

Comprehensive Notes On

Unit 5: Digital Presentations

Class IX - Information Technology

Contents

1	 Introduction to Digital Presentations	2
1.1	LibreOffice Impress	2
2	 Characteristics of a Good Quality Presentation	2
3	 Getting Started with LibreOffice Impress	3
3.1	Starting LibreOffice Impress	3
3.2	Parts of the Impress Window	3
4	 Creating a Presentation	4
4.1	Saving a Presentation	4
4.2	Closing and Opening	4
4.3	Running a Slide Show	4
5	 Working with Slides and Views	4
5.1	Managing Slides	5
5.2	Workspace Views	5
6	 Formatting Text & Lists	5
7	 Working with Tables	5
8	 Working with Images and Graphic Objects	6
8.1	Inserting Images	6
8.2	Formatting Images	6
8.3	Drawing Tools and Grouping	6
9	 Slide Masters and Transitions	6
9.1	Slide Masters	6
9.2	Slide Transitions	7
10	 Comprehensive Question Bank	8
10.1	Multiple Choice Questions (MCQs)	8
10.2	Assertion-Reasoning Questions	9
10.3	One-Word / Brief Answer Questions	10
10.4	Differentiate Between	11
10.5	Short Answer Questions	11
10.6	Long Answer Questions	12
10.7	Case-Study / Competency-Based Questions	13

1 Introduction to Digital Presentations

What is a Digital Presentation?

What It Is: A presentation is a systematic display of information using text, graphics, animation, and sound to convey a message or opinion clearly and effectively. (*Hindi: प्रस्तुतीकरण - Prastutikaran*)

Why It Matters: From pitching a business idea to a corporate audience, or explaining a complex biological system in a classroom, presentations make it easy to digest and remember information.

How It Works: You use software like MS PowerPoint or LibreOffice Impress to create "slides," similar to the pages of a book, but designed to be projected onto a large screen.

A typical presentation includes:

- Regular text and list items
- Graphic elements (Images, Tables, Charts)
- Sound and Video
- Animation

1.1 LibreOffice Impress

LibreOffice Impress

What It Is: Impress is the free, open-source presentation software component of the LibreOffice suite by *The Document Foundation*.

Why It Matters: It gives you all the powerful features of paid software (like MS PowerPoint) absolutely free, and is available on Windows, Linux, and Mac!

How It Works: You create presentations which are saved by default with the .odp extension. It is fully compatible with MS PowerPoint, so you can easily open and edit .ppt or .pptx files!

Note: If you don't have presentation software installed, you can use cloud-based platforms like Office 365, Google Slides (Google Presentations), or SkyDrive via an internet connection.

2 Characteristics of a Good Quality Presentation

To prevent your audience from falling asleep, a presentation must convey its message clearly.

The 7 Rules of a Great Presentation

1. **Number of lines:** Try to include only 5 to 8 lines per slide. Too much text takes too long to read and makes the font size too small.
2. **Font-size:** Ensure the room size and audience distance are accounted for. Keep the font size at **32 points or more** for easy readability.
3. **Correct use of grammar and language:** A spelling mistake is magnified on a projector! Ensure your content is 100% error-free.
4. **Inserting images, drawings, tables or graphs:** Avoid inserting more than two graphics per slide. Clutter creates confusion!
5. **Use of colours:** Use dark colours on a light background, or light colours on a dark background. High contrast is crucial. Avoid using all red text!
6. **Animation and videos:** Do not include more than one animation or video per slide to avoid overlapping sounds and distractions.
7. **Pay attention to target group:** Tailor your content flow, objectives, and examples to fit the exact audience you are presenting to.

3 Getting Started with LibreOffice Impress

3.1 Starting LibreOffice Impress

- **In Windows:** Double-click its shortcut icon on the desktop, or click the Start button → LibreOffice → LibreOffice Impress.
- **In Ubuntu Linux:** Find the Impress icon on the application launcher, or click "Show Applications" and search for "impress".

