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Complete teacher’s manual for Open office impress 1 Class 1
Class 1 Summaries.

✓ What is Impress/ presentation?
  Impress/ presentation କଣି ?
✓ Why we use Impress/presentation?
  ଆମେ Impress/ presentation କାହିିକି ବୟବହାର କରୁ ?
✓ How to open Impress file?
  Impress ଫାଇଫି କୁ କିପରି ଓମପନ କରାଯାଏ ?
✓ What is slide pane/bar and how to hide and show it?
  slide pane/bar କୁ କିପରି ସ୍ଲାଇଡ ର ବୈବହାର କଣ ?
✓ What is slide layout and how to change the layout of the slide?
  slide layout କୁ କିପରି ସ୍ଲାଇଡ ର layout ଜବଲାଯାଏ ?
✓ What is the use of slide view?
  ଏହାକୁ କିପରି ବୟବହାର କଣ ?
✓ What is the use of line and filling?
  ଱ାଇନ ଏବଂ ଫିଲ୍ଲିଙ୍ଗ ର ବୟବହାର କଣ ?
✓ Why we use drawing toolbar?
  ଆମେ drawing toolbar କୁ କାହିିକି ବୟବହାର କରୁ ?
✓ Why we use standard tool bar?
  ଆମେ standard tool bar କୁ କାହିିକି ବୟବହାର କରୁ ?
✓ How to use text tool?
  ଏହାକୁ କିପରି ବୟବହାର କରାଯାଏ ?
✓ How to write in blank slide?
  Blank slide କୁ ବେଲାଯାଏ ?
✓ How to shut down computer.
  କମ୍ପିਊଟର କୁ କିପରି ବନ୍ଦ କରନ୍ତି ?
Now let’s start video.
ଆସ ଏମବ ଭିଡିଓ ଆରମ୍ଭ କରିବା ।
1. To stop video time at 1 minute 32 seconds in VLC Media Player.

Stop video here and ask what will we learn today?
What will we learn today?
Just listen to the answers and play the video again for the correct answer.

2. To stop video time at 2 minute 46 seconds in VLC Media Player.

Stop video here and ask if they can tell what is ‘Impress’?
Can you tell what is Impress?
Just listen to the answers and play the video again for the correct answer.
3. To stop video time at 3 minute 23 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use Impress?

Just listen to the answers and play the video again for the correct answer.

4. To stop video time at 5 minute 26 seconds in VLC Media Player.

Stop video here and ask if they can tell how many methods are there for opening an impress file?

Just listen to the answers and play the video again for the correct answer.
5. **To stop video time at 6 minute 16 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Start’ button as shown in the video and then play the video again.

6. **To stop video time at 7 minute 45 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

7. **To stop video time at 8 minute 18 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Create’ button as shown in the video.

8. **To stop video time at 8 minute 41 seconds in VLC Media Player.**
Stop video here and ask if they can tell what is ‘Title bar’?

Just listen to the answers and play the video again for the correct answer.
9. To stop video time at 8 minute 55 seconds in VLC Media Player.

Stop video here and ask if they can tell what is ‘Standard Toolbar’?

Just listen to the answers and play the video again for the correct answer.

10. To stop video time at 9 minute 31 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use Line and Filling toolbar?

Just listen to the answers and play the video again for the correct answer.
11. To stop video time at 10 minute 16 seconds in VLC Media Player.

Stop video here and ask, if they know how to hide/show ‘Slide bar/Pane’?

Just listen to the answers and play the video again for the correct answer.

12. To stop video time at 11 minute 23 seconds in VLC Media Player.

Stop video here and ask students to hide the Slide Pane/bar as shown in the video and then play the video again.

13. To stop video time at 12 minute 59 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check if everyone has done so and play the video again.
14. To stop video time at 13 minute 35 seconds in VLC Media Player.

Stop video here and ask students, why we use ‘Slide Layout’ and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ପଚାର ଆମମ ‘Slide Layout’ କୁ କାହିିକି ବୟବହାର କରୁ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

15. To stop video time at 14 minute 02 seconds in VLC Media Player.

Stop video here and ask students to hide the ‘Slide layout’ as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ‘Slide layout’ କୁ ପୁନବବାର ପୂବବ ଅବସ୍ଥା କୁ ଆଣି ଏବଂ ‘Blank layout’ କୁ ସିମ଱କ୍ଟ କରିବା ପାଇିଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

16. To stop video time at 14 minute 44 seconds in VLC Media Player.

Stop video here and ask students to bring back the ‘Slide layout’ and select the ‘Blank layout’ as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ସ୍ଲାଇଡ ର ‘Layout’ କୁ ମଚଞ୍ଜ କରିବା ପାଇିଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

17. To stop video time at 18 minute 52 seconds in VLC Media Player.

Stop video here and ask students to ‘change the ‘Layout’ of the slide as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ସ୍ଲାଇଡ ର ‘Layout’ କୁ ମଚଞ୍ଜ କରିବା ପାଇିଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
18. To stop video time at 19 minute 34 seconds in VLC Media Player.

Stop video here and ask students to what happens by using ‘Slide View’ and how many types of ‘slide views’ are there?

Just listen to the answers and play the video again for the correct answer.

19. To stop video time at 20 minute 30 seconds in VLC Media Player.

Stop video here and ask students to change the slide layout in ‘Notes’ view as shown in the video and then play the video again.

20. To stop video time at 20 minute 56 seconds in VLC Media Player.

Stop video here and ask students to change the slide layout in ‘Slide sorter’ view as shown in the video and then play the video again.

21. To stop video time at 21 minute 07 seconds in VLC Media Player.

Stop video here and ask students to make it in the ‘Normal’ view as shown in the video and then play the video again.
22. To stop video time at 21 minute 15 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Drawing Toolbar’?

Just listen to the answers and play the video again for the correct answer.

23. To stop video time at 21 minute 36 seconds in VLC Media Player.

Stop video here and ask if they can tell what is ‘Status bar’?

Just listen to the answers and play the video again for the correct answer.
24. To stop video time at 22 minute 51 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Text tool’?
Just listen to the answers and play the video again for the correct answer.

25. To stop video time at 24 minute 21 seconds in VLC Media Player.

Stop video here and ask students to convert Title slide into Blank slide as shown in the video.
Just check and play the video again.

26. To stop video time at 24 minute 47 seconds in VLC Media Player.

Stop video here and ask students to select ‘Text tool’ and drag in the slide as shown in the video.
Just check whether the text box appeared or not then play the video again.

27. To stop video time at 25 minute 07 seconds in VLC Media Player.

Stop video here and ask students to type a line as shown in the video.
Just check whether they’ve typed the line or not and then play the video again.
28. To stop video time at 25 minute 37 seconds in VLC Media Player.
Stop video here and ask students to type another line as shown in the video.
Just check whether they’ve typed the line or not and then play the video again.

29. To stop video time at 26 minute 38 seconds in VLC Media Player.
Stop video here and ask students to type a line as shown in the video.
Just check whether they’ve typed the line or not and then play the video again.

30. To stop video time at 27 minute 30 seconds in VLC Media Player.
Stop video here and ask if they know how to Insert a ‘New Slide’?

Just listen to the answers and play the video again for the correct answer.

31. To stop video time at 28 minute 47 seconds in VLC Media Player.

Stop video here and ask students to insert a new slide and ask to type about their self and about their school as shown in the video and then play the video again.

32. To stop video time at 28 minute 56 seconds in VLC Media Player.

Stop video here and ask how to close ‘Impress file’?

Just listen to the answers and play the video again for the correct answer.
33. To stop video time at 29 minute 53 seconds in VLC Media Player.

Stop video here and ask the students to shutdown a computer.

Now just check whether they have shutdown the computer or not.
Complete teacher’s manual for Open office impress 1 Class 2
Class 2 Summaries

✓ What is impress/ presentation?
   Impress/ presentationକଣି?
✓ Why we use impress/presentation?
   Impress/ presentationକାହିିକି ବୟବହାର କରୁ?
✓ How to open impress file?
   Impress ଫାଇଫାଳି ଓମପନ କରାଯାଏ?
✓ What is slide pane/bar and how to hide and show it?
   slide pane/bar କଣ ଏବଂ ଏହାକୁ କିପରି ଱ୁଚାଯାଏ ଏବଂ କିପରି ମେଖାଯାଏ?
✓ What is slide layout and how to change the layout of the slide?
   slide layout କଣ ସ୍ଲାଇଡ ର layout କିପରି ବେଲାଯାଏ?
✓ What is the use of slide view?
   ସ୍ଲାଇଡ ଭିଉ ର ବୟବହାର କଣ?
✓ What is use of line and filling?
   ీାଇନେ ଏବଂ ଫିଲ୍ଲିଙ୍ଗ ର ବୟବହାର କଣ?
✓ Why we use drawing toolbar?
   drawing toolbar କୁ କାହିିକି ବୟବହାର କରୁ?
✓ Why we use standard tool bar?
   standard tool bar କୁ କାହିିକି ବୟବହାର କରୁ?
✓ How to use text tool?
   ମେକସେ େୂ଱ କୁ କିପରି ବୟବହାର କରାଯାଏ?
✓ How to write in a blank slide?
   Blank slideମର କିପରି ମ଱ଖାଯାଏ?
✓ How to shut down computer.
   କମ୍ପିଉର କୁ କିପରି ବନ୍ଦ କରନ୍ତି?
Now let’s start video.
ଆସ ଏମବ ଭିଡିଓ ଆରମ୍ଭ କରିବା।
34. To stop video time at 29 seconds in VLC Media Player.

Stop video here and ask if they know what they had learnt in the previous class?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ ଜାଣିଛନ୍ତି ପୂବବ କ୍ଲାସ ମର ମସମାମନ କଣ ଶିଖିଥିମ଱?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

35. To stop video time at 38 seconds in VLC Media Player.

Stop video here and ask if they can tell why do we use Impress in ‘Open office’?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ଆମମ ‘Open office’ ମର ‘Impress’ କୁ କାହିିଁକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
36. To stop video time at 1 minute 6 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Line and Filling toolbar’?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ‘Line and Filling toolbar’ କୁ କାହିିଁକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

37. To stop video time at 01 minute 36 seconds in VLC Media Player.

Stop video here and ask if they can tell what is ‘Slide bar/Pane’ and why do we use it?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ‘Slide bar/Pane’ କୁ କାହିିଁକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
38. To stop video time at 01 minute 56 seconds in VLC Media Player.

Stop video here and ask what is ‘Slide layout’ and why we use it?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ‘Slide layout’ କୁ ଏବଂ ଆମମ ଏହାକୁ କାହିିଁକି ବୟବହାର କରୁ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

39. To stop video time at 02 minute 17 seconds in VLC Media Player.

Stop video here and ask if they know the difference between ‘Slide layout and Slide pane’?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ ଏବଂ ପଚାର ଯେି ମସମାମନ ଜାଣିଛନ୍ତି ‘Slide layout ଏବଂ Slide pane’ ମଧ୍ୟମର ପାଥବକୟ କଣ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
40. To stop video time at 03 minute 42 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Text Tool’ in ‘impress’?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ଆମମ ‘impress’
ନିଃ ‘Text Tool’ କୁ କାହିିକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

41. To stop video time at 04 minute 01 seconds in VLC Media Player.

Stop video here and ask if they can open an ‘Impress file’?

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
42. To stop video time at 06 minute 36 seconds in VLC Media Player.
Stop video here and check whether they’ve have opened an Impress file or not and then pay the video again.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରିନିଅ ମସମାମନ ‘Impress file’ କୁ ଓମପନ ଲିଖାଇଥିବାକୁ ରେତାଇଂ ଆଇ ପୂର୍ବକ ରେତାଇଂ।

43. To stop video time at 06 minute 50 seconds in VLC Media Player.
Stop video here and ask what will we learn today?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି କୁହ ଏବଂ ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

44. To stop video time at 08 minute 21 seconds in VLC Media Player.
Stop video here and ask students to select the ‘Title Slide’ and give the title as shown in the video and then play the video again.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି କୁହ ଏବଂ ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

45. To stop video time at 10 minute 56 seconds in VLC Media Player.
Stop video here and ask students to type the lines as shown in the video.
Now just check whether they have typed out the lines or not and then play the video again.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି କୁହ ଏବଂ ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

21
46. To stop video time at 11 minute 06 seconds in VLC Media Player.

Stop video here and check whether they’ve typed about themselves or not.
ଓରାଇବାଳ ଅପରିଭାଷିତ କରିଏ ଦୁଇ ଦଳ ସଙ୍କ୍ରାମଗୁଡ଼ିକ ଦେଇଏ ସମାଧାନ କରିଏ ପାଇଁ ତାକୁ ପରିପ୍ରେକ୍ଷିତ କରିଏ।
Just check and play the video again.
ଡିଆଲ ସଙ୍କ୍ରାମଗୁଡ଼ିକ ଦୁଇ ଦଳ ସଙ୍କ୍ରାମଗୁଡ଼ିକ ଦେଇଏ ସମାଧାନ କରିଏ।

47. To stop video time at 11 minute 22 seconds in VLC Media Player.

Stop video here and ask if they know how to insert a ‘new slide’?
ଓରାଇବାଳ ଅପରିଭାଷିତ କରିଏ ଦୁଇ ଦଳ ସଙ୍କ୍ରାମ ପରିପ୍ରେକ୍ଷିତ ଦେଇଏ ପରିପ୍ରେକ୍ଷିତ କରିଏ ‘new slide’ ଦୁଇ ଦଳ ସଙ୍କ୍ରାମଗୁଡ଼ିକ ଦେଇଏ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର ଶୁଣକୁ ଶୁଣକୁ ପରିପ୍ରେକ୍ଷିତ ଦେଇଏ ପରିପ୍ରେକ୍ଷିତ ଦେଇଏ।
48. To stop video time at 13 minute 21 seconds in VLC Media Player.
   Stop video here and ask students to type about their school in the second slide and then play the video again.

49. To stop video time at 13 minute 36 seconds in VLC Media Player.
   Stop video here and check whether they’ve typed about their school or not then play the video again.

50. To stop video time at 14 minute 06 seconds in VLC Media Player.
   Stop video here and ask students to insert a new ‘blank slide’.

