

# ECDL – Syllabus 5

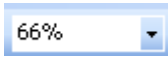
## Module 6 – Presentation (OpenOffice Impress)

### 6.1 Using the Application

#### 6.1.1 Working with Presentations

- 6.1.1.1 Open, close a presentation application. Open, close presentations.  
Application: *Open*: Select Start, Select All Programs, Select OpenOffice, Select OpenOffice.org Impress, Select Create. *Close*: Select File, Select Exit (or select the close button on title bar).  
Presentation: *Open*: Select File, Open. *Close*: Select File, Exit
- 6.1.1.2 Create a new presentation based on default template.  
Select File, New, Templates and Documents, Presentations, Select the required template, Select Open
- 6.1.1.3 Save a presentation to a location on a drive. Save a presentation under another name.  
Select File, Select Save As, Select the location (Save in: box), Type in the filename (File name: box), Select OK
- 6.1.1.4 Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.  
Select File, Select Save As, Select the location (Save in: box), Type in the filename (File name: box), Select the type of file (Save as type: box), Select OK
- 6.1.1.5 Switch between open presentations.  
Select the presentation in the windows status bar (bottom of screen)  
OR Select Window, Select the presentation name

#### 6.1.2 Enhancing Productivity

- 6.1.2.1 Set user preferences in the application: user name, default folder to open and save files.  
User name: Select Tools, Options, Openoffice.org, User data, type in the new user name, Select OK  
Default Directory: Select Tools, Options, Openoffice.org, Paths, My Documents, Edit, Select the new location, Select OK
- 6.1.2.2 Use available Help functions.  
Select Help, Openoffice.org Help, Index, Type in the keywords, Select the topic from the list shown, Select display
- 6.1.2.3 Use magnification/zoom tools.   
Double click on the zoom icon in the status bar,  
Select the required zoom or type it in if not listed, Select OK
- 6.1.2.4 Display, hide built-in toolbars. Restore, minimize the ribbon.  
Toolbars: Select View, Toolbars, Select the required toolbar  
Ribbon: not applicable

### 6.2 Developing a Presentation

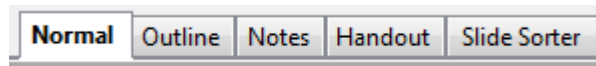
#### 6.2.1 Presentation Views

- 6.2.1.1 Understand the uses of different presentation view modes: normal view, slide sorter view, outline view, slide show view.

Normal view: Normal view is the main editing view, which you use to write and design your presentation. **Outline Tab**: Showing your slide text in outline form, this area is a great place to start writing your content— to capture your ideas, plan how you want to present them, and move slides and text around. Slide Sorter: This view is an exclusive view of your slides in thumbnail form. It gives you an overall picture of the presentation making it easy to reorder, add, or delete slides and preview your transition and animation effects. Outline: This view shows all the text of all slides in the presentation. No graphics are shown. This view is useful for editing purposes and can be exported out as a Word document to use as a summary handout. Slide Show View: This takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you see your presentation the way your audience will.

6.2.1.2 Recognize good practice in adding slide titles:  
use a different title for each slide to distinguish it in outline view, when navigating in slide show view.

6.2.1.3 Change between presentation view modes.  
Normal: Select View, Normal  
Outline: Select View, Outline  
Slide Sorter: Select View, Slide Sorter  
Slide Show: Select View, Slide Show  
OR select required tab at the top of the screen



## 6.2.2 Slides

- 6.2.2.1 Choose a different built-in slide layout for a slide.  
Select the slide, Select the required layout from Task pane (on right)  
NB: Task pane must be on – select view Task pane
- 6.2.2.2 Apply an available design template to a presentation.  
Select the Master Pages section in the Task pane (on right)  
Select the required template from the Available for Use section
- 6.2.2.3 Change background colour on specific slide(s), all slides.  
Select the slides to change, Select Format, Page, Background, Colour,  
Select the required colour, Select OK, Select Yes or No (for all slides or not).
- 6.2.2.4 Add a new slide with a specific slide layout like: title slide, chart and text, bulleted list, table/spreadsheet.  
Select Insert, Slide, Select the required layout from the Task pane (on right).
- 6.2.2.5 Copy, move slides within the presentation, between open presentations.  
Duplicate: Select the Slide Sorter view, Select the slide, Select Edit, Copy, Move cursor to new position, Right click, Select Paste.  
Move: Select the Slide Sorter view, Select the slide, Select Edit, Cut, Move cursor to new position, Right click, Select Paste ( or click and drag to adjust the position of the slide).

6.2.2.6 Delete slide(s).  
Select the Slide Sorter view, Select the slide, Press Delete key

### 6.2.3 Master Slide

6.2.3.1 Insert a graphical object (picture, image, drawn object) into a master slide.  
Remove a graphical object from a master slide.

