

# Introduction to LibreOffice Impress

**Spoken Tutorial Project**

**<https://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

**Script: Spoken Tutorial Team**

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**IIT Bombay**

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# Learning Objectives

**In this tutorial, we will learn:**



# Learning Objectives

**In this tutorial, we will learn:**

- ▶ **About** LibreOffice Impress



# Learning Objectives

**In this tutorial, we will learn:**

- ▶ **About** LibreOffice Impress
- ▶ **Various** toolbars



# Learning Objectives

- ▶ **How to create a new presentation**



# Learning Objectives

- ▶ **How to create a new presentation**
- ▶ **How to save and close a presentation**



# Learning Objectives

- ▶ **How to create a new presentation**
- ▶ **How to save and close a presentation**
- ▶ **How to open an existing presentation**



# Learning Objectives

- ▶ **How to save as MS PowerPoint presentation**





# Learning Objectives

- ▶ **How to save as MS PowerPoint presentation**
- ▶ **How to export as a PDF document in Impress**



# What is LibreOffice Impress?

- ▶ LibreOffice Impress **is the presentation component of the LibreOffice Suite**



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- ▶ LibreOffice Impress **is the presentation component of the LibreOffice Suite**
- ▶ **It is the equivalent of Microsoft Powerpoint in Microsoft Office Suite**



# What is LibreOffice Impress?

- ▶ **It is a free and open source software**



# What is LibreOffice Impress?

- ▶ **It is a free and open source software**
- ▶ **It can be shared, modified and distributed without any restrictions**



# OS and Versions



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- ▶ **Microsoft Windows 8 or higher versions**



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- ▶ **Microsoft Windows 8 or higher versions**
- ▶ **GNU/Linux OS**





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- ▶ **Microsoft Windows 8 or higher versions**
- ▶ **GNU/Linux OS**
- ▶ **Mac OSX**



# System Requirements

**This tutorial is recorded using**



# System Requirements

**This tutorial is recorded using**

**► Ubuntu Linux OS version 18.04**



# System Requirements

**This tutorial is recorded using**

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



# LibreOffice Installation

- ▶ **By default the latest Ubuntu Linux OS has LibreOffice Suite pre-installed in it**



# LibreOffice Installation

- ▶ **By default the latest** Ubuntu Linux OS **has** LibreOffice Suite **pre-installed in it**
- ▶ **To install a specific version, refer to the LibreOffice Installation series on**  
<https://spoken-tutorial.org>



# Summary

In this tutorial, we learnt:

- ▶ **About** LibreOffice Impress
- ▶ **Various** toolbars



# Summary

- ▶ **How to create a new presentation**
- ▶ **How to save and close a presentation**
- ▶ **How to open an existing presentation**





# Summary

- ▶ **How to save as MS PowerPoint presentation**
- ▶ **How to export as a PDF document in Impress**



# Assignment

- ▶ **Open** a new presentation in Impress
- ▶ **Type** some content in the first slide
- ▶ **Save** it under the name Practice-Impress.odp



# Assignment

- ▶ **Save as an MS PowerPoint presentation**
- ▶ **Then close the presentation**
- ▶ **Now reopen the presentation you have saved**



# About Spoken Tutorial project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- ▶ **Conducts workshops using** spoken tutorials
- ▶ **Gives certificates to those who** pass an online test
- ▶ **For more details, please write to** [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)



# Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**  
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

**You will have to register to ask questions**



# Forum for Specific Questions

- ▶ **The Spoken Tutorial forum is for specific questions on this tutorial**
- ▶ **Please do not post unrelated and general questions on them**
- ▶ **This will help reduce the clutter**
- ▶ **With less clutter, we can use these discussion as instructional material**



# Acknowledgements

- ▶ **The Spoken Tutorial project is funded by MHRD, Govt. of India**





# About the contributor

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ [www.desicrew.in](http://www.desicrew.in)
- ▶ Thank you for watching

