

MULTIMEDIA TRAINING KIT

Trainers' notes: Introduction to OpenOffice.org Impress

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for the Association for Progressive Communications (APC)

Introduction	An introduction to using OpenOffice.org Impress for presentations - aimed at getting trainees comfortable with OOO Impress basics, and giving them the confidence to go further on their own.
Timing/duration	3 hours.
Content outline and main topics covered	<ul style="list-style-type: none">· Getting started: creating a presentation; saving your work; closing the file; opening an existing file; views; adding and moving between slides (30 minutes)· Adding, editing and changing text and objects: text; graphics; charts and graphs; templates and master slides (50 minutes)· Preparing for your presentation: slide show effects; presenting your slide show; printing (40 minutes)· Exercise and participant presentations. (60 minutes)
Target audience	People wanting to develop their slide-presentation development skills in an open source office environment.
Prerequisite skills/knowledge	Basic keyboard and mouse skills, familiarity with either Windows or Linux working environment, understanding of the files and folders storage system in a computer.
Unit objectives/expected outcomes	By the end of the session participants should be able to create, save, format and animate basic slide presentations.
Pre-workshop activities	-

Notes on using exercises	<p>Demonstrate the main steps outlined in the handout in OOo Impress. After each main step, get participants to perform the actions demonstrated. If time permits let participants do some experimenting on their own.</p> <p>When you have taken participants through all the steps, have them develop a short presentation individually or in twos or threes using the exercise sheet to guide them.</p> <p>Before the workshop prepare and print out texts for reformatting as slide presentations, and prepare some graphics for participants to use during the session.</p> <p>We suggest using the handout from this session and getting trainees to turn sections of the unit handout into presentations – this also reinforces the preceding learning. However, any text which lends itself to being structured as a slide presentation will do.</p> <p>Emphasise that developing a slide presentation is not just a technical exercise; it requires careful thought about the ideas and information you are trying to convey, and how to structure it.</p> <p>Finish the session by getting participants to present their slide show to the group. Give feedback on the presentations and encourage all participants to comment.</p>
Resources included with unit	<ul style="list-style-type: none"> • Trainers' notes • Handout • Exercises • List of additional resources • Glossary • Workshop evaluation form (for trainees) • Materials evaluation form (for trainers) • Copyright statement
Additional trainer resources	-
Equipment needed	1 PC per participant, OpenOffice.org installed, plus 1 PC connected to a projector for the trainer. Ideally this should be networked with the participants' PCs so that their work can also be displayed on the projector.
Comments	-