Insert: Select View, Master, Slide Master, Select Insert, Picture, From File, Open (or select from the gallery – open from drawing toolbar)

Delete: Select the picture, Press Delete key

NB: Select Close Master View – when finished

6.2.3.2 Enter text into footer of specific slides, all slides in a presentation.  
Select View, Header and Footer, Slide, Type in all the required text into the footer text box, Select Apply (or apply to all)  
NB: Use the Slide Master to change the position of the text

6.2.3.3 Apply automatic slide numbering, automatically updated date, non-updating date into footer of specific slides, all slides in a presentation.  
Select View, Header and Footer, Slide, Select Slide Number (for numbering) OR Date and Time (for dates – variable means updated), Select Apply (or apply to all)

## 6.3 Text

### 6.3.1 Handling Text

6.3.1.1 Recognize good practice in creating slide content:  
use short concise phrases, bullet points, numbered lists.

6.3.1.2 Enter text into a placeholder in standard, outline view.  
Standard: Select the text from the Drawing Toolbar (at bottom screen), Click and drag to make a rectangle, Type in the required text  
Outline: not applicable


6.3.1.3 Edit text in a presentation.  
Select the text box, Make the required changes





6.3.1.4 Copy, move text within, between presentations.  
Select the text box, Select Edit, Copy, Move cursor to new position, Right click, Select Paste.

6.3.1.5 Delete text.  
Select the text box, Press the Delete key (green edit squares must be showing).

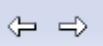
6.3.1.6 Use the undo, redo command.   
Select Undo or Redo immediately after the last action.

### 6.3.2 Formatting

6.3.2.1 Change text formatting: font sizes, font types.   
Select the text, Select the new font size and type from the formatting toolbar.

- 6.3.2.2 Apply text formatting: bold, italic, underline, shadow.   
 Select the text, Select bold, italic or underline (formatting toolbar).  
Shadow: Select the text, Select the Shadow icon 
- 6.3.2.3 Apply different colours to text.  
 Select the text, Select the Font colour icon (formatting toolbar),   
 Select the required colour.
- 6.3.2.4 Apply case changes to text.  
 Select the text, Select Format, Change Case, Select the required case
- 6.3.2.5 Align text: left, centre, right in a text frame.  
 Select the text, Select the required Alignment icon (formatting toolbar) 

### 6.3.3 Lists

- 6.3.3.1 Indent bulleted text. Remove indent from bulleted text.  
 Indent: Select the bulleted point, Select the Demote icon   
 Remove: Select the bulleted point, Select the Promote icon
- 6.3.3.2 Adjust line spacing before and after bulleted, numbered lists.  
 Select the list, Select Format, Paragraph, Change the line spacing as required.
- 6.3.3.3 Switch between the different standard bullet, number styles in a list.  
 Select the list, Select Format, Bullets and Numbering, Bullets, Select the required style.

### 6.3.4 Tables

- 6.3.4.1 Enter, edit text in a table slide.  
 Select the Spreadsheet layout, Double click on the spreadsheet icon
- 6.3.4.2 Select rows, columns, entire table.  
 Click on the row number OR the column letter OR the top left square (for the whole table).
- 6.3.4.3 Insert, delete rows and columns.  
Insert: Select the insertion point, Select Insert, Row (OR Column)  
Delete: Select the deletion point (row or column), Select Edit, Delete Cells.
- 6.3.4.4 Modify column width, row height.  
 Click and drag the Row or Column border line

## 6.4 Charts

### 6.4.1 Using Charts

- 6.4.1.1 Input data to create built-in charts in a presentation: column, bar, line, pie.  
 Select Insert, Chart, Right click, Select Chart Data Table
- 6.4.1.2 Select a chart.  
 Double click on the chart.

- 6.4.1.3 Change the chart type.  
Select the chart, Right click, Select Chart Type
- 6.4.1.4 Add, remove, edit a chart title.  
Add: Select the chart, Select Insert, Title  
Edit: Double click on the Title box, Change text as required  
Remove: Select the Title box, Press the Delete key.
- 6.1.4.5 Add data labels to a chart: values/numbers, percentages.  
Select the chart, Select Insert, Data labels.
- 6.1.4.6 Change the background colour of a chart.  
Select the chart, Select Format, Chart area, Area, Colour, Select the required colour, Select OK.
- 6.1.4.7 Change the column, bar, line, pie slice colours in a chart.  
Select the item within the chart, Select Format, Object Properties, Area, Colour, Select the required colour, Select OK.

