Enhancing the Usage of Libre office Impress Tool for teaching science Among Upper Primary Teachers through hands on practice

Action Research Report 2024-2025

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Chennai – 600 006

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Declaration

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636704

I hereby declare that the Action Research done on the topic entitled **"Enhancing the Usage of Libre office Impress Tool for teaching science Among Upper Primary Teachers through hands on practice"** is carried out by me. The work has not been submitted earlier in full or part for any other research study in this or any other institutions. I also declare that I has not been submitted in part of any other work.

Dr.K.Kanniammal
Practitioner

Place: Settikarai

Date:

CERTIFICATE

Dr.P.Govindaprakash
Principal
District Institute of Education and Training
Settikarai
Dharmapuri District
636704

This is to certify that this Action Research entitled **"Enhancing the Usage of Libre office Impress Tool for teaching science Among Upper Primary Teachers through hands on practice"** is work done by Dr.K.Kanniammal, Lecturer in District Institute of Education and Training, Settikarai, Dharmapuri District during the academic year 2024-2025.

Dr. P.Govindaprakash

Principal

Place: Settikarai

Date:

Acknowledgement

I am indebted to **the Director** and **the Joint Directors** of State Council of Educational Research and Training, Chennai -6 for permitting me to do this Action Research work.

My sincere thanks to **Dr.P.Govindaprakash**, Principal, District Institute of Education and Training, Settikarai, Dharmapuri for his support and continuous encouragement in pursuing this Action research work.

I express my deep gratitude to **the Chair person** and **the committee members** of the ZAR committee (Salem Zone-Salem, Namakkal and Dharmapuri) for their eminent guidance, thought provoking ideas, and enriched professional sharing.

I express my heartfelt thanks to all my **DIET colleagues** and friends for their timely help in completing this Action research in a successful way.

Last but not the least, I am deeply grateful to **the Heads**, **Teachers** and students of sampled schools and also **BEOs** of Dharmapuri block who have helped and cooperated extensively during the entire period. I could not have completed this Action research work without their help.

Dr.K.Kanniammal
Practitioner
District Institute of Education and Training
Dharmapuri.

Index

Enhancing the Usage of Libre Office Impress Tool for Teaching Science Among Upper Primary Teachers through Hands on Practice

1.0. Introduction

In the present digital age, integrating technology into education is essential to make learning engaging and effective. Among various digital tools, presentation software like LibreOffice Impress plays a significant role in teaching science by making concepts visually appealing and interactive. However, many upper primary teachers lack adequate training and confidence to use these tools effectively. This research focuses on enhancing the usage of LibreOffice Impress for teaching science among upper primary teachers through systematic hands-on practice.

1.1. Libre Office -Introduction

LibreOffice is a powerful and free office suite, used by millions of people around the world. LibreOffice is a successor to OpenOffice.org (commonly known as OpenOffice), which in turn was based on Star Office. Its clean interface and feature-rich tools help you unleash your creativity and enhance your productivity. LibreOffice includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing). LibreOffice is compatible with a wide range of document formats such as Microsoft® Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.ppt, .pptx) and Publisher. But LibreOffice goes much further with its native support for a modern and open standard, the Open Document Format (ODF). With LibreOffice, you have maximum control over your data and content – and you can export your work in many different formats including PDF.

1.1.1. Advantages of LibreOffice

- **No licensing fees**. LibreOffice is free for anyone to use and distribute at no cost. Many
- features that are available as extra cost add-ins in other office suites (like PDF export) are free with LibreOffice. There are no hidden charges now or in the future.

- **Open source.** You can distribute, copy, and modify the software as much as you wish, in accordance with the LibreOffice Open Source licenses.
- **Cross-platform.** LibreOffice runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X and Linux.
- **Extensive language support**. The LibreOffice user interface, including spelling, hyphenation, and thesaurus dictionaries, is available in over 100 languages and dialects.
- LibreOffice also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Urdu, Hebrew, and Arabic).
- **Consistent user interface.** All the components have a similar "look and feel," making the measy to use and master.
- **Integration.** The components of LibreOffice are well integrated with one another. All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also
- found in Calc, with similar but enhanced versions in Impress and Draw. Do not need to know which application was used to create a particular file. For example, we can open a Draw file from Writer.
- **Granularity.** Usually, if you change an option, it affects all components. However, LibreOffice options can be set at a component level or even at document level.
- **File compatibility.** In addition to its native OpenDocument formats, LibreOffice includes support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect, Lotus 1-2-3, and PDF.
- **No vendor lock-in.** LibreOffice uses OpenDocument, an XML (extensible Mark-up Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor, and their framework is open and published.

- **have a voice.** Enhancements, software fixes, and release dates are community driven.

1.1.2. Parts of the main window

The main window is similar for each component of LibreOffice, although some details vary. See the relevant chapters in this guide about Writer, Calc, Draw, and Impress for descriptions of those details. Common features include the Menu bar, standard toolbar, and formatting toolbar at the top of the window and the status bar at the bottom.

1.1.2.1. Menu bar

The Menu bar is located across the top of the LibreOffice window, just below the title bar. When we select one of the menus listed below, a sub-menu drops down to show commands.

- **File** – contains commands that apply to the entire document such as Open, Save, and Export as PDF.
- **Edit** – contains commands for editing the document such as Undo, Find & Replace, Cut, Copy, and Paste.
- **View** – contains commands for controlling the display of the document such as Zoom and Web Layout.
- **Insert** – contains commands for inserting elements into your document such as Header, Footer, and Picture.
- **Format** – contains commands, such as Styles and Formatting and AutoCorrect, for formatting the layout of your document.
- **Table** – contains commands to insert and edit a table in a text document.
- **Tools** – contains functions such as Spelling and Grammar, Customize, and Options.
- **Window** – contains commands for the display window.
- **Help** – contains links to the LibreOffice Help file, What's This, and information about the program.

1.1.2.2. Toolbars

LibreOffice has two types of toolbars: docked (fixed in place) and floating.

Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

In a default LibreOffice installation, the top docked toolbar, just under the Menu bar, is called the Standard toolbar. It is consistent across the LibreOffice applications.
The second toolbar at the top, in a default LibreOffice installation, is the Formatting bar. It is context-sensitive; that is, it shows the tools relevant to the current position of the cursor or the object selected. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.

2.Identification of the problem

Upper primary science teachers are said in their feedback of one day ICT training was not adequate time to be given to make better use of Libre office Impress Tool and develop new skills. In ICT training, an hour is very little to learn about Libre office Impress and practice them on a computer. Based on the training observation the practitioner felt that need one more day of training to build capacity.

Based on the school classroom observation during school visits the practitioner felt that teachers are not properly teach ICT lesson (Libre Office Impress-Chapter -25) due to lack of knowledge in the Tool. Through this action research the inputs given in the training through hands on practices can be enhanced the usage of libre impress tool in science teaching among the upper primary science teachers.

3.Need of the Action Research

Teacher must change their role in the technologically driven education to meet the requirement of teaching. Using ICT tools will be an effective tool for developing understanding and skill to use different applications. The focus of the action research was on the processes of learning, about ICT tools and its applications. Developing ICT skills among teachers enabled them to plan and implement ICT integrated learning experiences and creating learning environment for students.

Tamil Nadu Government school Education department has started to develop Hi-Tech laboratories in all the Government Higher secondary and High schools by providing software, Hardware and requires infrastructural facilities under different schemes.

Many practices have already been started in the form of innovation by schools and different educational organizations in our state. But still there is lacuna in utilization of ICT laboratory facilities and provided educational software and apps by the teachers and students. Moreover, teachers are not aware of such educational application of technology, apps, games etc. It is highly essential that today's teachers are techno smart to deal with the learners' expectation.

Observations during classroom monitoring and interactions with teachers revealed that:

- Most upper primary teachers were using traditional chalk-and-talk methods.
- Many teachers lacked familiarity with LibreOffice Impress, despite having access to computers.
- Teachers expressed interest but faced challenges in designing presentations that explain science concepts effectively.
  This led to the initiation of this action research to improve their skills and boost confidence through hands-on training sessions.

Based on this background information, the practitioner felt that this kind of action research is necessary to Enhancing the usage of Libre office Impress Tool in science teaching among Upper Primary Science Teachers.

4.Statement of the Problem

Libre Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools. It is integrated with the advanced graphics capabilities of Libre Office Draw and Math components. Sideshows can be further enhanced using Font work special effects text, as well as sound and video clips. Impress is compatible with Microsoft Power Point file format and can also save your work in numerous graphics formats, including Macro media Flash (SWF). If communication technologies are to be used effectively, teachers must be provided with computers easily and adequately and properly trained to operate teachers. So, the statement of the action

research is Enhancing the Usage of Libre office Impress Tool in science teaching Among Upper Primary Teachers.

5.Objectives of the Action Research

1. To enhance the usage of Libre office Impress Tool in science teaching through hands on training.
2. To make the science teachers to teach Libre office Impress Tool in classroom transactions.
3. To train the teachers to create slides using Libre office Impress

6.Probable causes for the problem

1. ICT training has been provided to graduate teachers, but they are not practicing what they have learnt in the training immediately.
2. Not adequate knowledge to teach this Tool
3. Lack of time to practice this Tool
4. Lack of interest and motivation to use ICT
5. Non-availability of ICT facilities in their schools,
6. Insufficient time for preparation. The practitioner considered these factors may be the probable causes for the problem.

7. Hypothesis

After the intervention, the usage of Libre impress tool will be enhanced in science teaching among upper primary teachers.

8. **Interventions**

- Orientation sessions for teachers on the features and benefits of LibreOffice Impress.
- Development and distribution of comprehensive training modules.
- Hands-on workshops focused on creating science presentations using LibreOffice Impress.
- Encouraging teachers to design lesson-based presentations incorporating multimedia elements.

