

Comprehensive Notes On

Unit 5: Digital Presentations

Class IX - Information Technology

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1 Introduction to Digital Presentations

What is a Presentation?

What It Is: A presentation is a systematic display of information using text, graphics, animation, and sound to convey a message effectively to an audience.

Why It Matters: Whether you're pitching a startup idea or explaining a science project, a good presentation grabs attention and makes complex ideas easy to digest.

How It Works: Think of it as a digital storyteller. Instead of reading a boring essay, your audience watches a dynamic visual show!

A digital presentation (Hindi: Prastutikaran) typically includes:

- Regular text and list items
- Graphics elements (images, tables, charts)
- Sound and Video
- Animation

1.1 LibreOffice Impress

LibreOffice Impress is a free, open-source presentation software provided by *The Document Foundation*. It's similar to MS PowerPoint and can even open and save .ppt or .pptx files! Other cloud-based presentation tools include Office 365, Google Slides (Google Presentations), and SkyDrive.

2 Characteristics of a Good Quality Presentation

The Golden Rules of Slides

Keep these guidelines in mind to avoid "Death by PowerPoint":

- **Number of lines:** Stick to 5 to 8 lines per slide. Too much text makes it unreadable.
- **Font-size:** Use 32 points or more so even the back row can see!
- **Grammar & Language:** Zero errors! A spelling mistake on a massive screen is embarrassing.
- **Images/Graphs:** Maximum 2 graphics per slide. Don't clutter.
- **Colours:** Use high contrast (e.g., dark text on a light background). Avoid using a single stark color like bright red for everything.
- **Animation/Videos:** Max one animation or video per slide to avoid chaos.
- **Target Group:** Tailor your content to your specific audience.

3 Getting Started with LibreOffice Impress

To start Impress, go to the Start Menu (Windows) or Application Launcher (Ubuntu), search for "Impress", and click the icon.

3.1 Parts of the Impress Window

When you open Impress, you'll see several key areas:

- **Title Bar:** Shows the file name (default extension is .odp) and window controls.
- **Menu Bar:** Contains File, Edit, View, Insert, Format, Slide, Tools, etc.
- **Standard Toolbar:** Icons for quick actions like Save, Copy, Paste.
- **Slide Pane:** A vertical column on the left showing thumbnails of your slides. Great for quick navigation.
- **Workspace:** The big central area where you actually design your slide.
- **Tasks Pane (Sidebar):** Located on the right, it has sections like Properties, Master Pages, Layouts, Custom Animation, and Slide Transition.

4 Creating and Managing a Presentation

Creating a Presentation

What It Is: Starting a brand new slideshow file.

How It Works: You can start from a blank canvas (Ctrl+N) or use a pre-designed **Template** (Shift+Ctrl+N) to get a head start on aesthetics.

4.1 Slide Layouts

A layout defines how content boxes (for text, images, charts) are arranged on a slide. You can change it from the **Layouts** section in the Properties window/Sidebar.

4.2 Saving your Masterpiece

- **Save:** File → Save (Ctrl+S). Saves as .odp.
- **Save As:** Shift+Ctrl+S. Used to save with a different name or format (like .pptx).
- **Export to PDF/HTML:** File → Export or Export as PDF to share your slides in an uneditable format.

4.3 Running the Slide Show

To present to your audience:

- Press **F5** or Slide Show → Start from First Slide.
- Use the mouse click, Spacebar, or Arrow keys to move to the next slide.
- Press **Esc** to exit the slideshow.

5 Working with Slides

Slide Management Shortcuts

- **New Slide:** Ctrl+M (Inserts a new blank slide).
- **Duplicate Slide:** Slide → Duplicate Slide (Creates an exact copy of the current slide).
- **Move Slides:** Just *Drag and Drop* them in the Slide Pane!
- **Rename Slide:** Right-click the slide thumbnail → Rename Slide.