51. To stop video time at 15 minute 10 seconds in VLC Media Player.
   Stop video here and ask students to select ‘Blank Layout’ from ‘Slide Layout’ option and then play the video again.
52. To stop video time at 15 minute 27 seconds in VLC Media Player.

Stop video here and ask if they can ‘draw’ this picture?

Just listen to the answers and play the video again for the correct answer.

53. To stop video time at 16 minute 03 seconds in VLC Media Player.

Stop video here and ask students to insert a new slide and convert into blank layout as shown in the video and then play the video again.

54. To stop video time at 16 minute 52 seconds in VLC Media Player.

Stop video here and ask students to select ‘Shape’ from ‘drawing tool bar’ and drag as shown in the video and then play the video again.
55. To stop video time at 17 minute 19 seconds in VLC Media Player.
Stop video here and ask students to change the ‘Outline’ of the image as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ‘Outline’ କୁ ମଚକ୍ କରିବା ପାଇିଥିବା ପହୋଣି କାପର ପୁନରୂର୍ଭାବାର ଚ଱ାଅ।

56. To stop video time at 18 minute 49 seconds in VLC Media Player.
Stop video here and ask students to fill the color in the image as shown in the video.

ଆହାଠମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ଚିତ୍ର କୁ ଫିରିବା ପାଇିଥିବା।
Now Just check whether they’ve completed the image or not and then play the video again.

ଆହାଠମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ଚିତ୍ର କୁ ଫିରିବା ପାଇିଥିବା।

57. To stop video time at 19 minute 07 seconds in VLC Media Player.

Stop video here and ask students to draw the given picture as shown in the video and play the video again.

ଆହାଠମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ଚିତ୍ର କୁ ଫିରିବା ପାଇିଥିବା।

58. To stop video time at 19 minute 38 seconds in VLC Media Player.
Stop video here and ask students to Insert a ‘new Slide’ as shown in the video and then play the video.
59. **To stop video time at 20 minute 15 seconds in VLC Media Player.**

Stop video here and ask students to draw an image as shown in the video and then play the video again.

50. **To stop video time at 20 minute 16 seconds in VLC Media Player.**

Stop video here and ask students to change the outline of the image as shown in the video and then play the video again.

51. **To stop video time at 21 minute 19 seconds in VLC Media Player.**

Stop video here and ask students to fill the color inside as shown in the video.

52. **To stop video time at 21 minute 29 seconds in VLC Media Player.**

Stop video here and ask how to close ‘Impress file’?

Just listen to the answers and play the video again for the correct answer.
63. To stop video time at 22 minute 23 seconds in VLC Media Player.

Stop video here and ask students to shutdown the computer.

Just check and whether they have shutdown the computer or not.
Complete teacher’s manual for Open office impress 1 Class 3
Class 3 Summaries

✓ What is impress/ presentation?
Impress/ presentation କିପରିବର୍ତ୍ତନ କରାଯାଏ?
✓ Why we use impress/presentation?
ଆମମ Impress/ presentation କାହିିକି ବୟବହାର କରୁ?
✓ How to open impress file?
Impress ���ପରି ଫାଇଫ କୁ କିପରି ଓମପନ କରାଯାଏ?
✓ What is formatting toolbar?
Formatting toolbar କିପରିବର୍ତ୍ତନ କରାଯାଏ?
✓ Why we use formatting bar?
ଆମମ formatting bar କାହିିକି ବୟବହାର କରୁ?
✓ How to open any document?
ଆମମ document କୁ କିପରି ଓମପନ କରାଯାଏ?
✓ How to take a new file?
ମଗାେଠ ନୂଆ ଫାଇଫ କୁ କିପରି ନିଆଯାଏ?
✓ How to open any document?
ଆମମ document କୁ କିପରି ମସଭ କରାଯାଏ?
✓ About recent documents.
Recent documents ସମୟ ଦୁରକୁ ବିନ୍ଦର୍ଭ କରାଯାଏ?
✓ How to convert pdf file?
୍ୟିକର ଫାଇଫ କୁ କିପରି ପରିବତ୍ତବନ କରାଯାଏ?
✓ Why we use print option?
ଆମମ print option କାହିିକି ବୟବହାର କରୁ?
✓ About exit option.
Exit option ସମୟ ଦୁରକୁ ବିନ୍ଦର୍ଭ କରାଯାଏ?
✓ How to write in a blank slide?
Blank slide କୁ କିପରି ନିଆଯାଏ?
✓ How to shut down computer.
କମପ୍‌ପର୍ବର କିପରି ବନ୍ଦ କରନ୍ତି?
Now let’s start video.
64. To stop video time at 31 seconds in VLC Media Player.

Stop video here and ask them if they remember what they learnt in previous class?

Just listen to the answers and play the video again for the correct answer.

65. To stop video time at 58 seconds in VLC Media Player.

Stop video here and ask if they can open impress file?

Just listen to the answers and play the video again for the correct answer.
66. To stop video time at 1 minute 06 seconds in VLC Media Player.

Stop video here and ask what will we learn today?

Just listen to the answers and play the video again for the correct answer.

67. To stop video time at 2 minute 01 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph in blank slide as shown in video and then play the video again.
68. To stop video time at 2 minute 07 seconds in VLC Media Player.

Stop video here and check whether they have typed out the paragraph or not and then play the video again.

69. To stop video time at 2 minute 30 seconds in VLC Media Player.

Stop video here and ask students to change ‘Font style’ of the line and then play the video again.

70. To stop video time at 3 minute 10 seconds in VLC Media Player.

Stop video here and ask students to select the line as shown in the video and then play the video again.
71. To stop video time at 4 minute 10 seconds in VLC Media Player.
Stop video here and ask students to change the font style as shown in the video.

Just check whether they’ve changed the Font Style or not and then play the video again.

72. To stop video time at 4 minute 46 seconds in VLC Media Player.
Stop video here and ask students to select the line as shown in the video and then play the video again.

73. To stop video time at 5 minute 27 seconds in VLC Media Player.
Stop video here and ask students to change Font Size of the next line as shown in the video.

Now just check whether they’ve changed the Font Size or not and then play the video again.

74. To stop video time at 5 minute 39 seconds in VLC Media Player.
Stop video here and ask students to make lines ‘Bold’, ‘Italics’ and ‘Underline’ and then play the video again.
75. **To stop video time at 6 minute 15 seconds in VLC Media Player.**

Stop video here and ask students to make the line ‘Bold’ on the next line as shown in the video and play the video again.

76. **To stop video time at 6 minute 56 seconds in VLC Media Player.**

Stop video here and ask students to make the line ‘Italics and Underline’ both on the next line as shown in the video.

Now just check if everyone has done so and play the video again.

77. **To stop video time at 7 minute 40 seconds in VLC Media Player.**

Stop video here and ask students to remove the formatting as shown in the video and then play the video again.

78. **To stop video time at 7 minute 50 seconds in VLC Media Player.**

Stop video here and ask students to change the font color of the text in the fourth line and then play the video again.
79. To stop video time at 08 minute 40 seconds in VLC Media Player.
Stop video here and ask students to change text color as shown in the video and then play the video again.

78. To stop video time at 08 minute 41 seconds in VLC Media Player.
Stop video here and check whether they have done all the formatting or not and then play the video again.

77. To stop video time at 09 minute 09 seconds in VLC Media Player.
Stop video here and ask if they can tell why we save a file?

76. To stop video time at 09 minute 36 seconds in VLC Media Player.
Stop video here and ask the students if they can tell why we save a file?

81. To stop video time at 09 minute 09 seconds in VLC Media Player.
Stop video here and ask if they can tell why we save a file?

82. To stop video time at 09 minute 36 seconds in VLC Media Player.
Stop video here and ask students to save the file on the ‘Desktop’ and play the video again.

83. **To stop video time at 10 minute 02 seconds in VLC Media Player.**
Stop video here and ask students to click on the file menu as shown in video.

Just check whether they’ve clicked on the file menu or not then play the video again.

84. **To stop video time at 10 minute 12 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘save’ as shown in video.

Now just check whether the box has appeared or not and then play the video again.

85. **To stop video time at 11 minute 23 seconds in VLC Media Player.**
Stop video here and ask students to save the file as shown in the video.

Now just check whether they have saved the file or not and then play the video again.
86. To stop video time at 11 minute 42 seconds in VLC Media Player.

Stop video here and ask if they know why we use ‘New’ option?

Just listen to the answers and play the video again for the correct answer.

87. To stop video time at 12 minute 00 seconds in VLC Media Player.

Stop video here and ask if they can open ‘New document’?

Just listen to the answers and play the video again for the correct answer.

88. To stop video time at 13 minute 12 seconds in VLC Media Player.

Stop video here and ask students to take a new file as shown in the video.

Just check and then play the video again.
89. To stop video time at 13 minute 24 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Open’ option?

Just listen to the answers and play the video again for the correct answer.

90. To stop video time at 13 minute 43 seconds in VLC Media Player.

Stop video here and ask students to open any file and then play the video again.

91. To stop video time at 14 minute 44 seconds in VLC Media Player.

Stop video here and ask students to open file as shown in the video and then play the video again.
92. To stop video time at 14 minute 59 seconds in VLC Media Player.

Stop video here and ask if they can tell what happens with ‘Recent Documents’?

93. To stop video time at 16 minute 32 seconds in VLC Media Player.

Stop video here and ask students to open recent file as shown in the video.

94. To stop video time at 16 minute 46 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Save As’ option?
Just listen to the answers and play the video again for the correct answer.
লোক তু শুনু এখন হবিবু লোক যাই দিঁচু লো যামরা চলকী

95. To stop video time at 17 minute 09 seconds in VLC Media Player.

Stop video here and ask if they can tell the difference between ‘Save’ and ‘Save as’?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେବାର କହିପାରିମବ ‘Save’ ଏବଂ ‘Save as’ ମଧ୍ୟମର ପାଥବକୟ କଣ?
Just listen to the answers and play the video again for the correct answer.
লোক তু শুনু এখন হবিবু লোক ଯাই ଜାଣିବିକୁ ଏବ ପୁର୍ବରୁ ଚଲକী

96. To stop video time at 17 minute 59 seconds in VLC Media Player.

Stop video here and ask students to save their file at different location with different name with help of ‘Save as option and then play the video again.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କର ଏହିଠାମର 'Save as' ଅପ୍ଶନ ର ବୟବହାର ଦ୍ଵାରା ଫାଇଫର କୁ ଅଗାର ଅଗାର ଜାଗର ଅଗାର ନାମ ମର ମସଭ କରିବା ପାଇବେ ଏବଂ ପାମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

39
97. To stop video time at 19 minute 06 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video.
Now just check if everyone has done so and play the video again.

98. To stop video time at 19 minute 23 seconds in VLC Media Player.
Stop video here and ask if they can tell what happens with ‘Export as PDF’ and what is full form of it?
Just listen to the answers and play the video again for the correct answer.

99. To stop video time at 20 minute 18 seconds in VLC Media Player.
Stop video here and ask students to convert ‘Impress file’ into ‘PDF file’ and then play the video again.

**100. To stop video time at 20 minute 55 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘File menu’ and then select ‘Export as PDF’ option as shown in the video.

Now just check whether the box has appeared or not and then play the video again.

**101. To stop video time at 21 minute 24 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

**102. To stop video time at 21 minute 51 seconds in VLC Media Player.**
Stop video here and check whether they’ve converted pdf file or not and then play the video again.
103. To stop video time at 22 minute 05 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘print’ option?

Just listen to the answers and play the video again for the correct answer.

104. To stop video time at 24 minute 08 seconds in VLC Media Player.

Stop video here and ask if they can tell what happens by using ‘Exit’ option?

Just listen to the answers and play the video again for the correct answer.

105. To stop video time at 25 minute 39 seconds in VLC Media Player.

Stop video here and ask students to close their file with the help of exit option as shown in the video.
106. **To stop video time at 25 minute 59 seconds in VLC Media Player.**

Stop video here and ask how to shutdown a computer.

Just listen to the answers and play the video again for the correct answer.
Complete teacher’s manual for Open office impress 1 Class 4
Class 4 Summaries

✓ What is impress/presentation?
Impress/presentation କଣ? 

✓ Why we use impress/presentation?
ଆମ Impress/ presentation କାହିିକି ବୟବହାର କରୁ? 

✓ How to open impress file?
Impress ଫାଇଫାଳିକି କିପରି ଓମପନ କରାଯା? 

✓ How to take a new file?
ମଗାେଇଏ ନୂଆ ଫାଇଫାଳିକି ନିଆ? 

✓ How to open any document?
ଆମମ document କିପରି ଓମପନ କରାଯା? 

✓ How to save any document?
ଆମମ document କଉ ମସଭ କରାଯା? 

✓ About recent document.
Recent documents ବିଷୟମର। 

✓ How to convert pdf file?
ପିଡ଼ିଏଫ ଫାଇଫାଳିକି ପରିବତ୍ତବନ କରାଯାଏ? 

✓ Why we use print option?
ଆମ print option କାହିିକି ବୟବହାର କରୁ? 

✓ About exit option.
Exit option ବିଷୟମର। 

✓ Why we use undo and redo?
ଆମ undo ଏବଂ redo କାହିିକି ବୟବହାର କରୁ? 

✓ Why we use copy and paste?
ଆମ copy ଏବଂ paste କାହିିକି ବୟବହାର କରୁ? 

✓ Why we use cut?
ଆମ cut କାହିିକି ବୟବହାର କରୁ? 

✓ Why we use find and replace?
ଆମ find and replace କାହିିକି ବୟବହାର କରୁ? 

✓ What is use of line and filling?
ଆମ line and filling କାହିିକି ବୟବହାର କରୁ?
✓ How to shut down computer.

କମ୍ପିଉର କୁ କିପରି ବନ୍ଦ କରନ୍ତି?

Now let’s start video.

ଆସ ଏମବ ଭିଡିଓ ଆରମ୍ଭ କରିବା ।

107. To stop video time at 53 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use 'Formatting menu'?

ଆସିଏଇ ପରି ବନ୍ଦ କରୀବାର ପରି ଆମମ କହିପାରିମବ ଆମମ 'Formatting menu' କାହିିଁକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ ।

108. To stop video time at 01 minute 25 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘New’ option?

ଆସିଏଇ ପରି ବନ୍ଦ କରୀବାର ପରି ଆମମ କହିପାରିମବ ଆମମ ‘New’ ଅପ୍ଶନ କାହିିଁକି ବୟବହାର କରୁ?

