



Open Office Presentations 3: animating objects

Open Office Presentations

Open Office Presentations is a free presentation creator. Presentations can include any or all of the following items:

- text
- pictures (photographs, clip art, shapes)
- multimedia materials (sounds, music, videos)

Getting Started

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

Terminology

- Transitions are the ways in which **slides** enter the screen.
- Animations are the ways in which **objects and text** enter or leave the slide.

Viewing the Presentation

- To view the presentation, click on the Slide Show menu. Click on “Slide Show” to view the presentation from the current slide.
- Click to advance to the next slide while viewing the presentation.
- To exit the presentation while viewing it, press the Escape key on the keyboard.
- View each slide after adding animations.
- View the entire presentation from the beginning when it is finished.

Animations

- Animations are the ways in which **objects and text** enter or leave the slide.
- Multiple animations can be chosen for each object.
- Add an animation to an object as follows.
 - Click on the object to be animated.
 - Open the Slide Show menu and click on “Custom Animation.”
 - In the Custom Animation window, click on Add.
 - Select either the entrance or exit tab and select an animation.
 - Click on OK.
- Animations auto-play when selected.
- Additional animations can be added to each object using the Add button in the Custom Animation window.
- The direction of the green diamond indicates whether an animation is an entrance or exit animation.
- The order of appearance can be changed using the Change Order arrows at the bottom of the Custom Animation window.
- Change an object’s start trigger by using the drop-down menu in the Custom Animation window.

Tips

- Choose animation styles that don't distract the audience.
- Use consistent animation styles throughout the presentation.
- Consider your audience.
- Don't be afraid to ask for help.