXT

1. Highlight the text or just click the placeholder of the text.
2. On the **STANDARD TOOL BAR**, click the **COPY Button,**

OR press

+ C on the keyboard.

PASTE

3. Click the **PASTE Button,**

OR press

+ V on the keyboard.

CUTTING & PASTING TEXT

1. Highlight the text or just click the placeholder of the text.
2. On the **STANDARD TOOL BAR**, click the

CUT Button **,** OR press

+ X on the keyboard.

3. Click the **PASTE Button,**

OR press

+ V on the keyboard.

APPLYING THE SAME FORMAT OF TEXT TO OTHER TEXT EASILY

1. Highlight the text or just click the placeholder of the text that you want to copy the format.
2. On the **STANDARD TOOL BAR,** double-click the **FORMAT PAINTER** button.

3. Click the text or placeholder to where the format will be copied.
4. Once your done, click again the **FORMAT PAINTER** button to turn off its action.

LESSON 4: INSERTING AND EDITING CLIPART/IMAGE

INSERTING CLIPART/IMAGE

1. On the chosen customized slide layout , double-click the Clip art placeholder.

   OR

   On the **DRAWING TOOL BAR**, click the **FROM FILE icon.**

   OR

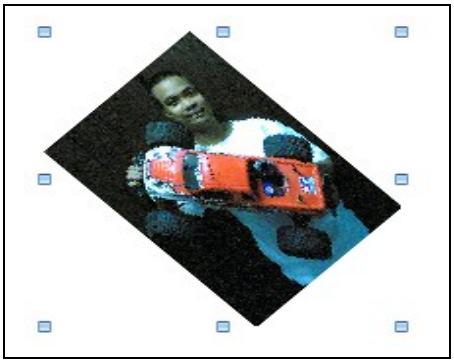
   Click on the **INSERT Menu,** choose **PICTURE,** choose **FROM FILE or SCAN.**
2. In the **Open Window,** look for the picture you want to be inserted.
3. Choose the desired image then Click **OPEN**.

RESIZING THE CLIPART/IMAGE

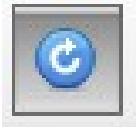
1. Click on the inserted clipart. *Blue Square handles* will appear along the sides of the object.
2. Click and drag blue square *handle* inward or outward until you reach the desired size.

ROTATING THE CLIPART/IMAGE

1. **Right-Click** on the clipart/image you wish to rotate.
2. Click **Position and Size**.
3. On the position and size window, Click **Rotation Tab**.
3. Set the **Rotation Angle** to your desired angle.



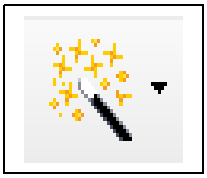
OR

Click the clipart/image then click the  **Rotate button** located in the drawing toolbar then point in one of the four corners of the selected clipart/image.

APPLYING FILTER TO A CLIPART/IMAGE

1. Click on the clipart/image.

2. Click the **FILTER icon** on the **PICTURE TOOL BAR.**



4. Choose your desired filter from the filter options.

DELETING A CLIPART/IMAGE

1. Click on the clipart/image you wish to delete.

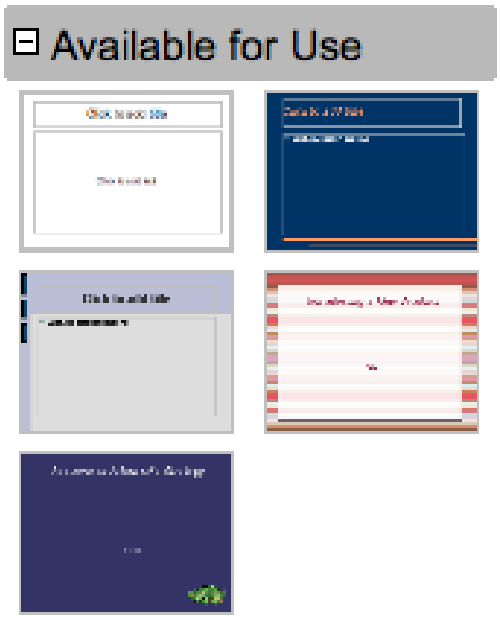
2. Once the blue square handles appear, press the **DELETE** key on the keyboard.

LESSON 5: APPLYING DESIGN TEMPLATE, BACKGROUND, & FILL EFFECTS

DESIGN TEMPLATE – a ready made background design that already has design concept, fonts, size and style of bullets that gives a fully designed professional look to your presentations.

APPLYING A DESIGN TEMPLATE TO ALL YOUR SLIDES

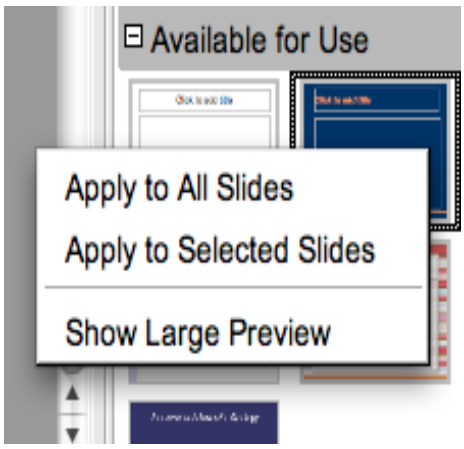
- On the **TASK PANE** under **MASTER PAGES**, click on the Design Template you want to apply to all your slides.



APPLYING A DESIGN TEMPLATE TO ALL SLIDES or SELECTED SLIDE

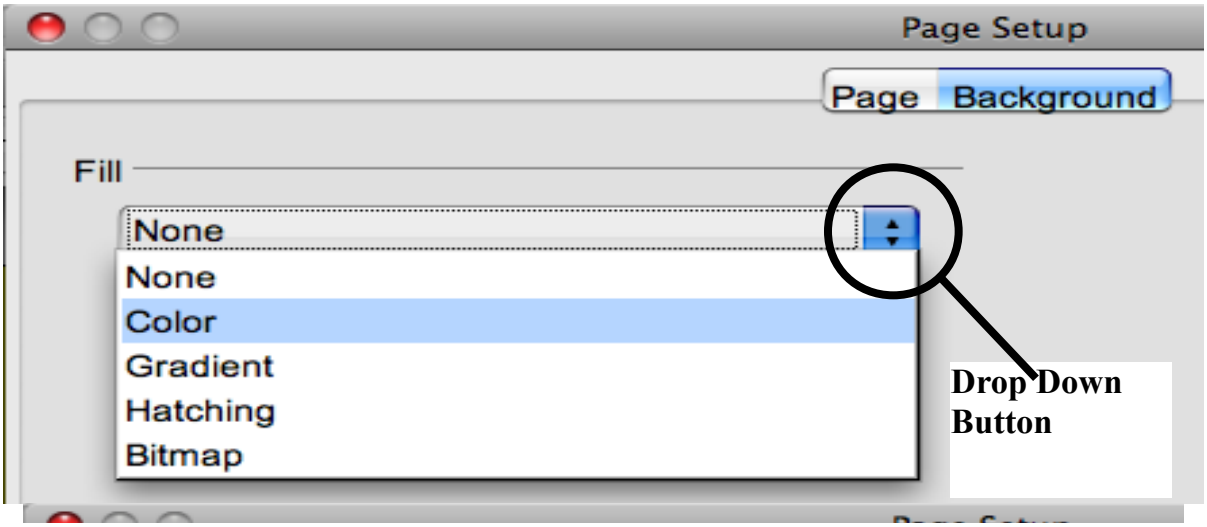
1. On the **TASK PANE** under **MASTER PAGES**, **Right mouse click** on the Design Template you want to apply.