3.2 Parts of the Impress Window

When you launch Impress, you'll be greeted by its main interface:

- **Title Bar:** At the very top, containing the file name (with .odp extension) and window controls (Minimize, Maximize, Close).
- **Menu Bar:** Contains menus with logically grouped commands like File, Edit, View, Insert, Format, Slide, Tools, Window, Help.
- **Standard Toolbar:** Placed below the menu bar, providing quick icons for basic operations like Save, Copy, Paste, Undo.
- **Slide Pane:** A vertical pane on the left showing small thumbnails of all your slides. Great for quick navigation.
- **Workspace:** The large central area where the magic happens! This is where you create your slides, type text, and insert objects.
- **Tasks Pane (Sidebar):** Located on the right side, it's packed with five essential components: Properties, Master Pages, Layouts, Custom Animation, and Slide Transition.

4 Creating a Presentation

Using Templates

What It Is: A template is a pre-designed slide format that includes background colours, fonts, and layouts.

Why It Matters: It saves you time! Instead of designing from scratch, you start with a beautiful, professional theme.

How It Works: Go to File → New → Templates (or Shift+Ctrl+N). Select a theme from the dialog box and start typing!

To create a completely blank presentation, use File → New → Presentation or Ctrl+N.

4.1 Saving a Presentation

- **Save:** File → Save or Ctrl+S. Saves the file with the default .odp extension.
- **Save As:** File → Save As or Shift+Ctrl+S. Used to save the presentation with a *different name*, to a *different location*, or in a *different format* (like .ppt or .pptx).
- **Export as HTML:** File → Export. Saves the presentation so it can be viewed in a web browser.
- **Export as PDF:** File → Export as PDF. Creates a Portable Document Format file that preserves the exact look of your slides, but cannot be easily edited (perfect for sharing handouts!).

4.2 Closing and Opening

- **Close:** File → Close (Ctrl+W) to close the current presentation. Alt+F4 or Ctrl+Q to exit Impress completely.
- **Open:** File → Open (Ctrl+O) to open an existing presentation.

4.3 Running a Slide Show

To present your slides to the audience:

- **Start from First Slide:** Slide Show → Start from First Slide, or press **F5**.
- **Navigate:** Use the **Spacebar**, mouse click, or right/down arrow keys to move to the next slide. Use the left/up arrow keys to go back.
- **Exit:** Press the **Esc** key at any time to exit the slide show.

5 Working with Slides and Views

5.1 Managing Slides

Slide Management Toolkit

- **New Slide:** Slide → New Slide or Ctrl+M.
- **Duplicate Slide:** Slide → Duplicate Slide. Inserts an exact copy of the current slide.
- **Rename Slide:** Right-click the slide in the Slide Pane → Rename Slide.
- **Delete Slide:** Select the slide and press the **Delete** key, or right-click → Delete Slide.
- **Move Slide:** Use "Drag and Drop" in the Slide Pane or Slide Sorter view, or use Cut (Ctrl+X) and Paste (Ctrl+V).

5.2 Workspace Views

Impress provides different views tailored for specific tasks, accessible from the View menu:

View Name	Description
Normal View	The main view where you design individual slides, add text, graphics, and animations.
Outline View	Displays only the text (titles and bulleted lists) in a linear sequence. Great for organizing content structure.
Notes View	Allows you to type speaker notes below the slide. The audience won't see these, but the presenter can use them as a script!
Slide Sorter View	Shows thumbnails of all slides. Perfect for rearranging the order of slides via drag-and-drop or applying transitions globally.
Handout Master	Used to format how slides will look when printed as handouts (e.g., printing 4 or 6 slides per page).

6 A Formatting Text & Lists

Formatting in Impress is similar to LibreOffice Writer. Select text and use the **Formatting toolbar** or the Properties sidebar.

- **Basic Formatting:** **Bold** (Ctrl+B), *Italic* (Ctrl+I), Underline (Ctrl+U).
- **Alignment:** Left, Center, Right, and Justified.
- **Superscript / Subscript:** Shift+Ctrl+P for Superscript (like x^2), and Shift+Ctrl+B for Subscript (like H_2O).
- **Undo / Redo:** Made a mistake? Press Ctrl+Z to Undo. Press Ctrl+Y to Redo.
- **Bullets and Numbering:** Use the Bullets and Numbering icons on the toolbar to create structured lists. You can customize the bullet style via Format → Bullets and Numbering or by clicking "More Options".

7 Working with Tables

Tables are excellent for presenting structured, comparative data.

Inserting and Formatting Tables

How to Insert: Click Insert → Table on the menu bar, or click the Table icon on the Standard toolbar. Enter the number of Columns and Rows.

