

# Course : LibreOffice, Impress, advanced

**Practical course - 2d - 14h00 - Ref. LOM**

**Price : 760 € E.T.**

This training course will enable you to master the advanced features of LibreOffice Impress. You'll learn how to customize and enrich your presentations to make them more dynamic and in tune with your distribution objectives.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Master advanced page layout functions to create professional documents
- ✓ Create and customize title, content and end slides to enhance presentation structure.
- ✓ Use animations and transitions to make your presentation more dynamic and captivating.
- ✓ Integrate media (images, sound, video) to enhance the visual and audio quality of your presentation.
- ✓ Create presentation templates to save time and improve presentation consistency.
- ✓ Use interaction tools to create interactive presentations and engage audiences.

## Intended audience

Designers of elaborate presentations wishing to acquire a working method enabling them to exploit all the product's features.

## Prerequisites

Good knowledge of basic LibreOffice Impress functionalities.

### **PARTICIPANTS**

Designers of elaborate presentations wishing to acquire a working method enabling them to exploit all the product's features.

### **PREREQUISITES**

Good knowledge of basic LibreOffice Impress functionalities.

### **TRAINER QUALIFICATIONS**

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### **ASSESSMENT TERMS**

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## Practical details

### Hands-on work

Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

### Teaching methods

Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

## Course schedule

### 1 Interface customization

- Configure the work interface.
- Personalize the work environment.
- Advanced use of the Ribbon and Backstage menu.

#### Hands-on work

Customizing the toolbar

### 2 Advanced slide management

- Creating and accessing slides.
- Use advanced page layout.
- Manage slides (edit, delete, copy).
- Add dates and footers.

#### Hands-on work

Customize the master slide of a presentation, create personalized layouts.

### 3 Advanced text boxes

- Advanced text zone options (line spacing, margins, etc.)
- Advanced formatting (size, font, colors)
- Align, space, group and separate text zones.

#### Hands-on work

Text adjustment, advanced formatting and color application.

### 4 Inserting external objects

- Insert images, plans and diagrams.
- Advanced management of inserted objects (dimensions, movement, superposition, etc.)
- Grouping and separating objects.
- Manage image styles.

#### Hands-on work

Advanced image insertion and management.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Animation and transition

- Create customized animations.
- Animate and move multiple objects simultaneously.
- Create transition effects.
- Set transitions between slides.
- Use action buttons and hypertext links.

### Hands-on work

Create transition effects and adapt animation options.

## 6 Printing and optimization

- Print several slides on one page.
- Advanced print settings.
- Optimization of the master slide.

### Hands-on work

Print setup using the document's master slide.