

Help Manual for Facilitators (Impress 1)

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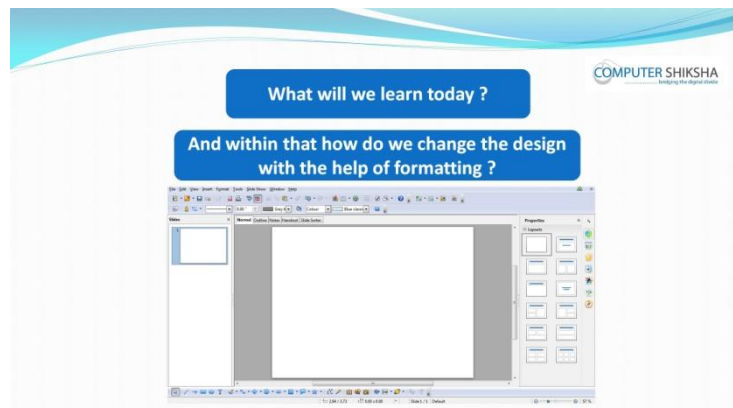
Complete teacher's manual for Open office impress 1 Class 1

Summaries

- ✓ What is Impress/ presentation?
- ✓ Why we use Impress/presentation?
- ✓ How to open Impress file?
- ✓ What is slide pane/bar and how to hide and show it?
- ✓ What is slide layout and how to change the layout of the slide?
- ✓ What is the use of slide view?
- ✓ What is the use of line and filling?
- ✓ Why we use drawing toolbar?
- ✓ Why we use standard tool bar?
- ✓ How to use text tool?
- ✓ How to write in blank slide?
- ✓ How to shut down computer.

Now let's start video.

1. To stop video time at 2 minute 13 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.

2. To stop video time at 2 minute 17 seconds in VLC Media Player.



Stop video here and ask if they can tell what is ‘Impress’?
Just listen to the answers and play the video again for the correct answer.

3. To stop video time at 2 minute 43 seconds in VLC Media Player.



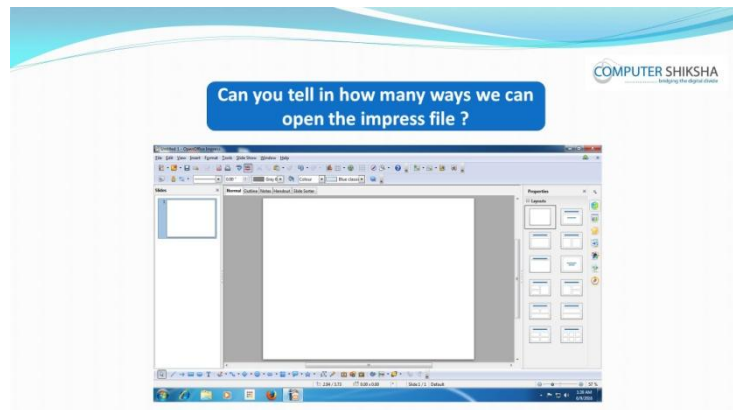
Stop video here and ask if they can tell why we use Impress?
Just listen to the answers and play the video again for the correct answer.

4. To stop video time at 3 minute 22 seconds in VLC Media Player.



Stop video here and ask if they know how to open ‘Impress’ file?
Just listen to the answers and play the video again for the correct answer.

5. To stop video time at 4 minute 24 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.

6. To stop video time at 5 minute 27 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.

7. To stop video time at 6 minute 12 seconds in VLC Media Player.

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

8. To stop video time at 7 minute 22 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Create' button as shown in the video.

Now just check whether they've have opened an Impress file or not then play the video again.

9. To stop video time at 7 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.

10.To stop video time at 7 minute 56 seconds in VLC Media Player.



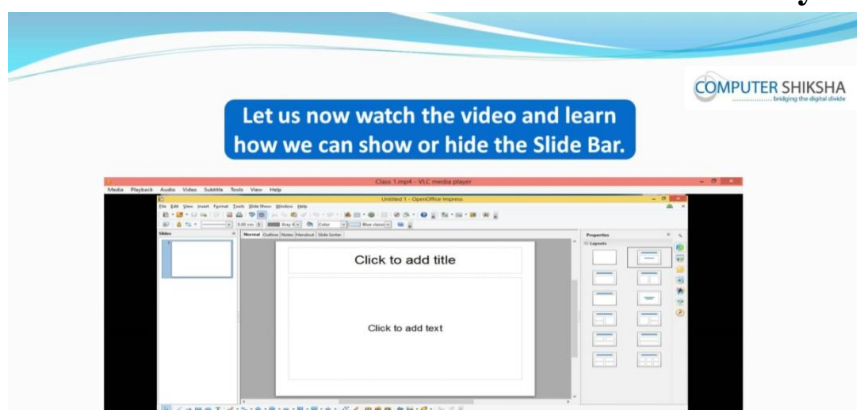
Stop video here and ask if they can tell what is ‘Standard Toolbar’?
Just listen to the answers and play the video again for the correct answer.

11.To stop video time at 8 minute 26 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.

12.To stop video time at 9 minute 02 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.

13.To stop video time at 9 minute 51 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.

14.To stop video time at 10 minute 46 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.

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

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

16.To stop video time at 11 minute 43 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.

17.To stop video time at 12 minute 23 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.

18.To stop video time at 13 minute 40 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.

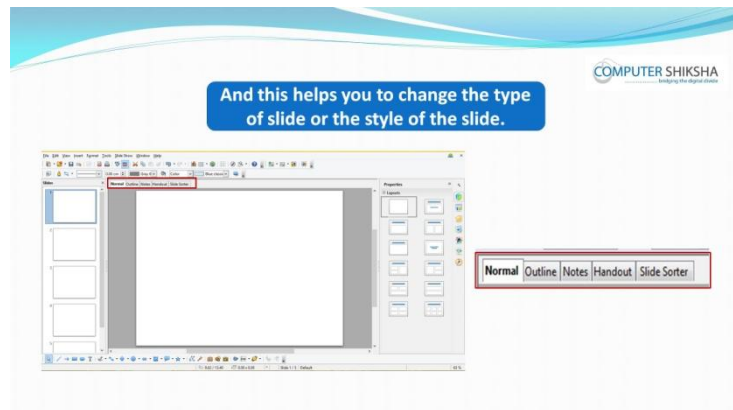
19.To stop video time at 14 minute 57 seconds in VLC Media Player.

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

20.To stop video time at 16 minute 29 seconds in VLC Media Player.

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

21.To stop video time at 16 minute 38 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.

22.To stop video time at 17 minute 58 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.

23.To stop video time at 18 minute 18 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.

24.To stop video time at 18 minute 35 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.

25.To stop video time at 18 minute 40 seconds in VLC Media Player.



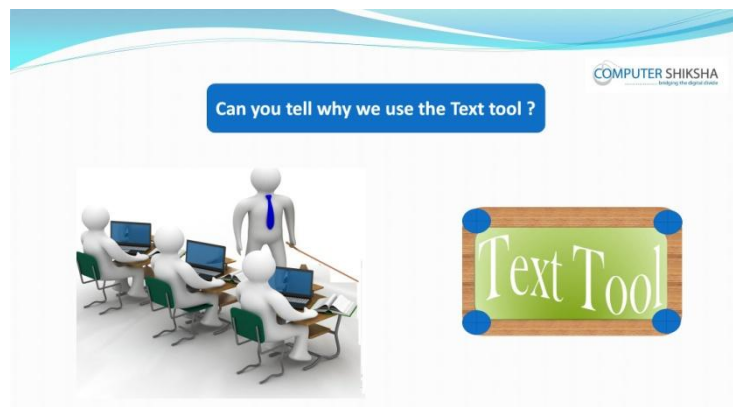
Stop video here and ask if they can tell why we use Drawing Toolbar?
Just listen to the answers and play the video again for the correct answer.

26.To stop video time at 18 minute 55 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.

27.To stop video time at 19 minute 40 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.

28.To stop video time at 21 minute 05 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.

29.To stop video time at 21 minute 32 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.

30.To stop video time at 21 minute 47 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.

31.To stop video time at 22 minute 23 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.

32.To stop video time at 23 minute 17 seconds in VLC Media Player.

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

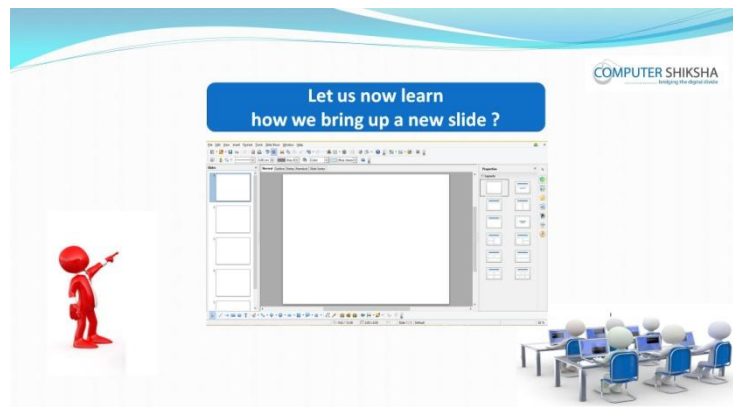
Just check whether they've typed the line or not and then play the video again.

