Q.1: What is the shortcut key to add a new slide in LibreOffice Impress?

a) Ctrl + N
b) Ctrl + M
c) Shift + N
d) Ctrl + Shift + N

Q.2 : What is the by default name of a presentation made in LibreOffice?

a) Shw1
b) Slide1
c) Untitled1
d) Presentation1

Q.3 : The default template in Impress Presentation is-

a) Image only
b) Content Only
c) Title and Content
d) Title Only

Q4. What is a Slide?

A slide is a single page of a presentation. Collectively, a group of slides may be known as a slide deck. In the digital age, a slide most commonly refers to a single page developed using a presentation program such as Microsoft PowerPoint, Apple keynote, Apache Open Office or LibreOffice.

Q5. Define taskpane.

Tasks Pane: It contains features which are used to format a slide like slide layout, slide design, animation effects, slide transition etc.The Tasks pane has five sections.

Master Pages: Here you define the page style for your presentation.

Layout: Twenty prepackaged layouts are shown. You can choose the one you want, use it as it is or modify it to your own requirements. At present it is not possible to create custom layouts.

Table Design: Eleven standard table styles are provided in this pane. You can further modify the appearance of a table with the selections to show or hide specific rows and columns, or to apply a banded appearance to the rows and columns.

Custom Animation: A variety of animations for selected elements of a slide are listed. Animation can be added to a slide, and it can also be changed or removed later.

Slide Transition: Fifty-six transitions are available, including No Transition. You can select the transition speed (slow, medium, fast). You can also choose between an automatic or manual transition, and how long you want the selected slide to be shown.

Q6. Define Navigator.

The Navigator displays all objects contained in a document. It provides another convenient way to move around a document and find items in it. The Navigator icon is located on the Standard toolbar. You can also display the Navigator by choosing Edit > Navigator on the menu bar or pressing Ctrl+Shift+F5.

The Navigator is more useful if you give your slides and objects (pictures, spreadsheets, and so on) meaningful names, instead of leaving them as the default "Slide 1" and "Picture 1".
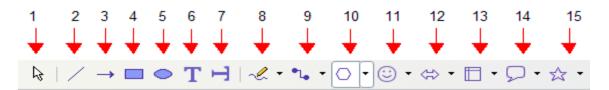
Q7. Differentiate between standard toolbar and formatting toolbar.

Standard Toolbar: The Standard toolbar has common activities such as creating a new document, opening and existing one, cut, copy, paste, printing, spell checking and others.

Formatting Toolbar: The Formatting toolbar has all of the formatting activites, like bold, italics, underline, font, font size, colours, left alignment, centred, right justified and others.

Q8. What is the use of drawing toolbar.

The Drawing toolbar collects the majority of the tools normally used to create graphic objects. If this toolbar is not showing, select View > Toolbars > Drawing from the main menu bar.

1 Select | 4 Rectangle | 7 Vertical Text | 10 Basic Shapes | 13 Flowcharts

2 Lines | 5 Ellipse | 8 Curve | 11 Symbol Shapes | 14 Callouts

3 Arrow | 6 Text | 9 Connector | 12 Block Arrows | 15 Stars

Q9. How to group and ungroup objects in libre impress.

You can combine several objects into a group so that they act as a single object. You can move and transform all objects in a group as a single unit. You can also change the properties (for example, line size, fill color) of all objects in a group as a whole or for individual objects in a group.

To group objects: Press ctrl+shift+g

To ungroup objects: Press Alt+ctrl+shift+g