6 Formatting Text

Formatting text in Impress is identical to LibreOffice Writer. Select text and use the Formatting Toolbar or the Properties sidebar to change:

- **Font Name & Size**
- **Styles:** Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U).
- **Alignment:** Left, Center, Right, Justified.
- **Lists:** Bullets and Numbering.

7 Working with Tables

Tables organize data into rows and columns.

- **Insert Table:** Insert → Table. Enter the number of columns and rows.
- **Adjust Width/Height:** Hover the mouse over the border between columns/rows until it turns into a double-arrow, then click and drag.

8 Images and Graphic Objects

Adding Visuals

What It Is: Inserting pictures, shapes, and clip art into your slides.

Why It Matters: "A picture is worth a thousand words." Visuals keep the audience engaged and explain concepts faster than text.

How It Works: Use Insert → Image to pick a file from your PC, or Insert → Media → Gallery for built-in clip art.

8.1 Managing Images

- **Move:** Click the image and drag it anywhere.
- **Resize:** Click the image, grab one of the **selection handles** (the small squares on the corners), and drag.
- **Rotate:** Click the Rotate icon, then grab a corner handle to spin the image.

8.2 Drawing & Grouping

Impress has a built-in **Drawing Toolbar** (View → Toolbars → Drawing) to add lines, arrows, and shapes (like smiley faces!).

- **Grouping** (Ctrl+Shift+G): Select multiple shapes (hold Shift while clicking), right-click → Group. This locks them together as a single object.
- **Ungrouping** (Ctrl+Alt+Shift+G): Breaks a grouped object back into individual pieces.

9 Slide Masters and Transitions

9.1 Slide Masters

A **Slide Master** is the blueprint of your presentation. If you want a logo to appear on the top-right of every slide, you put it on the Slide Master. Access it via the **Master Pages** section in the Sidebar to apply consistent themes, backgrounds, and fonts across all slides instantly.

9.2 Transitions

Slide Transitions

What It Is: The visual animation that happens *between* slides when you move from one to the next during a presentation.

How It Works: Go to the **Slide Transition** panel in the Sidebar. Pick an effect (like Wipe, Fade, or Uncover), set its speed, and decide if it happens on a mouse click or automatically after a few seconds.

10 Comprehensive Question Bank

10.1 Multiple Choice Questions (MCQs)

1. Which of the following is an example of presentation software?

- | | |
|-------------------------|------------------------|
| (A) LibreOffice Calc | (C) LibreOffice Writer |
| (B) LibreOffice Impress | (D) LibreOffice Base |

Answer: (B) LibreOffice Impress.

2. What is the default file extension of a LibreOffice Impress presentation?

- | | | | |
|----------|----------|----------|-----------|
| (A) .odt | (B) .odp | (C) .ods | (D) .pptx |
|----------|----------|----------|-----------|

Answer: (B) .odp

3. How many maximum lines are recommended on a single slide for a good quality presentation?

- | | | | |
|------------|------------|--------------|---------------|
| (A) 2 to 4 | (B) 5 to 8 | (C) 10 to 12 | (D) Unlimited |
|------------|------------|--------------|---------------|

Answer: (B) 5 to 8

4. What is the shortcut key to insert a new slide?

- | | | | |
|------------|------------|------------|------------|
| (A) Ctrl+N | (B) Ctrl+M | (C) Ctrl+S | (D) Ctrl+O |
|------------|------------|------------|------------|

Answer: (B) Ctrl+M

5. Which key is used to start the slide show from the first slide?

- | | | | |
|--------|--------|--------|---------|
| (A) F1 | (B) F5 | (C) F7 | (D) Esc |
|--------|--------|--------|---------|

Answer: (B) F5

6. What is the shortcut key to group multiple objects together?

- | | | | |
|------------|------------------|-----------|-------------|
| (A) Ctrl+G | (B) Ctrl+Shift+G | (C) Alt+G | (D) Shift+G |
|------------|------------------|-----------|-------------|