33.To stop video time at 24 minute 02 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 and then play the video again.

34.To stop video time at 24 minute 16 seconds in VLC Media Player.



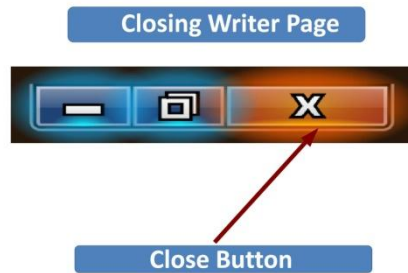
Stop video here and ask if they know how to Insert a new Slide?

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

35.To stop video time at 24 minute 58 seconds in VLC Media Player.

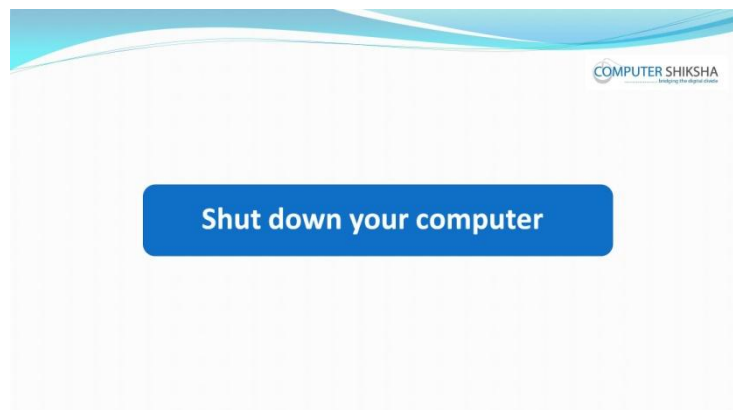
Stop video here and ask students to insert a new slide and ask to type about their self and about their school as shown in the video and then play the video again.

36.To stop video time at 25 minute 06 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.

37.To stop video time at 25 minute 17 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 Summaries

✓ What is impress/ presentation?

- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ What is slide pane/bar and how to hide and show it?
- ✓ What is slide layout and how to change the layout of the slide?
- ✓ What is the use of slide view?
- ✓ What is use of line and filling?
- ✓ Why we use drawing toolbar?
- ✓ Why we use standard tool bar?
- ✓ How to use text tool?
- ✓ How to write in a blank slide?
- ✓ How to shut down computer.

Now let's start video.

38.To stop video time at 18 seconds in VLC Media Player.



Stop video here and ask if they know what they had learnt in the previous class?
Just listen to the answers and play the video again for the correct answer.

39.To stop video time at 24 seconds in VLC Media Player.



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

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

40.To stop video time at 42 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.

41.To stop video time at 01 minute 08 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?

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

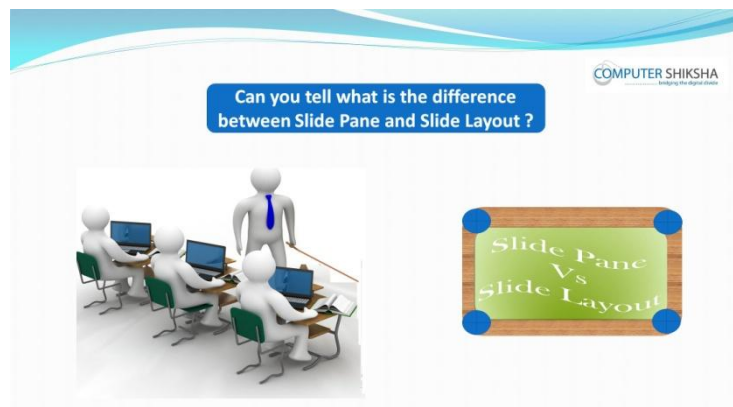
42.To stop video time at 01 minute 22 seconds in VLC Media Player.



Stop video here and ask what is 'Slide layout' and why we use it?

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

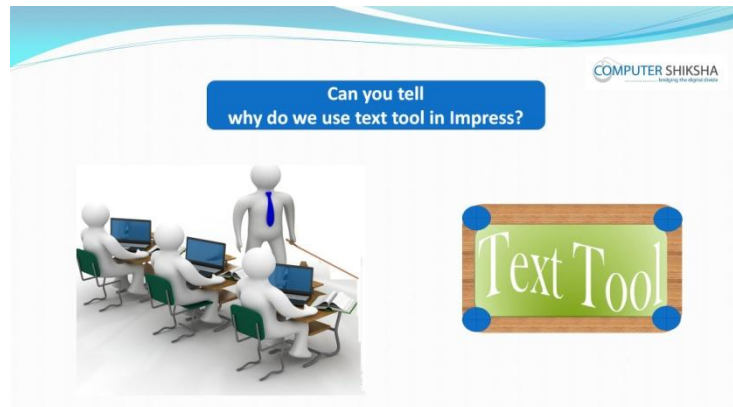
43.To stop video time at 01 minute 41 seconds in VLC Media Player.



Stop video here and ask if they know the difference between 'Slide layout and Slide pane'?

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

44.To stop video time at 02 minute 51 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Text Tool' in impress?
Just listen to the answers and play the video again for the correct answer.

45.To stop video time at 03 minute 05 seconds in VLC Media Player.

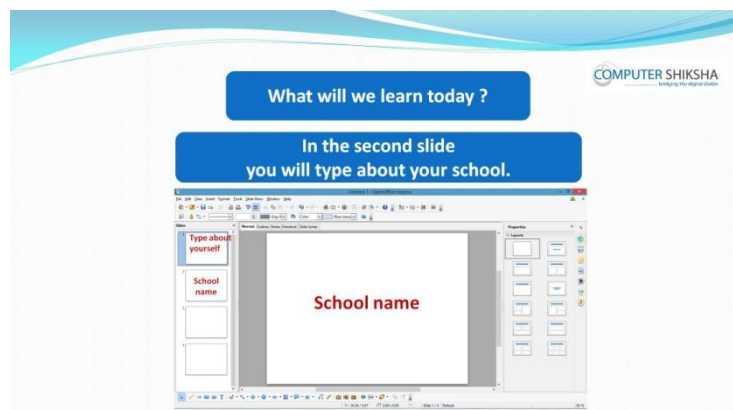


Stop video here and ask if they can open an 'Impress file' ?
Just listen to the answers and play the video again for the correct answer.

46.To stop video time at 04 minute 26 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 .

47.To stop video time at 05 minute 01 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.

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

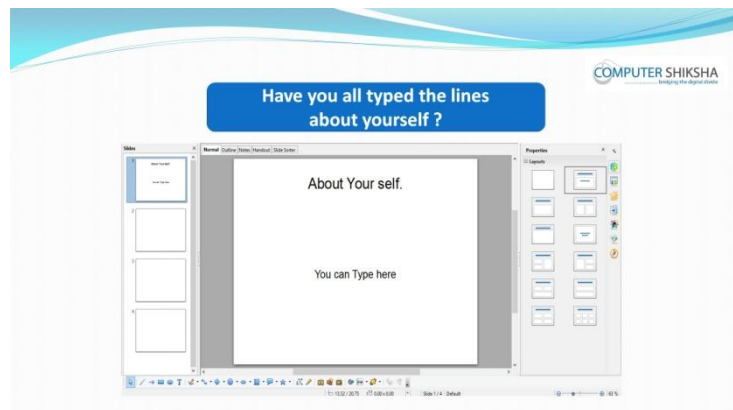
Stop video here and ask students to select the 'Title Slide' and give the title as shown in the video and then play the video again.

49.To stop video time at 07 minute 50 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.

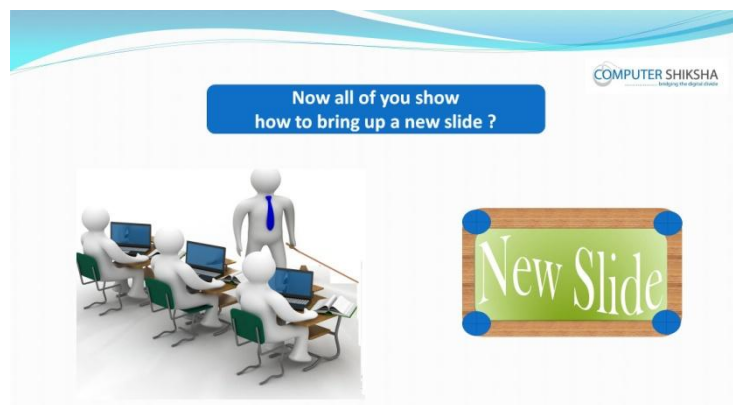
50.To stop video time at 08 minute 40 seconds in VLC Media Player.



Stop video here and check whether they've typed about themselves or not.

Just check and play the video again.

51.To stop video time at 08 minute 54 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.

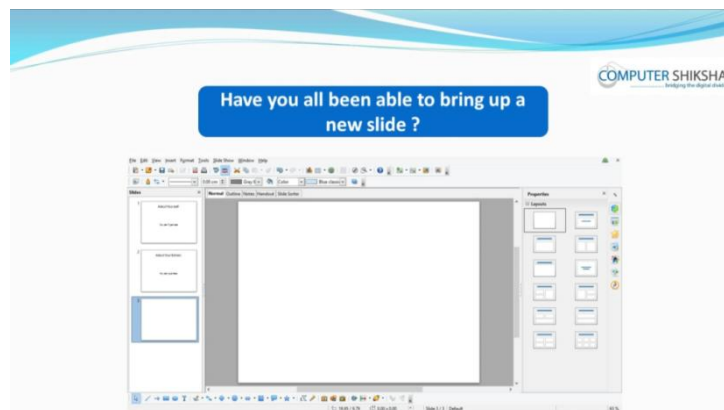
52.To stop video time at 09 minute 11 seconds in VLC Media Player.