45
109. To stop video time at 01 minute 50 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘export as PDF’ and what is full form of ‘PDF’?

Just listen to the answers and play the video again for the correct answer.

110. To stop video time at 02 minute 28 seconds in VLC Media Player.

Stop video here and ask if they tell why we use ‘Recent documents’ option?

Just listen to the answers and play the video again for the correct answer.
111. To stop video time at 02 minute 48 seconds in VLC Media Player.

Stop video here and ask if they can tell the difference between ‘Slide pane’ and ‘Slide layout’?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ‘Slide pane’ ଏବଂ ‘Slide layout’ ସାଭାର ପାଥବକୟ କଣ?

Just listen to the answers and play the video again for the correct answer.

112. To stop video time at 03 minute 28 seconds in VLC Media Player.

Stop video here and ask if they can tell what happens by using ‘Exit’ option?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ‘Exit’ ଅପ୍ଶନ ଦ୍ୱାରା କଣ ମହାଇଥାଏ?

Just listen to the answers and play the video again for the correct answer.
113. To stop video time at 03 minute 52 seconds in VLC Media Player.

Stop video here and ask if they can open ‘impress file’?

Just listen to the answers and play the video again for the correct answer.

114. To stop video time at 03 minute 59 seconds in VLC Media Player.

Stop video here and ask what will we learn today?

Just listen to the answers and play the video again for the correct answer.
To stop video time at 05 minute 00 seconds in VLC Media Player.

Stop video here and ask students to type given line as shown in video.

Now just check whether they have typed the given line or not and then play the video again.

To stop video time at 05 minute 07 seconds in VLC Media Player.

Stop video here and ask students to copy and paste 5 times the given line and then play the video again.

117. **To stop video time at 05 minute 51 seconds in VLC Media Player.**
Stop video here and ask students to select the line as shown in the video and then play the video again.

118. **To stop video time at 07 minute 03 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video.

119. **To stop video time at 07 minute 27 seconds in VLC Media Player.**
Stop video here and ask students to use ‘Undo’ option as shown in the video and then play the video again.

120. **To stop video time at 09 minute 15 seconds in VLC Media Player.**
Stop video here and ask students to use ‘Undo’ option as shown in the video and then play the video again.
Stop video here and ask why use ‘Redo’ option?
Stop video here and ask students to use ‘Redo’ option as shown in the video.
Now just check whether they have used ‘Undo and Redo’ option or not and then play the video again.
Stop video here and ask students to change the ‘Font name’ of the first line and then play the video again.
124. **To stop video time at 12 minute 30 seconds in VLC Media Player.**
Stop video here and check whether they’ve applied Font Name or not and then play the video again.

125. **To stop video time at 12 minute 36 seconds in VLC Media Player.**

Stop video here and ask students to make the next line ‘Bold’ and ‘Italics’ and then play the video again.

126. **To stop video time at 13 minute 40 seconds in VLC Media Player.**
Stop video here and check whether they’ve applied ‘Bold’ or not and then play the video again.
127. To stop video time at 13 minute 54 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Underline’ and ‘font color’ option and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘Underline’ ଏବଂ ‘font color’ ଅପ୍ଶନ କୁ ବୟବହାର କରିବା ପାଇଇଁ କୁହ ଏବଂ ଏପର୍ମର ଭିଡିଓ କୁ ପୁନର୍ଭାବାର ଚ଱ାଅ ।

128. To stop video time at 15 minute 03 seconds in VLC Media Player.

Stop video here and check whether they’ve practiced ‘underline and font color’ or not and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ମଚକ୍ର ମସମାମନ ‘Underline’ ଏବଂ ‘font color’ ଅଭୟାସ କରିଛନ୍ତି କି ନାହିଁ ଏବଂ ଏପର୍ମର ଭିଡିଓ କୁ ପୁନର୍ଭାବାର ଚ଱ାଅ ।

129. To stop video time at 15 minute 22 seconds in VLC Media Player.

Stop video here and ask if they can tell why use ‘Find and Replace’ option?
130. **To stop video time at 17 minute 15 seconds in VLC Media Player.**
Stop video here and ask students to find out the ‘mission’ word and then play the video again.

131. **To stop video time at 17 minute 58 seconds in VLC Media Player.**
Stop video here and ask students to replace the ‘mission’ with ‘vision’ word and then play the video again.

132. **To stop video time at 19 minute 33 seconds in VLC Media Player.**
Stop video here and check whether they’ve practiced ‘Find and Replace’ or not and then play the video again.

133. **To stop video time at 19 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to draw the given picture in second slide and then play the video again.
134. To stop video time at 20 minute 32 seconds in VLC Media Player.
Stop video here and ask students to insert a new blank slide as shown in the video and then play the video again.

135. To stop video time at 20 minute 47 seconds in VLC Media Player.
Stop video here and ask students to select the shape from drawing toolbar and draw as shown in the video and then play the video.

136. To stop video time at 22 minute 16 seconds in VLC Media Player.
Stop video here and ask students to do formatting in the shape as shown in the video and then play the video again.

137. To stop video time at 22 minute 30 seconds in VLC Media Player.
Stop video here and ask if they can tell why use ‘Cut’ option?
138. **To stop video time at 24 minute 12 seconds in VLC Media Player.**

Stop video here and ask students to ‘Cut’ the picture as shown in the video.

Just listen to the answers and play the video again for the correct answer.

139. **To stop video time at 24 minute 22 seconds in VLC Media Player.**

Stop video here and ask what happens by using ‘Duplicate option’?

Just listen to the answers and play the video again for the correct answer.

140. **To stop video time at 25 minute 29 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘Edit’ menu and then select the ‘Duplicate’ option and then play the video again.
141. **To stop video time at 26 minute 29 seconds in VLC Media Player.**

Stop video here and ask students to do ‘duplicate copy’ of the picture with the help of ‘duplicate’ option as shown in the video.

Now just check if everyone has done so and play the video again.

142. **To stop video time at 26 minute 44 seconds in VLC Media Player.**

Stop video here and ask students to convert the file into pdf and then play the video again.

143. **To stop video time at 29 minute 25 seconds in VLC Media Player.**
Stop video here and check whether they’ve converted the ‘pdf’ file or not as shown in the video and then play the video again.

144. To stop video time at 29 minute 33 seconds in VLC Media Player.

Stop video here and ask students to draw any picture from drawing toolbar and also ask to do formatting in the shape and then play the video again.

145. To stop video time at 29 minute 51 seconds in VLC Media Player.
Stop video here and ask if they know why we use ‘Delete Slide’?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 30 minute 59 seconds in VLC Media Player.

Stop video here and ask students to delete the Slide as shown in the video and then play the video again.

To stop video time at 31 minute 08 seconds in VLC Media Player.

Stop video here and ask students to save the file in the document folder and then play the video again.
148. **To stop video time at 32 minute 22 seconds in VLC Media Player.**

Stop video here and check whether they have saved the file or not and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ମଚିନନ ଫାଇଫୁ କୁ ‘save’ କରିନିଅ କି ନାହିି ଏବଂ ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

149. **To stop video time at 32 minute 35 seconds in VLC Media Player.**

Stop video here and ask students to close the file and then shut down the computer and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଫାଇଫୁ କୁ ବନ୍ଦ କରିବା ପାଇିଁ କୁହ ଏବଂ ାପମର କମ୍ପିଉର କୁ ବନ୍ଦ କରିବା ପାଇିଁ କୁହ ଏବଂ ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
Complete teacher’s manual for Open office Impress 1 Class 5
Class 5 Summaries

✓ What is Impress/ presentation?
Impress/ presentation କେକି?
✓ Why we use impress/presentation?
ଆମମ Impress/ presentation କାହିିକି ବୟବହାର କରୁ?
✓ How to open impress file?
Impress ଫାଇଫ କୁକରି ଓମପନ କରାଯାଏ?
✓ How to take a new slide?
ମଗାେିଏ ନୂଆ ସ୍ଲାଇଡ କୁ କିପରି ନିଆଯାଏ?
✓ Why we use normal, slide sorter, handout page, note page?
ଉରୋ normal, slide sorter, handout page, note page କାହିିକି ବୟବହାର କରୁ?
✓ How to make slide bigger?
slide କୁ ମକମି ବଡ କରାଯାଏ?
✓ Use of toolbar option.
toolbar option କାହିିକି ବୟବହାର.
✓ Why we use status bar?
ଉରୋ status bar କାହିିକି ବୟବହାର କରୁ?
✓ Why we use header and footer?
ଉରୋ header ଏବଂ footer କାହିିକି ବୟବହାର କରୁ?
✓ Why we use zoom option?
ଉରୋ zoom option କାହିିକି ବୟବହାର କରୁ?
✓ Why we use duplicate option?
ଉରୋ duplicate option କାହିିକି ବୟବହାର କରୁ?
✓ Use of date and time option.
Date ଏବଂ time option କାହିିକି.
✓ Use of page number.
   Page number ১ দিতে।
✓ How to shut down computer.
   Computer কু ମକମି ି ବନ୍ଦ କରାଏ
   Now let’s start video.
   ଆସ ଏମବ ଭିଡିଓ କୁ ଆରମ୍ଭ କରିବା

150.  To stop video time at 36 seconds in VLC Media Player.

Stop video here and ask if they know what they had learnt in previous class?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ମସମନ ପୂବବ କ୍ଲାସ କ୍ର ମର କୁଞ୍ଜ ଶିଖିଥିମ଱ ?
Just listen to the answers and play the video again for the correct answer.
ଏହି ଠାର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ମୃଦମ ପରୖ ଛାମଙ ଦାୟ ଦାଗିବ?

151.  To stop video time at 41 seconds in VLC Media Player.

Stop video here and ask if they know how to bring up the ‘New slide’?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ମୃଦମ ଜାଣିବ ନୂତନ ବଲେ ମକମି ି 

Just listen to the answers and play the video again for the correct answer.
152. To stop video time at 1 minute 10 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Find and Replace’?

Just listen to the answers and play the video again for the correct answer.

153. To stop video time at 01 minute 31 seconds in VLC Media Player.

Stop video here and ask what happens by using ‘Duplicate option’?
154. **To stop video time at 01 minute 48 seconds in VLC Media Player.**

Stop video here and ask if they can tell what happens with ‘Delete slide’ option?

Just listen to the answers and play the video again for the correct answer.

155. **To stop video time at 02 minute 07 seconds in VLC Media Player.**

Stop video here and ask if they can open impress file?
Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ ।

156. To stop video time at 03 minute 38 seconds in VLC Media Player.

Stop video here and check whether they have opened impress file or not and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ସମାନୂରୀମାନୀ impress ର file କୁ open କରିବାରେଇଛନ୍ତି କି ନାହିଁଙ୍କ ?

157. To stop video time at 03 minute 55 seconds in VLC Media Player.

Stop video here and ask what will we learn today?
Just listen to the answers and play the video again for the correct answer.

To stop video time at 04 minute 56 seconds in VLC Media Player.

Stop video here and ask students to insert four slides and then play the video again.

To stop video time at 05 minute 07 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Font Work Gallery’?

Just listen to the answers and play the video again for the correct answer.
160. To stop video time at 05 minute 29 seconds in VLC Media Player.

Stop video here and ask students if they can make the given picture as shown in the video.

Just listen to the answers and play the video again for the correct answer.

161. To stop video time at 06 minute 07 seconds in VLC Media Player.

Stop video here and ask students to select ‘Font Work Gallery’ option as shown in the video and then play the video again.

162. To stop video time at 06 minute 43 seconds in VLC Media Player.

Stop video here and ask students to select any Font Work Style from ‘Font work option as shown in the video and then play the video again.
68

To stop video time at 07 minute 39 seconds in VLC Media Player.
Stop video here and ask students to type Computer Shiksha as shown in the video.

164. To stop video time at 9 minute 54 seconds in VLC Media Player.
Stop video here and ask the students to do the formatting as shown in the video.

Now just check whether they’ve done the formatting or not and then play the video again.

165. To stop video time at 10 minute 45 seconds in VLC Media Player.
Stop video here and ask the students to insert the new slide as shown in the video and then play the video again.

166. To stop video time at 11 minute 29 seconds in VLC Media Player.
Stop video here and ask the students to select any font style as shown in the video and then play the video again.

To stop video time at 12 minute 15 seconds in VLC Media Player.
Stop video here and ask the students to type their school name/desired text with help of ‘Font work gallery’ as shown in the video and then play the video again.

To stop video time at 13 minute 56 seconds in VLC Media Player.
Stop video here and ask the students to do the formatting on the text as shown in the video.

Now just check whether they have done the formatting or not and then play the video again.

To stop video time at 14 minute 34 seconds in VLC Media Player.
Stop video here and ask them if they know what happens with ‘Normal’, ‘Outline’, ‘Handout’ and ‘Slide shorter’ options?

Just listen to the answers and play the video again for the correct answer.

170. **To stop video time at 16 minute 30 seconds in VLC Media Player.**
Stop video here and ask students to do practice of ‘Normal’, ‘Handout’ and ‘Slide shorter’ option as shown in the video and then play the video again.

171. **To stop video time at 16 minute 39 seconds in VLC Media Player.**
Stop video here and ask if they can tell why we use ‘Slide Show’ option?

Just listen to the answers and play the video again for the correct answer.

172. **To stop video time at 18 minute 18 seconds in VLC Media Player.**
Stop video here and ask students to use ‘slide show’ option as shown in the video and then play the video again.

173. **To stop video time at 18 minute 29 seconds in VLC Media Player.**
Stop video here and ask if they can tell why we use ‘Side Bar’?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ମସମମନ କହିପାରିମବ “slide bar”
କାହିିକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

174. To stop video time at 20 minute 18 seconds in VLC Media Player.

Stop video here and ask students to hide and Show the ‘side bar’ as shown in the video and then play the video again.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ hide ଏବଂ show କରାଇବା ପାଇିଁ ‘side
bar’ ଛାଟ୍ର ମାନଙ୍କୁ କୁହ ଭିଡିଓ ମର ମେଖା ଯାଇଥିବା ଭଲି।

175. To stop video time at 20 minute 30 seconds in VLC Media Player.
Stop video here and ask if they know why we use ‘Slide Pane’ option?