9.Methodology

a. Sample: 16 Upper primary school science teachers from Dharmapuri block were taken as sample for the action research.

b. Design: Pre-test, Intervention, Post-test method was followed as the research design for the action research.

c. Action research Tool

Questionnaire was prepared by the practitioner to know pre-knowledge of libre impress tool and the usage in science classroom teaching and it is used as tool for this action research. The same questionnaire was used for post-test. The tool was attached in appendices (Annexure-1).

d. Procedure of data collection

WhatsApp group was created for the purpose of this action research and all the teachers joined in the group. Purpose of action research were explained to them through the group. The google form link for pre-test tool was shared in the group and the data were collected. The procedure to fill the questionnaire was also instructed. The post-test questionnaire was given to the teachers at the end of the one-day training session and the post test data was collected.

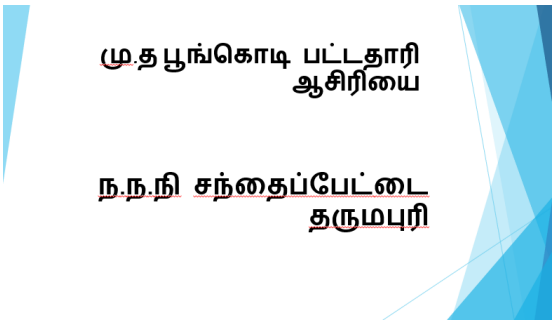
(e) Intervention

- Orientation sessions for teachers on the features and benefits of LibreOffice Impress.
- Development and distribution of comprehensive training modules.
- Hands-on workshops focused on creating science presentations using LibreOffice Impress.
- Encouraging teachers to design lesson-based presentations incorporating multimedia elements.

A module was developed by the practitioner briefly explaining the Libre impress tool. The module was distributed to all teachers. Details regarding Libre Office -Introduction, definition, Applications of LibreOffice, presentation, create a Blank Presentation,

working in a Slide, Inserting New Slide, inserting pictures, inserting text box, inserting audio and video files, Slide transition, animation, Deleting Slide, saving a Presentation, viewing a Slide Show, closing a presentation, opening an Existing Presentation and Exit LibreOffice Impress were explained in the module. One day orientation hands-on training was given to the science teachers in the Hi-tech lab. Majority of the teachers used laptop for creating the slides. After creating slides, they were used as TLM for science teaching learning process. All the teachers are asked to choose one science lesson and create the slide, then created slides was shared in the WhatsApp group to use these slides during science teaching. (Training module was attached in Annexure-2)

Slides was prepared through Libre office Impress for science classroom teaching.



(iv). Data analysis

After conducting pre-test and post-test, the scores were tabulated and converted to 100 marks. The data were analysed based on

1.A comparison of pre-test and post-test scores.

2.A comparison of average scores of pre and post test scores

10. Analysis and Interpretation

The data were analysed based on the comparison of pre-test and post-test scores as well as the average scores of pre and post-test. A Pre-test was administered to a sample of 16 BT Science teachers. After the intervention post-test was conducted to the same group of teachers. The results were compared with the pre-test scores and analysed accordingly. The scores of both Pretest and Post-test were tabulated and converted to 100 marks.

(i) Comparison of pre-test and post-test scores

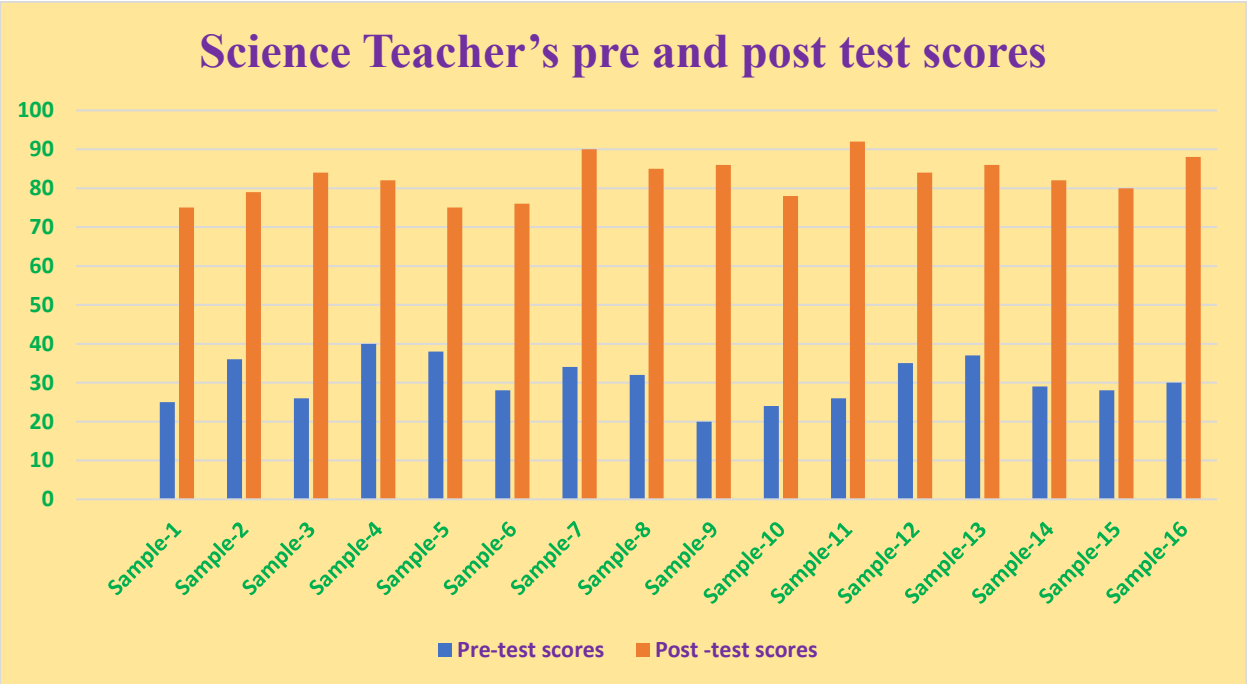
The result was analysed based on the comparison of pre-test and post-test scores of teachers, which are given in the following table and charts.

Table-3: Showing Science Teacher's pre and post test scores

Sl. No	Name of the science teacher	Pre-test scores	Post -test scores
1	Sample-1	25	75
2	Sample-2	36	79
3	Sample-3	26	84

Sl. No	Name of the science teacher	Pre-test scores	Post -test scores
4	Sample-4	40	82
5	Sample-5	38	75
6	Sample-6	28	76
7	Sample-7	34	90
8	Sample-8	32	85
9	Sample-9	20	86
10	Sample-10	24	78
11	Sample-11	26	92
12	Sample-12	35	84
13	Sample-13	37	86
14	Sample-14	29	82
15	Sample-15	28	80
16	Sample-16	30	88
		617	1646

Chart-1: Comparison of Pre-Test and Post Test scores



The results revealed that the scores obtained by the science teachers in the post-test were higher than the pre-test scores. From the results it was observed that the intervention activities have brought positive influence in enhancing the usage of libre impress in science teaching among science teachers.

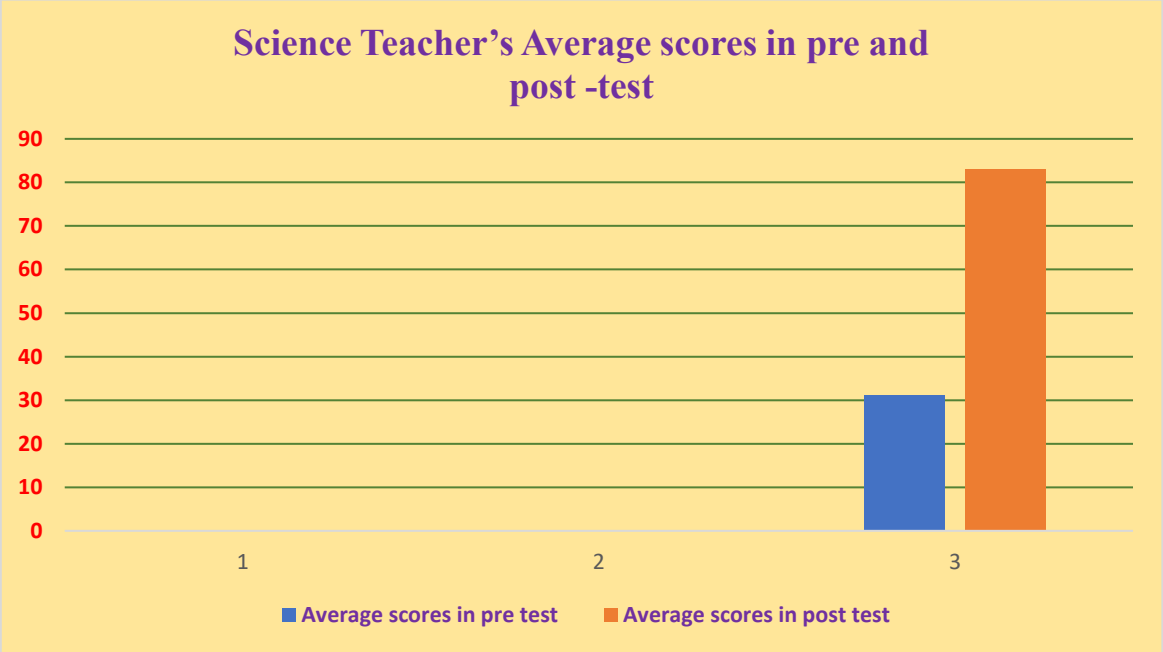
ii.) Comparison of average scores in pre-test and post-test scores

The results were analysed based on the comparison of average scores of pre and post-test of science teachers. Which are given in the following table and charts.

Table-2: Showing Science Teacher's Average scores in pre and post -test

Number of Science Teachers	Average scores in pre -test	Average scores in post -test	Difference in pre and post-tests scores
16	31	83	52

Chart 2: Comparison of Average Scores of Pre-tests and Post-Test



The average score of the pre-test was 31 % and the average score of the post-test was 83 %. This result given a clear picture that the post-test scores were 52 % higher than the pre-test scores.

The average percentage of gain scores which was 52 % higher than the pre- test average scores. It was showed that the intervention strategies adopted by the practitioner had brought out desirable changes in usage of libre impress tool among teachers.