Stop video here and ask students to type about their school in the second slide and then play the video again.

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

Stop video here and check whether they've typed about their school or not then play the video again.

54.To stop video time at 09 minute 32 seconds in VLC Media Player.

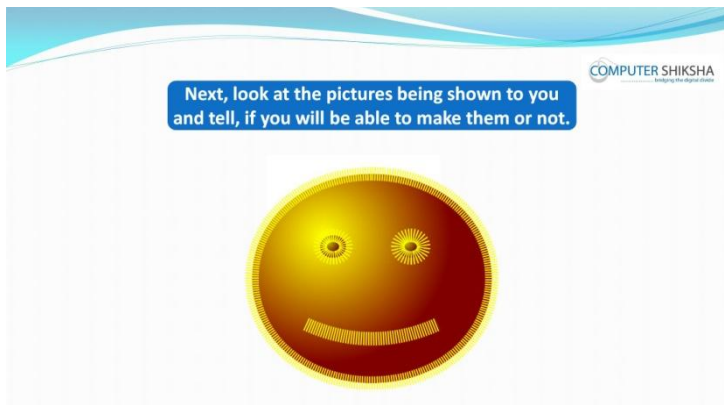


Stop video here and ask students to insert a new blank new slide. Now just check whether they have got a new blank slide or not and then play the video.

55.To stop video time at 10 minute 20 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.

56.To stop video time at 10 minute 37 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.

57.To stop video time at 11 minute 14 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.

58.To stop video time at 11 minute 31 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.

59.To stop video time at 12 minute 39 seconds in VLC Media Player.

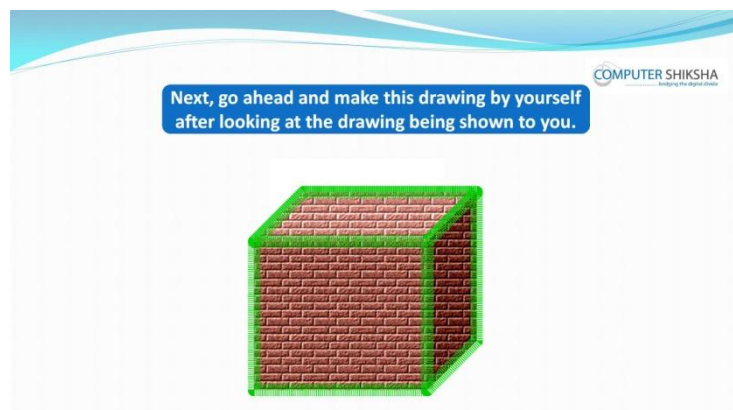
Stop video here and ask students to change the ‘Outline’ of the image as shown in the video and then play the video again.

60.To stop video time at 13 minute 54 seconds in VLC Media Player.

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

Now Just check whether they’ve completed the image or not and then play the video again.

61.To stop video time at 14 minute 11 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.

62.To stop video time at 14 minute 34 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.

63.To stop video time at 15 minute 02 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.

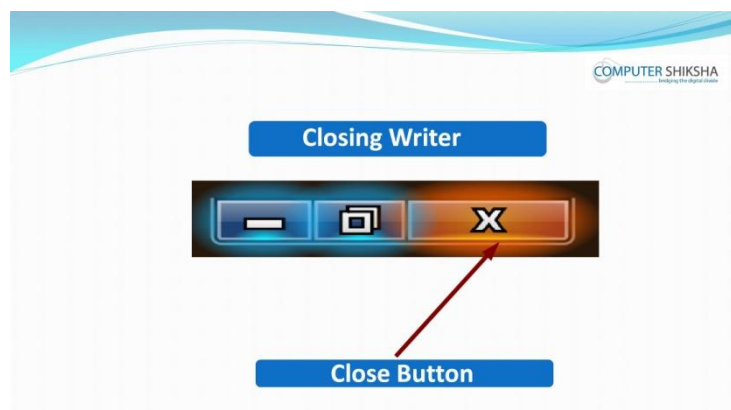
64.To stop video time at 15 minute 39 seconds in VLC Media Player.

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

65.To stop video time at 16 minute 02 seconds in VLC Media Player.

Stop video here and ask students to fill the color inside as shown in the video.
Now just check whether they've completed the image or not and then play the video again.

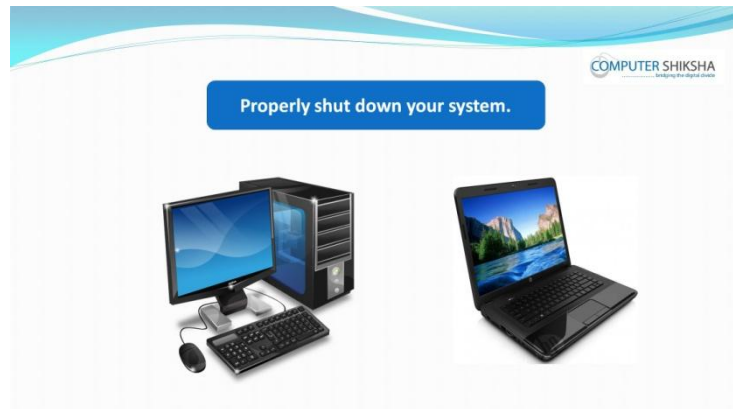
66.To stop video time at 16 minute 10 seconds in VLC Media Player.



Stop video here and ask how to close 'Impress file'?

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

67.To stop video time at 17 minute 03 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.

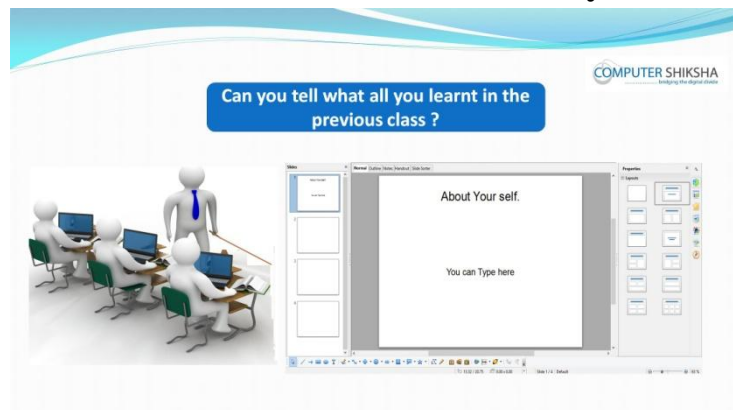
Complete teacher's manual for Open office impress 1 Class 3 Summaries

- ✓ What is impress/ presentation?
- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ What is formatting toolbar?
- ✓ Why we use formatting bar?

- ✓ How to take a new file?
- ✓ How to open any document?
- ✓ How to save any document?
- ✓ About recent documents .
- ✓ How to convert pdf file?
- ✓ Why we use print option?
- ✓ About exit option.
- ✓ How to write in a blank slide?
- ✓ How to shut down computer.

Now let's start video.

68.To stop video time at 19 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.

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



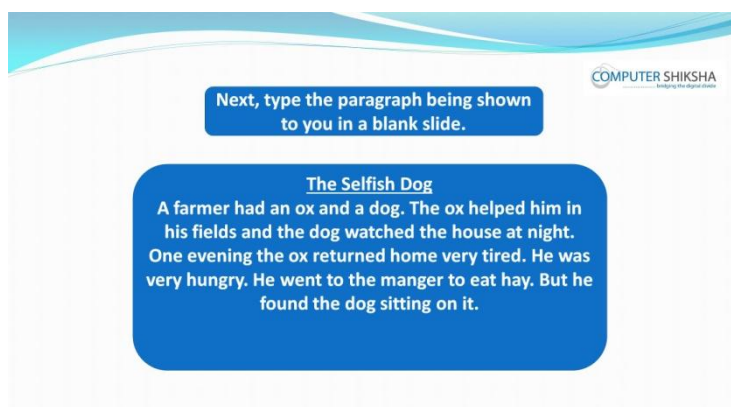
Stop video here and ask if they can open impress file?
Just listen to the answers and play the video again for the correct answer.

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



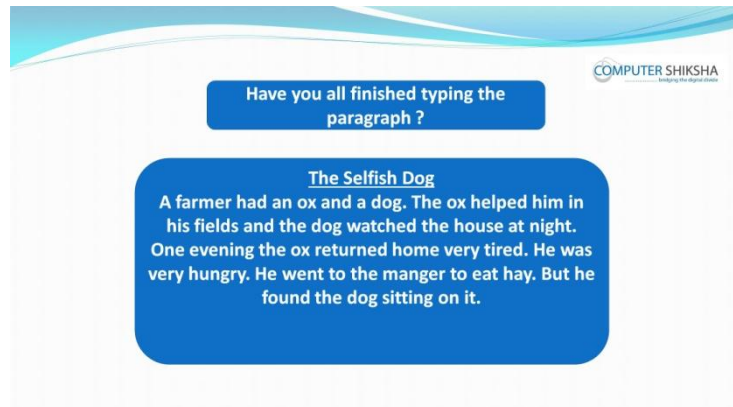
Stop video here and ask what will we learn today?
Just listen to the answers and play the video again for the correct answer.