Just listen to the answers and play the video again for the correct answer.

176. To stop video time at 22 minute 01 seconds in VLC Media Player.

Stop video here and ask students to hide and show the ‘slide pane’ as shown in the video and then play the video again.

177. To stop video time at 22 minute 12 seconds in VLC Media Player.

Stop video here and ask if they know why we use ‘Tool bar’ option?

Just listen to the answers and play the video again for the correct answer.
178. **To stop video time at 23 minute 41 seconds in VLC Media Player.**
Stop video here and ask students to hide ‘Drawing Toolbar’ option as shown in the video and then play the video again.

179. **To stop video time at 24 minute 04 seconds in VLC Media Player.**
Stop video here and ask students to hide ‘Line and Filling’ option as shown in the video and then play the video again.

180. **To stop video time at 24 minute 24 seconds in VLC Media Player.**
Stop video here and ask students to hide ‘Presentation’ option as shown in the video and then play the video again.

181. **To stop video time at 24 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to hide ‘Standard’ option as shown in the video and then play the video again.

182. **To stop video time at 26 minute 52 seconds in VLC Media Player.**
Stop video here and ask students to show all options of ‘Tool bar’ which they had hidden as shown in the video.

Now just check whether they have brought back all these options or not and then play the video again.
Stop video here and ask if they can tell why we use ‘Status Bar’?

Just listen to the answers and play the video again for the correct answer.

Now just check if everyone has done so and play the video again.

To stop video time at 28 minute 49 seconds in VLC Media Player.

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183. To stop video time at 27 minute 04 seconds in VLC Media Player.

184. To stop video time at 28 minute 39 seconds in VLC Media Player.

185. To stop video time at 28 minute 49 seconds in VLC Media Player.
Stop video here and ask if they know what happens with ‘Grid’ option?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ମସମାମନ ‘Grid’ ଦ୍ୱାରା କଣ ମହାଇଥାଏ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

186. To stop video time at 30 minute 14 seconds in VLC Media Player.

Stop video here and ask students to hide and show ‘Grid’ option as shown in the video.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ。

Now just check if everyone has done so and play the video again.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

187. To stop video time at 30 minute 26 seconds in VLC Media Player.
Stop video here and ask if they can tell why we use ‘Header and ‘Footer’ option?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମୃଶର କହିପାର ଆମମ ‘Header ଏବଂ ‘Footer’ option ର ବୟବହାର କାହିିଁକି କରନ୍ତି?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

188. **To stop video time at 31 minute 55 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘View Menu’ as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ କୁହ ଭିଡିଓ ମର ମେଖା ଯାଇଥିବା ଭଲି ‘View Menu’ ଉପମର କ୍ିଲକ୍ କରିବା ପାଇିଁ ଏବଂ ାହାପମର  ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

189. **To stop video time at 32 minute 08 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘Header and Footer’ option as shown in the video.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ କୁହ ଭିଡିଓ ମର ମେଖା ଯାଇଥିବା ଭଲି ‘Header and Footer’ ଉପମର କ୍ିଲକ୍ କରିବା ପାଇିଁ ଏବଂ ାହାପମର  ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

Now just check whether the box has appeared or not then play the video again.

ଏମବ େିମକ ମଚକ୍ କରିନିଅ ମସଠାମର ମଗାମେ box ଆସିଛି କି ନାହିିି ଏବଂ ାହାପମର  ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
190. To stop video time at 36 minute 03 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video and then play the video again.

Now check whether the students have applied ‘Header or Footer’ or not, then play the video again.

191. To stop video time at 36 minute 11 seconds in VLC Media Player.

Stop video here and ask if they know what happens with ‘Zoom’ option?

Just listen to the answers and play the video again for the correct answer.

192. To stop video time at 38 minute 05 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video and then play the video again.
Now just check whether they have used ‘Zoom’ option or not and then play the video again.

Then check if they have used ‘Zoom’ option or not and play the video again.

193. **To stop video time at 38 minute 24 seconds in VLC Media Player.**

Stop video here and ask if they know why use Slide option in insert menu?

Just listen to the answers and play the video again for the correct answer.

194. **To stop video time at 39 minute 13 seconds in VLC Media Player.**

Stop video here and ask students to take new slide with the help of Insert option.

Now just check and play the video again.
195. **To stop video time at 39 minute 24 seconds in VLC Media Player.**

Stop video here and ask students if they can tell what happens with ‘Duplicate’ slide?

Just listen to the answers and play the video again for the correct answer.

196. **To stop video time at 40 minute 36 seconds in VLC Media Player.**

Stop video here and ask students to make the duplicate slide as shown in the video and then play the video again.

Now just check if everyone has done so and play the video again.

197. **To stop video time at 43 minute 27 seconds in VLC Media Player.**

Stop video here and ask students to insert the date and time and page number with help of ‘page number’ option as shown in the video.

Now just check if everyone has done so and play the video again.

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198. To stop video time at 46 minute 01 seconds in VLC Media Player.
Stop video here and ask students to use the field option as shown in the video.
Now just check if everyone has done so and play the video again.

199. To stop video time at 46 minute 12 seconds in VLC Media Player.
Stop video here and ask students to save their file and shut down the computer and then play the video again.
Complete teacher’s manual for Open office impress 1 Class 6
Class 6 Summaries

✓ What is impress/presentation?
Impress/presentation କଣ କି?
✓ Why we use impress/presentation?
ଆମ Impress/presentation କାହିିକି ବୟବହାର କରୁ?
✓ How to open impress file?
Impress ଫାଇଫି କିପରି ଓମପନ କରାଯାଏ?
✓ How to take a new slide?
ମଗାେିଏ ନୂଆ ସ୍ଲାଇଡ କିପରି ନିଆଯାଏ?
✓ Why we use normal, slide sorter, handout page, note page?
ଆମ normal, slide sorter, handout page, note page କାହିିକି ବୟବହାର କରୁ?
✓ How to do slide in bigger screen?
Sslide କିପରି ବଡ କରାଯାଏ?
✓ Use of toolbar option.
_Toolbar option କି ନିକୁରାର
✓ Why we use status bar?
ଆମ status bar କାହିିକି ବୟବହାର କରୁ?
✓ Why we use header and footer?
ଆମ header ସେନେ footer କାହିିକି ବୟବହାର କରୁ?
✓ Why we use zoom option?
आଉ zoom option କି ନିକୁରାର କାହିିକି ବୟବହାର କରୁ?
✓ Why we use duplicate option?
ଆଉ duplicate option କି ନିକୁରାର କାହିିକି ବୟବହାର କରୁ?
✓ Use of date and time option.
_Date ସେନେ time option କି ନିକୁରାର |
✓ Use of page number.
Page number କି ନିକୁରାର |
✓ Why we use hyperlink?
ଆଉ hyperlink କାହିିକି ବୟବହାର କରୁ?
✓ How to insert picture?
ଚିତ୍ର କିପରି ଇନସେବ କରାଯାଏ?
✓ How to shut down computer.

କମପିୁଡ଼ର କୁ କିପରି ବନ୍ଦ କରନ୍ତି?

Now let’s start video.

ଆସ ଏମବ ଭିଡିଓ ଆରମ୍ଭ କରିବା।

200. To stop video time at 1 minute 20 seconds in VLC Media Player.

Stop video here and ask students do they know which shortcut command is used for slide show?

ଘତ୍ତିଓଇଳେ ତିକଗିକୁ ଜଳର ଜଳ ଶୃଙ୍ଗ ଛାଟେ ଲାଇକ ଟଙ୍କ ତାକେ ତାକେ ଦେଖାଇବା ଦିଶିତୀଳ ବେ slide show ଯାକୁ ବନ୍ଦ କରାଇବannel ଜମାଣ କରାଇବା?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ସ ଜଳର ଜଳ ଉପରେ ସେଲେ ଟଙ୍କ ତିକଗିକୁ ଜଳର ଜଳର ଜଳର କରାଇବା?

201. To stop video time at 01 minute 39 seconds in VLC Media Player.

Stop video here and ask them if they can tell what is ‘Side bar’ and how to hide it?

Can you tell what happens with Side Bar? And how can you hide it?

ଉତ୍ସ ଜଳର ଜଳର ଜଳର କରାଇବା? And how can you hide it?

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202. **To stop video time at 02 minute 11 seconds in VLC Media Player.**

Stop video here and ask them can they tell what happens if impress file’s view gets changed?

Just listen to the answers and play the video again for the correct answer.

203. **To stop video time at 02 minute 36 seconds in VLC Media Player.**

Stop video here and ask them if they know what happens by using ‘Header and Footer’?

Just listen to the answers and play the video again for the correct answer.
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

204. To stop video time at 02 minute 56 seconds in VLC Media Player.

Stop video here and ask if they can tell what happens with ‘Zoom’ option?
ଆହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେବନେ ମସମାନ କହିପାରିମବ ‘Zoom’ option କାହିିଁକି ବୟବହାର କରିଥାଉ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

205. To stop video time at 03 minute 16 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Fields’ option?
ଆହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେବନେ ମସମାନ କହିପାରିମବ ‘Fields’ option କାହିିଁକି ବୟବହାର କରିଥାଉ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
206. **To stop video time at 03 minute 41 seconds in VLC Media Player.**

Stop video here and ask if they can open an impress file?

Just listen to the answers and play the video again for the correct answer.

207. **To stop video time at 03 minute 51 seconds in VLC Media Player.**

Stop video here and check whether they have all opened ‘Impress file’ or not and then play the video again.
208. To stop video time at 03 minute 57 seconds in VLC Media Player.

Stop video here and ask what will we learn today?

Tohibe bhithe bhuba jena neta baan baan na iti? 
Just listen to the answers and play the video again for the correct answer.

209. To stop video time at 04 minute 33 seconds in VLC Media Player.

Stop video here and ask students to insert four slides and type the given paragraph in the first slide and then play the video again.

One cold winter a lion was lying asleep in the sun. A mouse came out of its hole and began to jump over the body of the sleeping lion. This woke up the lion. He caught the small creature and was going to crush it under his heavy paw. The mouse begged pardon and requested the lion to let it go.
210. To stop video time at 04 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘Font Work Gallery’ and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରୁଛନ୍ତି ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘Font Work Gallery’ ବନ୍ଦ କରିବାଲଙ୍କୁ ସମୟ ଗ୍ରହଣ କରିବାକୁ କୁହ ଏବଂ  ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚହାଅ।

211. To stop video time at 05 minute 38 seconds in VLC Media Player.

Stop video here and ask students to select any font work style as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରୁଛନ୍ତି ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ପ୍ରତ୍ୟେକ ଫନ୍ଟ ପ୍ୟାରାଗ୍ଲେରୀଲେ ଦୁକୁ ପ୍ରସାର କରିବା କୁହ ଏବଂ  ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚହାଅ।

212. To stop video time at 06 minute 25 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

Now just check whether they have applied font work style or not and then play the video again.

ଉଥିବେ କୌଇଥିବା କୌଇଥିବା, ସମ୍ପର୍କର ସ୍ପଶଲୀ ‘Font Work Gallery’ ବନ୍ଦ କରିବାକୁ କୁହ ଏବଂ ଗ୍ରହଣ କରିବାକୁ କୁହ ଏବଂ  ାପମର ଭିଡିଓ କୁ ପୁନବବାର ଚହାଅ।
213. **To stop video time at 07minute 37 seconds in VLC Media Player.**

Stop video here and ask the students to first change the view of slide and then get it in normal view and then play the video again.

214. **To stop video time at 08 minute 42 seconds in VLC Media Player.**

Stop video here and ask the students to do as shown in the video.

Now just check if everyone has done so and play the video again.

215. **To stop video time at 08 minute 50 seconds in VLC Media Player.**
Stop video here and ask students if they know how to hide the ‘Side pane’ option?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 09 minute 42 seconds in VLC Media Player.

Stop video here and ask students to hide the side bar as shown in the video.

Now just check whether the students have hidden the ‘Side bar’ or not then play the video again

To stop video time at 10 minute 02 seconds in VLC Media Player.

Stop video here and ask students to hide the ‘Drawing bar’, ‘Line and Filling’, ‘Standard toolbar’ and ‘Ruler’ options and then play the video again.
218. **To stop video time at 11 minute 42 seconds in VLC Media Player.**
Stop video here and check whether the students have hidden ‘Drawing bar’, ‘Line and Filling’, ‘Ruler’ and ‘Standard toolbar’ options or not and then play the video again.

219. **To stop video time at 11 minute 55 seconds in VLC Media Player.**
Stop video here and ask students to insert ‘Date and time’ and ‘Page number’ on the slide as shown in the video and then play the video again.

220. **To stop video time at 13 minute 27 seconds in VLC Media Player.**
Stop video here and ask students to insert ‘Header and Footer’ and ‘Page number’ as shown in the video.

Now just check whether the students have inserted the ‘Header and Footer’ and ‘Page number’ or not and then play the video again.
221. To stop video time at 13 minute 33 seconds in VLC Media Player.

Stop video here and ask students to bring back all those options which they had hidden.

222. To stop video time at 15 minute 35 seconds in VLC Media Player.

Now check whether the students have brought back all those options or not and then play the video again.

223. To stop video time at 15 minute 45 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘Duplicate’ option and then play the video again.
To stop video time at 16 minute 34 seconds in VLC Media Player.
Now check whether the students have practiced ‘Duplicate’ option or not and then play the video again.

Stop video here and ask students to delete the duplicate slide and then play the video again.

To stop video time at 17 minute 23 seconds in VLC Media Player.
Now check whether the students have deleted Duplicate slide or not and then play the video again.
226. To stop video time at 17 minute 40 seconds in VLC Media Player.

Stop video here and ask if they know why we use ‘Hyperlink’ option?

Just listen to the answers and play the video again for the correct answer.

227. To stop video time at 18 minute 24 seconds in VLC Media Player.

Stop video here and ask students to insert a blank slide as shown in the video and then play the video again.