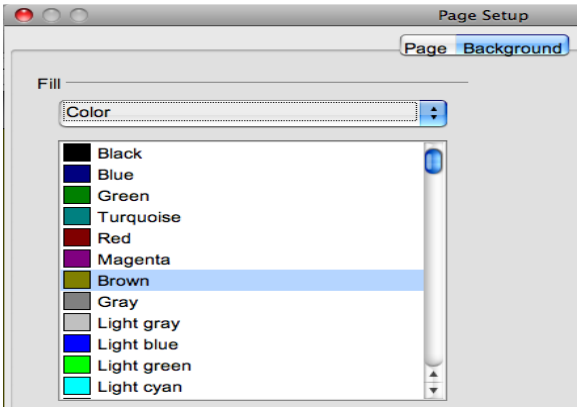
2. Among the choices given, click on **APPLY TO ALL** or **SELECTED SLIDES.**



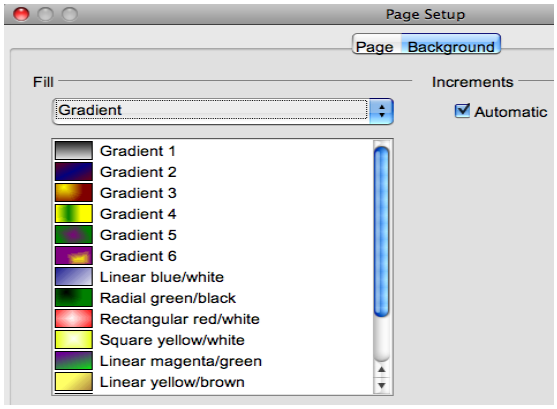
APPLYING BACKGROUND COLOR TO <u>ALL YOUR SLIDES OR SELECTED SLIDE</u>

1. Select a slide, click on **FORMAT** Menu
2. Choose **PAGE**.
3. Click on **BACKGROUND TAB** then click on the drop down arrow, choose from **COLOR, GRADIENT, HATCHING** and **BITMAP**.

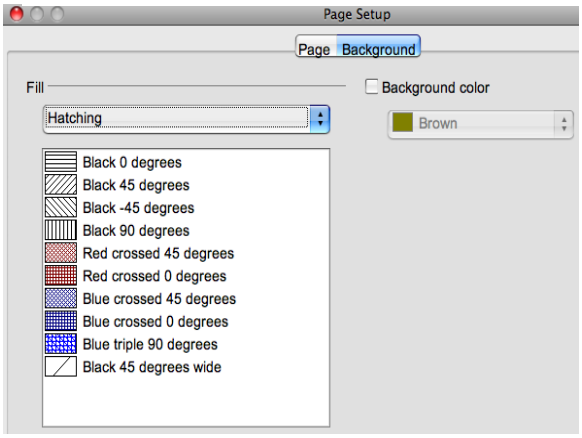




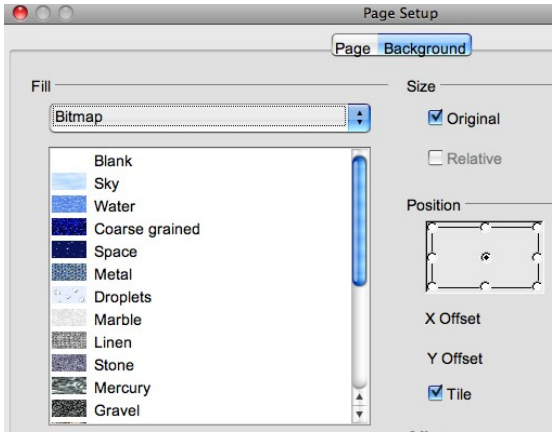
COLOR BACKGROUND



GRADIENT BACKGROUND



HATCHING BACKGROUND



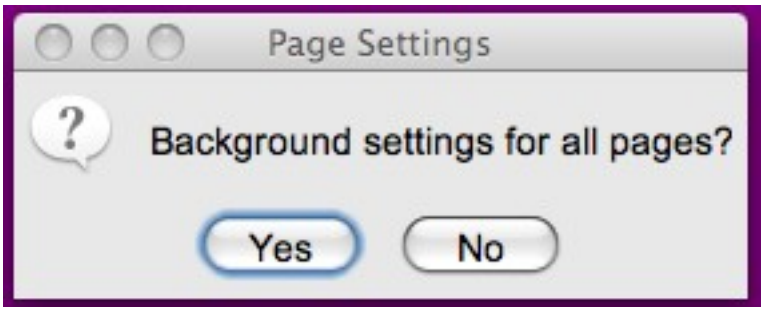
BITMAP BACKGROUND

3. Choose a background and click **OK**

4. In the dialog box, Click

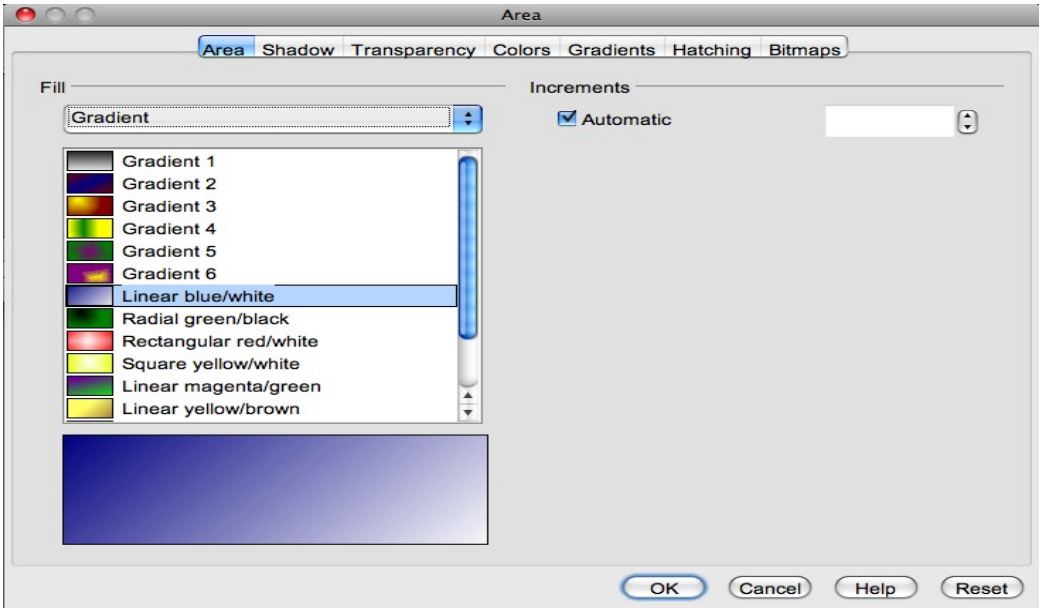
Yes – if you want the chosen background to be applied to **ALL your slides**.