Adjusting Size: Place the mouse pointer on the border between two columns or rows until it becomes a double-headed arrow (↔), then click and drag to resize.

Borders and Background: Right-click the table → Table Properties to change border styles and cell background colours.

8 Working with Images and Graphic Objects

8.1 Inserting Images

- **From a File:** Insert → Image. Browse your computer for pictures.
- **From the Gallery:** Insert → Media → Gallery. The Gallery contains pre-defined clip art (arrows, backgrounds, computer icons). Simply drag and drop an image onto the slide!

8.2 Formatting Images

Image Manipulation

- **Move:** Click the image (cursor becomes a hand) and drag it to a new location.
- **Resize:** Click the image to show **selection handles** (small squares). Drag a corner handle to resize without squishing the image.
- **Rotate:** Select the image, click the **Rotate** icon on the drawing toolbar. The handles will change shape. Drag a corner handle to spin the image in any direction.

8.3 Drawing Tools and Grouping

Impress includes a **Drawing Toolbar** (View → Toolbars → Drawing) to let you draw lines, arrows, rectangles, and custom shapes (like smiley faces).

- **Grouping Objects (Ctrl+Shift+G):** If you draw a complex diagram made of many shapes, you can group them. Hold **Shift**, click each object, right-click, and select **Group**. They now act as one single object!
- **Ungrouping (Ctrl+Alt+Shift+G):** Breaks a grouped object back into individual pieces.

9 Slide Masters and Transitions

9.1 Slide Masters

The Slide Master

What It Is: A Slide Master is a template slide that controls the basic formatting (fonts, background colour, logo position) for all slides based on it.

Why It Matters: If you need to add your school's logo to 50 slides, you don't paste it 50 times! You paste it ONCE on the Slide Master, and it magically appears on every slide.

How It Works: Accessible from the **Master Pages** section in the Sidebar or via View → Master Slide.

9.2 Slide Transitions

Slide Transition is the visual animation effect that plays *when moving from one slide to the next* during a presentation (e.g., Wipe, Fade, Uncover).

- Open the **Slide Transition** panel in the Sidebar.
- Select an effect from the list.
- **Modify Transition:** Adjust the **Duration** (speed) and add a **Sound** if necessary (set it to *Loop until next sound* if you want background music).
- **Advance Slide:** Choose whether the slide advances "On mouse click" or "Automatically after" a set number of seconds.
- Click **Apply Transition to All Slides** to unify the presentation.

10 Comprehensive Question Bank

10.1 Multiple Choice Questions (MCQs)

1. Which software is used to create digital presentations?

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

Answer: (C) Impress

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

- (A) .odt (B) .odp (C) .ods (D) .pdf

Answer: (B) .odp

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

- (A) Ctrl + N (B) Ctrl + M (C) Shift + N (D) Alt + M

Answer: (B) Ctrl + M

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

- (A) F1 (B) F5 (C) F7 (D) F12

Answer: (B) F5

5. Which of the following views is best for rearranging slides?

- (A) Normal View (B) Outline View (C) Notes View (D) Slide Sorter View

Answer: (D) Slide Sorter View

6. What is the maximum recommended number of lines per slide?

- (A) 3 to 4 (B) 5 to 8 (C) 10 to 12 (D) 15 to 20

Answer: (B) 5 to 8

7. Which pane in Impress contains the Master Pages, Layouts, and Custom Animation sections?

- (A) Slide Pane (B) Task Pane (Side-
bar) (C) Workspace (D) Status Bar

Answer: (B) Task Pane (Sidebar)

8. Which shortcut key groups selected objects together?

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

Answer: (B) Ctrl + Shift + G

9. What is the visual effect called when one slide changes to the next during a presentation?

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

Answer: (C) Slide Transition

10. What format should you save your presentation in if you want to publish it on the web?

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

Answer: (B) HTML

11. To exit a slide show at any time, which key should you press?

- (A) Enter (B) Spacebar (C) Esc (D) Shift

Answer: (C) Esc

12. What is the minimum recommended font size for a slide presentation?

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

Answer: (C) 32 points

13. Which view allows you to add speaker notes that the audience will not see?

- (A) Normal View (B) Notes View (C) Slide Sorter (D) Outline View

Answer: (B) Notes View

14. To print multiple slides on a single page for the audience, you use the:

- (A) Slide Master (B) Normal View (C) Notes Master (D) Handout Master

Answer: (D) Handout Master

15. A pre-designed slide format that includes background colours, fonts, and layouts is a:

- (A) Master Slide (B) Template (C) Graphic (D) Transition

Answer: (B) Template

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 include more than two graphics (images/charts) on a single slide.