Answer: (B) Ctrl+Shift+G

7. The animation effect that happens when you move from one slide to the next is called:

- | | |
|----------------------|------------------|
| (A) Custom Animation | (C) Slide Master |
| (B) Slide Transition | (D) Background |

Answer: (B) Slide Transition

8. Which pane is used to view the thumbnails of all the slides in sequence?

- | | | | |
|---------------|---------------|----------------|----------------|
| (A) Workspace | (B) Task Pane | (C) Slide Pane | (D) Properties |
|---------------|---------------|----------------|----------------|

Answer: (C) Slide Pane

9. To publish the presentation on the web, in which format should you save it?

- (A) PDF (B) HTML (C) ODP (D) DOCX

Answer: (B) HTML

10. Which tool is used to combine multiple shapes into a single object?

- (A) Merge (B) Join (C) Group (D) Combine

Answer: (C) Group

11. What is the minimum recommended font size for presentation text?

- (A) 12 points (B) 24 points (C) 32 points (D) 48 points

Answer: (C) 32 points

12. Which menu contains the option to insert a table in the slide?

- (A) File (B) Edit (C) Insert (D) Format

Answer: (C) Insert

13. A pre-designed presentation with background, layouts, and fonts is called a:

- (A) Template (B) Master Slide (C) Workspace (D) Thumbnail

Answer: (A) Template

14. The feature used to apply the same formatting, logo, and design to all slides is:

- (A) Slide Transition (B) Slide Layout (C) Slide Master (D) Background Color

Answer: (C) Slide Master

15. What happens when you press the 'Esc' key during a slide show?

- (A) Pauses the show (B) Ends the presentation (C) Restarts the show (D) Skips a slide

Answer: (B) Ends the presentation

10.2 Assertion-Reasoning Questions

Directions: In the following questions, a statement of Assertion (A) is followed by a statement of Reason (R). Mark the correct choice as:

- (a) Both A and R are true and R is the correct explanation of A.
(b) Both A and R are true but R is NOT the correct explanation of A.
(c) A is true but R is false.
(d) A is false but R is true.

1. **Assertion (A):** You should not use more than two graphics (images/charts) on a single slide.

Reason (R): Inserting too many graphics makes the slide confusing and distracts the audience.

Answer: (a) Both A and R are true and R is the correct explanation of A.

2. **Assertion (A):** LibreOffice Impress files can only be saved in the .odp format.
Reason (R): Impress provides an option to 'Save As' and 'Export' to other formats like .pptx, .pdf, and HTML.
Answer: (d) A is false but R is true.
3. **Assertion (A):** A Slide Master is highly useful for maintaining consistency across a large presentation.
Reason (R): Any logo, background, or font style applied to the Slide Master automatically appears on all slides.
Answer: (a) Both A and R are true and R is the correct explanation of A.
4. **Assertion (A):** The shortcut key Ctrl+M is used to insert a new slide.
Reason (R): Ctrl+N is used to create a completely new presentation file.
Answer: (b) Both A and R are true but R is NOT the correct explanation of A.
5. **Assertion (A):** It is best practice to use a bright yellow font on a white background for better visibility.
Reason (R): High contrast between the text and background makes it easier for the audience to read.
Answer: (d) A is false but R is true.

10.3 One-Word / Brief Answer Questions

1. What is the default file extension of Impress?
Answer: .odp
2. Which view displays miniature versions (thumbnails) of all slides in a vertical column?
Answer: Slide Pane
3. Which key is used to start the presentation from the beginning?
Answer: F5
4. What feature defines how one slide replaces another on the screen during a presentation?
Answer: Slide Transition
5. What is the shortcut key to group objects?
Answer: Ctrl+Shift+G
6. Which tool provides pre-designed formats to create a presentation quickly?
Answer: Template
7. Name the central area of the Impress window where slides are created and edited.
Answer: Workspace
8. Which menu option allows you to save a presentation as a PDF?
Answer: File → Export as PDF
9. What is the shortcut key to duplicate a slide?
Answer: There is no direct single default shortcut, but it can be done via Slide → Duplicate Slide.
10. How many animations should ideally be used on a single slide?
Answer: Maximum one.

