

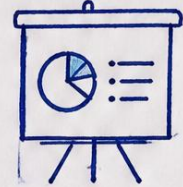


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Unit - 5

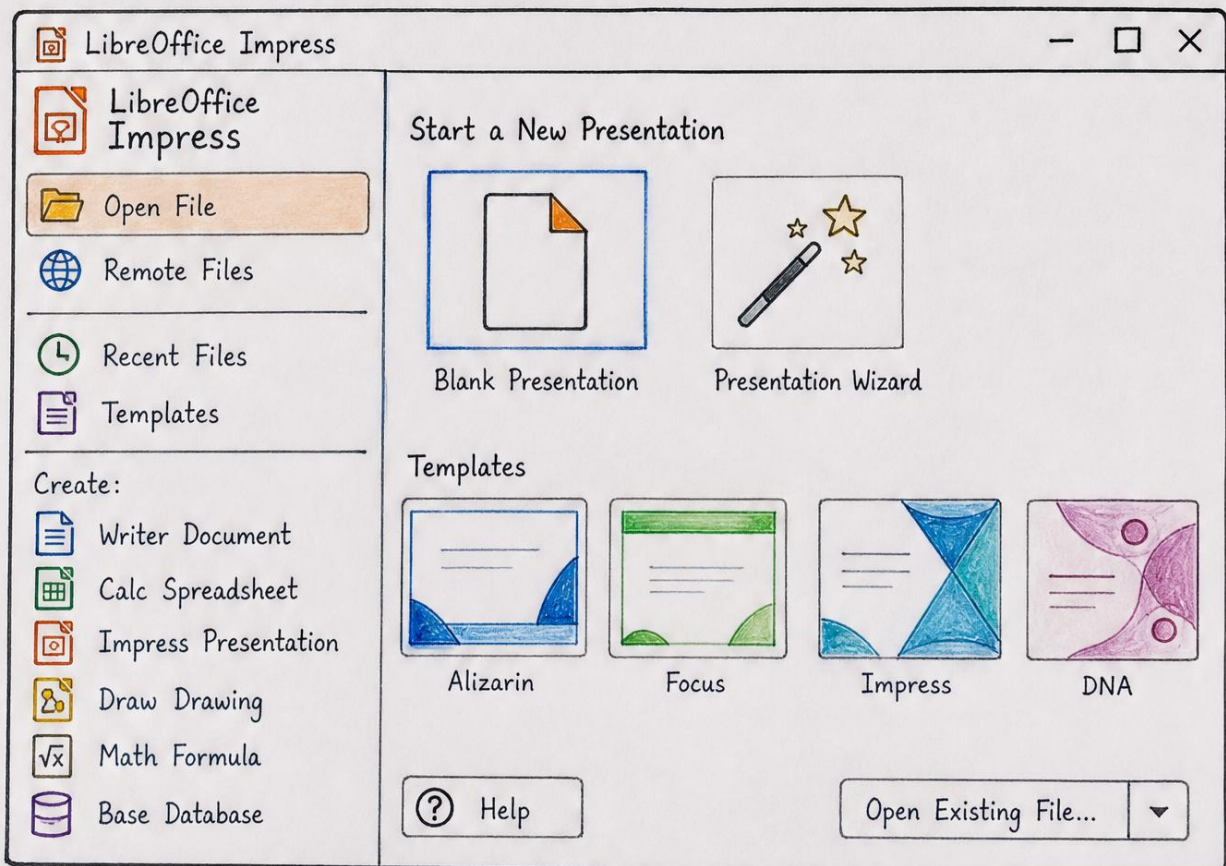


1. Creation of Presentation

LibreOffice Impress me presentation banana bahut aasaan hai.

Iska use information ko slides ke through visually dikhane ke liye hota hai.

Presentation wizard se aap easily start kar sakte hain.