71.To stop video time at 1 minute 35 seconds in VLC Media Player.



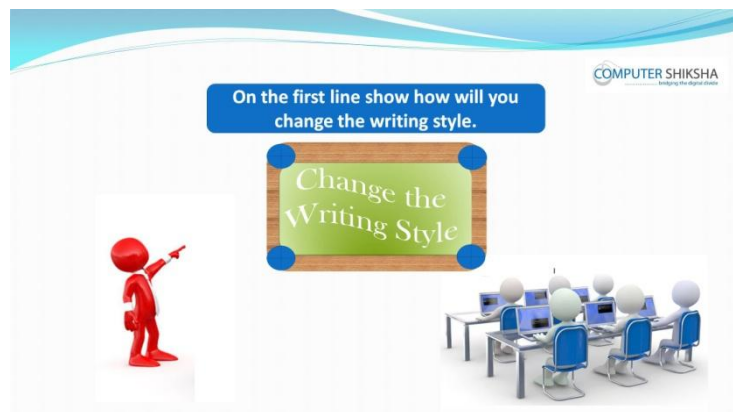
Stop video here and ask students to type the given paragraph in blank slide as shown in video and then play the video again.

72.To stop video time at 1 minute 39 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.

73.To stop video time at 1 minute 58 seconds in VLC Media Player.



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

74.To stop video time at 2 minute 57 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.

75.To stop video time at 3 minute 47 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.

76.To stop video time at 4 minute 22 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.

77.To stop video time at 4 minute 57 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.

78.To stop video time at 5 minute 08 seconds in VLC Media Player.



Stop video here and ask students to make lines 'Bold', 'Italics' and 'Underline' and then play the video again.

79.To stop video time at 5 minute 45 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.

80.To stop video time at 6 minute 31 seconds in VLC Media Player.

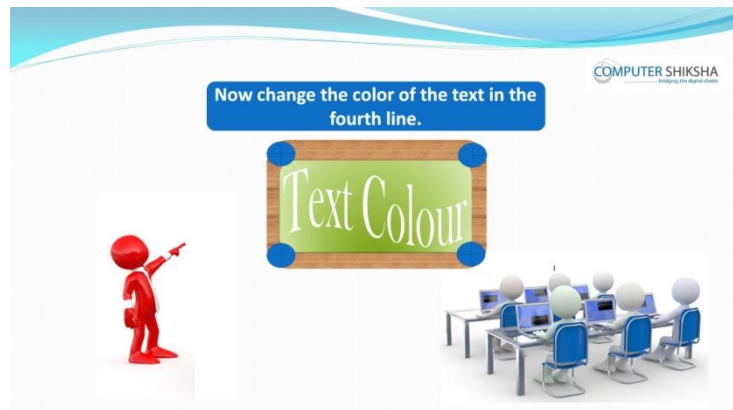
Stop video here and ask students to make the line 'Italics and Underline' both on the next line as shown in the video.

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

81.To stop video time at 7 minute 11 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.

82.To stop video time at 7 minute 17 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.

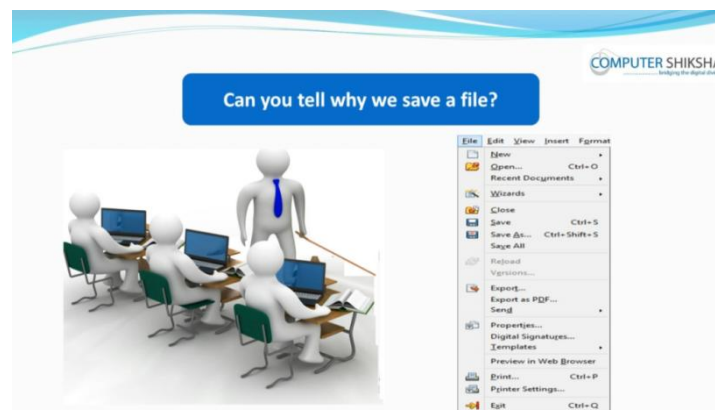
83.To stop video time at 08 minute 09 seconds in VLC Media Player.

Stop video here and ask students to change text color as shown in the video and then play the video again.

84.To stop video time at 08 minute 20 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.

85.To stop video time at 08 minute 33 seconds in VLC Media Player.



Stop video here and ask if they can tell why we save a file?

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

86.To stop video time at 08 minute 54 seconds in VLC Media Player.

Stop video here and ask students to save the file on the 'Desktop' and play the video again.

87.To stop video time at 09 minute 22 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.

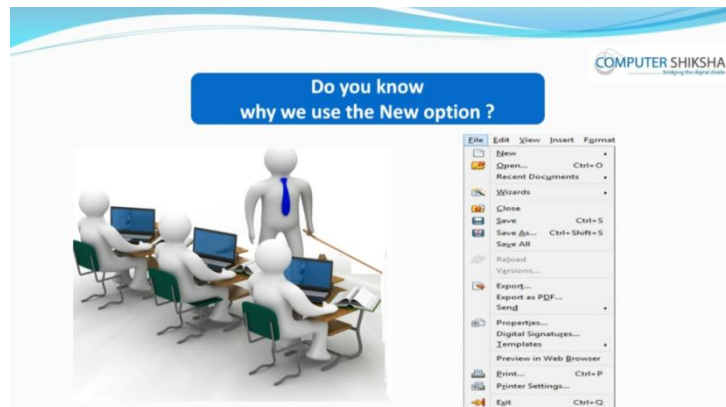
88.To stop video time at 09 minute 32 seconds in VLC Media Player.

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.

89.To stop video time at 10 minute 50 seconds in VLC Media Player.

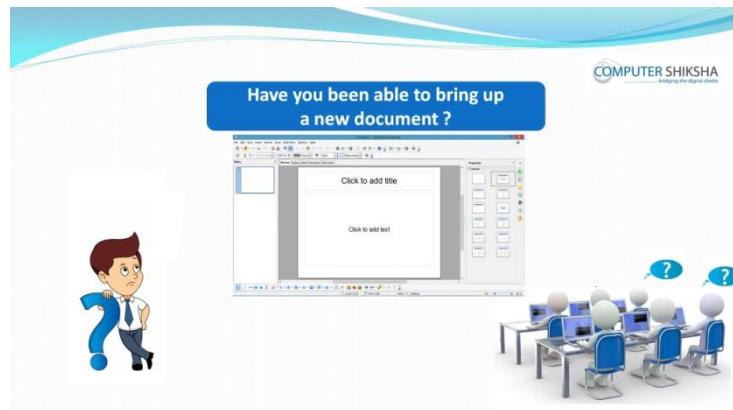
Stop video here and ask students to save the file as shown in the video. Now just check whether they have saved the file or not and then play the video again.

90.To stop video time at 11 minute 09 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.

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



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

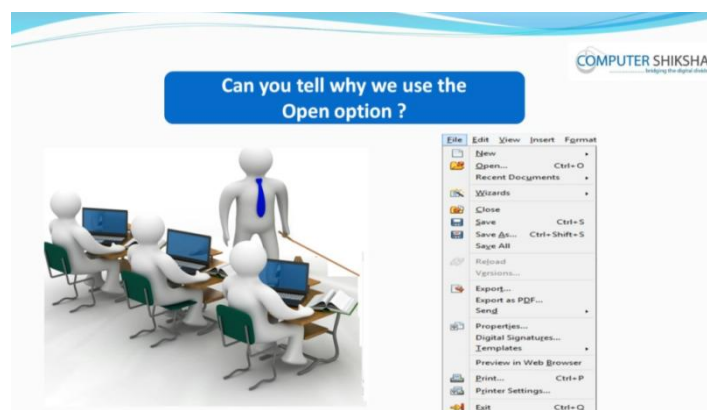
Just listen to the answers and play the video again for the correct answer.

92.To stop video time at 12 minute 57 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.

93.To stop video time at 12 minute 59 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.

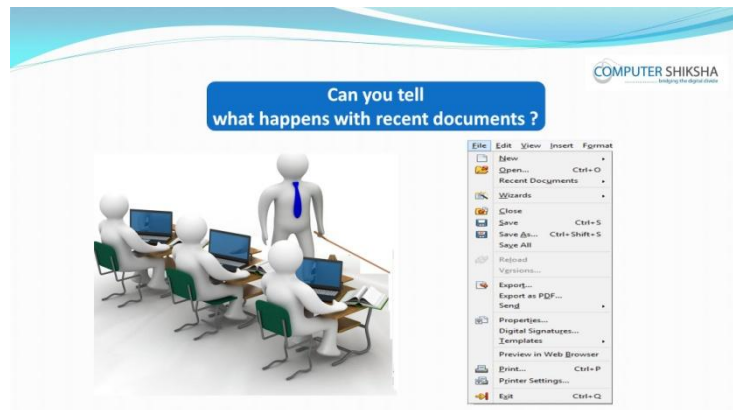
94.To stop video time at 11 minute 21 seconds in VLC Media Player.

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

95.To stop video time at 14 minute 14 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.