10.4 Differentiate Between

Slide Transition	Custom Animation
The visual effect that occurs when moving from one slide to the next.	The movement applied to individual elements (text, images) <i>within</i> a single slide.
Ctrl + N	Ctrl + M
Creates a completely new, blank presentation file.	Inserts a new, blank slide into the <i>current</i> presentation.
Save (Ctrl + S)	Save As (Ctrl + Shift + S)
Saves changes to the existing file in the same location and format.	Allows you to save the file with a new name, a different location, or a different format (e.g., .pptx).
Grouping	Ungrouping
Combines multiple distinct graphical objects into one single entity that can be moved or resized together.	Breaks down a grouped object back into its original individual components.
Workspace	Slide Pane
The large central area where you actively design and type content on the current slide.	The left vertical column showing small thumbnails of all slides for quick navigation.

10.5 Short Answer Questions

1. What is a Digital Presentation?

Answer: A digital presentation is a systematic display of information using software (like Impress) that combines text, graphics, animations, and sound to effectively convey a message or proposal to an audience.

2. List any three characteristics of a good quality presentation.

Answer: 1. Keep text concise (5-8 lines per slide). 2. Use a large, readable font (32 points or more). 3. Use high contrast colors (e.g., dark text on a light background).

3. What is the use of the Slide Master?

Answer: A Slide Master is used to create a consistent design across all slides. By adding a background, logo, or font style to the Slide Master, those changes automatically apply to every slide in the presentation.

4. How do you insert a duplicate slide?

Answer: To insert a duplicate slide, select the slide in the Slide Pane, then go to the menu bar and click Slide → Duplicate Slide.

5. **What is the difference between copying a slide and moving a slide?**

Answer: Copying a slide (Ctrl+C, Ctrl+V) creates an exact duplicate while keeping the original. Moving a slide (Ctrl+X, Ctrl+V or dragging) changes the slide's position in the presentation sequence without duplicating it.

6. **Write the steps to insert a table in a slide.**

Answer: Click on the Insert menu, select Table. A dialog box appears. Specify the number of rows and columns, and click OK.

7. **How do you group objects in Impress?**

Answer: Select multiple objects by holding the Shift key and clicking on them. Then right-click, select Group from the context menu, or use the shortcut Ctrl+Shift+G.

8. **What is the purpose of Slide Transitions?**

Answer: Slide transitions provide visual effects when the presentation moves from one slide to the next during a slide show. It makes the presentation look professional and engaging.

9. **How can you save an Impress presentation as a PDF?**

Answer: Go to the File menu and click on Export as PDF. Choose your desired settings and click Export, then assign a file name and save.

10. **How do you change the slide layout?**

Answer: Select the slide, open the **Sidebar** (Task Pane), go to the **Layouts** section, and click on the desired layout (e.g., Title and Content, Two Content).

10.6 Long Answer Questions

1. **Explain any five key characteristics that make a presentation "good quality."**

Answer:

- **Number of lines:** A slide is not a book. Limit text to 5-8 lines so the audience isn't overwhelmed.
- **Font size:** Text should be readable from a distance. Use 32-point fonts or larger.
- **Grammar and Language:** Content must be error-free. Mistakes undermine the presenter's credibility.
- **Use of Colors:** Ensure high contrast (dark fonts on light backgrounds or vice versa). Avoid garish colors or using red throughout.
- **Minimal Animations:** Stick to one animation or video per slide. Too many moving parts cause distraction and confusion.

2. **Describe the main components of the LibreOffice Impress window.**

Answer:

- **Title Bar:** Displays the presentation name and window controls (minimize/maximize/close).
- **Menu Bar:** Contains all commands grouped logically (File, Edit, View, Insert, etc.).
- **Standard Toolbar:** Contains icons for common tasks like Save, Print, Cut, Copy, and Paste.
- **Slide Pane:** A vertical bar showing thumbnails of all slides. Useful for navigating and reordering slides.
- **Workspace:** The main area where the slide is actually designed, text is entered, and images are placed.
- **Tasks Pane (Sidebar):** Houses essential tools like Properties, Layouts, Master Pages, and Slide Transitions.

