



## **OpenOffice Impress 2.3**

**Course Objective:** You will work with OpenOffice Impress 2.3 to create electronic presentations.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Explore the Impress interface.
- Create a presentation.
- Edit and format text and insert a field in your presentation.
- Insert various presentational elements into a presentation.
- Work with presentational elements.
- Work with styles.
- Create a custom presentation.
- Create a custom slide show.
- Finalize your presentation.
- Package a presentation.

### **Course Content**

#### **Lesson 1: Getting Started with Impress**

Topic 1A: Explore the Impress Interface

Topic 1B: Navigate and View a Presentation

Topic 1C: Identify Wizards in Impress

Topic 1D: Use Impress Help

#### **Lesson 2: Creating a Presentation**

Topic 2A: Add Slides

Topic 2B: Choose Layout

Topic 2C: Add Text

#### **Lesson 3: Formatting Text in a Presentation**

Topic 3A: Edit Text

Topic 3B: Apply Formatting Options

Topic 3C: Insert Fields

#### **Lesson 4: Inserting Presentational Elements**

Topic 4A: Insert Graphical Text

Topic 4B: Insert Spreadsheets

Topic 4C: Insert Charts

Topic 4D: Insert Graphics

Topic 4E: Add Media

Topic 4F: Add a Hyperlink

Topic 4G: Insert Animation

#### **Lesson 5: Working with Presentational Elements**

Topic 5A: Position Presentational Elements

Topic 5B: Modify Presentational Elements

Topic 5C: Group Presentational Elements

### **Lesson 6: Working with Styles**

Topic 6A: Apply Styles

Topic 6B: Customize Graphic Styles

Topic 6C: Customize Background Styles

### **Lesson 7: Creating a Custom Presentation**

Topic 7A: Customize Master Pages

Topic 7B: Customize Templates

Topic 7C: Customize Animation

### **Lesson 8: Creating a Custom Slide Show**

Topic 8A: Customize Gallery in Impress

Topic 8B: Add Navigation to a Slide Show

Topic 8C: Apply Slide Transition

Topic 8D: Setup a Custom Slide Show

### **Lesson 9: Finalizing a Presentation**

Topic 9A: Run a Spell Check

Topic 9B: Secure a Presentation

### **Lesson 10: Packaging a Presentation**

Topic 10A: Print a Presentation

Topic 10B: Export a Presentation

### **Appendix A: Customizing OpenOffice Impress**

### **Appendix B: Customizing Impress User Interface**