No – if you want the chosen background to be applied only to the **SELECTED slide.**



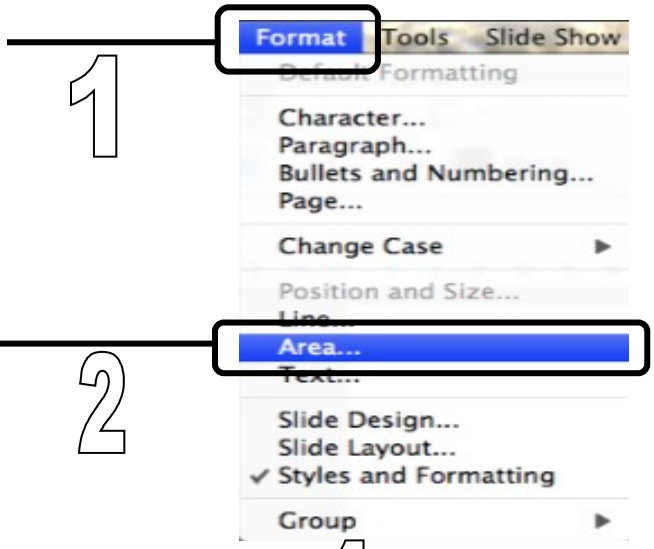
APPLYING AREA BACKGROUND TO A TEXT BOX , FONTWORK and PLACE HOLDER

1. Select a Place Holder , Text Box or Fontwork, click on **FORMAT** Menu OR Select then right-mouse click.
2. Choose **AREA**.
3. Select **FILL EFFECTS**
   For Example:
   Under **GRADIENT**, choose any *COLOR* and *SHADING STYLE,* then click **OK.**
4. You can also apply SHADOW, TRANSPARENCY, customize COLOR, GRADIENTS, HATCHING and BITMAPS.



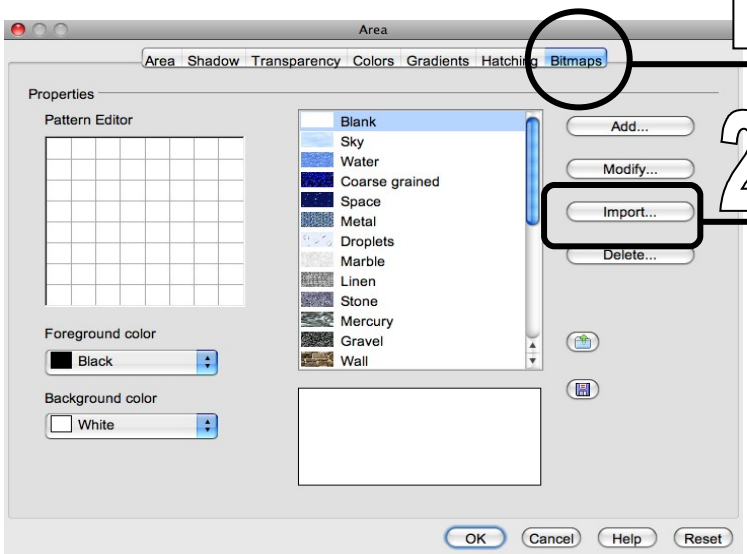
APPLYING CUSTOM IMAGE/BITMAP BACKGROUND TO A SLIDE

1. Go to **FORMAT** menu



Choose **AREA**

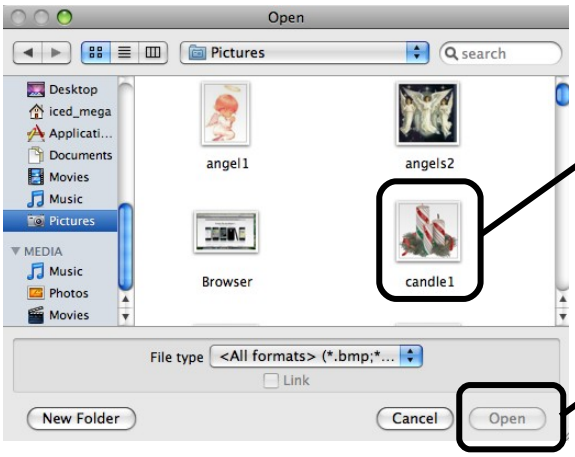
2. On the **AREA WINDOW**



Click on **BITMAPS Tab**

Then Click **IMPORT**

3. After clicking **IMPORT**, you will be asked to select an **IMAGE/PICTURE** file from your folder.

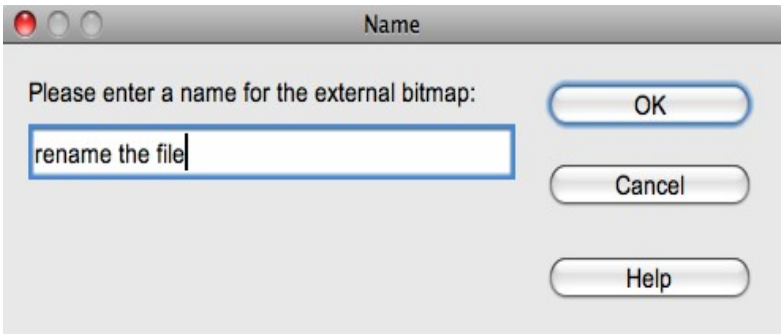


Select an **IMAGE/PICTURE** that you want to use as **background**

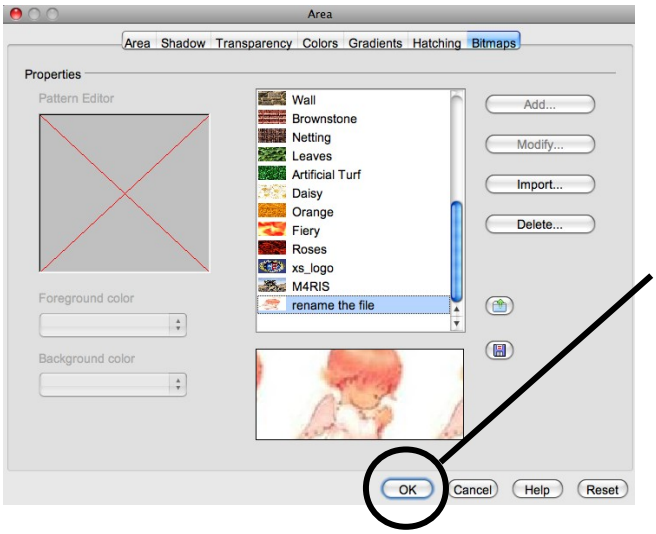
Then **CLICK OPEN.**

4. You will be asked to **RENAME** the file.

Note: You may use any **filename** to avoid confusions after importing.



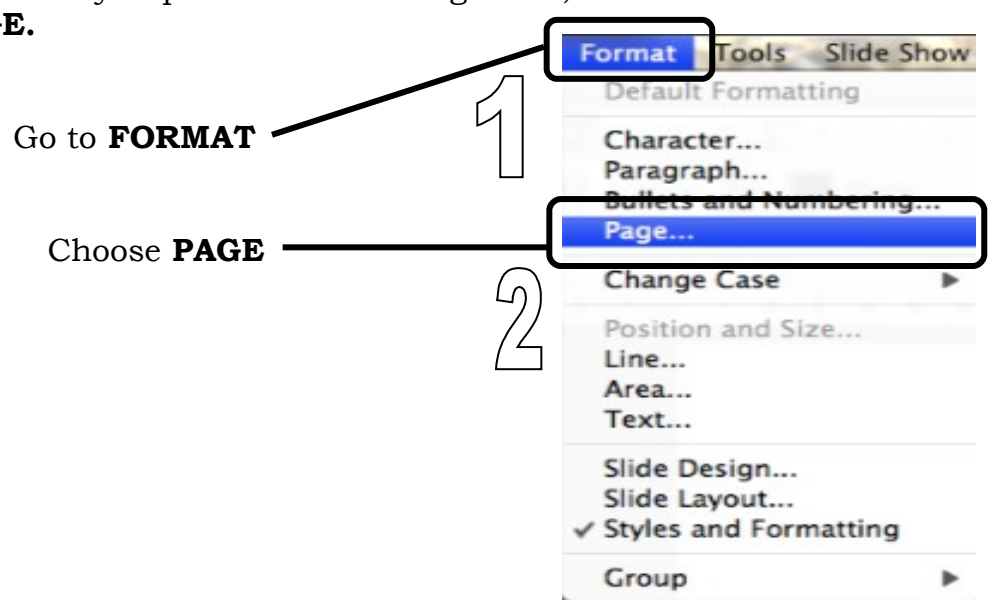
5. **CLICK OK** to confirm the renaming of file.
6. The image/picture file that was imported will be added to the images/pictures under **BITMAPS Tab** of the **AREA** window.



