

# Course : LibreOffice, Impress, getting started

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

*Price : 890 CHF E.T.*

This training course will help you master the features of LibreOffice - Impress. You'll learn how to customize 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:**

- ✓ Customize your presentation with different masks
- ✓ Apply effects and styles to objects in a presentation
- ✓ Integrate multimedia elements into your presentation
- ✓ Energize your presentation with transition and animation effects

## Intended audience

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

## Prerequisites

Knowledge of the Windows environment.

## Practical details

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

## Teaching methods

Active teaching based on discussion, case studies and training exercises.

## Course schedule

### PARTICIPANTS

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

### PREREQUISITES

Knowledge of the Windows environment.

### 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.

## 1 Tool ergonomics

- Get to grips with the interface, Ribbon and Backstage menu.
- Identify tabs and command groups.
- Personalize your environment.

### Hands-on work

Customize the toolbar.

## 2 Creating and managing slides

- Creating and accessing slides.
- Layout.
- Slide management (editing, deleting and copying).
- Insert date and footer.

### Hands-on work

Customize presentation masks, create personalized layouts.

## 3 Text zones

- Control text zone options (line spacing, margins, etc.).
- Formatting, font size and typeface.
- Align, space, group and ungroup.
- Align, space, group and ungroup.

### Hands-on work

Adjust text, format and apply colors.

## 4 Inserting external objects

- Insert an image, plan or diagram.
- Manage inserted objects (dimensions, movement, overlay, etc.).
- Grouping and separating objects.
- Image styles.

### Hands-on work

Insert and manage images.

## 5 Slide show preparation and distribution

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

### Hands-on work

Create transition effects and adapt animation options.

## 6 Print presentation

- Set printing parameters.
- Print multiple slides on one page.
- Optimize document mask.

### Hands-on work

Set print parameters using the document mask.

## 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.