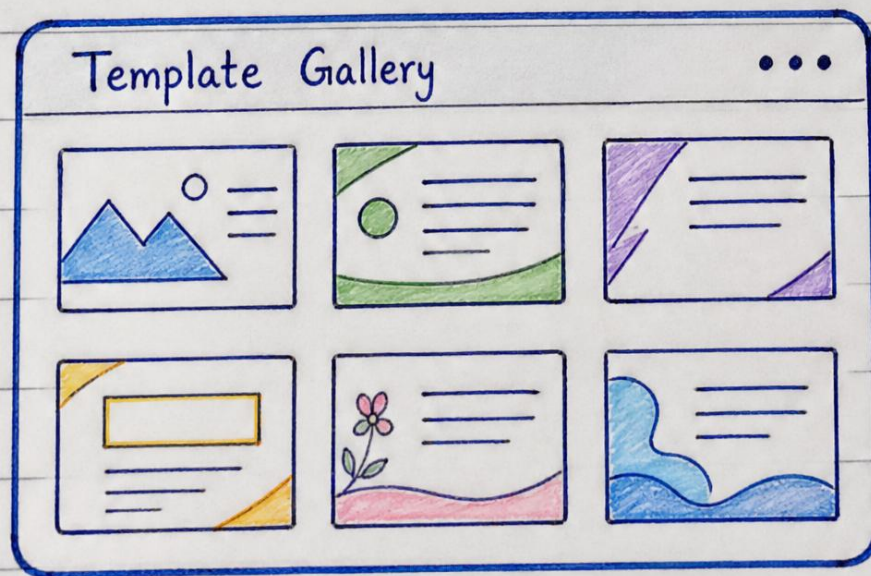
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Unit - 5

2. Creating a Presentation Using a Template

- * Templates pre-designed layouts hote hain.
- * File → New → Templates select karein.
- * Isse aapko ready-made designs aur backgrounds mil jate hain jo time bachate hain.



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Unit - 5

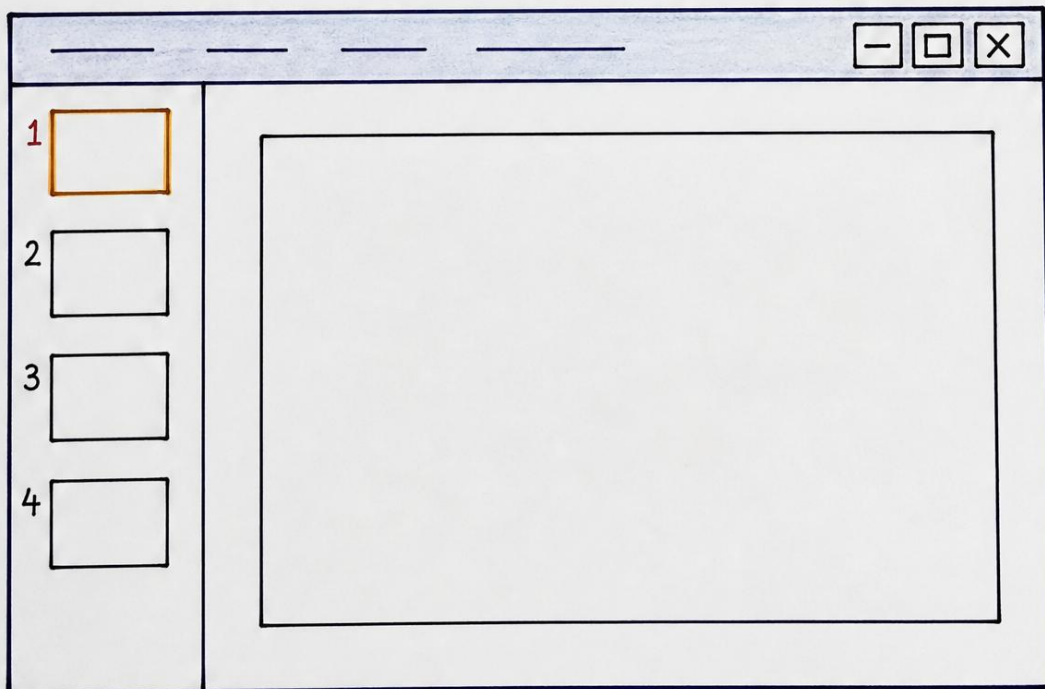
3. Creating a Blank Presentation

Agar aap apni design khud banana chahte hain toh Blank Presentation select karein.

File → New → Presentation → 'Cancel' Wizard.

