

Building OpenOffice Presentations

Welcome

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Outline of Tutorial

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Assume OpenOffice Already Installed

- ◆ Since already on this machine, doing an actual installation would require removal beforehand – possibly another tutorial
- ◆ Many Linux distribution already include OpenOffice as a menued item
- ◆ Installation shouldn't be too hard, other than understanding how best to set up for multiple users.

Specifics About This Tutorial

- ◆ Is limited by time constraints
- ◆ Will focus on Creating a New Presentation
- ◆ Gives basics of Producing the Presentation
- ◆ Follow on tutorials will focus better on:
 - ◆ Modifying the Presentation (future tutorial)
 - ◆ Producing the Presentation (printing and more)
- ◆ May show some slick features
- ◆ May skip some details
- ◆ May show some interesting methods

Guided Tour of Impress

- ◆ Creating a Presentation
- ◆ Modifying the Presentation (basics only)
- ◆ Producing the Presentation

Creating a Presentation

1. Chose File > AutoPilot > Presentation
2. Select the Empty Presentation option
3. Be sure the Preview option is selected
4. Click Next
5. Backgrounds may not be included with OpenOffice, though if you have created some they will appear here.
6. In the effect list, select Cross-Fade from Left.

Creating a Presentation

7. In the Presentation type selection area, select Automatic and enter 5 seconds as the duration of each page.
8. Click Create.
9. The Modify Slide window will appear, select a slide layout and click OK.
10. The presentation will be displayed. In the navigation bar immediately below the work area, click the left area Begin item.

Creating a Presentation

11. Click the tab for the first slide.
12. Choose File > Save to save presentation.
13. In the Save window, be sure the Automatic filename extension option is selected. Then enter a name without an extension (no period and nothing after it).
14. For the format, select **OpenOffice.org 1.0 Presentation (sxi)**. Note the other formats that are listed, including MS PowerPoint and template. Click save.

Creating a Presentation

15. Choose Format > Page. Click the Background tab and select Color, Bitmap, or another selection. Then select the color, bitmap, or other background and click OK. When prompted, make it the background for all pages.
16. Save the presentation again.

Modifying the Presentation

1. Click immediately to the right of the Slide 1 tab at the bottom of the screen; a new slide will be created. Create two additional slides.
2. Press F5 and use the Navigator to go to the second slide. Close the Navigator if it gets in your way.

Modifying the Presentation

3. In the text area of the second slide, enter something like the following text:
 - ◆ Stablize quicksand sauerkraut storage
 - ◆ Domesticate remaining ROUSes
 - ◆ Flavor flame-spurt barbeques with mesquite
4. Select the second and third bulleted items and indent them. (Click the Demote icon on the object bar above the work area).


Modifying the Presentation

5. To be continued in next tutorial...

Producing the Presentation

1. Start the presentation. Click the Start Slide Show icon in the toolbar at the right side of the work area. You also can choose Slide Show > Slide Show.
2. Let the presentation run, to see how it looks and how the slide transitional effects work that you selected.
3. Click to make any manual effects run.
4. Press Esc to stop presentation

Quick Demo from Scratch

1. Stop current slide show. 
2. Open second instance of OpenOffice.
3. Place it in adjacent workspace window so that all can follow steps.
4. Start a demonstration presentation with different background colors using the modify slide type of title format.
5. Build welcome slide manually

Quick Demo from Scratch

6. Click immediately to the right of the Slide 1 tab at the bottom of the screen; a new duplicate of Welcome slide will be created.
7. Modify second slide to be wrap up slide.
8. Insert new slide between them.
9. Cut and paste text from original outline slide to demonstration outline.
10. Select demo outline slide and Insert Expanded Slide.
11. Do same on new Guided Tour slide.

Next OpenOffice Tutorial

- ◆ More on Modifying the Presentation
- ◆ More slick tricks
 - ◆ Basing a Presentation on a Writer document
 - ◆ Hiding stuff
- ◆ Possible OpenOffice Impress tutorials
 - ◆ Templates
 - ◆ Maintenance – correcting name, etc.
 - ◆ Configuration
 - ◆ Extra fonts
 - ◆ Much, much more...

Help

- ◆ Internal help
- ◆ See <http://www.openoffice.org/>
- ◆ Books
 - ◆ StarOffice package includes hardcopy manual
 - ◆ OpenOffice.org 1.0 Resource Kit - Haugland
 - ◆ The Book of OpenOffice - J. S. Lyster

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Questions?

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