

## Slide Shows / Presentations

You will be learning how to create a computer presentation. This is done using the Open Office (Libre Office) program called *Impress*, *Present* or *Presentation*. This is the free version of Microsoft *Powerpoint*. Any of these can make a good presentation on the computer.

### Good Presentations

Presentations are meant to be visual, so colors, pictures, and appearances are important. Text should be kept to necessary words only. It is a bad presentation that has a lot of text that the presenter reads aloud. Here are some tips on how to make a presentation that is good:

from <http://lifehacker.com/5810271/how-to-create-presentations-that-dont-suck>

1. Don't put too many items on a slide. Instead, simplify. One idea per slide, and less text.
2. Don't use annoying clip art. Get creative, and avoid too much animation, or boring things.
3. Don't make the audience think too hard. A slide shouldn't take more than 3 seconds to "get".
4. Don't be random. Don't put pictures on unless they apply.
5. Relate to your audience – make sure it connects with them.

### So, How Do You Do It?

1. Open an Open Office *Impress* file.
2. Go ahead and create an empty presentation. Select "Empty Presentation" and then "Next".
3. Select "Presentation Backgrounds" and choose one of the designs. Select "Next".
4. Select a slide transition effect (fade is best!), then select "Create".
5. Now the main screen should be opened. If you want to change the main look, select "Master Pages" on the task pane. On the layout pane, select the desired layout. Then change the text, pictures, or other items to whatever you desire.
6. At the top, click "Insert" and "Slide" A second slide should appear.
7. Change the layout of the second slide. Choose something with a picture.
8. Figure out how to change the picture. Either cut and paste, or double-click to search.
9. Add one more slide. Change it in some way. Put your name on it.
10. Send your simple presentation to [dlowe@libertyacademycs.org](mailto:dlowe@libertyacademycs.org).

You're done with a super-simple presentation. Next, you get to modify an existing spreadsheet. Continue on to [Part 2](#).

### POINTS

File received	2
Presentation has three slides	3
Slides have a background	3
Slides have a transition	3
One slide has a picture	2
<u>One slide has your name</u>	<u>2</u>

TOTAL 15