96.To stop video time at 14 minute 23 seconds in VLC Media Player.



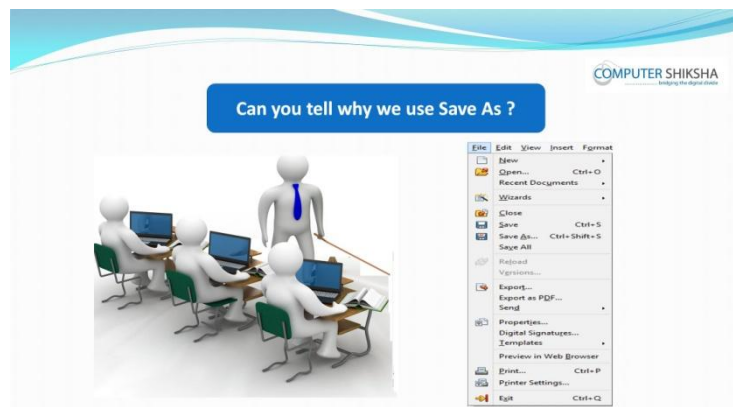
Stop video here and ask if they can tell what happens with ‘Recent Documents’?

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

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

Stop video here and ask students to open recent file as shown in the video.
Now just check if everyone has done so and play the video again.

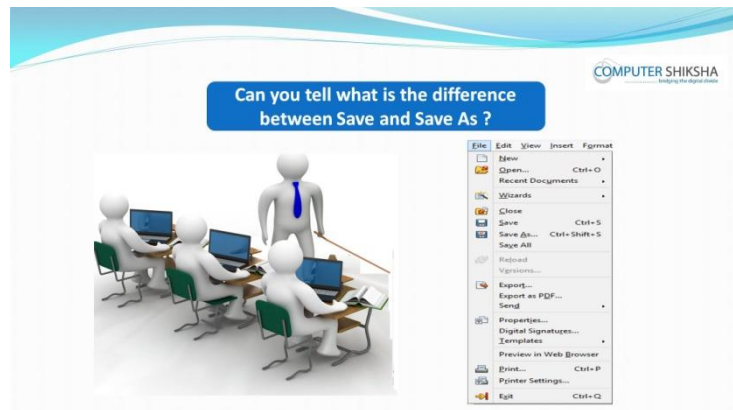
98. To stop video time at 15 minute 44 seconds in VLC Media Player.



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.

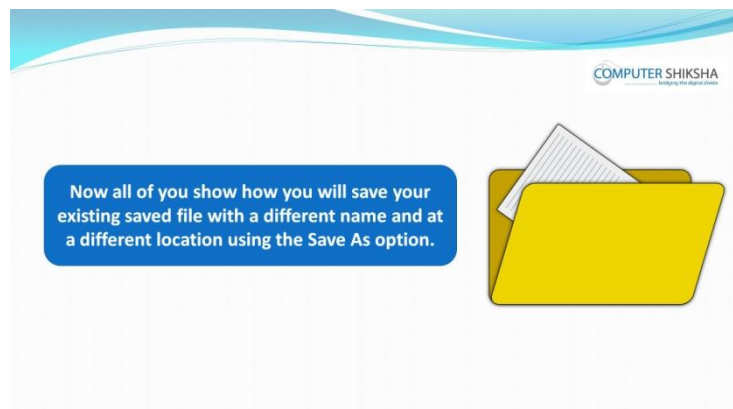
99.To stop video time at 16 minute 02 seconds in VLC Media Player.



Stop video here and ask if they can tell the difference between ‘Save’ and ‘Save as’

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

100. To stop video time at 16 minute 47 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.

101. To stop video time at 18 minute 05 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.

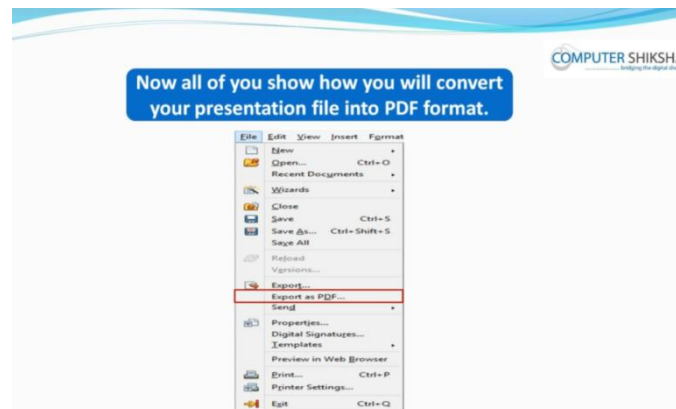
102. To stop video time at 18 minute 20 seconds in VLC Media Player.



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.

103. To stop video time at 19 minute 10 seconds in VLC Media Player.



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

104. To stop video time at 19 minute 42 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.

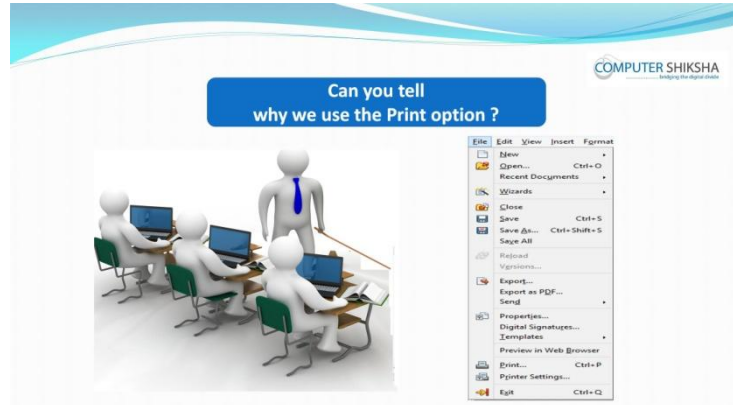
105. To stop video time at 20 minute 19 seconds in VLC Media Player.

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

106. To stop video time at 20 minute 44 seconds in VLC Media Player.

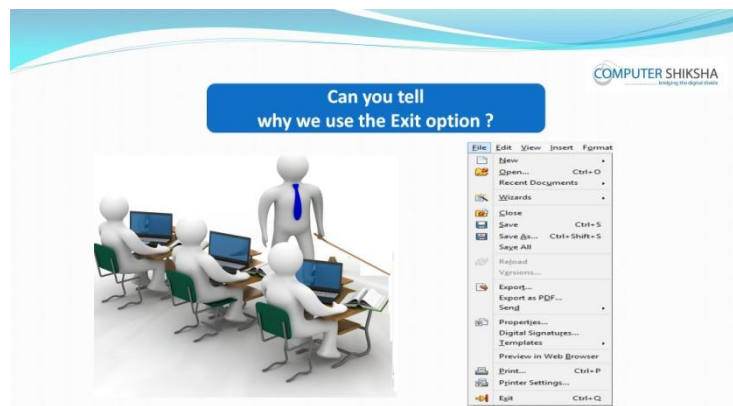
Stop video here and check whether they've converted pdf file or not and then play the video again.

107. To stop video time at 20 minute 51 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.

108. To stop video time at 23 minute 20 seconds in VLC Media Player.



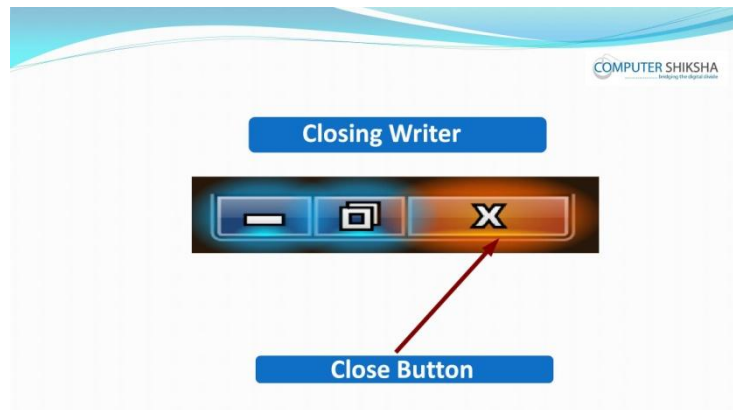
Stop video here and ask if they can tell what happens by using exit option?
Just listen to the answers and play the video again for the correct answer.

109. To stop video time at 24 minute 14 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.

Just check whether the students have closed their file or not and then play the video again.

110. To stop video time at 25 minute 02 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

Summaries

- ✓ What is impress/ presentation?
- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ How to take a new file?
- ✓ How to open any document?
- ✓ How to save any document?

- ✓ About recent document.
- ✓ How to convert pdf file?
- ✓ Why we use print option?
- ✓ About exit option.
- ✓ Why we use undo and redo?
- ✓ Why we use copy and paste?
- ✓ Why we use cut?
- ✓ Why we use find and replace?
- ✓ What is use of line and filling?
- ✓ How to shut down computer.