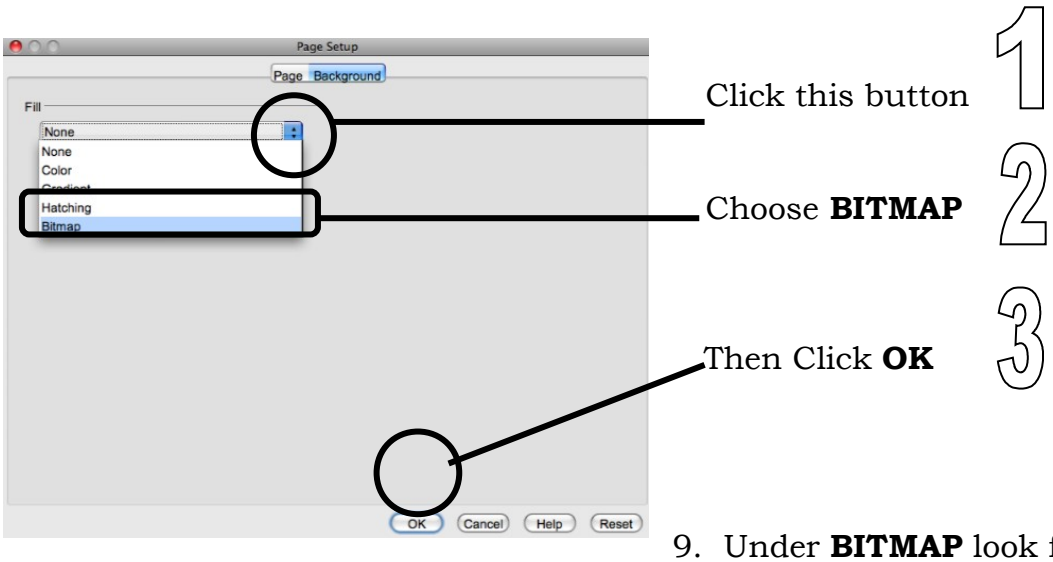
Newly added file is placed at the bottom of the list. **CLICK OK** to finish the **IMPORTING** of image/picture.

Note: You can always import an Image/Picture files by following the same procedures.

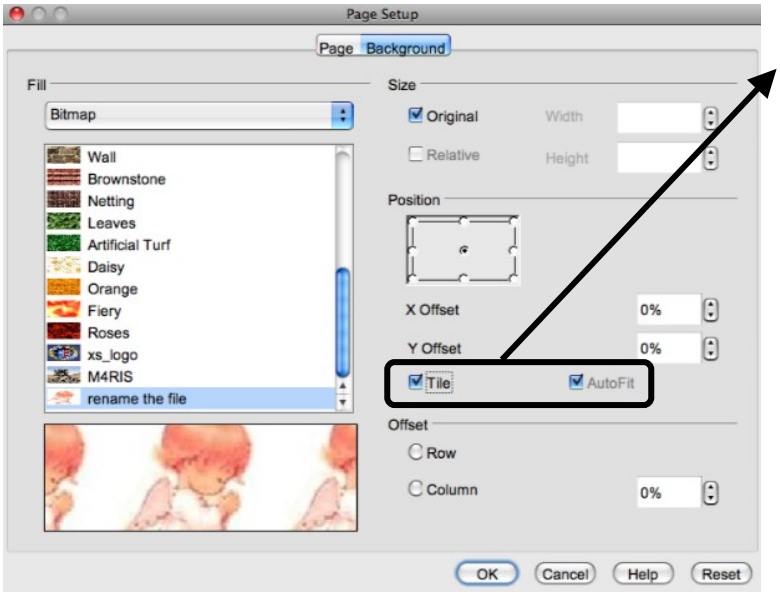
7. To use the newly imported file as background, Go to **FORMAT** menu then Choose **PAGE.**



8. On the **PAGE Setup** window, Click the drop down button under **BACKGROUND tab**. Then Choose **BITMAP**.



9. Under **BITMAP** look for the image/picture that you imported for your slide background. Then **Click OK.**

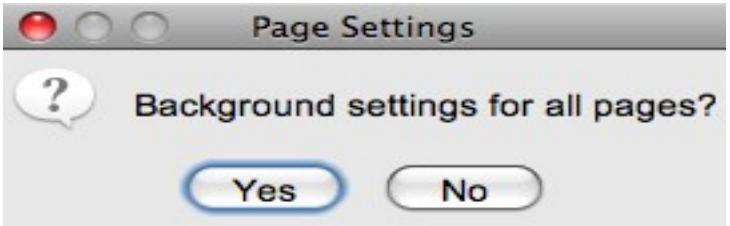


Note: You can select the position of your background from **TILE**(*The image is displayed repeatedly as background*) and **AUTOFIT**(*The image is displayed in a full screen background*). A check mark on the check box means TILE or AUTOFIT is selected.

10. In the dialog box, you will again be prompted to click…

Yes – if you want the chosen background to be applied to **ALL your slides**.

No – if you want the chosen background to be applied only to the **SELECTED slide.**



LESSON 6: APPLYING ANIMATION EFFECTS

ANIMATION – adding special visual or sound effect to text or an object.

APPLYING ANIMATION EFFECTS

1. Select the object you want to animate.
2. On the **TASK PANE,** Choose **CUSTOM ANIMATION**.
3. Click on **ADD** button.
4. Click and do one or more of the following:

If you want to make the text or object enter the slide show presentation with an effect, point to **ENTRANCE,** then choose an effect on the Custom Animation list.

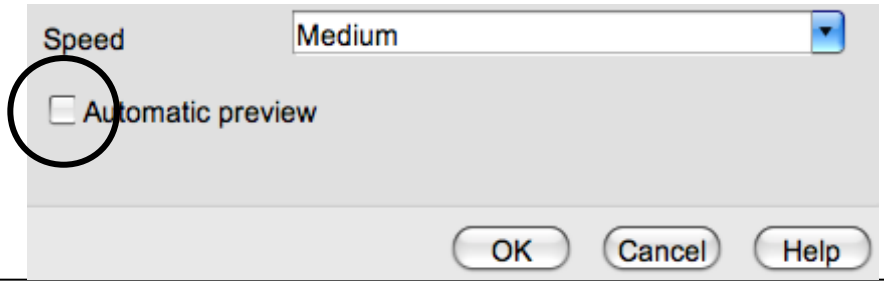
If you want to add an effect to text or an object that makes it leave the slide at some point, point to **EXIT,** then choose an effect on the Custom Animation list.

If you want to add an effect to text or an object that is on the slide, point to **EMPHASIS,** then choose an effect on the Custom Animation list.