11.Findings of the Action Research

1. Teachers who undergone hands-on training showed higher confidence in using Impress.
2. Visual presentations were effective in simplifying complex science concepts.
3. Peer-learning and group activities promoted collaborative learning among participants.
4. Students responded positively to the visual presentations and exhibiting improved concept retention.

Net gain of the Action Research

Improved Teaching Efficiency

- Teachers will be able to create dynamic, visually appealing, and interactive presentations to explain scientific concepts more effectively.

- Reduces time spent on traditional blackboard explanations and allows better use of classroom time for discussions and demonstrations.

Better Student Engagement

- Visually rich slides, animations, and interactive diagrams help in capturing student attention.

- Complex topics (like life processes, energy conversion, etc.) can be explained through simulations and step-by-step visual flowcharts.

Enhanced Conceptual Understanding

- The use of visuals and animations in LibreOffice Impress simplifies abstract science concepts, aiding deeper understanding.
- Teachers can incorporate multimedia elements (images, videos, hyperlinks) to create a multi-sensory learning experience.

Development of Teachers' ICT Competency

- Hands-on training boosts teachers' confidence in using ICT tools for daily teaching.
- Encourages the habit of preparing digital teaching resources, aligning with NEP recommendations.

Resource Sharing and Collaboration

- Teachers can develop a repository of digital teaching materials that can be shared among peers.
- Promotes collaborative planning and reduces duplication of effort in content preparation.

Cost-Effective and Open-Source Advantage

- LibreOffice Impress is free and open-source, eliminating licensing costs.
- It can be easily installed on school computers or teachers' personal devices without financial constraints.

Scalability and Sustainability

- Once teachers are trained, they can further mentor other teachers, creating a sustainable model for ICT integration.

- The resources developed can be modified and updated for future use without dependency on external agencies.

Contribution to Digital Education Initiatives

- Aligns with national and state-level digital education programs, promoting digital literacy among educators.

- Prepares teachers for blended learning and online teaching scenarios, if needed.

Termination of Action Research

The present action research aimed at enhancing the usage of the LibreOffice Impress tool among upper primary science teachers through structured hands-on practice sessions. The research process involved identifying the gaps in digital presentation skills, planning and conducting targeted training workshops, providing continuous support, and assessing the improvement in teachers' confidence and skills in using LibreOffice Impress for science teaching.

Throughout the intervention, teachers demonstrated noticeable growth in their ability to design effective, visually appealing, and content-rich presentations tailored to science lessons. The hands-on approach, combined with regular feedback and peer sharing, proved instrumental in improving both skill and interest levels. Teachers reported greater confidence in incorporating digital tools into their pedagogy, thereby making science lessons more engaging and interactive for students.

The results of this research indicate that with the right guidance, practice, and encouragement, teachers can quickly adapt to using open-source digital tools like LibreOffice Impress in classroom teaching. This not only supports cost-effective digital learning solutions but also promotes self-sufficiency and innovation among educators.

The action research is hereby concluded with the satisfaction that the objectives were successfully achieved. Further efforts can be taken by educational institutions and

training institutes to scale up similar programs and integrate them into regular teacher professional development modules.

Recommendations and Educational Implication

Recommendations

Organize Regular Hands-On Training Workshops

- Conduct regular, short-term and long-term workshops focused on creating science presentations using LibreOffice Impress.
- Include real-world examples and classroom scenarios to help teachers relate to practical teaching needs.

Develop a Step-by-Step Instructional Manual

Create a simple, illustrated guide and video tutorials demonstrating key features like slide creation, embedding images, animations, hyperlinks, and using templates for science lessons.

Form Peer Learning Groups

Encourage the formation of teacher communities to share tips, presentation samples, and best practices, enabling continuous collaborative learning.

Incorporate Project-Based Tasks

Assign teachers with classroom-based science presentation projects, reviewed by peers, to promote active usage and creativity in designing lessons.

Use Multilingual Resources

Provide training material and tutorials in local languages in addition to English, making the tool more accessible and less intimidating.

Promote Open-Source Awareness

Highlight the cost-effectiveness, flexibility, and freedom offered by LibreOffice Impress as an open-source tool, reducing dependency on paid software.

Periodic Evaluation and Feedback

Conduct evaluations after each training session and gather feedback from teachers to identify challenges and modify training approaches accordingly.

Educational Implications

Enhanced Visual Learning

Teachers equipped with Impress skills can integrate more visual aids, interactive diagrams, and animations into science lessons, making abstract concepts more concrete.

Improved Student Engagement

Well-designed science presentations can foster curiosity, sustain attention, and help students understand scientific processes better through visual storytelling.

Encouragement of Digital Literacy

Teachers mastering Impress will contribute to building a digitally literate environment, where students too can learn to present their ideas effectively.

Development of Critical Thinking and Creativity

The process of designing presentations encourages teachers (and later students) to think critically about content structure and delivery, fostering innovation in science communication.

Equitable Access to Educational Technology

Promoting free tools like LibreOffice Impress helps bridge the technology gap in resource-limited schools, ensuring all teachers and students benefit from digital tools.

Sustainable ICT Integration in Education

By making teachers confident in using open-source presentation software, schools can sustainably integrate ICT in education without financial strain.

12.Conclusion

The integration of LibreOffice Impress as a teaching tool has proven to be an effective strategy in empowering upper primary science teachers with modern presentation skills. Through hands-on practice sessions, teachers gained practical knowledge and confidence in designing interactive and visually engaging science lessons. This not only enhanced their ability to present complex scientific concepts in a simplified and structured manner but also fostered greater student engagement and understanding. The initiative demonstrated that with proper training and consistent practice, digital tools like LibreOffice Impress can significantly enrich classroom teaching. Moving forward, continued support, refresher training, and the sharing of best practices will be essential to sustaining and expanding the positive impact of this program in science education.

13. Bibliography

- Government of Tamil Nadu, Tamil Nadu Textbook and Educational Services Corporation, Standard Nine Science book (2024 Edition)
- LibreOffice Official Documentation
- NCERT ICT Curriculum for Teachers
- Research articles on Technology Integration in Education

14.Action research tool

District Institute of Education and Training Settikarai-636704, Dharmapuri District

Action Research Tool-2024-2025

Name of the Practitioner

DR.K. KANNIAMMAL

Lecturer, DIET

Settikarai - 636704

Dharmapuri District

Title: Enhancing the Usage of Libre Office Impress Tool for Teaching Science Among Upper Primary Teachers through Hands on Practice

Questionnaire for Science Teachers

Name (Block letters):

Name of the School:

Gender:

I. Choose the correct answer. (6x1=6)

1. _____ is a structured delivery of information.

a. Slide Show b. Page

c. WordArt d. Presentation

2. The slides are grouped together in a sequence to form _____

a. slide show b. sorts

c. page d. messages

3. A presentation consists of many _____

a. pages b. slides

c. placeholders d. messages

4. which key should be pressed to run a slide show?

a. F1 b. Tab c. F5 d. F2

5. _____ is used to insert attractive text in the slide.

a. Slide Show b. Word Art

c. Text d. Header and Footer

6. Image option is present under the ..... menu.

a. Format b. Insert

c. Tools view

II. Answer briefly. **(5x2=10)**

1. Write steps to change the slide background.

2. Write steps to insert an image in your slide.

3. Identify the following icons of content placeholder

1. 
2. 
3. 
4. 

4. Name the components of slide

5. As a teacher, how can you integrate libre impress tool in Science teaching?

III. Lab Work **(1x4=4)**

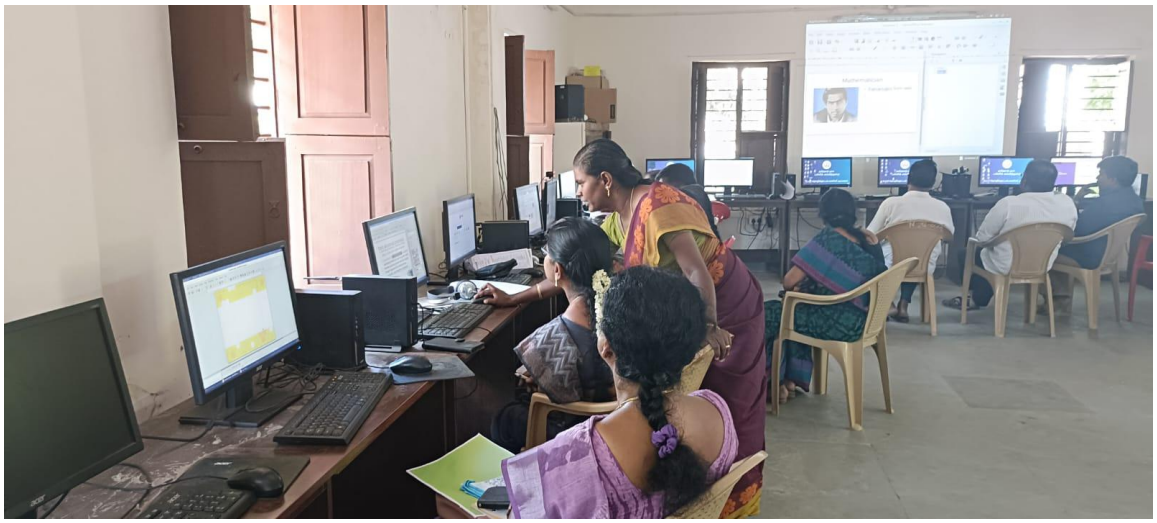
1. Create a presentation on any science lesson. Save it with suitable name.