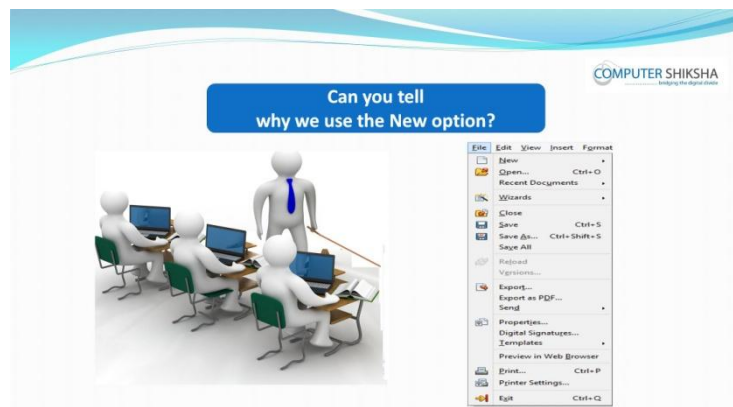
Now let's start video.

111. To stop video time at 40 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Formatting menu'?
Just listen to the answers and play the video again for the correct answer.

112. To stop video time at 01 minute 03 seconds in VLC Media Player.



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

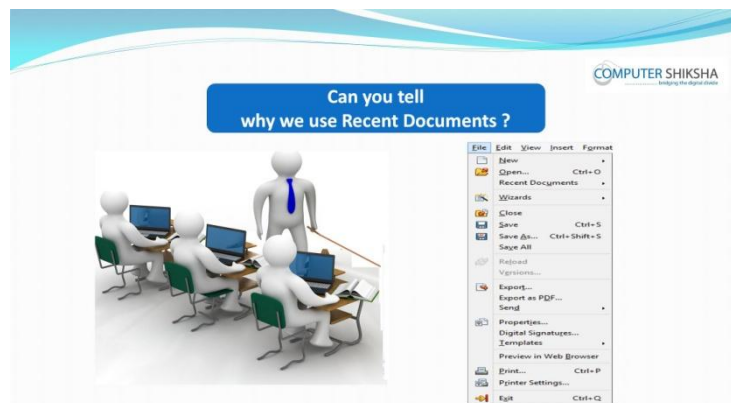
113. To stop video time at 01 minute 29 seconds in VLC Media Player.



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.

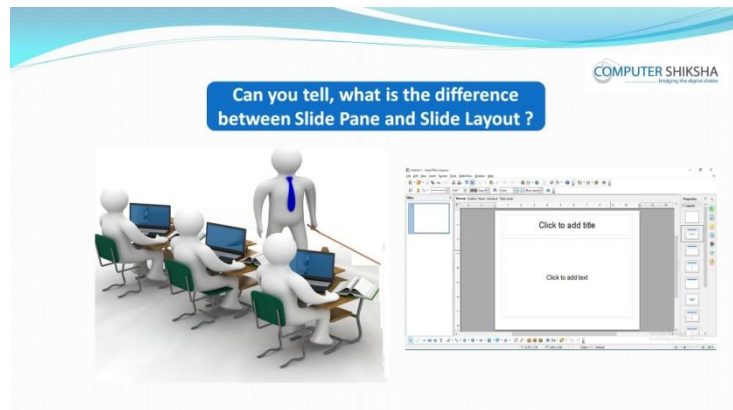
114. To stop video time at 02 minute 03 seconds in VLC Media Player.



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.

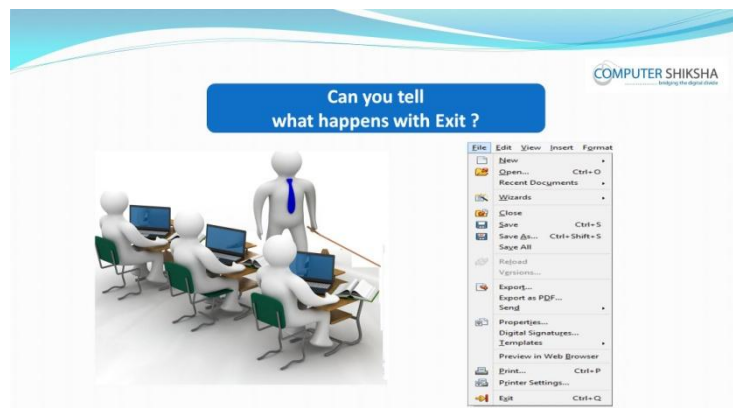
115. To stop video time at 02 minute 21 seconds in VLC Media Player.



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

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

116. To stop video time at 02 minute 54 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.

117. To stop video time at 03 minute 11 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.

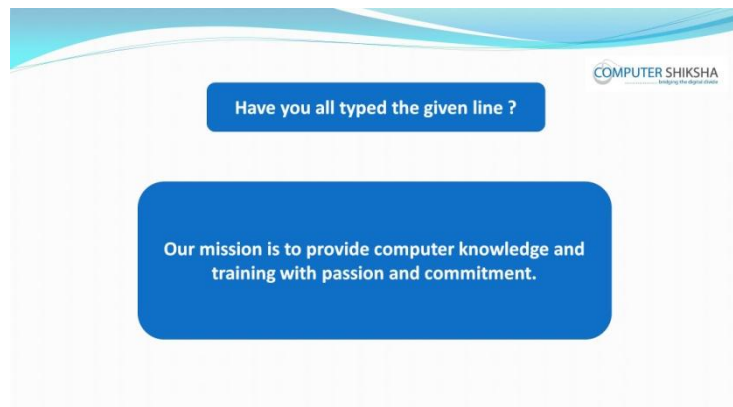
118. To stop video time at 03 minute 52 seconds in VLC Media Player.



Stop video here and ask what will we learn today?

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

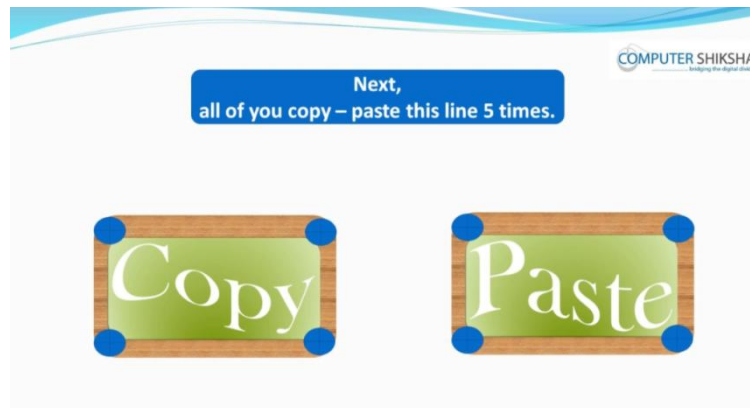
119. To stop video time at 04 minute 01 seconds in VLC Media Player.



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.

120. To stop video time at 04 minute 09 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.

121. To stop video time at 04 minute 54 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.

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

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

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

123. To stop video time at 06 minute 39 seconds in VLC Media Player.



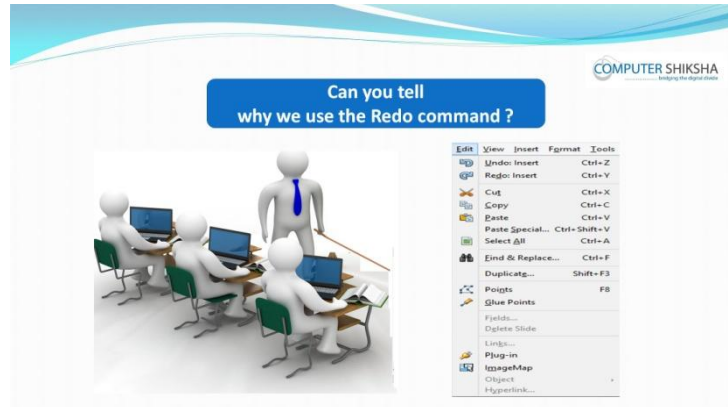
Stop video here and ask them why use 'Undo' option?

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

124. To stop video time at 08 minute 30 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.

125. To stop video time at 08 minute 35 seconds in VLC Media Player.



Stop video here and ask why use 'Redo' option?

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

126. To stop video time at 10 minute 01 seconds in VLC Media Player.

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.

127. To stop video time at 10 minute 15 seconds in VLC Media Player.

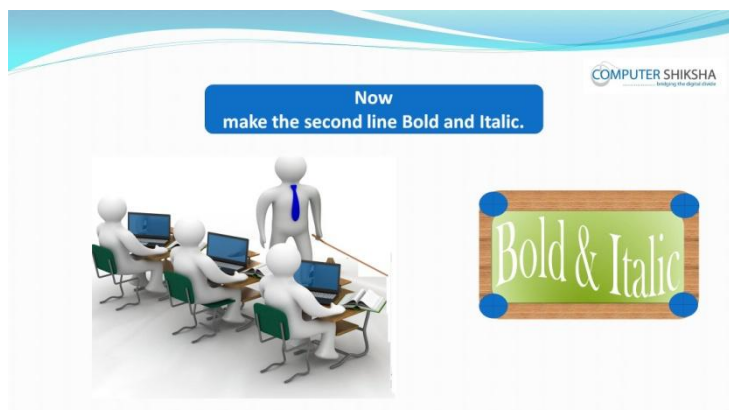


Stop video here and ask students to change the 'Font name' of the first line and then play the video again.

128. To stop video time at 11 minute 40 seconds in VLC Media Player.

Stop video here and check whether they've applied Font Name or not and then play the video again.

129. To stop video time at 11 minute 48 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.

130. To stop video time at 13 minute 01 seconds in VLC Media Player.

Stop video here and check whether they've applied 'Bold' or not and then play the video again.