If you want to add an effect that makes an object move in a specified pattern, point to **MOTION PATHS,** then choose an effect on the Custom Animation list.

NOTE:

- ***BE CAREFUL*** *that you do not keep on adding animation effect after effect on your selected objects.*
- *To preview the animation effects that have been applied to the objects, check the* ***Automatic Preview*** *button.*



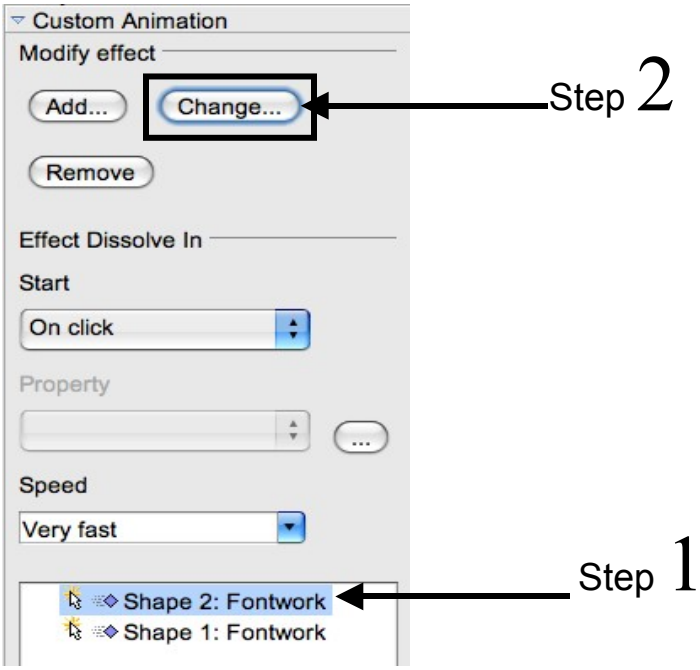
5. After choosing the appropriate animation effect, You can adjust the desired Speed from **Very Slow**, **Slow**, **Medium**, **Fast** and **Very Fast.**
6. Click **OK.**

Custom Animation effects can also be executed by:

- Right mouse-clicking, choose **CUSTOM ANIMATION,** OR
- Clicking on the **SLIDE SHOW** Menu, choose **CUSTOM ANIMATION.**

CHANGING THE ANIMATION EFFECTS USED ON THE OBJECT

1. On the **TASK PANE'S** Custom Animation list, click the animation item you want to change.



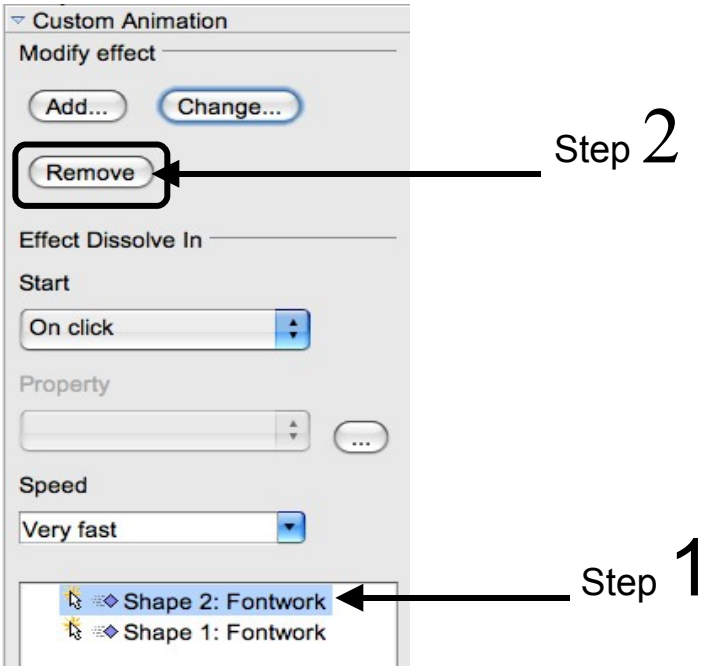
2. Click on the **CHANGE** button.
3. Select the desired effects.

NOTE:

- *Make sure to click on the CHANGE button. If you do not see this and instead see the ADD EFFECT button, it means no object was selected properly.*
- *If you do not see the CHANGE button then, chances are , you will just keep on adding effect to the item.*

REMOVING ANIMATION EFFECTS OF AN ANIMATED OBJECT

1. On the **TASK PANE'S** Custom Animation list, click the item that has the effect that you want to remove.



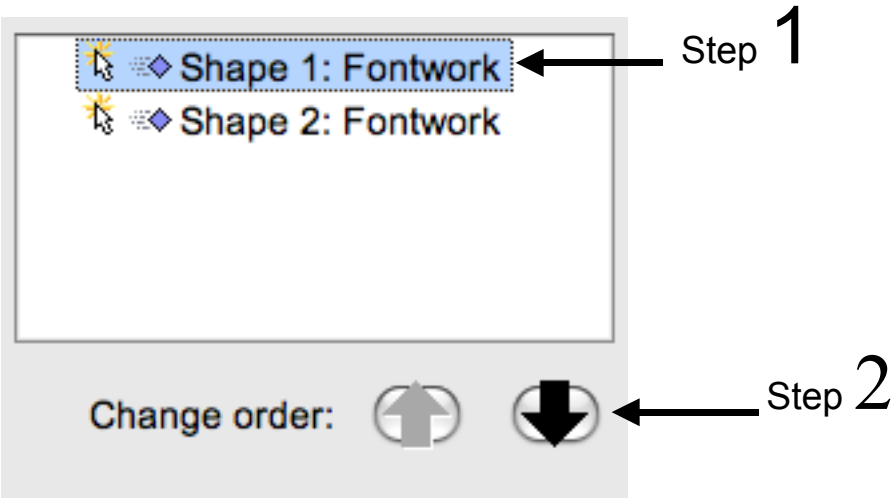
2. Click the **REMOVE** button.

NOTE:

- *Removing the animation effect does not remove the object from the slide.*

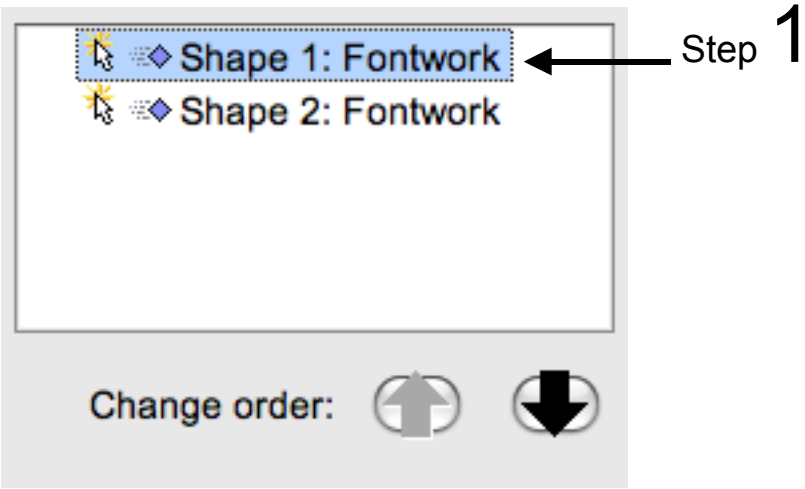
RE-ORDERING ANIMATION EFFECTS

1. On the **TASK PANE'S** Custom Animation list, click the animation item that you want to change the order.
2. Arrange the order on the animated objects by clicking on the **MOVE UP** or **DOWN** buttons:

