Open Office Presentations 2:
adding pictures, clip art, and shapes

Open Office Presentations
Open Office Presentations is a free presentation creator. Presentations can include text, pictures (photographs, clip art, shapes), and multimedia materials (sounds, music, videos).

Review
- Open Open Office Presentations using the icon on the desktop.
- If a presentation has already been created, double-click on its icon to open it and select "Open Office Impress" from the choices listed.
- Use the navigation pane on the left side of the window to select a slide to edit.

Pictures
- Use the Insert button on a slide to add a picture to a slide.
- To add additional pictures, use the Insert menu and insert a picture from a file.
- Resize a picture by dragging one of the squares around the outside of the picture. Hold down the Shift key on the keyboard while dragging one of the corner dots to maintain the aspect ratio.
- Delete a picture by clicking on it and pressing the Delete key on the keyboard.
- Undo an action by pressing the blue undo arrow at the top left of the screen.
- Move pictures by clicking, dragging, and dropping.
- Align pictures by right-clicking on the picture and using the options for aligning it in the menu that appears.

Clip art
- Use the Gallery to insert clip art.
  - Open the Tools menu.
  - Select Gallery.
  - Select a picture.
  - Right-click on the picture.
  - Select Insert and then Copy.
- Resize, move, delete, and align clip art following the same directions as for pictures above.
- Close the Gallery when finished adding clip art to the slide by clicking on Tools and then Gallery.

Shapes
- Use the drawing toolbar to add shapes to a slide.
  - Select a shape.
  - Click and drag to draw the shape on the screen.
- Resize, move, delete, and align shapes following the same directions as for pictures above.

- Edit the colors of a shape by using the shape fill and line color tools on the Properties window.

Grouping
- Group images to move them as a single unit.
  - Hold the Shift key on the keyboard and click on each object to be grouped. This selects all of the objects.
  - Right-click on the shape and click on Group.
- Ungroup images to work with them separately.
  - Click on the grouped image.
  - Right-click on the image and click on Ungroup.

Layering Images
- Send an image backward as follows.
  - Right-click on the image.
  - Click on Arrange.
  - Click on Send Backward.
- Bring an image forward as follows.
  - Right-click on an image.
  - Click on Arrange.
  - Click on Bring Forward.

Saving
- Save a presentation as follows.
  - Click on the File menu.
  - Click on "Save as" to save a presentation for the first time. Select a location, name the presentation, and click on "Save."
  - Click on "Save" to save the changes made to an existing presentation.

Printing
- Print a presentation as follows.
  - Click on the File tab.
  - Click on Print.
  - Choose to print slides or handouts and how many slides should appear on each page.
  - Click on Print again.

Open Office Presentation Tips
- Keep it simple!
  - Use few shapes and pictures. Slides should not be cluttered with images.
  - Keep in mind what is important. Content supersedes flashiness.
- Use appealing color combinations.
- Do not be afraid to ask for help.

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