Isse aapko ek khali slide milti hai.

Blank Slide (Example)



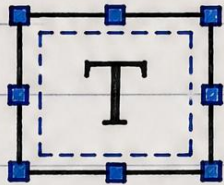
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Unit - 5

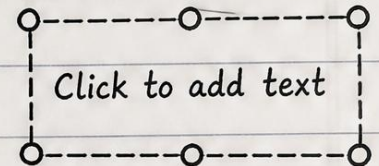
4. Inserting & Editing Text on Slides

- Slides me text insert karne ke liye **Text Box** tool ka use karein.



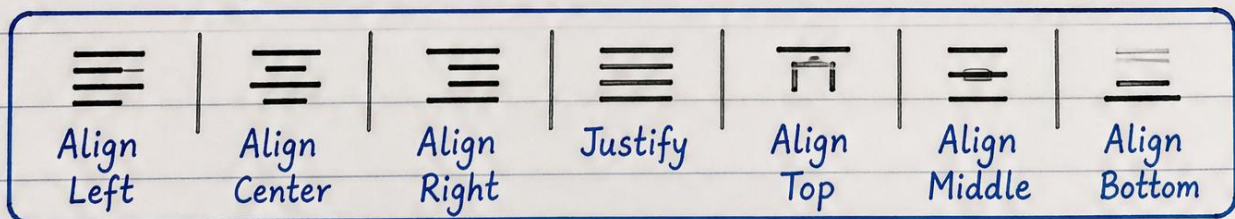
Text Box Tool

- Placeholder par click karke aap type kar sakte hain.



- Text format karne ke liye **Formatting Toolbar** ka use karein.

Formatting Toolbar (Alignment)



Note:

Achhe presentation ke liye text ko saaf, sankshipt aur sahi alignment ke saath rakhein.



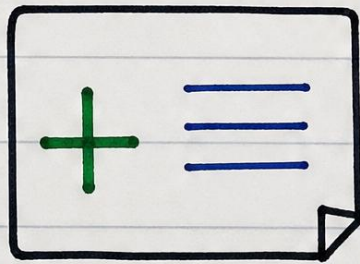
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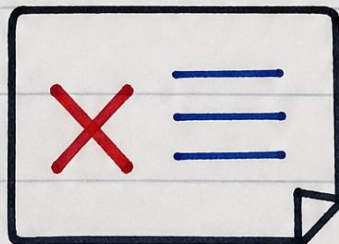
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5. Inserting and Deleting Slides

- Nayi slide add karne ke liye
Slide → New Slide (Ctrl+M).



- Delete karne ke liye slide par
right click karein aur
'Delete Slide' select karein.

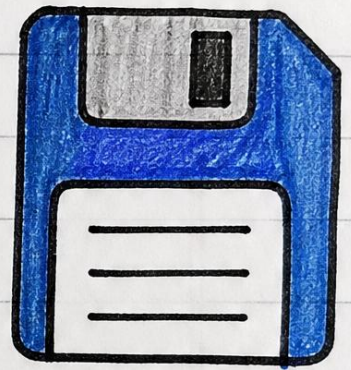


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6. Saving a Presentation



- * Presentation save karne ke liye File → Save (Ctrl+S).
- * Impress files ka default extension **'.odp'** hota hai.
- * Save As se aap PDF ya PPTX format me bhi save kar sakte hain.