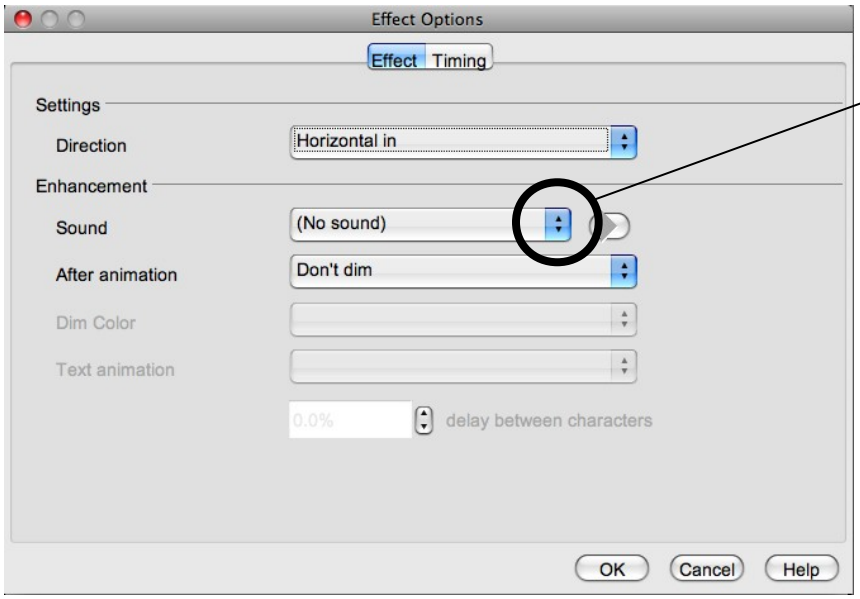


APPLYING SOUND EFFECTS TO AN ANIMATED OBJECT

1. On the Task Pane's Custom Animation list, **DOUBLE CLICK** the item that you want to apply sound effects.



2. After double clicking an item, Choose the desired Effects and Timing from the **EFFECTS OPTIONS** window.



Click this button to select sound effects.

3. Once the desired sound was selected, **Click OK**.
4. Repeat the same procedures in adding sound effects to other items in the Animation list.

LESSON 7: APPLYING SLIDE TRANSITION

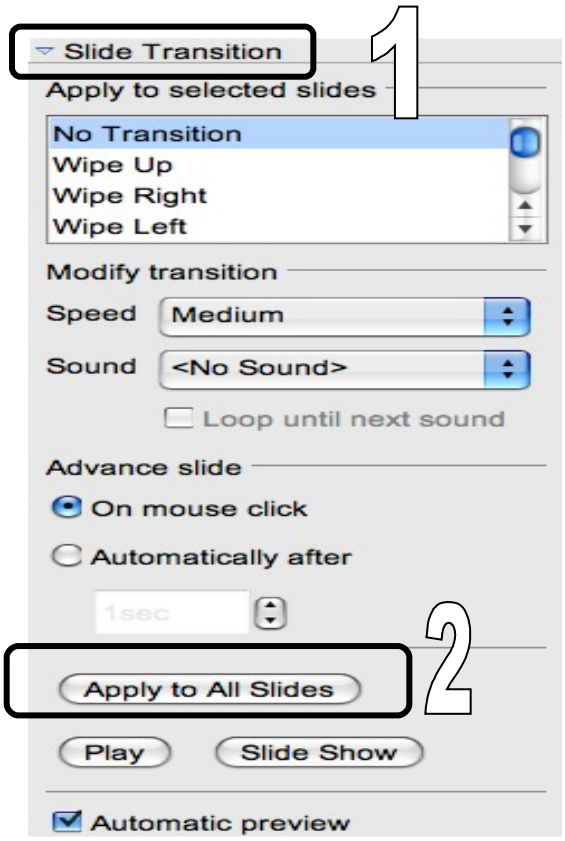
SLIDE TRANSITION – effect that introduces the background of your slide during the slide show or presentations.

APPLYING THE SAME SLIDE TRANSITION TO ALL YOUR SLIDES IN THE PRESENTATION

1. On the **TASK PANE,** click the **SLIDE TRANSITION Tab.**

2. In the list, select your desired slide transition

3. Click the **APPLY TO ALL SLIDES button.**



APPLYING DIFFERENT SLIDE TRANSITIONS IN YOUR PRESENTATION

1. On the **SLIDES Tab,** select the slides you want to add transition to.

2. On the **TASK PANE,** click the **SLIDE TRANSITION Tab.**

3. In the list, select your desired slide transition.

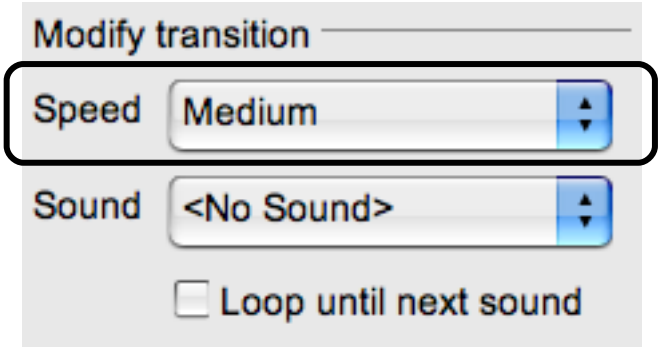
4. **DO NOT CLICK** the **APPLY TO ALL SLIDES** button.

MODIFYING YOUR SLIDE TRANSITION

1. On the **SLIDES Tab,** select the slides you want to change the speed of slide transition.

2. On the **TASK PANE,** click the **SLIDE TRANSITION** tab.

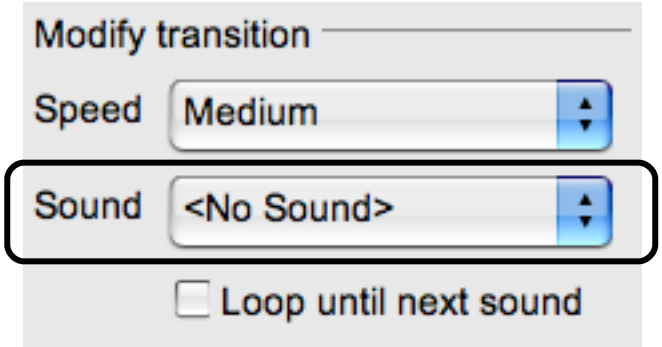
3. Under **MODIFY TRANSITION,** select **SPEED,** and choose speed rate.



APPLYING SOUND EFFECTS TO YOUR SLIDE TRANSITION

1. On the **SLIDES Tab,** select the slides you want to add sound effect to. On the **TASK PANE,** click the **SLIDE TRANSITION tab.**

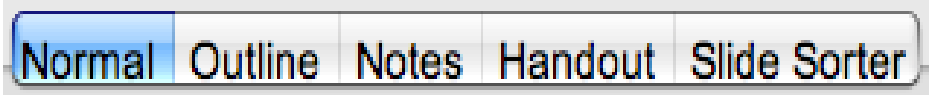
2. Under **MODIFY TRANSITION,** select **SOUND,** and choose sound effect.



Note:
You can use looping if you want to use the same sound effects to other slides by checking the ***Loop until next sound*** check box.

NeoOffice IMPRESS VIEWING BUTTONS

NeoOffice Impress has five main views:
NORMAL VIEW, **OUTLINE VIEW**, **NOTES**, **HANDOUT** and **SLIDE SHOW VIEW.**



Normal – displays a normal view of your presentation.