Reason (R): Inserting too many graphics makes the slide cluttered and confuses the audience.

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

2. **Assertion (A):** LibreOffice Impress can only save presentations in the .odp format.
Reason (R): You can use the "Save As" option to save presentations in MS PowerPoint format (.ppt or .pptx).
Answer: (d) A is false but R is true.
3. **Assertion (A):** The Slide Master is used to maintain consistency in design and colour across the entire presentation.
Reason (R): Any changes made to the Slide Master, such as adding a logo, are automatically applied to all slides in the presentation.
Answer: (a) Both A and R are true and R is the correct explanation of A.
4. **Assertion (A):** The shortcut key Ctrl+N is used to insert a new slide into the current presentation.
Reason (R): The shortcut key Ctrl+M is used to insert a new slide, whereas Ctrl+N creates a completely new presentation.
Answer: (d) A is false but R is true.
5. **Assertion (A):** Using dark blue text on a black background is highly recommended for presentations.
Reason (R): High contrast between the background and text makes it easier for the audience to read the slides.
Answer: (d) A is false but R is true.

10.3 One-Word / Brief Answer Questions

1. What is the default extension of a LibreOffice Impress file?
Answer: .odp
2. Which view is the main view used for creating and formatting individual slides?
Answer: Normal View
3. What key is pressed to start a presentation from the beginning?
Answer: F5
4. Name the pane on the left side of the window that displays slide thumbnails.
Answer: Slide Pane
5. Which menu contains the "Gallery" option for inserting clip art?
Answer: Insert (Insert → Media → Gallery)
6. What is the shortcut key combination to Undo an action?
Answer: Ctrl+Z
7. Which feature controls how one slide changes to the next during a slide show?
Answer: Slide Transition
8. What is the shortcut key to group multiple shapes into one object?
Answer: Ctrl+Shift+G
9. Which master view is used to print 4 or 6 slides on one page for the audience?
Answer: Handout Master
10. What is a presentation saved as if you want it to be uneditable but perfectly formatted?
Answer: PDF

10.4 Differentiate Between

Slide Transition	Custom Animation
The visual effect that plays when moving from one complete slide to the next.	The visual effect applied to individual objects (text, images) <i>within</i> a single slide.
Normal View	Slide Sorter View
The main editing view used to design and add content to individual slides.	Displays thumbnails of all slides; used for rearranging, deleting, or applying global transitions, but not for editing text.
Ctrl + N	Ctrl + M
Creates a brand new, empty presentation document.	Inserts a new, blank slide into the <i>current</i> presentation.
Slide Master	Handout Master
Defines the default layout, background, and fonts for the slides shown on screen.	Defines the layout for the printed pages given to the audience (e.g., number of slides per page).
Grouping	Ungrouping
Combines multiple distinct shapes or images into a single object so they can be moved/resized together.	Breaks a grouped object back into its individual, separate components.

10.5 Short Answer Questions

1. What is a Digital Presentation?

Answer: A digital presentation is a systematic display of information using text, graphics, animation, and sound to convey a message or proposal to an audience using software like LibreOffice Impress.

2. List any three rules for creating a good quality presentation.

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

3. What is a Slide Master and why is it useful?

Answer: A Slide Master is a template slide that controls the basic formatting for all slides. It is useful because adding a logo or background to the Slide Master automatically applies it to every slide, ensuring consistency and saving time.

4. How do you insert a table in a slide?

Answer: Click Insert → Table on the menu bar, specify the required number of columns and rows in the dialog box, and click OK.

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 its position in the presentation without duplicating it.

6. **How do you group multiple objects together in Impress?**

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

7. **What is the purpose of the Slide Sorter view?**

Answer: The Slide Sorter view displays thumbnails of all slides on one screen. It is used to easily drag and drop slides to reorder them, delete slides, or apply transitions to multiple slides at once.