131. To stop video time at 13 minute 10 seconds in VLC Media Player.

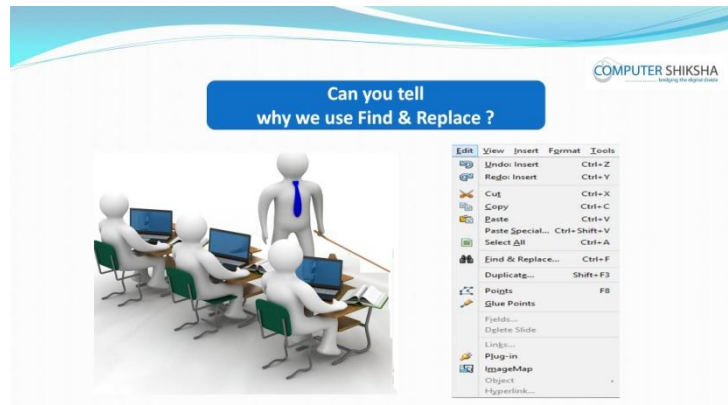


Stop video here and ask students to apply 'Underline' and 'font color' option and then play the video again.

132. To stop video time at 14 minute 19 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.

133. To stop video time at 14 minute 33 seconds in VLC Media Player.



Stop video here and ask if they can tell why use 'Find and Replace' option? Just listen to the answers and play the video again for the correct answer.

134. To stop video time at 15 minute 56 seconds in VLC Media Player.

Stop video here and ask students to find out the 'mission' word and then play the video again.

135. To stop video time at 17 minute 15 seconds in VLC Media Player.

Stop video here and ask students to replace the 'mission' with 'vision' word and then play the video again.

136. To stop video time at 18 minute 30 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.

137. To stop video time at 18 minute 38 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.

138. To stop video time at 19 minute 12 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.

139. To stop video time at 19 minute 36 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.

140. To stop video time at 20 minute 39 seconds in VLC Media Player.

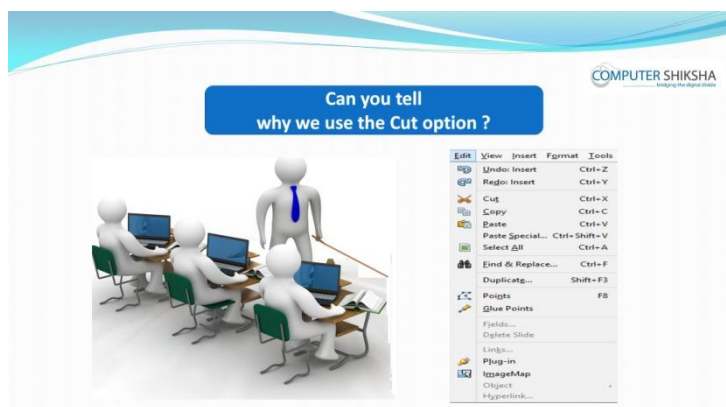
Stop video here and ask students to do formatting in the shape as shown in the video and then play the video again.

141. To stop video time at 22 minute 08 seconds in VLC Media Player.

Stop video here and ask students to 'copy and paste' the picture as shown in the video.

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

142. To stop video time at 22 minute 18 seconds in VLC Media Player.



Stop video here and ask if they can tell why use 'Cut' option?

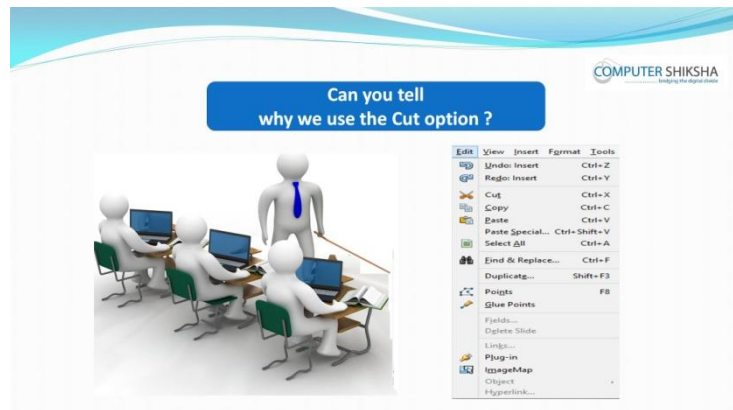
Just listen to the answers and play the video again for the correct answer.

143. To stop video time at 24 minute 31 seconds in VLC Media Player.

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

Now just check whether they've 'pasted' the picture or not then play the video again.

144. To stop video time at 24 minute 38 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.

145. To stop video time at 25 minute 52 seconds in VLC Media Player.

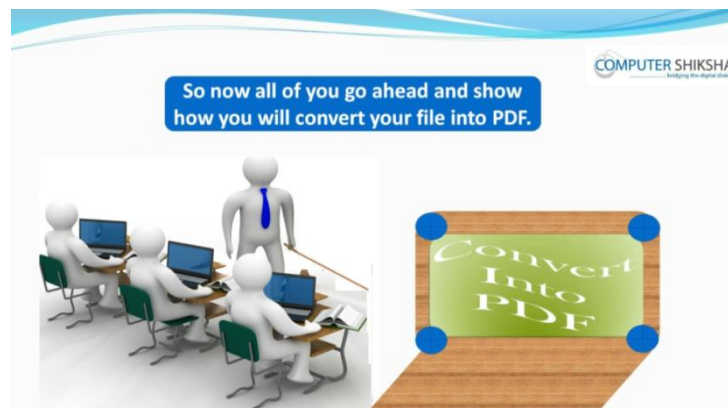
Stop video here and ask students to click on the ‘Edit’ menu and then select the ‘Duplicate’ option and then play the video again.

146. To stop video time at 26 minute 50 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.

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

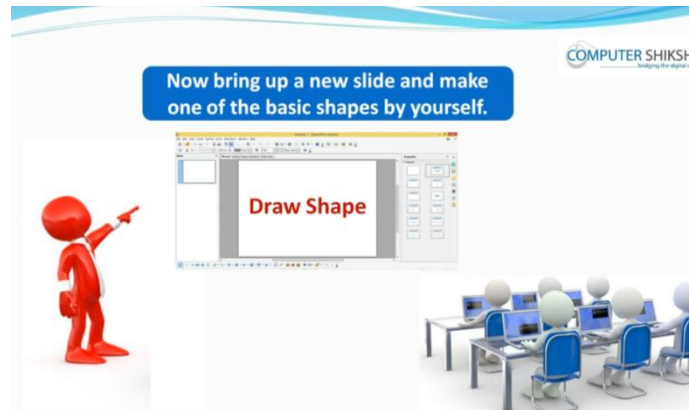


Stop video here and ask students to convert the file into pdf and then play the video again.

148. To stop video time at 29 minute 41 seconds in VLC Media Player.

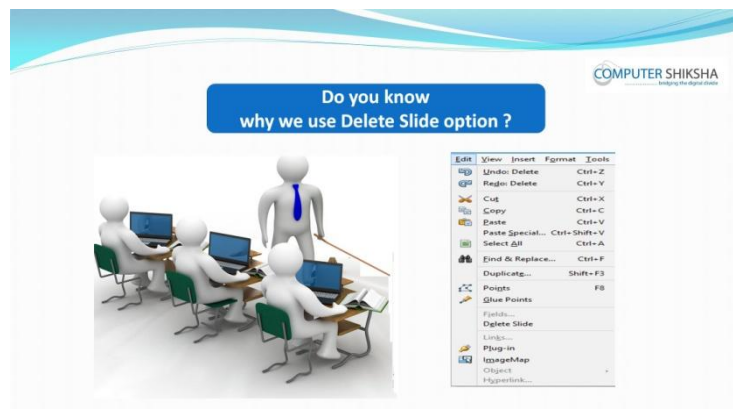
Stop video here and check whether they’ve converted the ‘pdf’ file or not as shown in the video and then play the video again.

- 149. To stop video time at 30 minute 01 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.

- 150. To stop video time at 30 minute 11 seconds in VLC Media Player.**

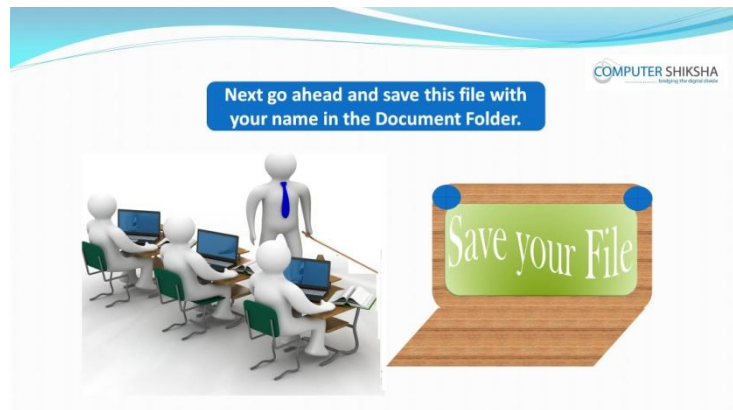


Stop video here and ask if they know why we use 'Delete Slide'? Just listen to the answers and play the video again for the correct answer.

- 151. To stop video time at 31 minute 21 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.