15. Photos

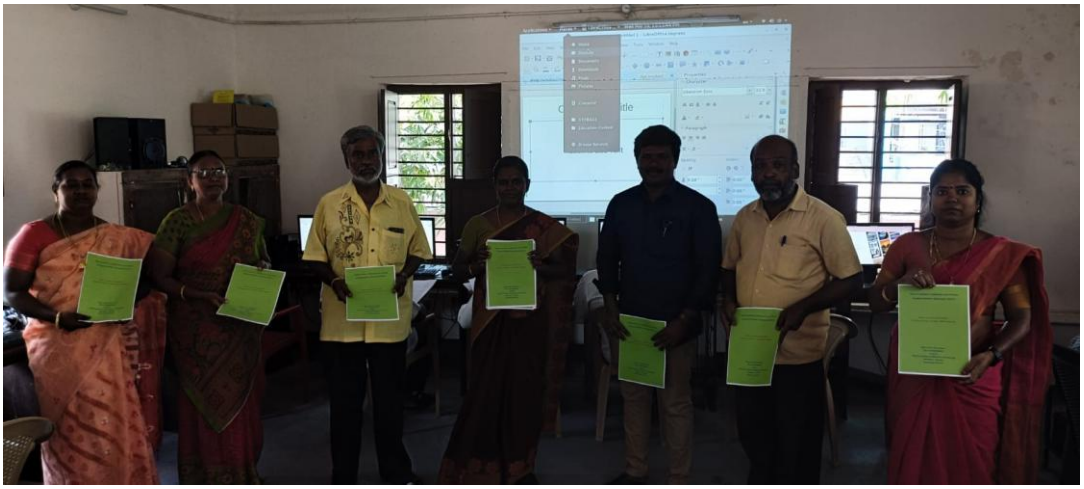
Practitioner Explains about Libre impress tool

Mr. S.K. Saravanan, Senior Lecturer demonstrated ICT tools

Dr. B Silambarasi, Senior Lecturer explains about the usage of libre impress tool



Dr.K.Kanniammal, Lecturer guided teachers to prepare slides using libre impress



Module was distributed to the teachers

Teacher has used slides in classroom transactions

Training module on Libre Office Impress

1.0. Learning Objectives

After the completion of this module, teachers will be able to:

- define presentation.
- create a new presentation.
- insert text box, images, audio and video files.
- insert and delete a slide.
- view a slide show.

1.1.Libre Office -Introduction

LibreOffice is a powerful and free office suite, used by millions of people around the world. LibreOffice is a successor to OpenOffice.org (commonly known as OpenOffice), which in turn was based on Star Office. Its clean interface and feature-rich tools help you unleash your creativity and enhance your productivity. LibreOffice includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing). LibreOffice is compatible with a wide range of document formats such as Microsoft® Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.ppt, .pptx) and Publisher. But LibreOffice goes much further with its native support for a modern and open standard, the Open Document Format (ODF). With LibreOffice, you have maximum control over your data and content – and you can export your work in many different formats including PDF.

1.1.1.LibreOffice-Definition

LibreOffice is a free and open-source office suite (Program) and a project of The Document Foundation. It was forked from Open Office.org in 2010, which was an open-sourced version of the earlier Star Office. The LibreOffice suite comprises programs for word processing, the creation and editing of spreadsheets, slideshows, diagrams and drawings, working with databases, and composing mathematical formulae. It is available in 115 languages.

LibreOffice is available for a variety of computing platforms, including Microsoft Windows, macOS, and Linux (including a LibreOffice Viewer for Android), as well as in the form of an online office suite LibreOffice Online.
It is the default office suite of most popular Linux distributions. It is the most actively developed free and opensource office suite, with approximately 50 times the development activity of Apache OpenOffice, the other major descendant of OpenOffice.org.
The project was announced and a beta released on 28 September 2010 Between January 2011 (the first stable release) and October 2011, LibreOffice was downloaded approximately 7.5 million times. The project claims 120 million unique downloading addresses from May 2011 to May 2015, excluding Linux distributions, with 55 million of those being from May 2014 to May 2015.

1.1.2.Applications of LibreOffice

LibreOffice is look like Microsoft Office and its application also work as Word, Excel, PowerPoint and access programs. LibreOffice Include 6 applications which is as per given below:

1. Writer
2. Calc
3. Impress
4. Draw
5. Math
6. Base

1.2. Introduction to Impress

Impress is the presentation (slide show) program included in LibreOffice. Impress creates presentations in the Open Document Presentation (ODP) format, which can be opened by other presentation software or can be exported in different presentation formats. Slides can be created that contain many different elements, including text, bulleted and numbered lists, tables, charts, and a wide range of graphic objects such as clipart, drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles, and background styles. This chapter introduces the Impress user

interface. The remaining chapters in this user guide explain all the features available in Impress that can be used to create more sophisticated slide shows. To use Impress for more than very simple presentations, requires some knowledge of the slide elements. Slides containing text use styles to determine the appearance of that text. Creating drawings in Impress is similar to using the Draw program included in LibreOffice. See the Draw Guide for more details on how to use the drawing tools.

LibreOffice Impress is a software that is used to create a presentation with text effect, graphics, sound to make it interesting and effective for the audience. A colourful presentation containing text, photos, picture, sound and animation will amaze the viewers and make them more interested to listen to the presentation. Animation is the process of creating movement for an object. It is a user-friendly application software.

LibreOffice Impress is a presentation program resembling Microsoft PowerPoint. Presentations can be exported as SWF files, allowing them to be viewed on any computer with Adobe Flash Player installed.
To start LibreOffice Impress, we can follow the steps given below:

1. Click the **Start** button.
2. Click **All Programs.**
3. Click **LibreOffice Impress**
4. Click **LibreOffice Impress** option.

1.2.1. Presentation

A presentation is a structured delivery of information. It is a systematic display of information along with graphics, movies, sound, etc. All these are displayed together on the screen.

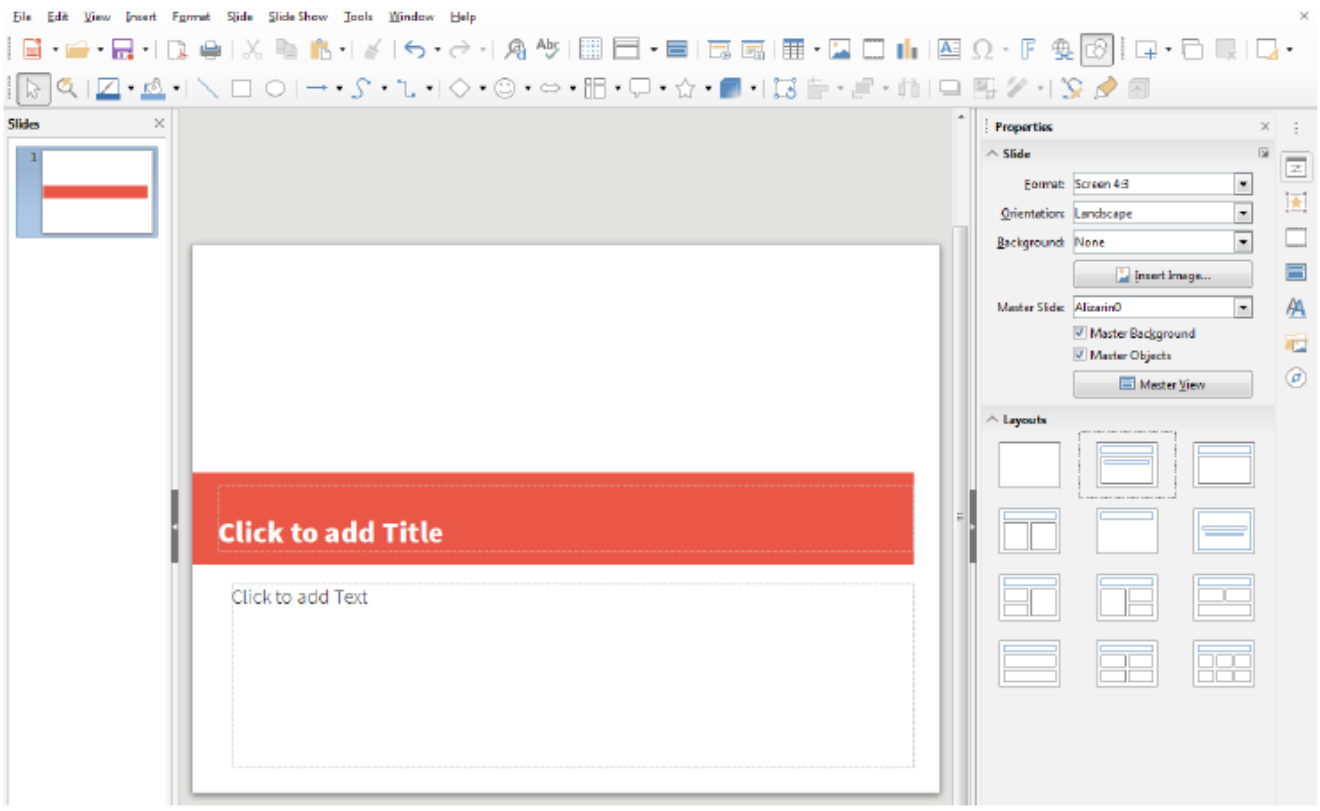
1.2.2. Create a Blank Presentation

To create a Blank presentation, follow the given steps:

1. Click the LibreOffice Impress
2. Click the New option from the File menu.

3. Click Presentation option from the left pane.

4. Click Blank Presentation option.

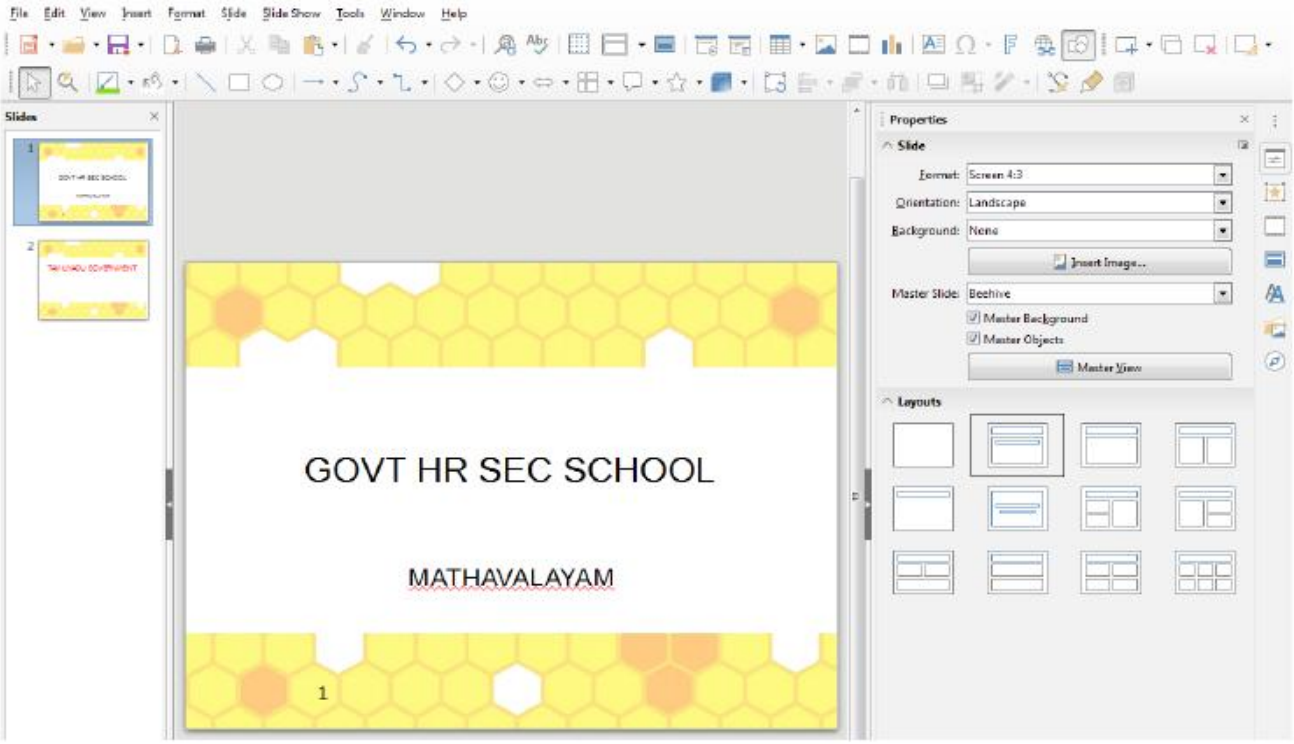


1.2.3. Working in a Slide

You know that a LibreOffice Impress presentation is a combination of many slides. You can create additional slides. These slides, when displayed in sequence, form a presentation. So, in order to prepare a presentation, we have to prepare its slides first.

When you create a Blank Presentation, a slide appears on the screen with two placeholders.

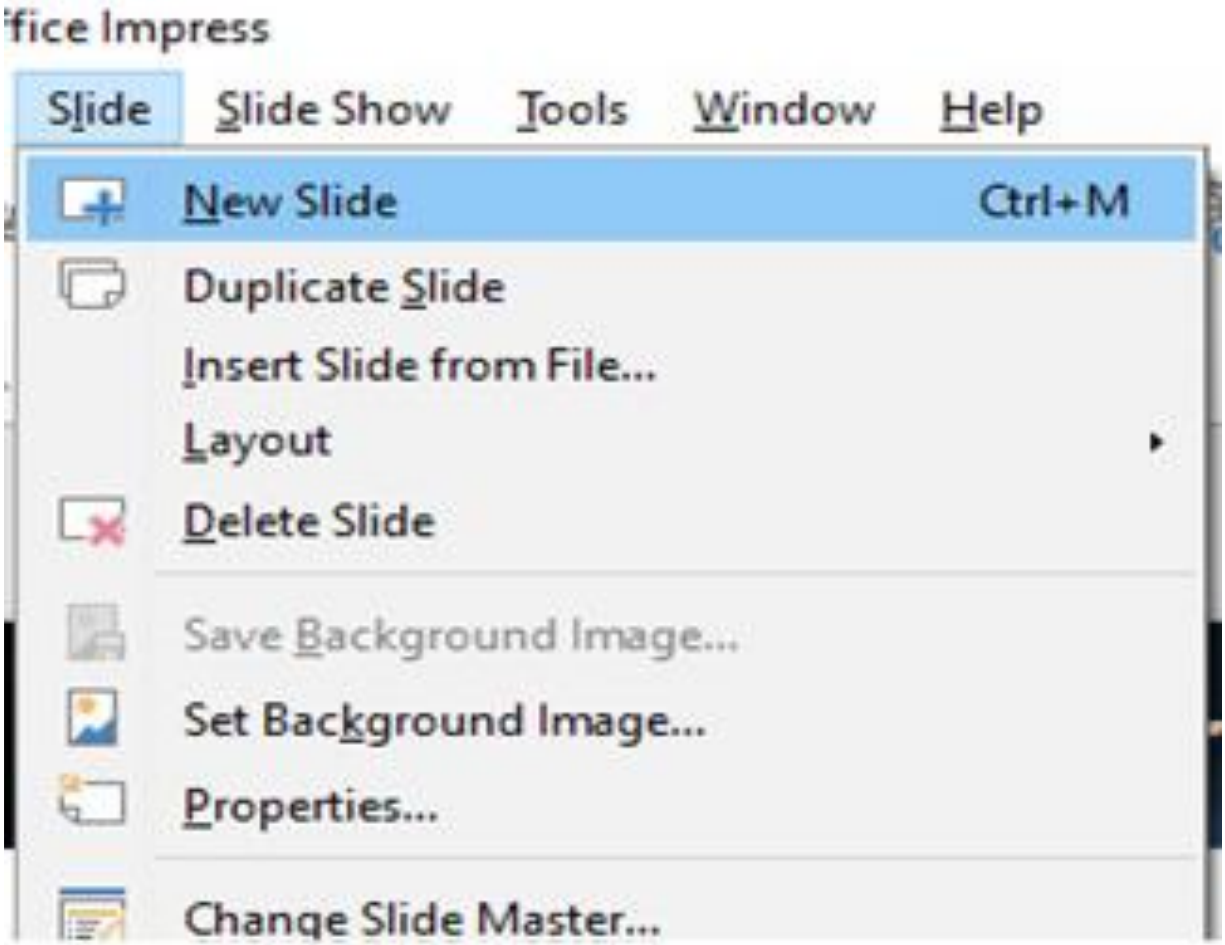
1. Click inside a placeholder to enter text. The cursor appears.
2. Type the text. After you finish typing the text, click outside the placeholder.



1.2.4. Inserting New Slide

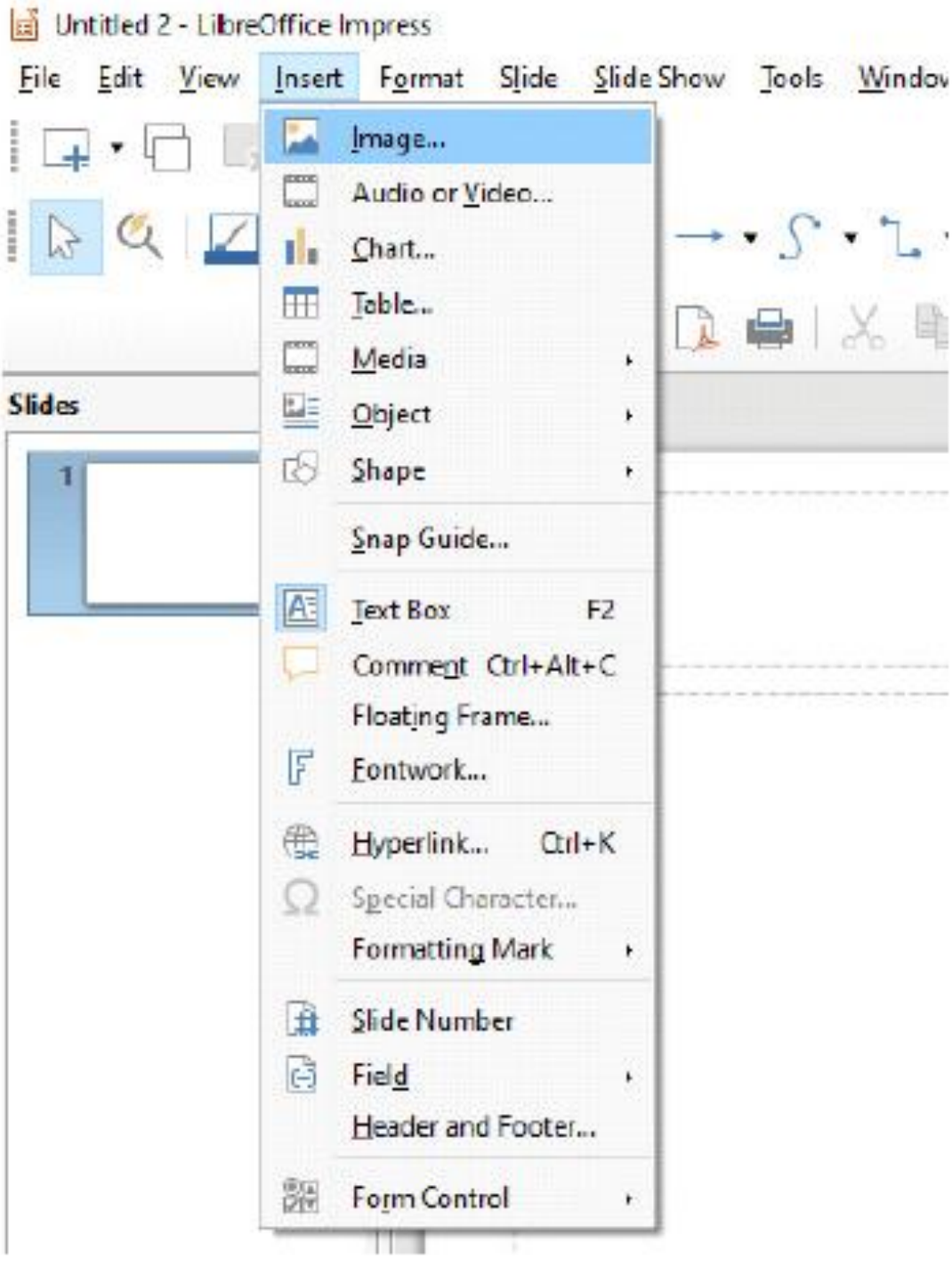
To insert a new slide in a presentation, follow the given steps:

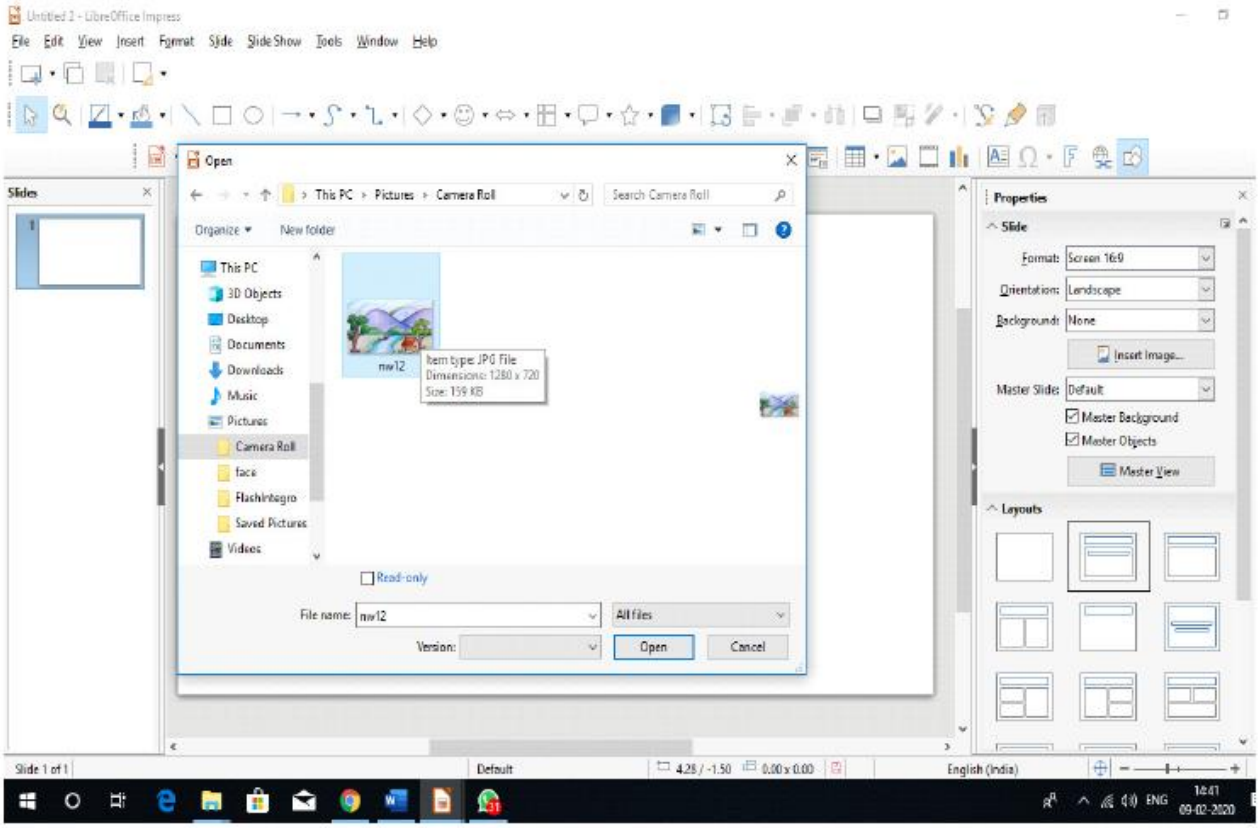
1. Click the Slide Menu.
2. Click New Slide from slides menu.
3. Choose the layout you want. For example, Blank, the new slide is inserted. Similarly, you can add many slides in a presentation.

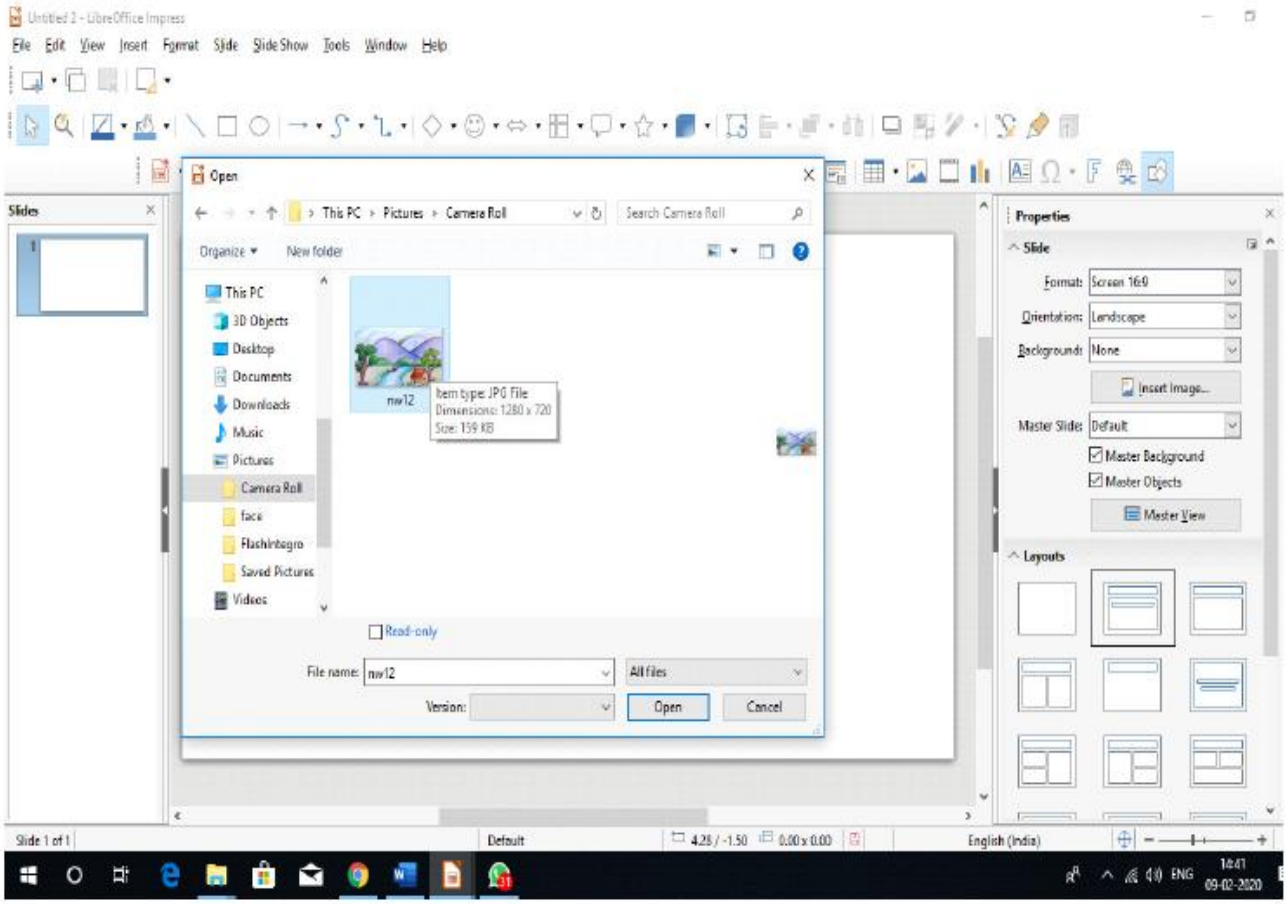


1.2.5. Inserting pictures

To Insert a Picture in a slide, choose insert ->Image or click the Insert image icon from the Standard Toolbar.


Untitled 2 - LibreOffice Impress
File Edit View Insert Format Slide Slide Show Tools Windov
Image...
Audio or Video...
Chart...
Table...
Media
Object
Shape
Snap Guide...
Text Box F2
Comment Ctrl+Alt+C
Floating Frame...
Fontwork...
Hyperlink... Ctrl+K
Special Character...
Formatting Mark
Slide Number
Field
Header and Footer...
Form Control
Slides
1


Untitled 2 - LibreOffice Impress
File Edit View Insert Format Slide Slide Show Tools Window Help
Open
This PC Pictures Camera Roll
Search Camera Roll
Organize New folder
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Camera Roll
face
FlashIntegro
Saved Pictures
Videos
nw12
Item type: JPG File
Dimensions: 1280 x 720
Size: 159 KB
Read-only
File name: nw12
All files
Version:
Open
Cancel
Slides
Properties
Slide
Format: Screen 16:9
Orientation: Landscape
Background: None
Insert Image...
Master Slide: Default
Master Background
Master Objects
Master View
Layouts
Slide 1 of 1
Default
English (India)
ENG
14:41
09-02-2020