228. To stop video time at 19 minute 20 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

229. To stop video time at 19 minute 49 seconds in VLC Media Player.

Stop video here and ask students to select any file and then click on the open button as shown in the video and then play the video again.
230. **To stop video time at 20 minute 03 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘Apply’ button and then ‘Close’ button as shown in the video.

Now just check whether they have put the hyperlink on the slide or not and then play the video again.

231. **To stop video time at 20 minute 29 seconds in VLC Media Player.**

Stop video here and ask students to do as shown in the video and then play the video again.

232. **To stop video time at 20 minute 30 seconds in VLC Media Player.**

Stop video here and ask students to take a new slide as shown in the video and then play the video again.

233. **To stop video time at 20 minute 34 seconds in VLC Media Player.**

Stop video here and ask students to do as shown in the video.

Now just check if everyone has done so and play the video again.
234. To stop video time at 22 minute 43 seconds in VLC Media Player.

Stop video here and ask students to close their file and shut down the computer and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଫାଇଫା କୁ ବନ୍ଦ କରିବା ପାଇଁ କୁହ ଏବଂ କମ୍ପିਊଟର କୁ ବନ୍ଦ କରିବା ପାଇଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନର୍ବାର ଚ଱ାଅ।
Complete teacher’s manual for Open office impress 1 Class 7
Class 7 Summaries

✓ What is impress/ presentation?
  Impress/ presentation କଣ ୟାଇମ୍ପ୍?
✓ Why we use impress/presentation?
  ଆମମ Impress/ presentation କାହିିଁକି ବୟବହାର କରିଥାଉ?
✓ How to open impress file?
  Impress ଫାଇଫି କୁକରି ଓମପନ କରାଯାଏ?
✓ How to take a new slide?
  ମଗାେିଏ ନୂଆ ସ୍ଲାଇଡ କୁକରି ନିଆଯାଏ?
✓ Why we use hyperlink?
  ଆମମ hyperlink କାହିିଁକି ବୟବହାର କରିଥାଉ?
✓ How to insert a picture?
  ଚିତ୍ର କୁକରି ଇନସେବ କରାଯାଏ?
✓ About character option.
  character option ଚିତ୍ରରତ?
✓ About page option.
  page option ଚିତ୍ରରତ?
✓ How to set margin on the slide/page.
  Slide/ page ମର କିପରି ମାଜିନ ଱ଗାଯାଏ?
✓ Why we use orientation option?
  ଆମମ orientation option କୁ କାହିିଁକି ବୟବହାର କରିଥାଉ?
✓ How to change the background color of slide/page?
  Slide/ page କୁ background color କୁ କିପରି ମଚଞ୍ଜ କରାଯାଏ?
✓ How to change the design of the slide?
  ସ୍ଲାଇଡ ର ଡିଜାଇନ କୁକରି ମଚଞ୍ଜ କରାଯାଏ?
✓ How to change the layout of the slide?
  ସ୍ଲାଇଡ ର ମ଱ଆଉେ କୁକରି ମଚଞ୍ଜ କରାଯାଏ?
✓ How to shut down computer.
Now let’s start video.

235. **To stop video time at 41 seconds in VLC Media Player.**

Stop video here and ask students if they can tell why we use ‘Toolbar’ option?

Just listen to the answers and play the video again for the correct answer.

236. **To stop video time at 1 minute 10 seconds in VLC Media Player.**

Stop video here and ask students if they know what happens with ‘Slide number’ option?

Just listen to the answers and play the video again for the correct answer.
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

237. To stop video time at 01 minute 29 seconds in VLC Media Player.

Stop video here and ask students if they know how to remove ‘Grid’ option from impress file?
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

238. To stop video time at 02 minute 01 seconds in VLC Media Player.

Stop video here and ask students if they can tell why we use ‘Hyperlink’ option?
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
Just listen to the answers and play the video again for the correct answer.

Just listen to the answers and play the video again for the correct answer.

239. To stop video time at 02 minute 25 seconds in VLC Media Player.

![Image of video stop instruction]

Stop video here and ask students if they can tell how to insert picture in impress file?

Just listen to the answers and play the video again for the correct answer.

240. To stop video time at 03 minute 02 seconds in VLC Media Player.

![Image of video stop instruction]

Stop video here and ask if they can open an impress file?

Just listen to the answers and play the video again for the correct answer.
Just listen to the answers and play the video again for the correct answer.

ତାଳଦ୍ୟୁ ଠାତ୍ମକ ଛର୍ବର ଛଟ୍ଟାଙ୍କ ମାଦାର ରାଜାମର ଟିଲିରେ ଦୁଇ ପୂର୍ବରୂ ରହିଛ।

241. **To stop video time at 03 minute 13 seconds in VLC Media Player.**

Stop video here and check whether they have opened ‘Impress file’ or not then play the video again.

242. **To stop video time at 03 minute 39 seconds in VLC Media Player.**

Stop video here and ask students to type the given paragraph as given in the video.
243. To stop video time at 03 minute 31 seconds in VLC Media Player.

Stop video here and ask students if they know why we use ‘Character’ sub menu?

Just listen to the answers and play the video again for the correct answer.

244. To stop video time at 05 minute 16 seconds in VLC Media Player.

Stop video here and ask students to apply the font name on the line and then play the video again.

245. To stop video time at 06 minute 02 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Bold’ and ‘Italic’ on the line as shown in the video.

Now just check if everyone has done so and play the video again.
246. **To stop video time at 06 minute 49 seconds in VLC Media Player.**

Stop video here and ask students to change ‘Font size’ on the line as shown in the video.

Now just check if everyone has done so and play the video again.

247. **To stop video time at 07 minute 27 seconds in VLC Media Player.**

Stop video here and ask if they can tell what happens with ‘Font color’ option?

Just listen to the answers and play the video again for the correct answer.
248.  To stop video time at 07 minute 46 seconds in VLC Media Player.

Stop video here and ask students to change the ‘Font color’ of the line and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରାଇବାରୁ, ଛାତ୍ର ମାନଙ୍କୁ ମାନଙ୍କୁ ରାଇନ ‘Font color’ ଦୁ ମଚିବା ଦିତିବା ଯାଇବ ଏବଂ ରାଇବ ରାଇବ ଦୁ ପ୍ରତ୍ୟେକ ରହାଇବ ଏବଂ ରାଇବ ଟ୍ରାଇବ ପୁନ଴ବାର ଚ଱ାଅ।

249.  To stop video time at 09 minute 31 seconds in VLC Media Player.

Stop video here and ask students to change ‘Font color’ on the line as shown in the video.

ଉଦିତାରେ ରିବିତ ଦୁ ଜର ଓବ ମାଊ ପାଇବ ରାଇବ ଦୁ ସଳାଦାଦୁବୁଡ଼ ସିରି ରିବିତ ଦୁerequisite ସିରି ରିବିତ ଦୁ ‘Font color’ ଦୁ ରାଇବ ସଳାଦାଦୁବୁଡ଼ ସିରି ଦୁବି。

Now just check if everyone has done so and play the video again.

ଉଦିତ ରିବିତ ଦୁବି ଦୁବିଧାି, ସିରି ରାଇବାର ସରକାର ସମନ୍ତିତି ଜର ରାଇବ ରିବିତ ଦୁ ପ୍ରତ୍ୟେକ ରହାଇବ।

250.  To stop video time at 09 minute 45 seconds in VLC Media Player.
Stop video here and ask if they can tell why we use ‘Outline’ option?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରାଇଥିବା ପରି ଫରୀ ମେଖାଯାଇଥିବା ‘Outline’ option କରିବାକୁ କାହିିଁକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.
ଐତିହାସିକ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

251. **To stop video time at 11 minute 19 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘Outline’ option on the line as shown in the video.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରାଇଥିବା ପରି ଫରୀ ମେଖାଯାଇଥିବା ‘Outline’ option କରିବାକୁ କାହିିଁକି ବୟବହାର କରିବ।

Now just check if everyone has done so and play the video again.
ଐତିହାସିକ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

252. **To stop video time at 11 minute 24 seconds in VLC Media Player.**
Stop video here and ask students if they know what happens with ‘Shadow’ option?

Can you tell what happens with Shadow?

Just listen to the answers and play the video again for the correct answer.

253. To stop video time at 12 minute 50 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Shadow’ option on the line as shown in the video.

Now just check if everyone has done so and play the video again.

254. To stop video time at 13 minute 03 seconds in VLC Media Player.
Stop video here and ask students if they know what happens with ‘Over lining’ option?

Just listen to the answers and play the video again for the correct answer.

255. To stop video time at 15 minute 15 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Over lining’ option on the line as shown in the video.

Now just check if everyone has done so and play the video again.

256. To stop video time at 15 minute 26 seconds in VLC Media Player.
Stop video here and ask students if they know why we use ‘strikethrough’ option?

‘strikethrough’ option?

Just listen to the answers and play the video again for the correct answer.

257. **To stop video time at 17 minute 09 seconds in VLC Media Player.**

Stop video here and ask students to apply ‘Strikethrough’ option on the line as shown in the video.

Just listen to the answers and play the video again for the correct answer.

258. **To stop video time at 17 minute 22 seconds in VLC Media Player.**

Stop video here and ask students if they can tell why we use ‘Underlining’ option?

‘Underlining’ option?

Just listen to the answers and play the video again for the correct answer.

259. **To stop video time at 19 minute 31 seconds in VLC Media Player.**

Stop video here and ask students to apply ‘Underlining’ option on the line as shown in the video and then play the video again.
260. To stop video time at 19 minute 43 seconds in VLC Media Player.

Stop video here and ask students if they can tell what happens with ‘Default formatting’ option?

Just listen to the answers and play the video again for the correct answer.

261. To stop video time at 20 minute 57 seconds in VLC Media Player.

Stop video here and ask students to remove the all formatting as shown in the video.

Now just check whether they have removed all formatting or not and then play the video again.
262. To stop video time at 21 minute 10 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Paragraph’ option?

Just listen to the answers and play the video again for the correct answer.

263. To stop video time at 21 minute 56 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Indent and spacing’ option?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମୃଷାମନ କହିପାରିମବ ଆମମ ‘Indent and spacing’ option କାହିିଁକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

264. **To stop video time at 22 minute 32 seconds in VLC Media Player.**
Stop video here and ask students to select the paragraph as shown in the video and then play the video again.

265. **To stop video time at 22 minute 48 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Format menu’ and then select ‘Paragraph’ option as shown in the video and then play the video again.

266. **To stop video time at 23 minute 21 seconds in VLC Media Player.**
Stop video here and ask students to give the space before the paragraph as shown in the video and then play the video.

267. **To stop video time at 24 minute 17 seconds in VLC Media Player.**
Stop video here and ask students to apply the space after the text as shown in the video and then play the video again.

268. **To stop video time at 25 minute 49 seconds in VLC Media Player.**
Stop video here and ask students to apply the line spacing in the paragraph as shown in the video.
Now just check whether they have applied ‘Indent and Spacing’ or not and then play the video again.

To stop video time at 26 minute 37 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Alignment’ option?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 27 minute 30 seconds in VLC Media Player.

Stop video here and ask students to select the line and then click on the ‘Paragraph’ option of the ‘Format menu’ as shown in the video and then play the video again.

To stop video time at 28 minute 04 seconds in VLC Media Player.
Stop video here and ask students to apply the ‘Right alignment’ as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ‘right alignment’ କରିବା ପାଇିଁ କୁହ ଏବଂ ଏପରମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ ।

272. To stop video time at 28 minute 45 seconds in VLC Media Player.
Stop video here and ask students to apply the ‘Centre alignment’ as shown in the video and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ‘Centre alignment’ କରିବା ପାଇିଁ କୁହ ଏବଂ ଏପରମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ ।

273. To stop video time at 29 minute 37 seconds in VLC Media Player.
Stop video here and check whether they’ve applied justify alignment or not and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ମଚକର୍କନୀୟ ଅକ୍ଷର କରିବା ପାଇିଁ ‘justify alignment’ ବୟବହାର କରିବା ପାଇିଁ ନାହିିଁ ଏବଂ ଏପରମର ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ ।

274. To stop video time at 29 minute 52 seconds in VLC Media Player.
Stop video here and ask why we use ‘Bullets and Numbering’ option?

Just listen to the answers and play the video again for the correct answer.

275. **To stop video time at 31 minute 34 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘Bullets’ option as shown in the video.

276. **To stop video time at 32 minute 36 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘Numbering’ option as shown in the video.

277. **To stop video time at 33 minute 37 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

278. **To stop video time at 34 minute 16 seconds in VLC Media Player.**
Stop video here and ask students to remove ‘Bullets’, ‘Numbering’ and ‘Graphics’ as shown in the video.

Now just check if everyone has done so and play the video again.

To stop video time at 34 minute57 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Orientation’ option?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 36 minute 13 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

To stop video time at 37 minute 08 seconds in VLC Media Player.

Stop video here and ask students to change the ‘page format’ as shown in the video and then play the video again.
282. **To stop video time at 38 minute 20 seconds in VLC Media Player.**
Stop video here and ask students to do the ‘Portrait’ format as shown in the video and then play the video again.

283. **To stop video time at 38 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to do the ‘Landscape’ format as shown in the video and then play the video again.

284. **To stop video time at 40 minute 01 seconds in VLC Media Player.**
Stop video here and ask students to apply the margin on the slide as shown in the video.

Now just check if everyone has done so and play the video again.

285. **To stop video time at 40 minute 12 seconds in VLC Media Player.**
Stop video here and ask students if they know what happens by using ‘page background’ option?

Just listen to the answers and play the video again for the correct answer.

286. To stop video time at 42 minute 41 seconds in VLC Media Player.

Stop video here and ask students to change the background color of page/slide as shown in the video.

Now just check if everyone has done so and play the video again.

287. To stop video time at 43 minute 11 seconds in VLC Media Player.
Stop video here and ask if they can tell why we use ‘Lower case’ option?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ‘Lower case’ option କୁ କାହିିଁକି ବୟବହାର କରିଥାଉ?