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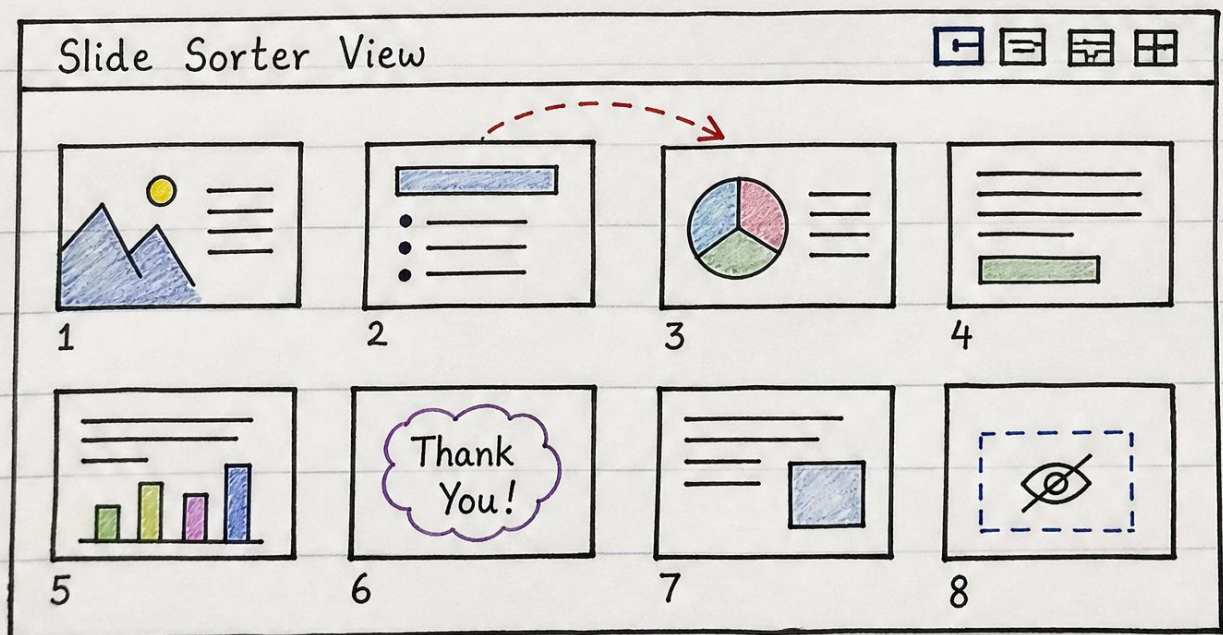
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Unit - 5

7. Manipulating Slides

Slides ko rearrange karne ke liye 'Slide Sorter View' ka use karein.

Aap slides ko drag karke unka order badal sakte hain, duplicate kar sakte hain ya hide kar sakte hain.



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8. Inserting Table

Data ko rows aur columns me dikhane ke liye Table insert karein.

Insert → Table select karein aur number of rows/columns choose karein.

S.No.	Name	Subject	Marks
1	Amit	Maths	85
2	Neha	Science	90
3	Rohan	English	78

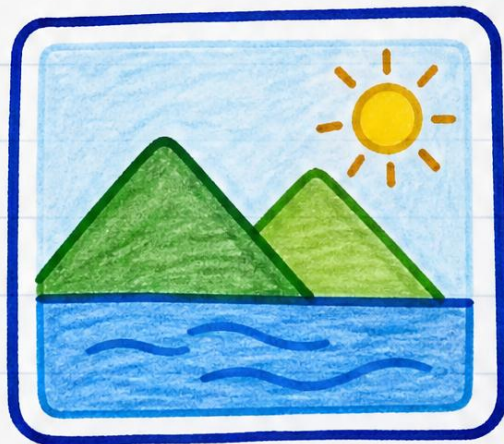
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Unit - 5

9. Adding Pictures

- Slides ko attractive banane ke liye **images** add karein.
- **Insert** → **Image** select karein aur apne computer se **photo** choose karein.
- Aap photo ko **resize** bhi kar sakte hain.



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Unit - 5

10. Inserting Other Objects

- * Impress me aap Shapes, Charts, aur Audio/Video bhi insert kar sakte hain.
- * Drawing Toolbar se aap Circles, Rectangles aur Arrows draw kar sakte hain.

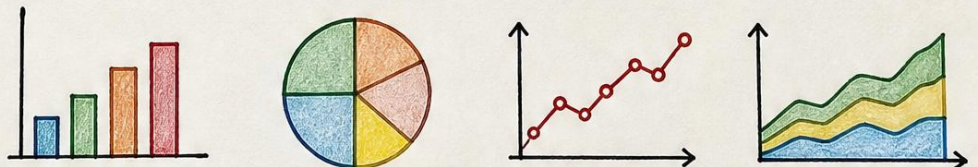
Shapes (आकृतियाँ)



Arrows (तीर)



Charts (चार्ट)



Audio / Video
(ऑडियो / वीडियो)