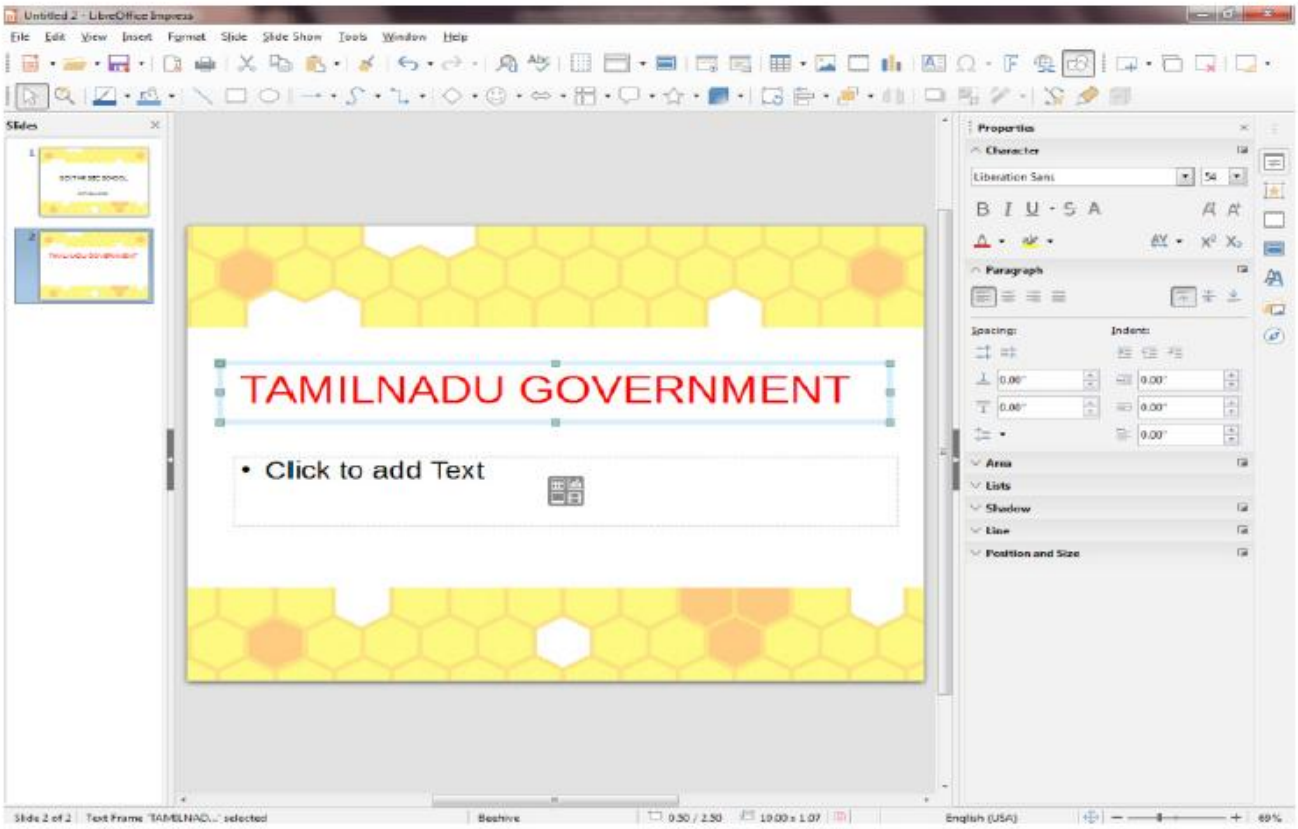


1.2.6. Inserting Text Box

Text box is used to add text anywhere on your slide.

To **add the text**, follow the given steps:

1. Select the slide where you want to add a Text Box.
2. Click the Insert Menu.
3. Click Text Box from the Text group.
4. Drag to draw a textbox where you want to add text.
5. Type whatever you want using the keyboard and click anywhere outside the text box.

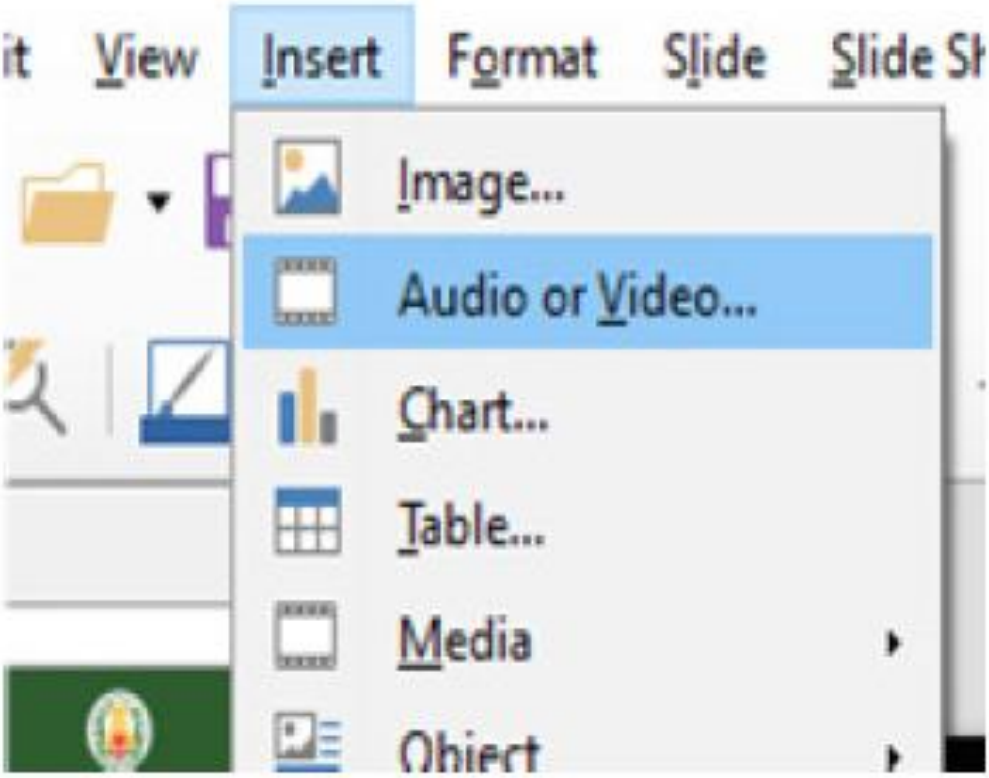


1.2.7. Insert audio and video files

You can insert audio video files to a slide to make your presentation more interesting. By default, LibreOffice provides audio and video clips that you can add to the presentation.

To insert an audio and video from the gallery, follow these steps.

1. Open the slide
2. Click insert menu then click audio/video option. Insert audio/video dialog box appears.
3. Locate and select the audio or video file to insert in the slide.

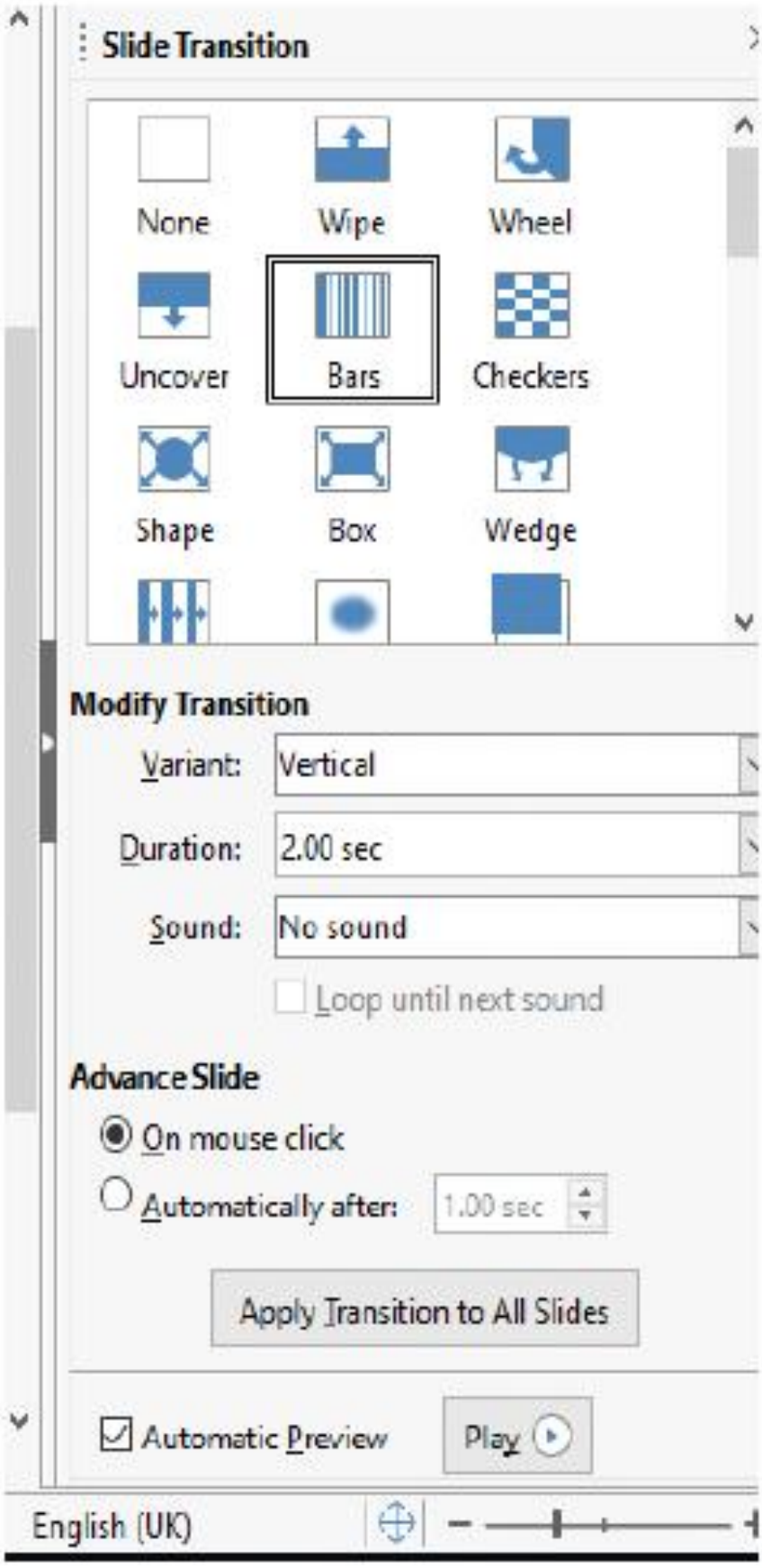


1.2.8. Slide Transition

Slide transitions are the effects that take place when one slide gives way to the next one in the presentation, like Roll down from top or Fly in from left. They add dynamic flair to a slideshow, smoothing the transition between slides.

Click view menu and then press slide transition option.

