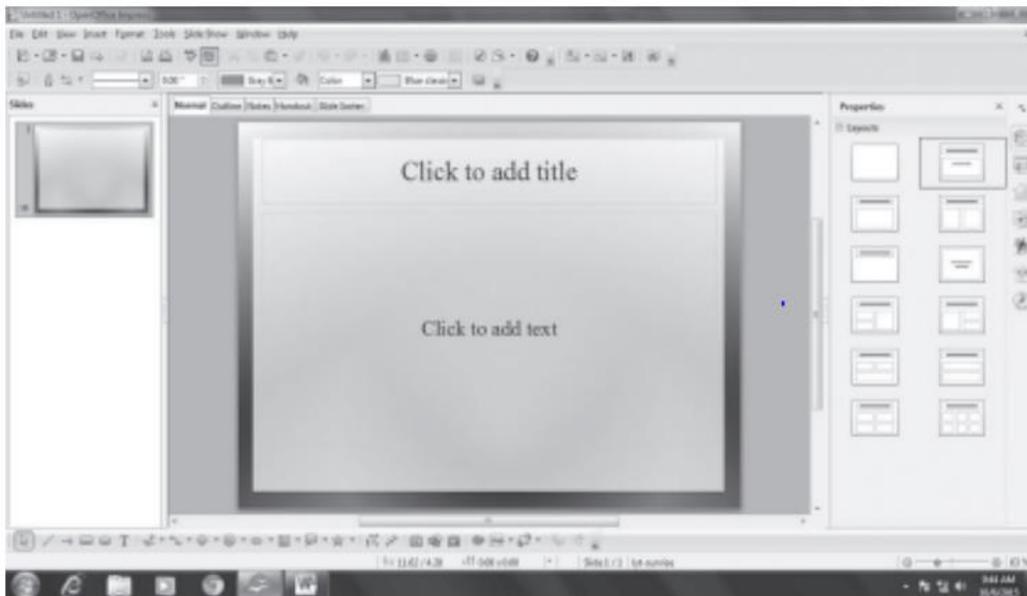


National Institute of Open Schooling
Senior Secondary Course: Computer Science
Lesson 10: Digital Presentation
Worksheet-10

1. We all know that OpenOffice Impress is the Presentation Software that we can use to create slides with different elements and themes. Can you pen down some of the important features of it?
2. Following window appears when we open the Open Office Impress:



Please write down the names and use of all the components that you see.

3. An OpenOffice Impress program can have 6 types of views as mentioned below.
 - (a) Normal View
 - (b) Outline View
 - (c) Notes view
 - (d) Slide Sorter view
 - (e) Handouts view
 - (f) Slide Show view

Write short notes on the above 6 types of views.

4. Imagine that your younger brother is starting to learn OpenOffice Impress and while exploring it he comes to you and asks about creating/choosing designs with Slide Master. Please write the step by step process to guide him.

National Institute of Open Schooling
Senior Secondary Course: Computer Science
Lesson 10: Digital Presentation
Worksheet-10

5. Pooja created some slides for her college presentation using OpenOffice Impress, but she created them randomly i.e. without the correct order. Is it now possible for her to copy, move, delete or hide the slides? If yes, please mention the way to perform each one of these actions.
6. There are some internal elements provided by OpenOffice Impress to be used and inserted in the slides, like AutoShapes, ClipArt etc. However, is it possible to insert elements from outside, like images, audios or videos? If yes, write down the steps to insert these elements.
7. Neha said to her teacher, “Ma’am, I have seen someone’s presentation in which every next slide appears with a great effect. Sometimes it wipes down, sometimes rotates like a wheel – I also want to do that”. Her teacher understood that she is talking about adding the transitions. Considering you are Neha’s teacher – please list down the steps to add transition effect to the slides using OpenOffice Impress.
8. In continuation to question 7, you told Neha about the animation effects also that can be added to the elements within each slide. Neha gets so excited to know about them and wants to learn them in detail. Please help her by writing steps to add animations.
9. “Viewing the slide show” and “Rehearse Timings” in OpenOffice Impress – are these two different things or same? Please define both.
10. What does it mean to publish a presentation, in OpenOffice Impress? Can you write down the steps to do so, in detail?