

u3a Computing Club

Alan Hopwood, 3 February 2022

LibreOffice Impress Presentations

Office Software - why have it?

- Word processor: Write letters, articles, books
- Spreadsheet: Set up and organise and perform calculations on tables of numbers for budgets, accounts, plans... produce charts and graphs.
- Presentation software: Develop and deliver presentations.

Which Office Suite

	MicroSoft 365 (not Professional)	Apple iWork	Google (not Workspace)	LibreOffice
Word processor	Word	Pages	Docs	Writer
Spreadsheet	Excel	Numbers	Sheets	Calc
Presentation	PowerPoint	Keynote	Slides	Impress
Vector Graphics				Draw
Database	(Access)			Base
Price	£62 (home & student)	Free	Free	Free
Functionality	The standard	Comparable	Limited	Comparable
Negatives	Cost	Apple only	online only	inelegant

LibreOffice

- Free, Open Source Office suite that runs on Windows, Macs, Linux. Uses OpenDocument file standards, but can open and save in Microsoft formats
- Downloadable from www.libreoffice.org/
- Including full documentation: <https://documentation.libreoffice.org/en/english-documentation/>

The screenshot displays the LibreOffice documentation website for version 7.2. The page features a green header with the LibreOffice logo and navigation links for various languages (EN, PT-BR, CS, ES, IT, DE, FR, NL, EO). Below the header, there are six guide cards arranged in a 2x3 grid. Each card includes the LibreOffice logo, the title of the guide, a version number (7.2), and a 'Download PDF' button. Below the button, there are links for 'Buy a printed copy', 'Guide Source Files', and 'Read in your browser'. The guides shown are: Draw Guide, Writer Guide (macOS edition), Math Guide, Base Guide, Calc Guide, and Impress Guide. Each card also features a small icon of a document and a PDF icon.

LibreOffice - Quick Ref

Quick Tips - Impress



Editing Functions

Edit master slide	Menu: View ▶ Master slide
Insert image	Menu: Insert ▶ Image...
Insert chart	Menu: Insert ▶ Chart...
Start slide show	F5
Enable / disable Navigator	Ctrl + Shift + F5
Fit text to frame	Ctrl + Shift + F8
Group objects	Select the objects Ctrl + Shift + G
Enter group	F3
Exit group	Ctrl + F3
Edit the text of an object	F2
Edit points of an object	F8
Styles and Formatting	F11
Position and Size	F4
Duplicate object	Shift + F3

Presentation Functions

End presentation	Esc
Jump to the first slide	Home
Jump to the last slide	End
View black screen	B
View white screen	W
Go to the previous slide	Left Arrow, Up Arrow or Page Up
Go to the next slide	Enter, Space, Right Arrow, Down Arrow or Page Down

Shortcut keys (all applications)

File Functions

Create a new document	Ctrl + N
Open a document	Ctrl + O
Save document	Ctrl + S
Save as	Ctrl + Shift + S
Print	Ctrl + P

Editing Functions

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Special	Ctrl + Shift + V
Select All	Ctrl + A
Undo	Ctrl + Z
Find	Ctrl + F
Find & Replace	Ctrl + H
Spelling and Grammar	F7

Formatting Functions

Clear direct formatting (Writer and Calc)	Ctrl + M
Italic	Ctrl + I
Bold	Ctrl + B
Underline	Ctrl + U
Justified	Ctrl + J
Center horizontally	Ctrl + E

ATTENTION

When saving a document, remember that LibreOffice stores the last folder used for saving. So in the "Save as..." option, always be sure to check if the folder displayed for saving is correct.



Quick Reference Guide LibreOffice 7.x

Main applications of LibreOffice

Text	LibreOffice Writer
Spreadsheet	LibreOffice Calc
Presentation	LibreOffice Impress

Open Document Format (ODF) extensions

Text	.odt
Spreadsheet	.ods
Presentation	.odp

Useful Links

Download documentation and LibreOffice program in various languages

<https://documentation.libreoffice.org/en/english-documentation/>

Extensions & Templates

<https://extensions.libreoffice.org/>

Open Document Format (ODF)

<https://www.oasis-open.org/>

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Updated for 7.x by Tuomas Hietala