Just listen to the answers and play the video again for the correct answer.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ଱ାଇନ ‘Lower case’ କୁ ବୟବହାର କରିବା ପାଇିଁ କୁହ ‘Sentence case’

288. To stop video time at 44 minute 23 seconds in VLC Media Player.
Stop video here and ask students to apply ‘Lower case’ on the line as shown in the video and then play the video again.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ରାଖାଯାଇଥିବା ସମୟରେ ‘Lower case’ କୁ ବୟବହାର କରିବା ପାଇିଁ କୁହ

289. To stop video time at 44 minute 33 seconds in VLC Media Player.
Stop video here and ask if they can tell what is ‘Sentence case’?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ପଚାର ଯେି ମସମାମନ କହିପାରିମବ ‘Sentence case’

Just listen to the answers and play the video again for the correct answer.

To stop video time at 45 minute 51 seconds in VLC Media Player.
Stop video here and ask students to apply ‘Sentence case’ as shown in the video and then play the video again.

To stop video time at 46 minute 03 seconds in VLC Media Player.
Stop video here and ask why we use ‘Upper case’ option?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 47 minute 17 seconds in VLC Media Player.
Stop video here and ask students to apply Upper case on the line as shown in the video and then play the video again.

To stop video time at 47 minute 30 seconds in VLC Media Player.
Stop video here and ask why we use ‘Capitalize Every Word’ option?

Just listen to the answers and play the video again for the correct answer.

294. To stop video time at 48 minute 45 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Capitalize Every Word’ on the line as shown in the video and then play the video again.

295. To stop video time at 48 minute 55 seconds in VLC Media Player.
Stop video here and ask if they can tell why we use ‘Toggle case’ option?

Just listen to the answers and play the video again for the correct answer.

296. **To stop video time at 50 minute 31 seconds in VLC Media Player.**

Stop video here and ask students to apply ‘toggle case’ on the line as shown in the video.

Now just check if everyone has done so and play the video again.

297. **To stop video time at 50 minute 43 seconds in VLC Media Player.**
Stop video here and ask if they know why we use ‘Slide design’ option?

Just listen to the answers and play the video again for the correct answer.

298. To stop video time at 51 minute 20 seconds in VLC Media Player.

Stop video here and ask students to take a new ‘blank slide’ as shown in the video and then play the video again.

Now just check whether students have changed the design of the slide or not then play the video again.

299. To stop video time at 52 minute 39 seconds in VLC Media Player.

Stop video here and ask students to change the design of the slide as shown in the video.

Now just check whether students have changed the design of the slide or not then play the video again.

300. To stop video time at 55 minute 22 seconds in VLC Media Player.
Stop video here and ask students to change the layout of the slide as shown in the video.

Now just check whether students have changed the layout of the slide or not then play the video again.

301. To stop video time at 55 minute 36 seconds in VLC Media Player.

Stop video here and ask students to save their file and shut down the computer and then play the video again.

Complete teacher’s manual for Open office impress 1 Class 8
Class 8 Summaries

- How to open impress file?
- How to take a new slide?
- How to insert picture?
- About character option.
- About page option.
- How to set margin on the slide/page.
- Why we use orientation option?
- How to change the background color of slide/page?
- How to change the design of the slide?
- How to change the layout of the slide?
- How to shut down computer.

Now let’s start video.

302. To stop video time at 42 seconds in VLC Media Player.
Stop video here and ask students if they know why we use ‘Bullets & Numbering’ option?

Just listen to the answers and play the video again for the correct answer.

303. **To stop video time at 1 minute 22 seconds in VLC Media Player.**

Stop video here and ask students if they know How to set ‘Page Margin’?

Just listen to the answers and play the video again for the correct answer.

Stop video here and ask students if they know why we use ‘Bullets & Numbering’ option?

Just listen to the answers and play the video again for the correct answer.
304. To stop video time at 01 minute 40 seconds in VLC Media Player.

Stop video here and ask students if they can tell what happens with page 'background'?

Just listen to the answers and play the video again for the correct answer.

305. To stop video time at 02 minute 04 seconds in VLC Media Player.

Stop video here and ask students if they can tell why we use 'default formatting' option?

Just listen to the answers and play the video again for the correct answer.
306. To stop video time at 01 minute 27 seconds in VLC Media Player.

Stop video here and ask students if they know what happens by using ‘Slide Design’?

Just listen to the answers and play the video again for the correct answer.

307. To stop video time at 02 minute 56 seconds in VLC Media Player.
Stop video here and ask if they can open an impress file?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରିଏ ଏବଂ ପଚାରେ ମୀଟି ଏହିଠାମର impress file କୁ ଓମପନେ ଦିଆଇଏ?

Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନର୍ବଳାବାର ଚହେଲେ ।

308. To stop video time at 03 minute 10 seconds in VLC Media Player.

Stop video here and ask what will we learn today?
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରିଏ ଏବଂ ପଚାରେ ଆମମ କଣ ଶିଖିବା?

Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ ଉତ୍ତର ପାଇଁ ଭିଡିଓ କୁ ପୁନର୍ବଳାବାର ଚହେଲେ ।

309. To stop video time at 03 minute 23 seconds in VLC Media Player.
Stop video here and ask students to select the ‘title layout’ and type the given line as given in the video and then play the video again.

310. To stop video time at 03 minute 29 seconds in VLC Media Player.

Stop video here and ask students to do copy and paste the line 5 times and then play the video again.

311. To stop video time at 04 minute 07 seconds in VLC Media Player.

Stop video here and ask students to select the line as shown in the video and then play the video again.

312. To stop video time at 04 minute 29 seconds in VLC Media Player.

Stop video here and ask students to do ‘copy & paste’ of the line as shown in the video and then play the video again.
313. To stop video time at 05 minute 08 seconds in VLC Media Player.
Stop video here and ask students to do ‘copy & paste’ of the line as shown in
the video.

Now just check whether they have copied and pasted 5 times or not and then
play the video again.

314. To stop video time at 05 minute 19 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘font size’ and then play the
video again.

315. To stop video time at 05 minute 26 seconds in VLC Media Player.
Stop video here and ask students to do practice of ‘Bold, italic, and underline’. Just check and play the video again.

316. To stop video time at 06 minute 48 seconds in VLC Media Player.
Stop video here and ask students to change the ‘font size’ of the line as shown in the video and then play the video again.

Now just check if everyone has done so and play the video again.

317. To stop video time at 08 minute 06 seconds in VLC Media Player.
Stop video here and ask students to make the line ‘Bold and Italic’ and ‘Underline’ as shown in the video.

Now just check if everyone has done so and play the video again.

318. To stop video time at 08 minute 12 seconds in VLC Media Player.
Stop video here and ask students to change the ‘Font color’ of the third line and then play the video again.

Now just check if everyone has done so and play the video again.

319. **To stop video time at 09 minute 31 seconds in VLC Media Player.**

Stop video here and ask students to change the ‘font color’ as shown in the video.

Now just check if everyone has done so and play the video again.

320. **To stop video time at 09 minute 37 seconds in VLC Media Player.**

Stop video here and ask students to do practice of ‘outline’ option and then play the video again.

321. **To stop video time at 10 minute 41 seconds in VLC Media Player.**

Stop video here and ask students to apply the ‘outline’ as shown in the video.
Now just check whether they’ve applied the ‘Outline’ or not and then play the video again.

ଏମବାକୁ ମଚକରନ୍ତେ, ଯହି ପ୍ରତିକୋଳ ତାପରେ ‘outline’ ଅପ୍ରତିକୋଳ ବ୍ୟବହାର କରିବା କି ନାହିଁ  ଏବଂ ଆପର ଭିଡିଓ କୁ ପୁନବର୍ତ୍ତିକୁ ପୁନବର୍ତ୍ତିକୁ ପୁନବର୍ତ୍ତିକୁ ପୁନବର୍ତ୍ତି ।

322. To stop video time at 10 minute 54 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘over line and ‘over lining color’ and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘over line’ଏବଂ ‘over lining color’ ର ଅଭୟାସ କରିବା ପାଇବ ଏବଂ ଆପର ଭିଡିଓ କୁ ପୁନବର୍ତ୍ତି ।

323. To stop video time at 12 minute 32 seconds in VLC Media Player.

Stop video here and ask students to apply the ‘over line’ and change the color of the ‘over lining’ as shown in the video.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘over line’ ଓ ‘over lining’ ର ଅଭୟାସ କରିବା ପାଇବ ଏବଂ ଆପର ଭିଡିଓ କୁ ପୁନବର୍ତ୍ତି ।

Now just check if everyone has done so and play the video again.

ଏମବାକୁ ମଚକରନ୍ତେ, ଯହି ପ୍ରତିକୋଳ ତାପରେ ବ୍ୟବହାର କରିବା କି ନାହିଁ  ଏବଂ ଆପର ଭିଡିଓ କୁ ପୁନବର୍ତ୍ତି ।
324. To stop video time at 12 minute 43 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘Strikethrough’ and then play the video again.

325. To stop video time at 13 minute 53 seconds in VLC Media Player.

Stop video here and ask students to apply the ‘strikethrough’ as shown in the video.

Now just check if everyone has done so and play the video again.

326. To stop video time at 14 minute 03 seconds in VLC Media Player.
Stop video here and ask students to do practice of ‘underline & under lining color’ and then play the video again.

327. **To stop video time at 15 minute 22 seconds in VLC Media Player.**

Stop video here and ask students to do ‘underline’ & change the color of under line as shown in the video and then play the video again.

328. **To stop video time at 15 minute 28 seconds in VLC Media Player.**

Stop video here and ask students to do practice of ‘Bullets & Numbering’. Just check and play the video again.

329. **To stop video time at 16 minute 28 seconds in VLC Media Player.**

Stop video here and ask students to apply the practice of ‘Bullets’ as shown in the video and then play the video again.
330. **To stop video time at 17 minute 02 seconds in VLC Media Player.**

Stop video here and ask students to do practice of ‘Numbering’ as shown in the video and then play the video again.

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ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ଭିଡିଓ ମର ମେଖାଯାଇଥିବା ପରି ‘Numbering’ ର ଅଭୟାସ କରିବା ପାଇିଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
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331. **To stop video time at 17 minute 41 seconds in VLC Media Player.**

Stop video here and ask students to do practice of ‘Graphics’ as shown in the video.

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ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘Graphics’ ର ଅଭୟାସ କରିବା ପାଇିଁ କୁହ।
```

Now just check whether they have applied ‘Bullets and Numbering’ and play the video again.

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ଏମବେଇମକ ମଚକରିନିଅ ମସମାମ ‘Bullets & Numbering’ ର ବୟବହାର କରିବାକୁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
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332. **To stop video time at 17 minute 55 seconds in VLC Media Player.**

Stop video here and ask students to set ‘Left Margin’ and then play the video again.

```
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘Left Margin’ ର ବୟବହାର କରିବାକୁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
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136
333. **To stop video time at 19 minute 15 seconds in VLC Media Player.**
Stop video here and ask students to apply the ‘Margin’ as shown in the video.
Now just check if everyone has done so and play the video again.

334. **To stop video time at 19 minute 22 seconds in VLC Media Player.**

335. **To stop video time at 20 minute 58 seconds in VLC Media Player.**
Stop video here and ask students to change the background of the slide as shown in the video.
Now just check if everyone has done so and play the video again.
336. To stop video time at 19 minute 08 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘change case’ and then play the video again.

337. To stop video time at 22 minute 05 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘lower case’ as shown in the video and then play the video again.

338. To stop video time at 22 minute 44 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘Upper case’ as shown in the video and then play the video again.

339. To stop video time at 23 minute 26 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘capitalize every word case’ as shown in the video and then play the video again.
340. **To stop video time at 24 minute 06 seconds in VLC Media Player.**
Stop video here and ask students to do practice of ‘toggle case’ as shown in the video and then play the video again.

341. **To stop video time at 24 minute 43 seconds in VLC Media Player.**
Stop video here and ask students to do practice of ‘sentence case’ as shown in the video.
Now just check whether they have practiced of ‘Change case’ or not and then play the video again.

342. **To stop video time at 24 minute 47 seconds in VLC Media Player.**
Stop video here and ask students to change the design of the slide and then play the video again.
343. To stop video time at 26 minute 36 seconds in VLC Media Player.
Stop video here and ask students to change design of the slide as shown in the video.

Now just check if everyone has done so and play the video again.

344. To stop video time at 26 minute 52 seconds in VLC Media Player.

Stop video here and ask students to change the layout of the slide and draw any images on it and then play the video again.
345. To stop video time at 27 minute 04 seconds in VLC Media Player.

Stop video here and ask students to ‘save their file’ and shutdown the computer properly.

Now just check whether they have shutdown the computer or not and then play the video again.
Complete teacher’s manual for Open office impress 1 Class 9
Class 9 Summaries

✓ How to open impress file?
Impress କୁ କିପରି ଉପରଣ କରାଯାଏ?
✓ How to take a new slide?
ମଗାେି ସ୍ଲାଇଡ ଶ୍ରେଷ୍ଠା କିପରି ଦାଳାଯାଏ?
✓ How to use Menu option?
Menu option କିପରି ବେବହାଯାଏ?
✓ About slide show option.
slide show option କିପରି ଦାଳାଯାଏ?
✓ About window menu.
window menu କିପରି ଦାଳାଯାଏ?
✓ How to use spelling option?
spelling option କିପରି ବେବହାଯାଏ?
✓ Why we use gallery option?
ଆହର ଗALLERY option କିପରି ବେବହାଯାଏ?
✓ How to show your slide in big screen?
ସ୍ଲାଇଡ କୁ ବଡ ସ୍ୱରୂପ ମର କିପରି ମେଖାଇବ?
✓ Why do we use slide show setting?
slide show setting କାହିିକି ବେବହାଯାଏ?
✓ What is use of custom animation?
custom animation କାହିିକି ବେବହାଯାଏ?
✓ How to hide a slide show?
slide show କିପରି ଱ୁଚାଯାଏ?
✓ How to take a new window?
ମଗାେି ନୂଆ window କିପରି ନିଆଯାଏ?
✓ How to close active window?
ବେବହାଯାଏ ମର କିପରି ବନ୍ଦ କରାଯାଏ?
✓ How to shut down computer.
କମ୍ପିଉର କିପରି ବନ୍ଦ କରନ୍ତି?
Now let’s start video.
ଆସ ଏମବ ଭିଡିଓ ଆରମ୍ଭ କରିବା ।
346. To stop video time at 38 seconds in VLC Media Player.