Outline – displays the content of your slide presentation in outline form.

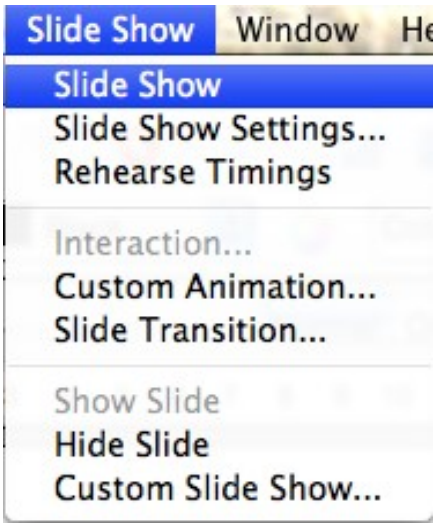
Notes – display a view in which you can type notes that you want to accompany a slide.

Handout – displays a handout view of your presentation.

Slide Sorter – displays a miniaturize version of your slides.

NOTE:

- *You can also click on **SLIDE SHOW** Menu, choose **Slide Show.** If you click or use the **SLIDE SHOW button**, the presentation will begin on the slide that you are currently in.*



OR

Slide Show button

OR

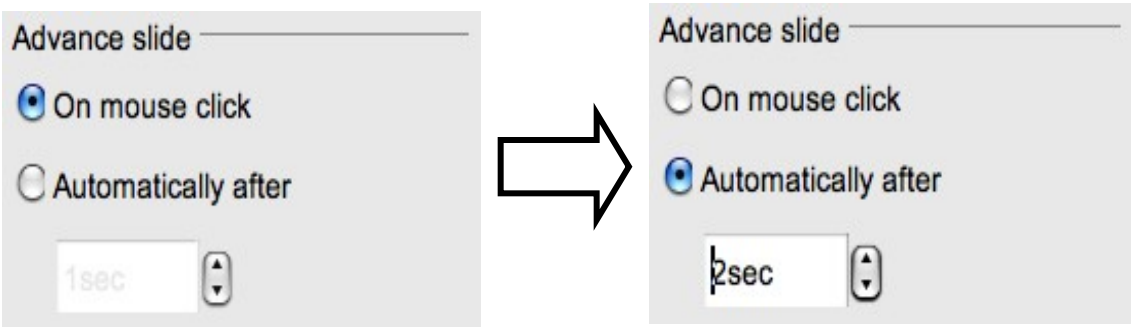
- *Press **F5** on your keyboard. If you press or use F5, the presentation will begin from the first slide.*

SETTING THE TIMING FOR SLIDE SHOW

1. On the **SLIDES Tab,** select the slides you want to set the timing for.

2. On the **TASK PANE,** click the **SLIDE TRANSITION tab.**

3. Under **ADVANCE SLIDE**, select the **AUTOMATICALLY AFTER** check box, and then enter the number of seconds. This will determine how long a slide with all animation effects will stay on the screen.



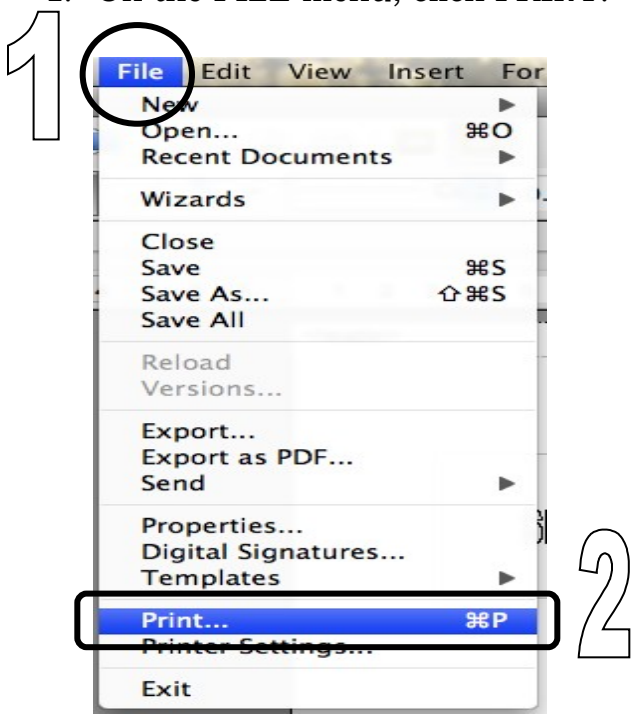
NOTE:

- *Once timing has been set in the slide transition, the next slide will appear automatically after the number of seconds you have specified.*

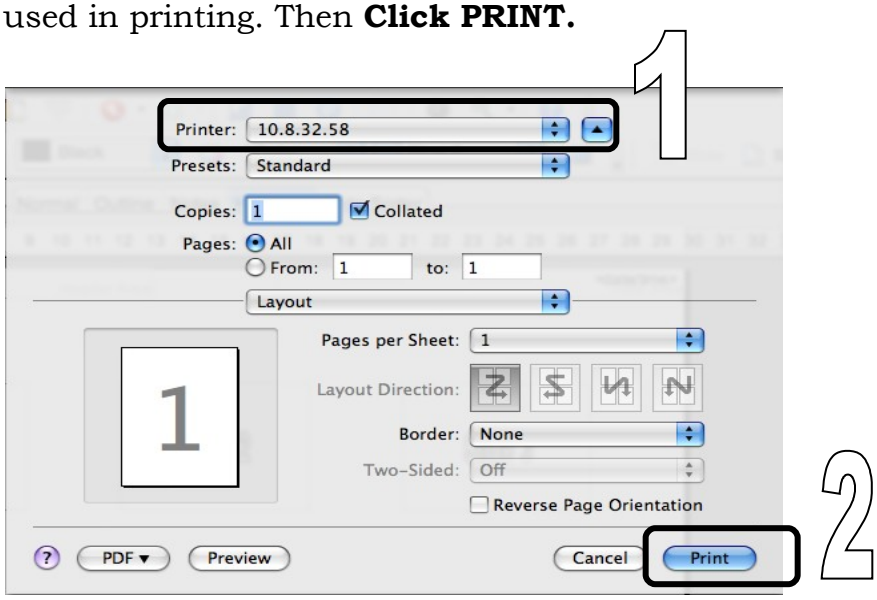
LESSON 9: PRINTING THE PRESENTATION

You can print your entire presentation — the slides, outline, notes pages, and audience handouts — in color, grayscale, or pure black and white. You can also print specific slides, handouts, notes pages, or outline pages.

