



Open Office Presentations 1: basic slides and styles

Open Office Presentations

Open Office Presentations is a free presentation creator. Presentations can include any or all of the following items:

- text
- pictures (photographs, clip art, shapes)
- multimedia materials (sounds, music, videos)

Getting Started

- Open Open Office Presentations using the desktop icon. Click on Presentation.
- Choose a template and/or a background.
- Understand the workspace.
 - The left panel displays thumbnails of the slides and provides easy navigation within the presentation.
 - The content of the current slide is in the middle of the screen.

Adding Content

- To add a title, subtitle, or text, click in the appropriate box and type.
- To change the font color of typed text, highlight the text and choose a color in the Properties window.
- Change the level of a bullet by using the Indent tools in the Properties window.
- To add a new slide, click on Insert then Slide. Choose a slide type from the options available in the Properties window.

Rearranging

- To delete a slide, click on the slide on the left side of the screen and press Delete on the keyboard.
- To move a slide, click on the slide on the left side of the screen, drag it to the desired location, and drop it.
- To copy a slide, click on the slide on the left side of the screen. Then click on “Copy” in the Edit menu.
- To paste a slide, click on the slide the copied slide will follow. Then click on “Paste” in the Edit menu.

Viewing

- To view the presentation, click on the Slide Show menu. Click on “Slide Show” to view the presentation from the current slide.
- Click to advance to the next slide while viewing the presentation.
- To exit the presentation while viewing it, press the Escape key on the keyboard.

Transitions

- A transition refers to the transition into the slide.
- Select a transition as follows.
 - Open the Slide Show menu.
 - Click on “Slide Transition.”
 - Choose a transition from the Slide Transition window on the right.
- Transitions auto-play when selected.

Saving

- Save the presentation as follows.
 - Click on the File menu.
 - Click on Save As.
 - Select a location, name the presentation, and click on Save.

Printing

- Print the presentation as follows.
 - Click on the File menu.
 - Click on Print.
 - Choose to print slides or handouts.
 - Click on Print again.

Open Office Presentation Tips

- Keep it simple!
 - Only type notes on slides. Do not include complete sentences.
 - Try to limit slides to 5 items or less.
- Choose few, readable colors.
 - Only include a few colors within a single presentation.
 - Remember to use light colors on dark backgrounds and dark colors on light backgrounds so the slides are easy to read.
- Use short, repeated slide titles.
 - Create titles that are short and to the point.
 - Choose titles that apply to more than one slide, and repeat titles appropriately.
- Don't be afraid to ask for help.