Making Presentations

- All the presentation applications assume a similar process:
 - Open the application
 - Start a new presentation - select a template (or blank)
 - Templates provide consistent slides (colours, font, layout)
 - Add a slide - select appropriate layout
 - Add text and/or graphics. Modify to suite.
 - Select presentation features - transition, timing.
 - Save slides.
 - Present slides

Impress Main Window

- Tool bars at top
- Slides pane to left
- Sidebar at right
 - If slide in pane is selected, shows slide properties
- Status bar at bottom
- Use View to change most aspects

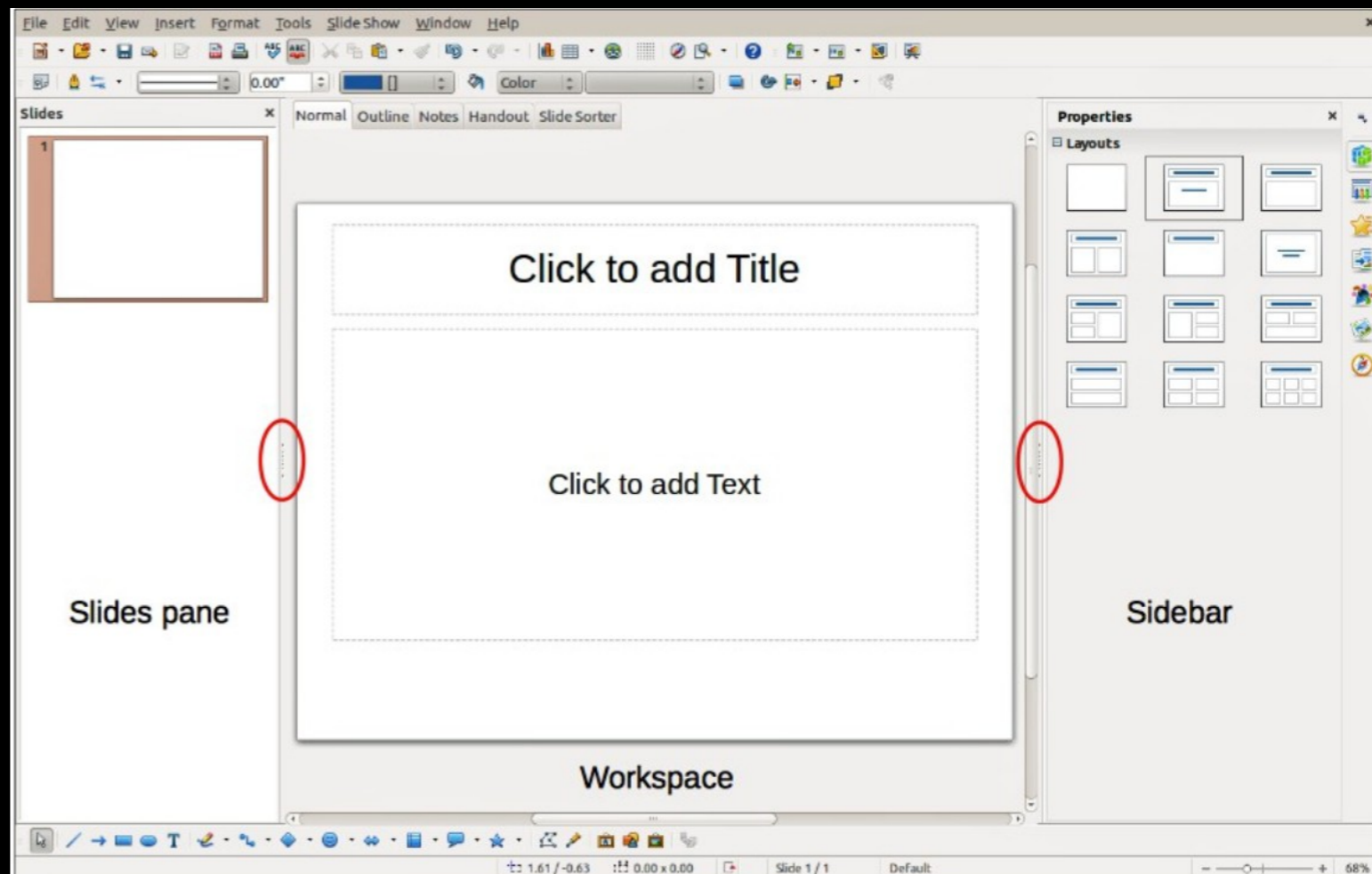


Figure 2: Main window of Impress; ovals indicate the Hide/Show markers

Start a New Presentation

- Start LibreOffice
- Create Impress Presentation
- File / New / Presentation
- Select a Template (or cancel)