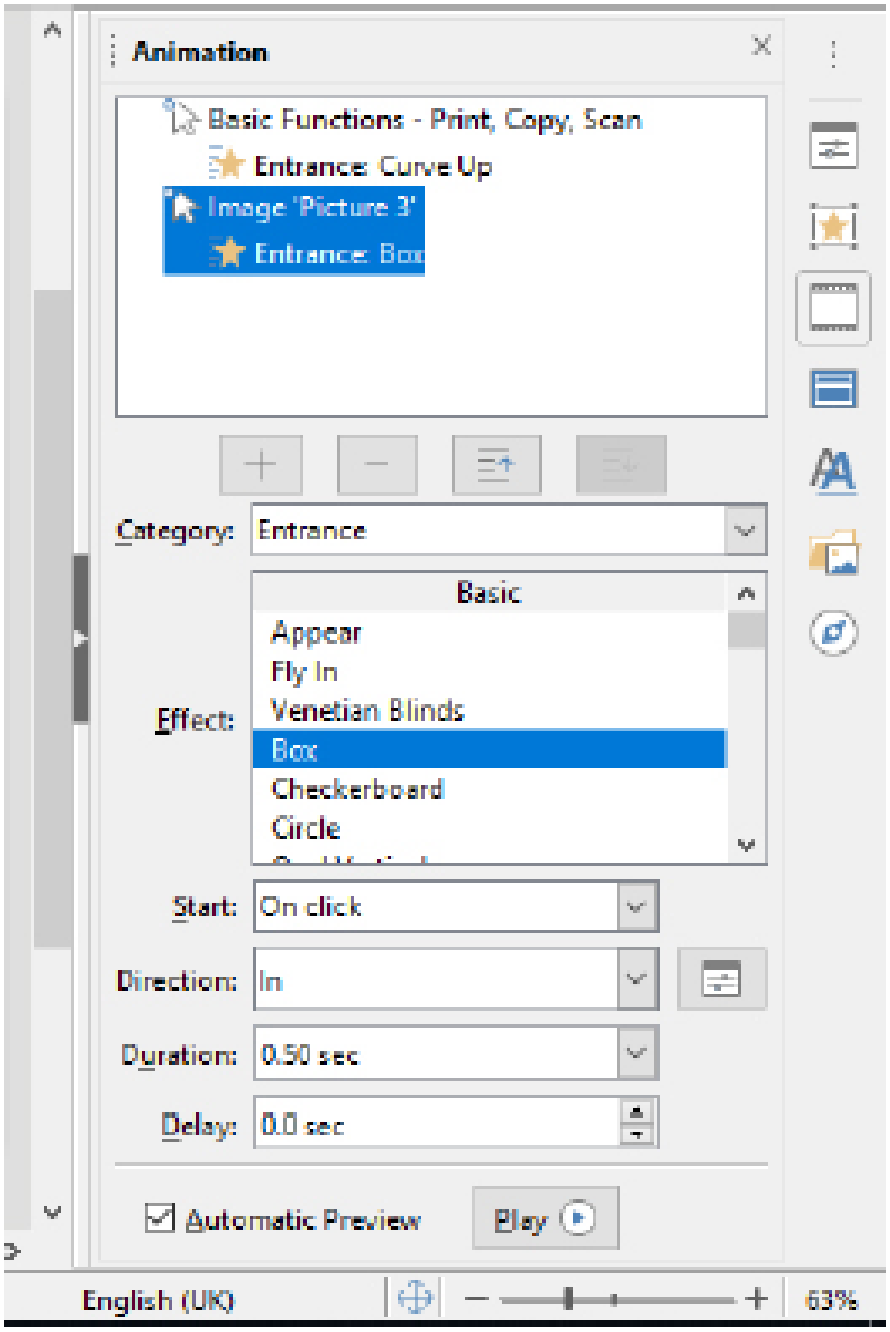
Now you can select any one of the transitions (or) you can choose Slide transition option from the Sidebar setting.


Slide Transition
None
Wipe
Wheel
Uncover
Bars
Checkers
Shape
Box
Wedge
Modify Transition
Variant:
Vertical
Duration:
2.00 sec
Sound:
No sound
Loop until next sound
Advance Slide
On mouse click
Automatically after:
1.00 sec
Apply Transition to All Slides
Automatic Preview
Play
English (UK)

1.2.9. Animation

Slide animations are similar to transitions, but they are applied to individual elements in a single slide: title, chart, shape, or individual bullet point.

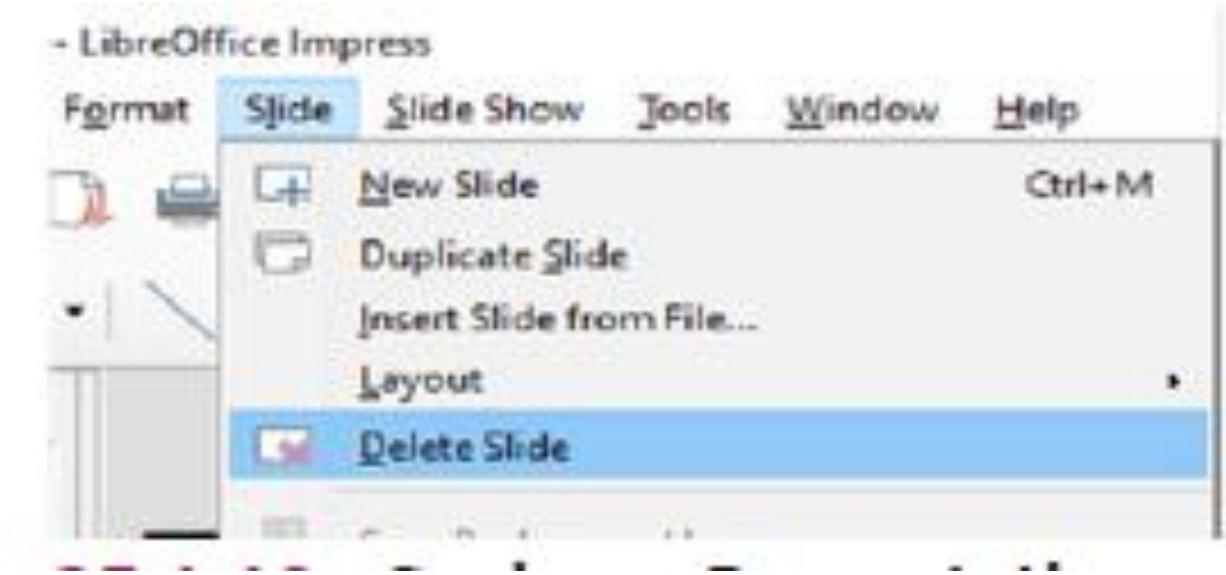
Select the slide and the object (text box, image) you want to apply the animation effect to. In the Sidebar, select Custom Animation icon to open the Custom Animation section. Select the animation effect types from one of the tabbed pages on the Custom Animation dialog.



1.2.10. Deleting Slide

To **delete a Slide**, follow the given steps:

1. Select the slide you want to delete.
2. Click the Slide Menu.
3. Click Delete from the Slides menu. The slide gets deleted.



1.2.11. Saving a Presentation

To save a presentation, follow the given steps:

1. Click the File Menu.
2. Click the Save option. The Save As dialog box appears.
3. Type the file name.
4. Click the Save button.

1.2.12. Viewing a Slide Show

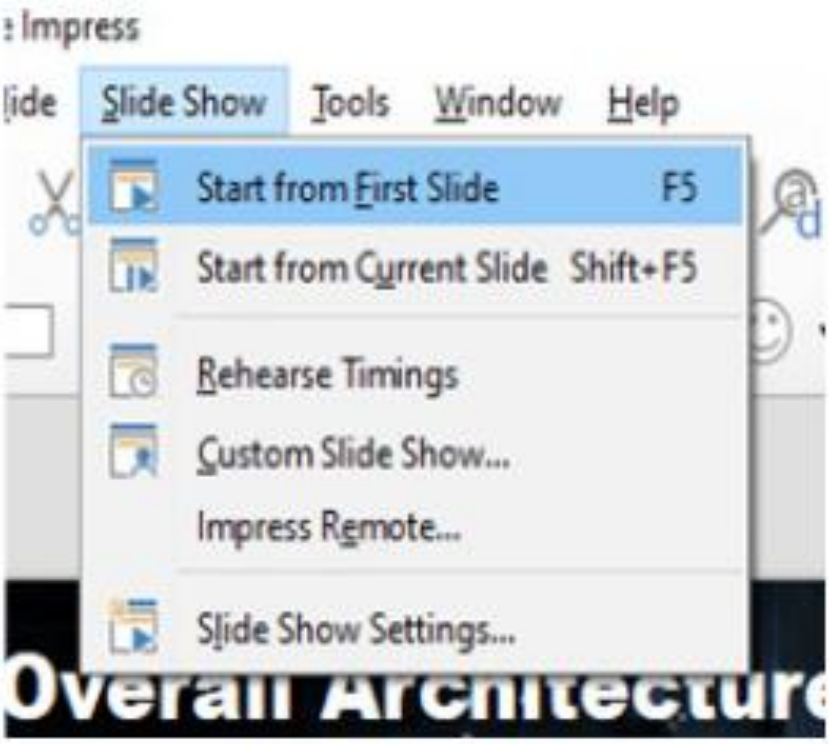
To have a look at how the actual presentation looks is called viewing a slide show.

To view a slide show, follow the given steps:

1. Click the Slide Show tab on the Ribbon.
2. Click **From Beginning** from the Start Slide Show group.

You can also press F5 Key on the Keyboard to start the slide show from the first slide.

You see your slides on full screen. Click your mouse each time to see the next slide.



1.2.13. Closing a presentation

To **close a presentation**, follow the given steps:

1. Click File Menu.
2. Click Clos**e** option from the list.

If the current file is unsaved, LibreOffice Impress displays a dialog box asking you to choose whether or not to save your file.

Select Yes, if you wish to save the file or No, if you do not wish to save the file. You can choose Cancel, to return to your presentation without saving it.

1.2.14. Opening an Existing Presentation

To open an existing presentation, follow the given steps:

1. Click the File Menu.
2. Click the Open option. The open dialog box appears.
3. Select the file to be opened.
4. Click the Open button.

We can also open your file directly by clicking its name from the Recent Documents list.

1.2.15. Exit LibreOffice Impress

To **Close LibreOffice Impress**, follow the given steps:

1. Click the File Menu.
2. Click Exit LibreOffice Impress.

Demo slides using by libre impress tool

1.3. Conclusion

The training module on LibreOffice Impress has provided a comprehensive understanding of how to create, edit, and present slides effectively. By covering key features such as slide formatting, animations, transitions, templates, and multimedia integration, users are now equipped with the necessary skills to design professional presentations.

Through hands-on exercises and practical demonstrations, participants have gained confidence in using Impress as a powerful, open-source alternative to other presentation software. Mastering these tools will enhance productivity and creativity, allowing users to communicate their ideas clearly and engagingly.

To further refine their skills, users are encouraged to explore advanced features, practice regularly, and stay updated with the latest developments in LibreOffice Impress.