3. **Explain the steps to add a Slide Transition to your presentation and how to make it advance automatically.**

Answer:

- (a) Open the **Sidebar** and click on the **Slide Transition** icon.
- (b) Select a transition effect from the list (e.g., Wipe, Fade).
- (c) In the 'Modify transition' section, set the speed (Duration) and add a sound if desired.
- (d) To make it advance automatically: Go to the 'Advance Slide' section, select "Automatically after", and specify the time (e.g., 5 seconds).
- (e) Click "Apply Transition to All Slides" to use the same effect globally, or just leave it for the current slide.

4. **How do you insert an image into a slide, and what are the ways to manipulate (move, resize, rotate) it?**

Answer:

- **Inserting:** Click Insert → Image on the menu bar, browse for the image file on your computer, and click Open.
- **Moving:** Click the image (the cursor becomes a hand or arrow), hold the mouse button, and drag it to the new position.
- **Resizing:** Click the image to show selection handles (green/blue squares). Click and drag a corner handle to make the image larger or smaller proportionally.
- **Rotating:** Select the image, click the **Rotate** icon on the drawing toolbar. The handles will change shape (often to circles). Click and drag a corner handle to spin the image.

5. **What is the difference between a Slide Layout and a Slide Master? Explain how each is used.**

Answer:

- **Slide Layout:** A layout dictates the arrangement of placeholders (boxes) on a *single* slide. For example, a "Title and Two Content" layout gives you one box for a heading and two side-by-side boxes for text or images. It helps structure the specific information on that page.
- **Slide Master:** A Slide Master acts as a background template for the *entire* presentation. If you want a company logo, a specific background color, or a custom footer to appear on every single slide without copying and pasting it manually, you place it on the Slide Master. Any changes made to the Master instantly update all slides that use it.

10.7 Case-Study / Competency-Based Questions

Scenario 1: Rahul is preparing a presentation for his school science exhibition about "Renewable Energy." He has typed two long paragraphs of text on his first slide in size 14 font, placed a picture of a solar panel behind the text making the text hard to read, and added 4 different spinning animations to the slide.

1. What is wrong with the amount of text and font size Rahul has used?

Answer: Rahul used two long paragraphs in size 14 font. A good presentation should have only 5-8 lines of text and a font size of 32 points or more for readability.

2. How can he fix the issue with the picture making the text hard to read?

Answer: He needs to adjust the color contrast. He can move the picture to the side (using a Two Content layout) or make the text a highly contrasting color (like white text with a dark outline) if placed over a dark image.

3. Why is his use of animation problematic?

Answer: He used 4 different spinning animations on one slide. This causes distraction. The rule is a maximum of one animation per slide.

4. Which view in Impress should Rahul use to quickly drag and drop his slides to reorder them?

Answer: He should use the Slide Sorter view or simply drag them in the Slide Pane.

Scenario 2: Ms. Sharma is a teacher who wants to create a presentation for her class. She wants every slide to have the school's logo in the bottom right corner and a light blue background. She also wants to save her final presentation in a format that students can read on their phones without needing LibreOffice installed.

1. What feature should Ms. Sharma use so she doesn't have to manually paste the school logo on all 20 slides?

Answer: She should use the **Slide Master** and place the logo there.

2. How can she quickly set the background color for all slides?

Answer: She can change the background color within the Slide Master settings.

3. In which format should she save/export the file so students can easily view it on any device?

Answer: She should go to File → Export as PDF and save it as a PDF document.

4. If she wants to print the slides so students can write notes next to them, which view should she utilize to print?

Answer: She can use the **Handout Master** view to print multiple slides on a single page for note-taking.