Add a slide

Three ways:

- **Menu at top: Slide / New Slide or**
- **Top Tool bar: New Slide icon**
- **Ctrl M**

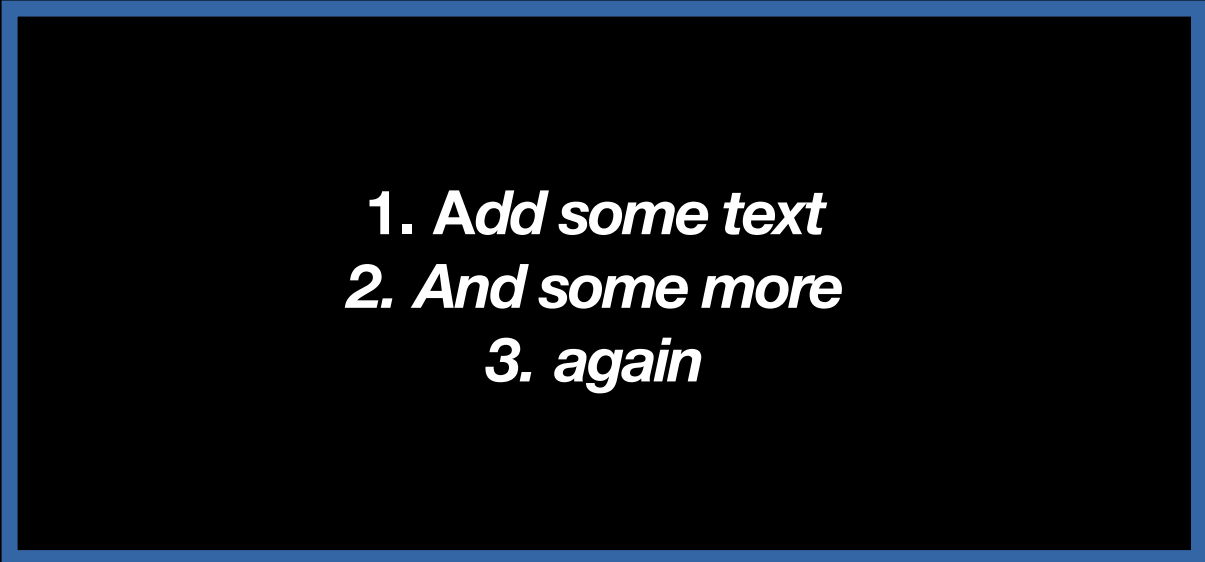
- **adds slide with same layout**
- **In Sidebar: select properties, select layout as required**

- **Note that user interface is VERY tailorable**
 - **Menu: View / User Interface**
 - **Menu: View / Slide Pane**


Add Text

- Click on existing boxes
- type text
- Play with properties

- Menu: Insert / Text Box (or click icon)
- move mouse onto slide - click/hold and drag to size.
- type text
- play with properties



1. *Add some text*
2. *And some more*
3. *again*



This is a
new text
box

Insert Shape

- **On slide pane: select shapes (or menu: insert / shape / select shape)**
- **Click on shape**
- **move mouse to slide, click/hold and drag to size**
- **try toggle extrusion**



Set up Slide Show

Transitions:

- Select all or some slides in Slide panel
- Select Transitions
- Chose transition style

- Slide show settings
- Menu: Slide Show / slide show settings
- Play

Save Slides

Saving the presentation

- **Menu: File / Save As**
- **find a suitable folder (or new folder)**
- **save as ODF presentation for yourself**
- **save as powerpoint 2007-365 for sharing with others to edit**

Exporting the presentation for anyone to view.

- **Menu: export as pdf - gives lots of pdf options.**

Present the Slides

Menu: Slide Show / Start from First Slide

How to Learn

- 1. Load the application**
- 2. Download the documentation**
- 3. Start / Explore / Play**

Questions & Clarifications

LibreOffice Impress

- Any Questions?

Thank You