8. **How can you save a presentation as a PDF?**

Answer: Go to the File menu, select Export as PDF, choose the desired settings, and click Export. Finally, give the file a name and click Save.

9. **What is the "Gallery" in Impress?**

Answer: The Gallery is a built-in collection of pre-defined clip art, images, backgrounds, and sounds that can be easily dragged and dropped into a presentation to enhance its visual appeal.

10. **How do you change the layout of an existing slide?**

Answer: Select the slide, open the Tasks Pane (Sidebar) on the right, expand the **Layouts** section, and click on the desired layout structure (e.g., "Title and Content").

10.6 Long Answer Questions

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

Answer:

- **Number of lines:** Limit text to 5-8 lines per slide. Too much text makes the slide look cluttered and the font too small.
- **Font size:** Text should be readable from the back of the room. A font size of 32 points or more is recommended.
- **Use of Colors:** Ensure high contrast. Dark fonts on light backgrounds (or vice versa) are best. Avoid glaring colours like bright red for large text blocks.
- **Images and Graphs:** Restrict graphics to a maximum of two per slide so they don't distract the audience.
- **Animations and Videos:** Use a maximum of one animation or video per slide to avoid overlapping sounds and visual chaos.

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

Answer:

- **Title Bar:** The top bar showing the file name and window controls (Minimize, Maximize, Close).
- **Menu Bar:** Contains all commands grouped logically under menus like File, Edit, View, Insert, etc.
- **Standard Toolbar:** Contains quick-access icons for common tasks like Save, Print, Cut, Copy, and Paste.
- **Slide Pane:** A vertical bar on the left showing thumbnails of all slides for easy navigation.
- **Workspace:** The central canvas where you design the slide, enter text, and insert images.

- **Tasks Pane (Sidebar):** Located on the right, it houses tools like Master Pages, Layouts, Slide Transition, and Custom Animation.

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 the **Slide Transition** icon to open its panel.
- (b) Select a transition effect from the list (e.g., Wipe, Fade, Uncover).
- (c) In the 'Modify transition' section, set the speed (Duration) and add a sound if desired.
- (d) To make the slide advance automatically, go to the 'Advance Slide' section, select **"Automatically after"**, and specify the time in seconds (e.g., 5 seconds).
- (e) Click **"Apply Transition to All Slides"** if you want the same effect applied globally.

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, select it, and click Open.
- **Moving:** Click on the image (the cursor becomes a hand or arrow) and drag it to the new position.
- **Resizing:** Click the image to reveal selection handles (small squares). Click and drag a corner handle to resize the image proportionally.
- **Rotating:** Select the image, click the **Rotate** icon on the Drawing toolbar. The handles change shape. Click and drag a corner handle to spin the image.

5. **Describe the five different workspace views available in Impress and their specific uses.**

Answer:

- **Normal View:** The standard editing view where you design individual slides, add text, and insert graphics.
- **Outline View:** Displays only the text (titles and bulleted lists) of the slides in a linear format. It is excellent for planning the structure and flow of content.
- **Notes View:** Allows you to type speaker notes below each slide. These notes act as a script or prompts for the presenter and are not seen by the audience.
- **Slide Sorter View:** Shows thumbnails of all slides simultaneously. It is used to easily reorder slides (by dragging), delete slides, or apply transitions to multiple slides at once.
- **Handout Master:** This view lets you customize how the presentation will look when printed as handouts (e.g., 4 or 6 slides per page) for the audience to take notes on.

10.7 Case-Study / Competency-Based Questions

Scenario 1: Rahul is preparing a presentation for a school science exhibition. He typed two long paragraphs of text on his first slide in size 14 font. He then placed a picture of a solar panel behind the text, making the text hard to read. Finally, he 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 minimum font size of 32 points for readability.

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

Answer: He needs better contrast. He can move the picture to the side using a "Two Content" layout, or change the background picture to have lower opacity, or change the text colour to highly contrast with the image.

3. Why is his use of animation problematic?

Answer: Using 4 different spinning animations on one slide is highly distracting and confusing. 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 to see all thumbnails and easily drag them.

Scenario 2: Ms. Sharma, a teacher, 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 on it.

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

Answer: She can change the background colour setting within the **Slide Master**, which will automatically apply to all linked slides.

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

Answer: She should use 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 format the printout?

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