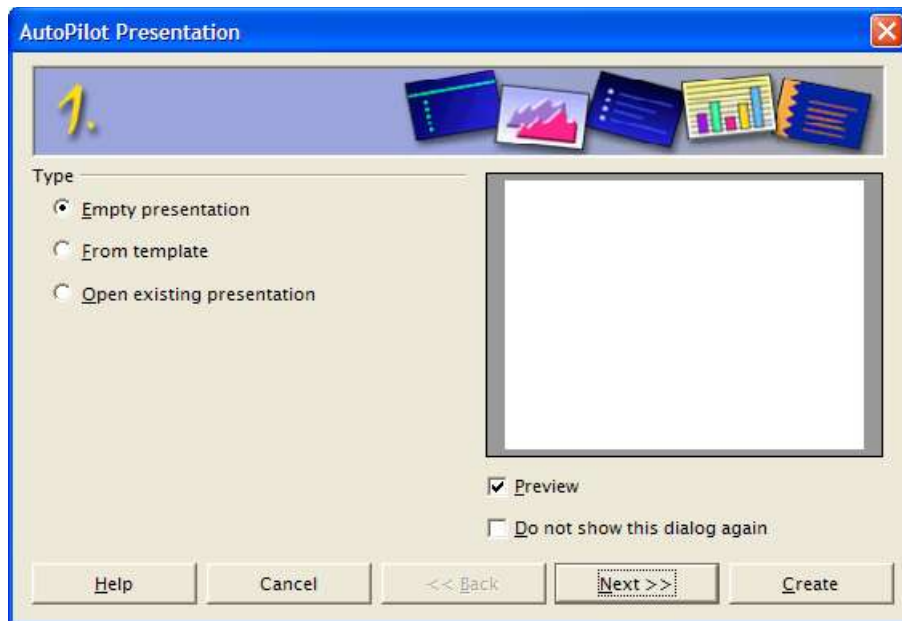


MULTIMEDIA TRAINING KIT

Exercise: Introduction to OpenOffice.org Impress

Developed by: Anna Feldman for
the Association for Progressive Communications (APC)

1. Start OpenOffice.org Impress.
2. In the AutoPilot dialogue box, check the **Empty presentation** button, and click on **Create**.

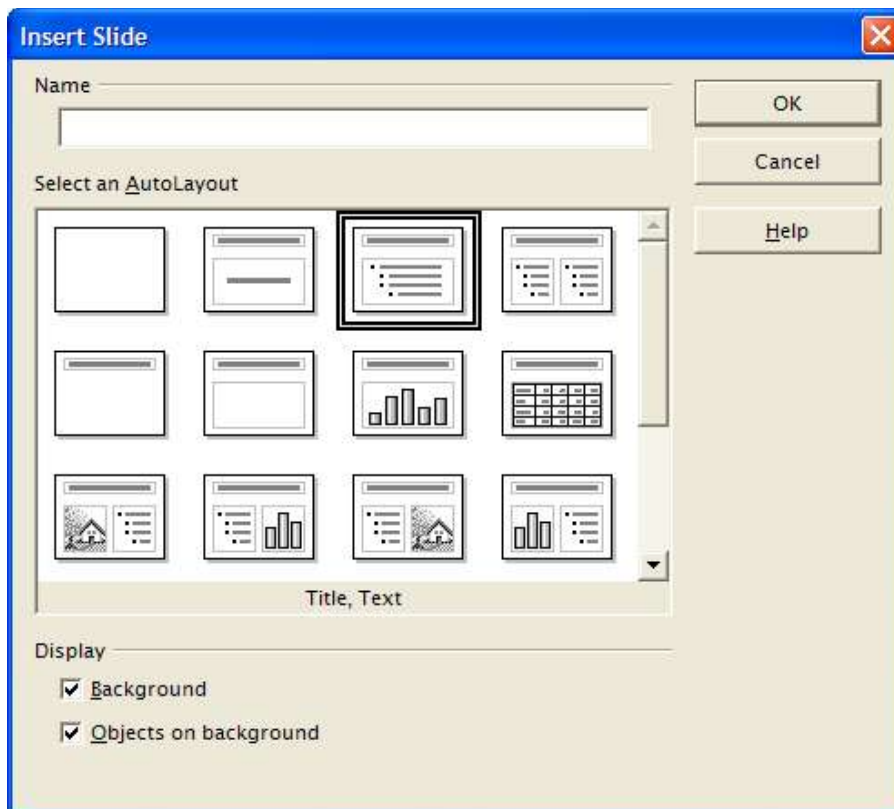


3. Choose the most suitable AutoLayout for a title slide for your presentation. Click on **OK**, and create your title slide.
4. Save your presentation: **File > Save**.
5. Read the text on which you are basing your presentation.

Think about which elements you want to include in your presentation, how many slides to use, and how you want to structure them.

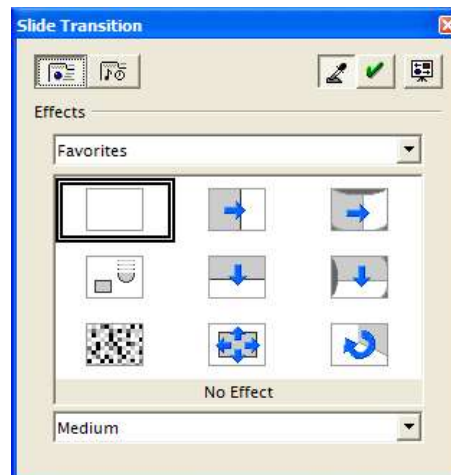
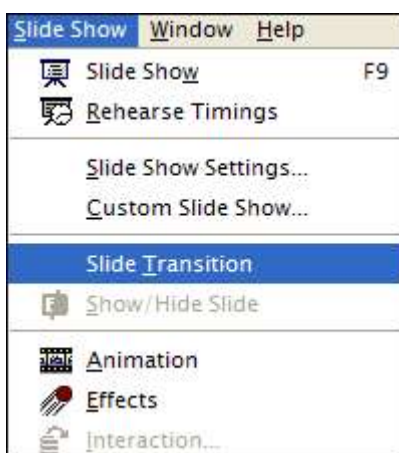
6. Insert a new slide in your presentation: **Insert > Slide**.

Choose the AutoLayout which is best suited to the information you want to present (be sure to scroll down the list to see all options).



7. Add your content (text, graphics if relevant) to the slide.
8. Create the remaining content for your presentation.
9. Go back through your slides and add transitions to each slide:

In Drawing view choose **Slide show > Slide transition** and choose a transition effect.



Use the **Preview** button to preview the effect.

Use the "tick" button to apply it to your slide. Repeat the process for each slide.

10. Prepare to present your slides to the group.