

Course Title: Open Office (3.0) Impress

Duration : 1 day

This program introduces participants to working with Open Office Impress. Impress will help to create a company presentation.

Program Objectives

This training course will provide you with a working understanding of the basic as well as the advanced features of Open Office are as follows:

Creating Simple Presentations

- Working with different layout using Impress
- Creating Animation Effect
- Creating Custom Templates.

Audience

Executives and managers from various functions (such as Finance, Sales, HR, etc.) who need to analyze and present their data can use the powerful features of Impress for creating corporate & Impressive Slide presentations.

Course Summary

Day	Module	Topic
	Module 1	Getting Started with Impress
	Module 2	Different Layouts
	Module 3	Slide Formatting
	Module 4	Special effects
	Module 5	Working with objects
	Module 6	Custom Design Templates
	Module 7	

Course Details

Module 1: Getting Started with Impress

- Creating presentations using Templates
- Different views in Impress (Normal, Slide Sorter, Outline, Note, Handout)
- Saving, opening, and closing presentations

Module 2: Different Layouts

- Using title slide
- Using bullets and pictures
- Creating tables
- Creating chart

Module 3: Slide Formatting

- Paragraph alignment
- Line spacing
- Bullets and numbering
- Format Paint Brush
- Replacing fonts
- Background colors

Module 4: Special effects

- Applying Custom animations for slides
- Slide transitions
- Rehearse timing for slides
- Working with media files

Module 5: Working with objects

- Using text boxes
- Using Font Work
- Applying 3-D effects to objects
- Object alignment and rotation
- Grouping and ungrouping

Module 6 : Custom Design Templates

- Designing layout for templates
- Creating custom color schemes
- Slide master
- Adding a logo and custom bullets in slide master
- Saving custom design templates