

OPEN OFFICE IMPRESS NOTES (AKA POWER POINT)

GOOD PRESENTATIONS:

- Simple
- Easy to read from the back of the room
- Good colors choices
 - Dark background...light fonts
 - Light background...dark fonts
- Make backgrounds, buttons and transitions uniform
- Don't put too much animation...takes away from the presentation
- The purpose of a presentation is to convey information.

PRINTING:

- You don't generally print slide shows
- If you have to, either print it in an outline form or change the printer settings to print "handouts". You can choose to print up to six slides per page
- Go to the View Menu and select Handout Page
- Choose to Print directly using the Standard Tool Bar
- Click on the "Format" menu to choose the layout of the handouts

EDIT:

- Choose delete slide to get rid of a slide in your show

VIEW:

- **Slide (Normal) View:** Allows you to view one slide at a time
- **Outline View:** Allows you to view and print your slide show in an outline form
- **Slide Sorter View:** Allows you to look at your entire slide show all at once and also allows you to move slides around in your slide show
- **Notes Page View:** Allows you to see one slide at a time and write notes that no one but you will see. This is good for making presentations. You can print the notes that you make.
- **Slide Show View:** Allows you to show your slide show

INSERT:

- **Insert Slide:** This is where you insert and make a new slide for your slide show...**DO NOT CLICK ON FILE NEW!!!! THAT WILL MAKE A NEW SLIDE SHOW!!!!**
- Files (that you have saved)
- Movies and sounds clips can be entered from here

FORMAT

- **Character**
- **Paragraph**
- **Bullets & Numbering**
- **Page**
- **Background:** This is where you change what the background of the slideshow looks like

SLIDE SHOW

- **Slide Show:** You can run the show “looped” by checking automatic
- **Custom Animation:** This is where you make any text box, clip art, word art or picture animate
- **Slide Transition:** This is a special effect used to introduce a slide during a show. For example, you can fade from black or dissolve from one slide to another. You can even vary the speed of the transition.

BUTTONS

RIGHT CLICK:

- Shortcut when you right click on pictures, buttons or text boxes
- Allows you to put in special effects into your presentation
- Be sure to select “Interactions” and then tell your “button” what “Action” you want it to take at the mouse click.

- **Action Buttons:** Where you add buttons to the show
 - Buttons can be shapes, clipart, pictures, etc.
 - Buttons can be changed in size, color and appearance
- **Action Settings:** Allows you to hyperlink to other slides, websites and other files

TOOLS

- Spellcheck
- Thesaurus
- Gallery (Different backgrounds, bullets, etc.)