## 6.4.2 Organisation Charts

- 6.4.2.1 Create an organization chart with a labeled hierarchy by using a built-in organization chart feature.  
Select the Flowchart icon from the Drawing toolbar (bottom of screen), Select the required shape, click and drag to form a cell – NB: remove colour – right click, area, fill none, Copy the cell as many times as required.  
Add connectors: Select the connectors icon from the Drawing toolbar, Select the required connection, Click and drag from one connector point to another, Repeat for all connections
- 6.4.2.2 Change the hierarchical structure of an organisation chart.  
Click and drag the cells as required, Select the connectors and change as required (i.e. delete or change the point of connection).
- 6.4.2.3 Add, remove co-workers, subordinates in an organization chart.  
Add: Use copy and paste to add cells  
Remove: Select the cells/connectors and Press the Delete key

## 6.5 Graphical Objects

### 6.5.1 Insert, manipulate

- 6.5.1.1 Insert a graphical object (picture, image, drawn object) into a slide.  
Picture: Select Insert, Picture, From File, Open  
Other: Select the required image icon from the drawing toolbar



- 6.5.1.2 Select a graphical object.  
Click on the graphical object.
- 6.5.1.3 Copy, move graphical objects, charts within the presentation, between open presentations.  
Copy and paste or Cut and paste (for move)

6.5.1.4 Resize, delete graphical objects, charts in a presentation.  
Resize: Select the object, Select Format, Position and Size, Position and Size (again), Type in the required height and/or width in the size section (NB: lock aspect ratio may have to be deselected), Select OK  
NB: click and drag for rough resizing  
Delete: Select the object, Press the Delete key

6.5.1.5 Rotate, flip a graphical object.  
Select the object, Select Format, Position and Size, Rotation, Select the required angle, Select OK  
NB: can also use the rotation icon from the drawing toolbar

6.5.1.6 Align a graphical object relative to a slide: left, centre, right, top, bottom.  
Select the object, Select the Alignment menu icon from the drawing toolbar, Select the required arrangement.



## 6.5.2 Drawing

6.5.2.1 Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box.  
Select the object from the drawing toolbar (bottom of the screen)

6.5.2.2 Enter text into a text box, block arrow, rectangle, square, oval, circle.  
Double click on the object, Type in the required text

6.5.2.3 Change drawn object background colour, line colour, line weight, line style.  
Select the object, Select Format, Select Line or Area as required

6.5.2.4 Change arrow start style, arrow finish style.  
Select the object, Select Format, Line, Arrow Styles, Select OK

6.5.2.5 Apply a shadow to a drawn object.  
Select the object, Select Format, Area, Shadow, Use Shadow, OK

6.5.2.6 Group, ungroup drawn objects in a slide.  
Group: Select the objects using shift key, Right click, Select Group  
Ungroup: Select the object, Right click, Select Ungroup

6.5.2.7 Bring a drawn object one level forward, one level backward, to the front, to the back of other drawn objects.  
Select the object, Right click, Select Arrange, Select required option

## 6.6 Prepare Outputs

### 6.6.1 Preparation

6.6.1.1 Add, remove transition effects between slides.  
Add: Select the slide, Select Slide Transition from the Task Pane, Select the required transition, If necessary adjust the settings and Select Apply to All Slides.  
Remove: Select the slide, Select Slide Transition from the Task Pane, Select No transition

- 6.6.1.2 Add, remove preset animation effects for different slide elements.  
 Select the element, Select Custom Animation from the Task Pane, Select Add, Select the required effect, If required - adjust the effect, Select OK  
 Select Change to change the effect  
 Select Remove to remove the effect
- 6.6.1.3 Add presenter notes to slides.  
 Select the slide, Select View, Notes Page, Type in the required information, Select View, Normal to return to slide
- 6.6.1.4 Select appropriate output format for slide presentation like: overhead, handout, on-screen show.  
 Select Format, Select Page, Select Page, Select the required format from the Format Drop Down Box, Select OK
- 6.6.1.5 Hide, show slides.  
Hide: Select Slide Sorter View, Select the slide, Right click, Hide Slide  
Show: Select Slide Sorter View, Select the slide, Right Click, Show Slide
- 6.6.2 Check and Deliver**
- 6.6.2.1 Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words.  
 Select Tools, Select Spellcheck
- 6.6.2.2 Change slide setup, slide orientation to portrait, landscape. Change paper size.  
 Select Format, Page, Page, Select the required orientation and paper size, Select OK
- 6.6.2.3 Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.  
Entire: Select File, Print, Select OK.  
Specific Slides: Select File, Print, Pages, Type in the required slides (separated by a comma), Select OK.  
Handouts: First set the number of slides per page – Select View, Handout, Select the Layout section from the Task pane (right side), Select the number of slides per page. Select File, Print, Options, Handouts, OK, OK  
Notes Pages: Select File, Print, Options, Notes, OK, OK  
Outline view: Select File, Print, Options, Outline, OK, OK  
Number of Copies: Select File, Print, Change Number of Copies, OK
- 6.6.2.4 Start a slide show from first slide, from current slide.  
 Select Slide Show, Slide Show (or F5)
- 6.6.2.5 Navigate to next slide, previous slide, specified slide during a slide show.  
Next Slide: Left Click  
Previous Slide: Right Click, Select Previous  
Specified Slide: Right Click, Select Go to Slide, Select the slide from the list.