Stop video here and ask students if they know why we use ‘Character’ option?

Just listen to the answers and play the video again for the correct answer.

347. To stop video time at 1 minute 20 seconds in VLC Media Player.

Stop video here and ask students if they know what happens when we use ‘indent & spacing’?

Just listen to the answers and play the video again for the correct answer.
348. To stop video time at 1 minute 38 seconds in VLC Media Player.

Stop video here and ask students if they know what happens when we use ‘Background’ in page?

Just listen to the answers and play the video again for the correct answer.

349. To stop video time at 1 minute 53 seconds in VLC Media Player.

Stop video here and ask students if they know what happens when we use ‘Change case’?

Just listen to the answers and play the video again for the correct answer.
350. To stop video time at 2 minute 15 seconds in VLC Media Player.

Stop video here and ask students if they know what happens when we use ‘Duplicate Slide’?

Just listen to the answers and play the video again for the correct answer.

351. To stop video time at 2 minute 39 seconds in VLC Media Player.

Stop video here and ask if they can open an impress file?

Just listen to the answers and play the video again for the correct answer.
352. To stop video time at 03 minute 51 seconds in VLC Media Player.
Stop video here and check whether they have opened impress file or not and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କରିନି ‘Impress file’ କୁ ଓମପନ ରଖିଏବଂ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

353. To stop video time at 04 minute 01 seconds in VLC Media Player.

Stop video here and ask what will we learn today?

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇଏି ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

354. To stop video time at 05 minute 16 seconds in VLC Media Player.

Stop video here and ask students to insert five slides and type about themselves in the first slide and then play the video again.
To stop video time at 6 minute 24 seconds in VLC Media Player.
Stop video here and ask students to insert five slides as given in the video and then play the video again.

To stop video time at 6 minute 55 seconds in VLC Media Player.
Stop video here and ask students to type title as shown in the video and then play the video again.

To stop video time at 9 minute 10 seconds in VLC Media Player.
Stop video here and ask students to type about themselves as shown in the video and then play the video again.

To stop video time at 10 minute 12 seconds in VLC Media Player.
Stop video here and ask students to change their slide design as shown in the video.

Now just check whether they have changed the design of the slide or not and then play the video again.
359. To stop video time at 12 minute 46 seconds in VLC Media Player.
Stop video here and ask students to insert a picture in next slide as given in the video.
Now just check if everyone has done so and play the video again.

360. To stop video time at 12 minute 58 seconds in VLC Media Player.
Stop video here and ask students to type their school name or about their school and teacher and then play the video again.

361. To stop video time at 13 minute 08 seconds in VLC Media Player.
Stop video here and ask students to draw an image and type one line about it in the next slide, as shown in the video.

362. To stop video time at 13 minute 27 seconds in VLC Media Player.

Stop video here and check whether they have made all slides or not and then play the video again.

363. To stop video time at 13 minute 51 seconds in VLC Media Player.

Stop video here and ask students if they know why we use ‘spelling’ option?
Just listen to the answers and play the video again for the correct answer.

364. **To stop video time at 16 minute 11 seconds in VLC Media Player.**
Stop video here and ask students to type a line as shown in the video.

Now just check if everyone has done so and play the video again.

365. **To stop video time at 17 minute 54 seconds in VLC Media Player.**
Stop video here and ask students to check spelling in their line as shown in the video.

Now just check if everyone has done so and play the video again.

366. **To stop video time at 20 minute 37 seconds in VLC Media Player.**
Stop video here and ask students to correct all the spelling which they had typed wrongly.

Just check if they have done it or not and then play the video again.
367. To stop video time at 20 minute 47 seconds in VLC Media Player.

Stop video here and ask students if they can tell what happens by using ‘gallery’ option?

Just listen to the answers and play the video again for the correct answer.

368. To stop video time at 24 minute 36 seconds in VLC Media Player.

Stop video here and ask students to draw a graphic with help of ‘Gallery’ option as shown in the video.

Now just check if everyone has done so and play the video again.

369. To stop video time at 24 minute 57 seconds in VLC Media Player.

Stop video here and ask students to hide their gallery option as shown in the video.

Just check and play the video again.
370. **To stop video time at 25 minute 35 seconds in VLC Media Player.**
Stop video here and ask students to change the layout of the slide as shown in the video and then play the video again.

371. **To stop video time at 27 minute 15 seconds in VLC Media Player.**
Stop video here and ask students to insert a theme from gallery option as shown in the video.

Now just check if everyone has done so and play the video again.

372. **To stop video time at 27 minute 32 seconds in VLC Media Player.**
Stop video here and ask students if they know why we use ‘slide show’?

Just listen to the answers and play the video again for the correct answer.
373. **To stop video time at 29 minute 40 seconds in VLC Media Player.**
Stop video here and ask students to do a slide show as shown in the video.

Just check if they have done it or not and then play the video again.

374. **To stop video time at 29 minute 51 seconds in VLC Media Player.**
Stop video here and ask students as to why we use ‘slide show setting’?

Just listen to the answers and play the video again for the correct answer.
375. **To stop video time at 31 minute 35 seconds in VLC Media Player.**
Stop video here and ask students to set the slide show setting as shown in the video.

376. **To stop video time at 33 minute 07 seconds in VLC Media Player.**
Stop video here and ask students to do slide show setting as shown in the video.

377. **To stop video time at 33 minute 19 seconds in VLC Media Player.**
Stop video here and ask students, what happens if they use ‘custom animation’?

Just check if they have done it or not and then play the video again.
Just listen to the answers and play the video again for the correct answer.

378.  **To stop video time at 37 minute 31 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘custom animation’ on ‘title text’ as shown in the video.

Just check if they have done it or not and then play the video again.

379.  **To stop video time at 38 minute 28 seconds in VLC Media Player.**
Stop video here and ask students to apply custom animation on text as shown in the video.

Just check if they have done it or not and then play the video again.

380.  **To stop video time at 39 minute 21 seconds in VLC Media Player.**
Stop video here and ask students to apply custom animation on text as shown in the video.

Just check if they have done it or not and then play the video again.

381.  **To stop video time at 41 minute 15 seconds in VLC Media Player.**
Stop video here and ask students to apply custom animation on text as shown in the video.
Just check if they have done it or not and then play the video again.

382. **To stop video time at 41 minute 56 seconds in VLC Media Player.**
Stop video here and ask students to apply custom animation on picture as shown in the video.

383. **To stop video time at 42 minute 56 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video.

384. **To stop video time at 43 minute 05 seconds in VLC Media Player.**
Stop video here and ask students, why we use ‘hide slide’?
157

Just listen to the answers and play the video again for the correct answer.

385. **To stop video time at 44 minute 57 seconds in VLC Media Player.**
Stop video here and ask students to hide their slide as shown in the video.

Just check if they have done it or not and then play the video again.

386. **To stop video time at 45 minute 12 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video.

Just check if they have done it or not and then play the video again.

387. **To stop video time at 45 minute 27 seconds in VLC Media Player.**
Stop video here and ask students if they can tell what happens with ‘new window’?
Just listen to the answers and play the video again for the correct answer.

388. **To stop video time at 46 minute 13 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video.

389. **To stop video time at 46 minute 53 seconds in VLC Media Player.**
Stop video here and ask students to close window as shown in the video.

390. **To stop video time at 47 minute 06 seconds in VLC Media Player.**
Stop video here and ask students to save their file and shut their computer as shown in the video.
ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ମସମାନଙ୍କର ଫାଇଫୁ କୁ ମସଭ କରିବା ପାଇିଁ

Just check if they have done it or not and then play the video again.

ମଚକ୍ କରିନିଅ ଯେି ମସମାମନ ସମମେ କରିସାରିଛନ୍ତି କି ନାହିିଁ ଏବଂ ଦାରି ମହାକୋ ଭିଡିଓ କୁ

ପୁନବବାର ଚ଱ାଅ ।
Complete teacher’s manual for Open office impress 1 Class 10
Class 10 Summaries

✓ What is impress/ presentation?
  Impress/ presentationକଣ?
✓ Why we use impress/presentation?
  ଆମମ Impress/ presentationକାହିିକି ବୟବହାର କରୁ?
✓ How to open impress file?
  Impress ଫାଇ଱ କୁପରି ଓମପନ୍ତ କରାଯାଏ?
✓ Why we use spell check?
  ଆମମ spell checkକାହିିକି ବୟବହାର କରୁ?
✓ How to use Gallery option?
  Gallery optionକୁ କିପରି ବୟବହାର କରାଯାଏ?
✓ How to insert any graphics from Gallery?
  Galleryରୁ ମକୌଣସି graphicsକୁ କିପରି ଇନସେବ କରିବ?
✓ How to do slide in full screen?
  ସ୍ଲାଇଡ କୁ ଫୁ଱୍ସ୍କରୀନ କିପରି କରିବ?
✓ Why we use custom animation?
  ଆମମ custom animationକାହିିକି ବୟବହାର କରୁ?
✓ How to hide slide?
  slideକୁ କିପରି ଱ୁଚାଯାଏ?
✓ How to show slide?
  slideକୁ କିପରି ମେଖାଯାଏ?
✓ How to take new window?
  ମଗାେିଏ ନୂଆ windowକୁ କିପରି ନିଆଯାଏ?
✓ How to close window?
  windowକୁ କିପରି ବନ୍ଦ କରାଯାଏ?
✓ How to shut down computer.
  କମ୍ପିଉେରକୁ କିପରି ବନ୍ଦ କରନ୍ତି?
Now let’s start video.
ଆସ ଏମବ ଭିଡିଓ ଆରମ୍ଭ କରିବା।
391. **To stop video time at 46 seconds in VLC Media Player.**

Stop video here and ask students if they can tell why we use ‘Spelling’ option?  
Just listen to the answers and play the video again for the correct answer.

392. **To stop video time at 1 minute 12 seconds in VLC Media Player.**

Stop video here and ask students if they can tell why we use ‘Gallery’ option?  
Just listen to the answers and play the video again for the correct answer.
393. To stop video time at 01 minute 38 seconds in VLC Media Player.

Stop video here and ask students if they know which shortcut command is for ‘slide show’?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ପଚାର ଯେି ମସମାମନ ଜାଣିଛନ୍ତି ‘slide show’ ପାଇିଁ ସେକେ କମାଣ୍ଡ କଣ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।

394. To stop video time at 01 minute 51 seconds in VLC Media Player.

Stop video here and ask students if they know why we use ‘Custom animation’ option?

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ପଚାର ଯେି ମସମାମନ ଜାଣିଛନ୍ତି ‘Custom animation’ option କାହିିକି ବୟବହାର କରୁ?

Just listen to the answers and play the video again for the correct answer.

ଉତ୍ତର କୁ ଶୁଣ ଏବଂ ସଠିକ୍ ଉତ୍ତର ପାଇିଁ ଭିଡିଓ କୁ ପୁନବବାର ଚ଱ାଅ।
395. **To stop video time at 02 minute 21 seconds in VLC Media Player.**

Stop video here and ask students if they know what happens by using ‘Close window’ option?

Just listen to the answers and play the video again for the correct answer.

396. **To stop video time at 02 minute 36 seconds in VLC Media Player.**

Stop video here and ask students if they know what happens with ‘Hide slide’ option?

Just listen to the answers and play the video again for the correct answer.
397. To stop video time at 03 minute 00 seconds in VLC Media Player.

Stop video here and ask if they can open an impress file?
건의사항: 03분 00초 와 같이 멈추고 이를 파일을 열 수 있는가하여 재생하십시오.

Just listen to the answers and play the video again for the correct answer.
음답을 듣고 그에 따라 다시 비디오를 재생하십시오.

398. To stop video time at 03 minute 06 seconds in VLC Media Player.

Stop video here and check whether they’ve opened impress file or not?
건의사항: 03분 06초 멈추고 이를 파일을 열었는지 확인하십시오.

Just check and play the video again.
그 결과를 확인한 후 비디오를 다시 재생하십시오.
399. **To stop video time at 03 minute 33 seconds in VLC Media Player.**

Stop video here and ask students to insert five slides and type the paragraph given on the first slide and also ask to change the design of the slide and then play the video again.

400. **To stop video time at 04 minute 29 seconds in VLC Media Player.**

Stop video here and students to change the design of the slide as shown in the video.

Now just check whether they have changed the design of the slide or not and then play the video again.
401. **To stop video time at 04 minute 39 seconds in VLC Media Player.**

Stop video here and ask students to insert any picture in the second slide and then play the video again.

402. **To stop video time at 05 minute 13 seconds in VLC Media Player.**

Stop video here and ask students to insert a new ‘blank slide’ as shown in the video and then play the video again.

403. **To stop video time at 06 minute 41 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘Insert menu’ and then select the ‘picture option’ as shown in the video and then play the video again.

404. **To stop video time at 06 minute 54 seconds in VLC Media Player.**

Stop video here and ask students to insert a picture as shown in the video.
Now check whether they have inserted the picture or not and then play the video again.

To stop video time at 07 minute 00 seconds in VLC Media Player.

Stop video here and ask students to type some lines about their friends and then play the video again.

To stop video time at 07 minute 30 seconds in VLC Media Player.

Stop video here and ask students to insert third slide as shown in the video and then play the video again.

To stop video time at 07 minute 46 seconds in VLC Media Player.

Stop video here and ask students to select ‘Title layout’ from ‘Layout’ option as shown in the video and then play the video again.

To stop video time at 08 minute 23 seconds in VLC Media Player.

Stop video here and ask students to type some lines about their friends in the ‘title slide’.
Now just check whether they have typed or not and then play the video again.

Stop video here and ask students to draw any shape in next slide and type about it and then play the video again.

Stop video here and ask students to type given words in the next slide and correct these words with help of ‘Spelling’ option and then play the video again.
411. **To stop video time at 09 minute 36 seconds in VLC Media Player.**  
Stop video here and ask students to click on the ‘Tools’ option and then click on the ‘Spell check’ option as shown in the video.  
Just check ‘spell check’ box is appeared or not and then play the video again.

412. **To stop video time at 10 minute 06 seconds in VLC Media Player.**  
Stop video here and ask students to correct ‘happy’ word as shown in the video and then play the video again.