1. Open the presentation you want to print.
2. On the **FILE** menu, click **PRINT**.



3. Under **PRINTER**, the **NAME box**, select the name of the printer to be used in printing. Then **Click PRINT.**



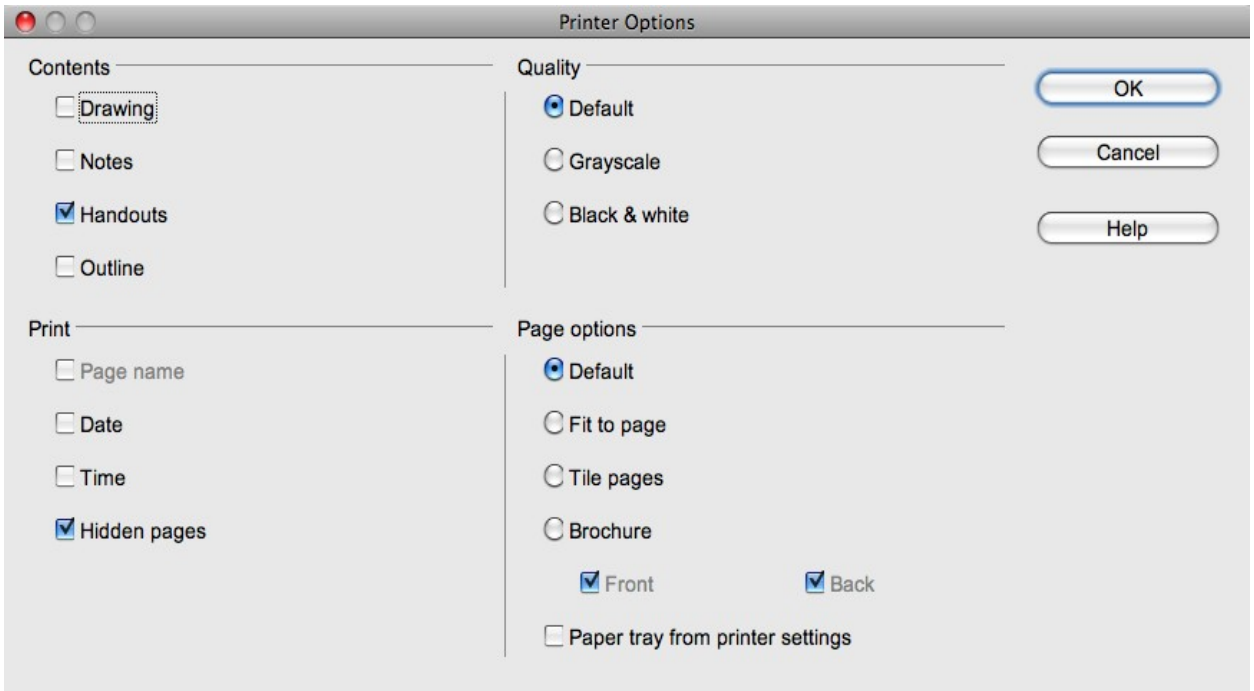
4. In the **PRINTER OPTIONS** box, choose:
5.

DRAWING – to print the identified slides per whole bond paper or transparency.

HANDOUTS – to print your presentations in handout style. However, you can choose from many layout options for printing: from 1 slide per page to 9 slides per page. The 3-slides-per page option includes lined space for note-taking by the audience.

NOTES PAGE – to print your notes pages either for your own use when delivering a presentation or to include as handouts for your audience.

OUTLINE VIEW - to print all the slide titles of your presentation.



6. Click **OK.**

LESSON 10: HYPERLINKS

HYPERLINK – connection from one slide to another slide, a file, or a web page. The hyperlink itself can be a text or an object such as a picture, graph, shape, or WordArt.

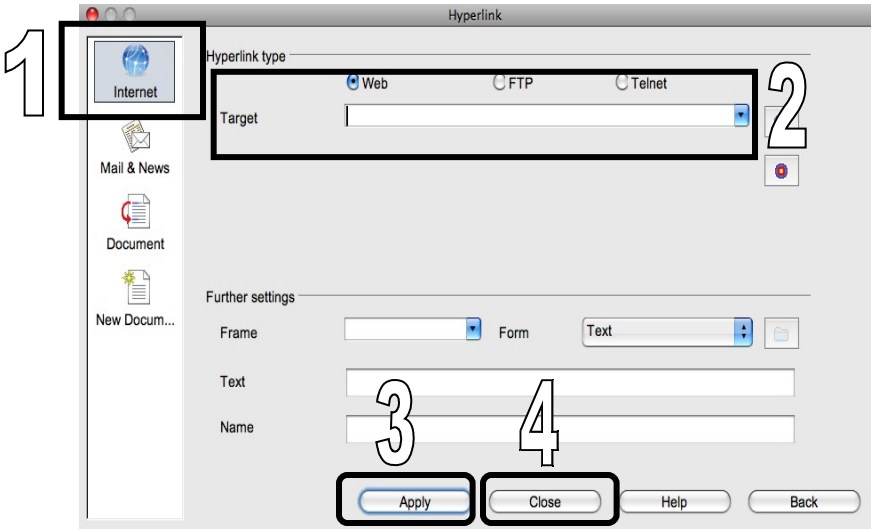
In NeoOffice IMpress, hyperlinks become active when you run your presentation (during the slide show) not when you are creating it. During the slide show, whenever you move the mouse pointer over the hyperlinked object, the mouse pointer becomes a ***hand pointer,*** indicating that a link will appear when you click the object.

Text that represents a hyperlink is underlined and in a color that coordinates with your color scheme. Pictures, shapes and other object hyperlinks have no additional formatting.

CREATING INTERNET HYPERLINKS

1. On the **STANDARD TOOL BAR**, click on the **INSERT HYPERLINK button.**
   OR
   Click the **INSERT Menu,** choose **HYPERLINK.**

3. In the Hyperlink dialog box, under **Internet** Click on **Web** then type the **URL** or **Web Address** in the target box.



4. Click **APPLY** then **CLOSE.**

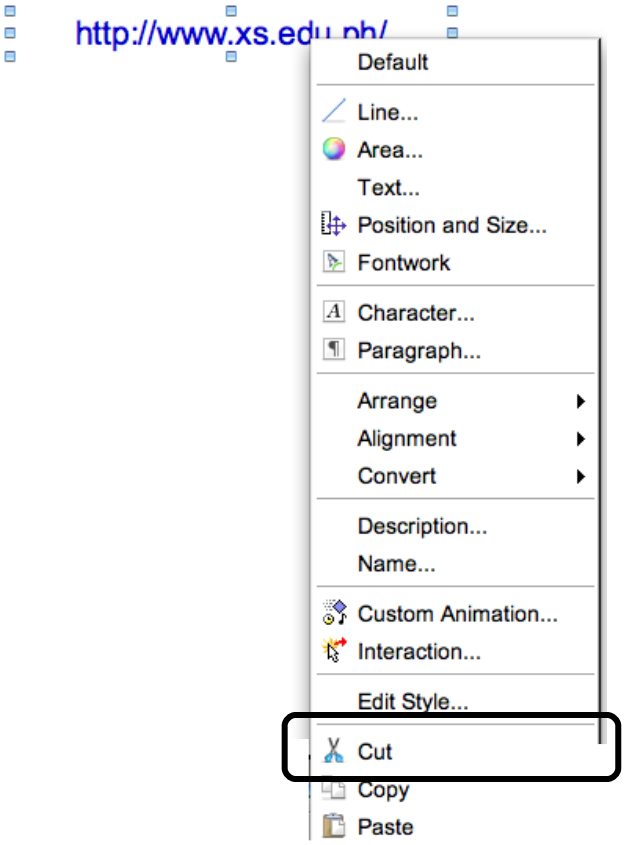
EDITING HYPERLINKS

1. **Right-mouse click** the hyperlink until the blue handle bars and the cursor spears.

2. Type-in the desired URL or Web Address that you want to replace with.

REMOVING HYPERLINKS

1. **Right-mouse click** the Web Hyperlink, then choose **CUT.**



REFERENCES:

INTERNET
Lorraine Digital Academy access from
http://loraindigitalacademy.com/Resources/helpfiles/NeoOffice%20Powerpoint.pdf ; on May 4,2009