413. **To stop video time at 11 minute 06 seconds in VLC Media Player.**  
Stop video here and ask students to correct all those words which they had typed wrong and then play the video again.

414. **To stop video time at 11 minute 16 seconds in VLC Media Player.**  
Stop video here and ask students to insert any graphics or image in the ‘blank slide’ from ‘Gallery’ option and type single line about it and then play the video again.
415. **To stop video time at 11 minute 48 seconds in VLC Media Player.**
Stop video here and ask students to insert a blank slide as shown in the video and then play the video again.

416. **To stop video time at 12 minute 11 seconds in VLC Media Player.**
Stop video here and ask students to open the ‘Gallery’ option as shown in the video and then play the video again.

417. **To stop video time at 12 minute 32 seconds in VLC Media Player.**
Stop video here and ask students to insert any image as shown in the video and then play the video again.

418. **To stop video time at 13 minute 45 seconds in VLC Media Player.**
Stop video here and ask students to type a line as shown in the video.

Now just check if everyone has done so and play the video again.
419. **To stop video time at 13 minute 53 seconds in VLC Media Player.**

Stop video here and ask students to apply ‘Custom animation’ on the text and slide and then play the video again.

420. **To stop video time at 14 minute 36 seconds in VLC Media Player.**

Stop video here and ask students to select the paragraph as shown in the video and then play the video again.

421. **To stop video time at 15 minute 06 seconds in VLC Media Player.**

Stop video here and ask students to select any ‘Animation’ and click on the ‘Ok’ button as shown in the video and then play the video.

422. **To stop video time at 15 minute 22 seconds in VLC Media Player.**

Stop video here and ask students to select the picture as shown in the video and then play the video again.
423. **To stop video time at 15 minute 48 seconds in VLC Media Player.**

Stop video here and ask students to select any animation and click on the ‘Ok’ button as shown in the video and then play the video.

424. **To stop video time at 16 minute 10 seconds in VLC Media Player.**

Stop video here and ask students to select the line as shown in the video and then play the video again.

425. **To stop video time at 16 minute 27 seconds in VLC Media Player.**

Stop video here and ask students to select any animation and click on the ‘Ok’ button as shown in the video and then play the video.

426. **To stop video time at 17 minute 55 seconds in VLC Media Player.**

Stop video here and ask students to do the slide shown as shown in the video.

Now just check whether they have applied ‘Custom animation’ or not and then play the video again.
427. **To stop video time at 18 minute 03 seconds in VLC Media Player.**

Stop video here and ask students to hide slide and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ସ୍ଲାଇଡ କୁ ଱ୁଚାଇବା ପାଇିଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନରେ ଚ଱ାଅ ।

428. **To stop video time at 18 minute 08 seconds in VLC Media Player.**

Stop video here and ask students to run the ‘slide show’ and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ‘slide show’ କୁ ଚଲାଇବା ପାଇିଁ କୁହ ଏବଂ ଭିଡିଓ କୁ ପୁନରେ ଚ଱ାଅ ।
429. To stop video time at 18 minute 17 seconds in VLC Media Player.

Stop video here and ask students to take new window with the help of ‘New window’ option and then play the video again.

430. To stop video time at 18 minute 27 seconds in VLC Media Player.

Stop video here and ask students to close new window with the help of ‘Close window’ option and then play the video again.
431. To stop video time at 18 minute 39 seconds in VLC Media Player.

Stop video here and ask students to close their file and shut down the computer and then play the video again.

ଏହିଠାମର ଭିଡିଓ କୁ ବନ୍ଦ କର ଏବଂ ଛାତ୍ର ମାନଙ୍କୁ ମସମାନଙ୍କର ଫାଇ଱ କୁ ବନ୍ଦ କରିବା ପାଇିଁ ଏବଂ କମ୍ପିଉର କୁ ବନ୍ଦ କରିବା ପାଇିଁ ଏବଂ ତାପମାନର ଭିଡିଓ କୁ ପୁନଵବାର ଚ଱ାଅ।
Complete teacher’s manual for Open office impress 1 Class 11
Class 11 Summaries

✓ What is impress/presentation?
Impress/ presentation କଣ କି?
✓ Why we use impress/presentation?
ଆମମ Impress/ presentation କାହିିକି ବୟବହାର କରୁ?
✓ How to open impress file?
Impress ଫାଇଫା କୁ କିପରି ଓମପନ କରାଯାଏ?
✓ How to use Gallery option?
Gallery option କୁ କିପରି ବୟବହାର କରାଯାଏ?
✓ How to insert any graphics from Gallery?
Gallery ରୁ ଗେମିଇଇଇଇ graphics କୁ କିପରି ଇନସେବ କରିବ?
✓ How to do slide in full screen?
ସ୍ଲାଇଡ କୁ ଫୁ଱୍ ସ୍କରୀନ କିପରି କରିବ?
✓ How to convert any document into PDF file?
ମକୌଣସି document କୁ PDF file କିପରି କନଭେବ କରିବ?
✓ Why we use Header and Footer?
ଆମମ Header ଏବଂ Footer କାହିିକି ବୟବହାର କରୁ?
✓ Why we use Change Case?
ଆମମ Change Case କାହିିକି ବୟବହାର କରୁ?
✓ Why we use custom animation?
ଆମମ custom animation କାହିିକି ବୟବହାର କରୁ?
✓ How to take a new window?
ମଗାେିଏ ନୂଆ window କୁ କିପରି ନିଆଯାଏ?
✓ How to close a window?
window କୁ କିପରି ବନ୍ଦ କରାଯାଏ?
✓ How to shut down computer?
କମ୍ପିଉର କୁ କିପରି ବନ୍ଦ କରନ୍ତି?
Now let’s start video.
432. **To stop video time at 55 seconds in VLC Media Player.**

Stop video here and ask if they can tell which toolbar you will use to format any object?

433. **To stop video time at 1 minute 14 seconds in VLC Media Player.**

Stop video here and ask students if they can tell how to change the Title slide into Blank slide?
Just listen to the answers and play the video again for the correct answer.

434. **To stop video time at 01 minute 43 seconds in VLC Media Player.**

Stop video here and ask if they can tell in how many ways they can insert new slide?

Just listen to the answers and play the video again for the correct answer.

435. **To stop video time at 02 minute 26 seconds in VLC Media Player.**

Stop video here and ask students if they know what happens by using ‘Header and Footer’?

Just listen to the answers and play the video again for the correct answer.
436. **To stop video time at 02 minute 50 seconds in VLC Media Player.**

Stop video here and ask students if they know why we use ‘Bullets and Numbering’?

Just listen to the answers and play the video again for the correct answer.

437. **To stop video time at 03 minute 15 seconds in VLC Media Player.**

Stop video here and ask students if they know why we use ‘slide design’?

Just listen to the answers and play the video again for the correct answer.
438. To stop video time at 03 minute 25 seconds in VLC Media Player.

Stop video here and ask students if they know what happens by using ‘Upper case’?

Just listen to the answers and play the video again for the correct answer.

439. To stop video time at 03 minute 46 seconds in VLC Media Player.

Stop video here and ask if they can open an impress file?
440. **To stop video time at 03 minute 58 seconds in VLC Media Player.**

Stop video here and ask what will we learn today?

Just listen to the answers and play the video again for the correct answer.

441. **To stop video time at 05 minute 15 seconds in VLC Media Player.**

Stop video here and ask students to insert four slides with different slide designs and type the given paragraph in the first slide which as shown in video.
Just check whether they have typed the paragraph or not and then play the video.

ଓଡିଷାର ବିଦ୍ୟାଭୂଷନ ଏକ ପାରାଗ୍ରାଫ ଲେଖନ କରିଥାଏ କି ନାହିଁବ — ଏବଂ ତାର ପ୍ରକ୍ରିୟାକ୍ରମ ପରିଚତ କରନ୍ତେ ହୈ, ସେହାର ଭିଡ଼ନାହ ପୁତର୍ଥ ଭାବରେ ଦେଇ ରେକୃ ମତା ଦେଇ ତାର ପରିବର୍ତ୍ତିତ୍ୱ ନାପ୍ପତ୍ତି କରାନ୍ତେ।

442. **To stop video time at 05 minute 25 seconds in VLC Media Player.**

Stop video here and ask students to apply ‘Bold’, ‘Italic’ and ‘Font color’ on the first line and then play the video again.

443. **To stop video time at 06 minute 10 seconds in VLC Media Player.**

Stop video here and just check whether they have made the line bold or not and then play the video again.

444. **To stop video time at 06 minute 32 seconds in VLC Media Player.**

Stop video here and just check whether they have applied ‘Italic’ or not and then play the video again.

445. **To stop video time at 07 minute 09 seconds in VLC Media Player.**

Stop video here and just check whether they have changed ‘Font color’ or not and then play the video again.
446. To stop video time at 07 minute 18 seconds in VLC Media Player.

Stop video here and ask students to insert Earth picture and type some lines about it and then play the video again.

447. To stop video time at 09 minute 01 seconds in VLC Media Player.

Stop video here and just check whether they have inserted picture of earth and then play the video again.

448. To stop video time at 12 minute 16 seconds in VLC Media Player.

Stop video here and just check whether they have typed out some lines or not and then play the video again.
449. To stop video time at 12 minute 23 seconds in VLC Media Player.

Stop video here and ask students to draw the picture in the next slide as shown in the video and then play the video again.

450. To stop video time at 13 minute 29 seconds in VLC Media Player.

Stop video here and ask students to insert new slide and also change the design of the slide as shown in the video.

Now just check if everyone has done so and play the video again.

451. To stop video time at 14 minute 07 seconds in VLC Media Player.

Stop video here and ask students to draw the picture as shown in the video and then play the video again.

452. To stop video time at 15 minute 16 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video and then play the video again.

Now just check whether they have drawn the picture or not and then play the video again.

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453. **To stop video time at 15 minute 22 seconds in VLC Media Player.**

Stop video here and ask students to draw the picture in the next slide as shown in the video and then play the video again.

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454. **To stop video time at 16 minute 54 seconds in VLC Media Player.**

Stop video here and ask students to insert new slide and also change the design of the slide as shown in the video.

Now just check if everyone has done so and play the video again.

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455. **To stop video time at 18 minute 08 seconds in VLC Media Player.**
Stop video here and ask students to draw the picture as shown in the video and then play the video again.

Now just check if everyone has done so and play the video again.

456. **To stop video time at 18 minute 21 seconds in VLC Media Player.**

Stop video here and ask students to do a duplicate copy with the help of ‘Duplicate’ option and then play the video again.

457. **To stop video time at 18 minute 38 seconds in VLC Media Player.**

Stop video here and ask students to select the image as shown in the video and then play the video again.

458. **To stop video time at 18 minute 52 seconds in VLC Media Player.**

Stop video here and ask students to click on the Edit menu and then select ‘Duplicate’ option as shown in the video and then play the video again.
459. To stop video time at 19 minute 55 seconds in VLC Media Player. Stop video here and ask students to do as shown in the video and then play the video again.

460. To stop video time at 20 minute 18 seconds in VLC Media Player. Stop video here and check whether they have made duplicate copy or not and then play the video again.

461. To stop video time at 20 minute 33 seconds in VLC Media Player.
Stop video here and ask students to insert date and time, and Computer Shiksha with the help of ‘Header and Footer’ and then play the video again.
462. **To stop video time at 21 minute 08 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

463. **To stop video time at 22 minute 29 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Apply to all’ option as shown in the video and then play the video again.

464. **To stop video time at 23 minute 19 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

465. **To stop video time at 23 minute 29 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘Custom animation’ on text and picture and then play the video again.

466. **To stop video time at 24 minute 07 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Custom animation’ option and then play the video again.

467. **To stop video time at 24 minute 27 seconds in VLC Media Player.**
Stop video here and ask students to select the paragraph as shown in the video and then play the video again.

468. **To stop video time at 25 minute 15 seconds in VLC Media Player.**
Stop video here and ask students to apply the animation on the paragraph as shown in the video and then play the video.

469. **To stop video time at 25 minute 21 seconds in VLC Media Player.**
Stop video here and ask students to select any animation and then click on the ‘OK’ button as shown in the video and then play the video again.

470. **To stop video time at 26 minute 11 seconds in VLC Media Player.**
Stop video here and ask students to select any animation and then click on the ‘OK’ button as shown in the video and then play the video again.

471. **To stop video time at 26 minute 17 seconds in VLC Media Player.**
Stop video here and ask students to select the picture as shown in the video and then play the video again.

To stop video time at 26 minute 37 seconds in VLC Media Player.

Stop video here and ask students to select any animation and then click on the ‘OK’ button as shown in the video and then play the video again.

To stop video time at 26 minute 46 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

To stop video time at 27 minute 20 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

To stop video time at 28 minute 35 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

Now just check whether they have applied ‘Custom animation’ on all text and pictures or not and then play the video again.
476. To stop video time at 28 minute 45 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Hyperlink’ option and then play the video again.

ଘିରାଇଇ ଲିଖିବେ ଏବଂ ଏହି ଭିଡିଓ କୁ ବନ୍ଦ କରିବା ପାଇଁ କରିବ ପାଇଁ ଏବଂ ଏହି ଭିଡିଓ କୁ ପୁନର୍ବରୁ ଚଳାଇବା ପାଇଁ କୁହ।

477. To stop video time at 28 minute 58 seconds in VLC Media Player.

Stop video here and ask students to convert ‘impress file’ into ‘PDF file’ and then play the video again.

ଘିରାଇଇ ଲିଖିବେ ଏବଂ ଏହି ଭିଡିଓ କୁ ବନ୍ଦ କରିବ ପାଇଁ କରିବ ପାଇଁ ଏହି ଭିଡିଓକୁ ପୁନର୍ବରୁ ଚଳାଇବା ପାଇଁ କୁହ।

478. To stop video time at 30 minute 45 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.
479. **To stop video time at 31 minute 16 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

480. **To stop video time at 31 minute 15 seconds in VLC Media Player.**
Now just check whether they have converted their file into PDF file or not and then play the video again.

481. **To stop video time at 32 minute 14 seconds in VLC Media Player.**
Stop video here and ask students to do as shown in the video and then play the video again.

482. **To stop video time at 32 minute 26 seconds in VLC Media Player.**
Stop video here and ask students to close their file and shut down the computer and then play the video again.