- 152. To stop video time at 31 minute 30 seconds in VLC Media Player.**

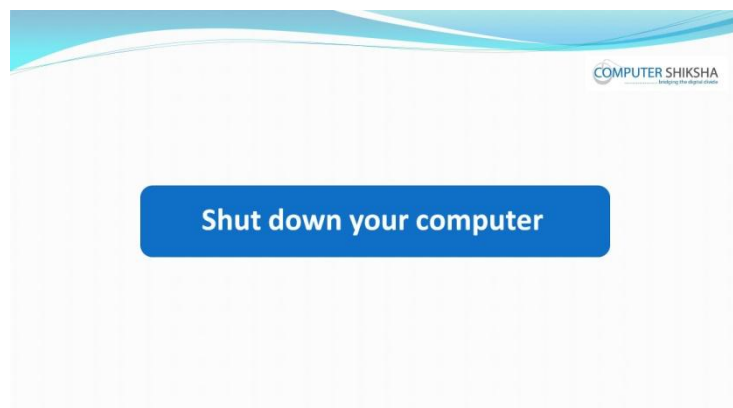


Stop video here and ask students to save the file in the document folder and then play the video again.

153. To stop video time at 32 minute 48 seconds in VLC Media Player.

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

154. To stop video time at 32 minute 56 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.

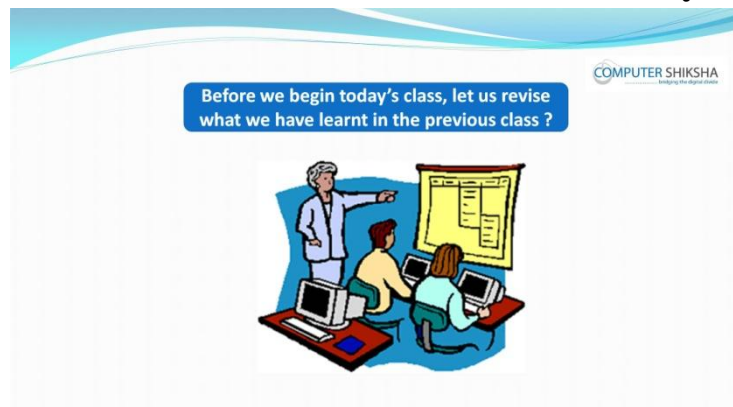
**Complete teacher's manual for Open office Impress 1 Class 5
Summaries**

✓ What is Impress/ presentation?

- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ How to take a new slide?
- ✓ Why we use normal, slide sorter, handout page, note page?
- ✓ How to make slide bigger?
- ✓ Use of toolbar option.
- ✓ Why we use status bar?
- ✓ Why we use header and footer?
- ✓ Why we use zoom option?
- ✓ Why we use duplicate option?
- ✓ Use of date and time option.
- ✓ Use of page number.
- ✓ How to shut down computer.

Now let's start video.

155. To stop video time at 24 seconds in VLC Media Player.



Stop video here and ask if they know what they had learnt in previous class?
Just listen to the answers and play the video again for the correct answer.

156. To stop video time at 29 seconds in VLC Media Player.

Stop video here and ask if they know how to bring up the 'New slide'?
Just listen to the answers and play the video again for the correct answer.

157. To stop video time at 49 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.

158. To stop video time at 01 minute 05 seconds in VLC Media Player.



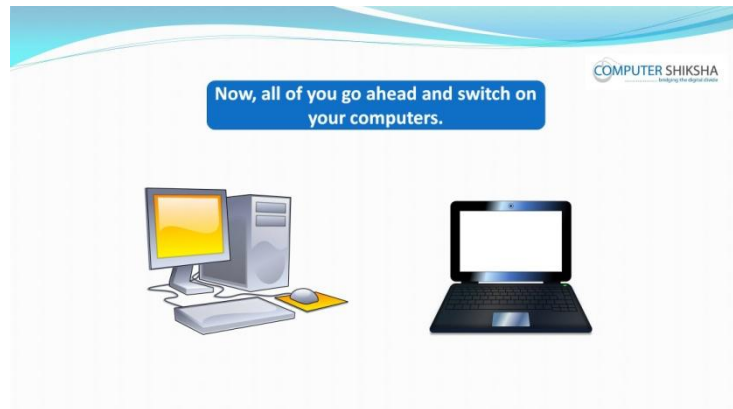
Stop video here and ask what happens by using 'Duplicate option'?
Just listen to the answers and play the video again for the correct answer.

159. To stop video time at 01 minute 19 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.

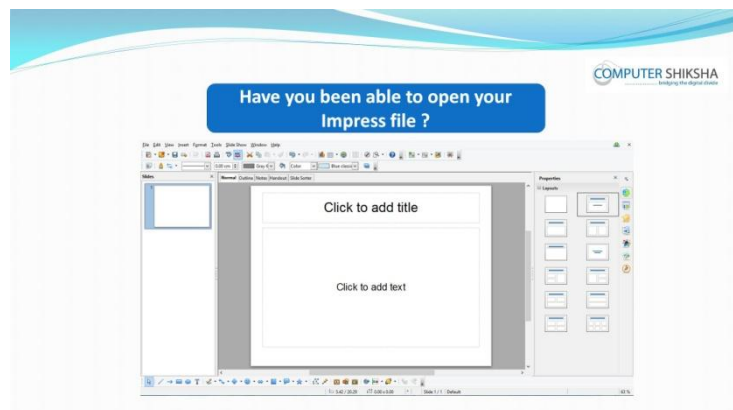
160. To stop video time at 01 minute 35 seconds in VLC Media Player.



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

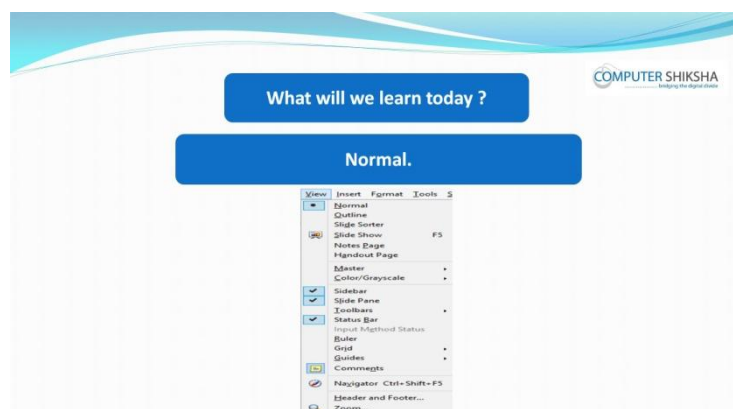
Just listen to the answers and play the video again for the correct answer.

161. To stop video time at 02 minute 58 seconds in VLC Media Player.



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

162. To stop video time at 03 minute 58 seconds in VLC Media Player.

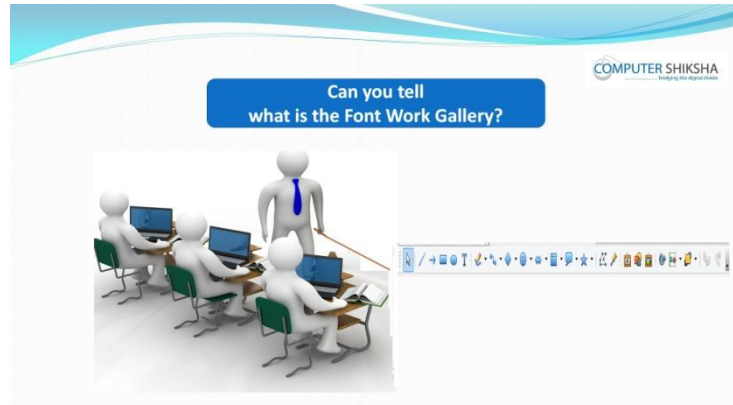


Stop video here and ask what will we learn today?

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

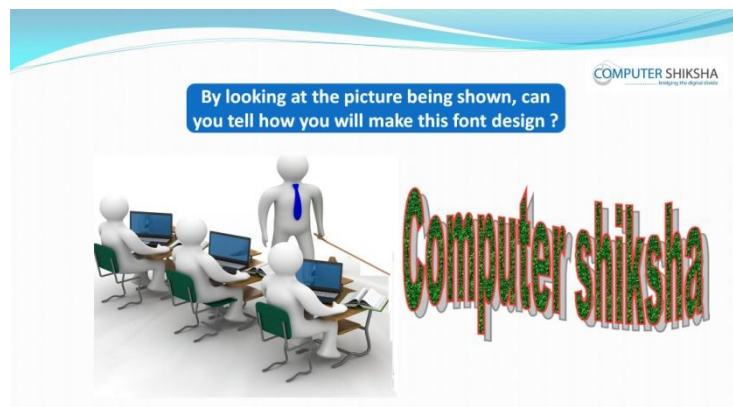
163. To stop video time at 04 minute 05 seconds in VLC Media Player.
Stop video here and ask students to insert four slides and then play the video again.

164. To stop video time at 04 minute 15 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.

165. To stop video time at 04 minute 35 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.

166. To stop video time at 05minute 24 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.

167. To stop video time at 06 minute 12 seconds in VLC Media Player.

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

168. To stop video time at 07 minute 09 seconds in VLC Media Player.

Stop video here and ask students to type Computer Shiksha as shown in the video.

169. To stop video time at 9 minute 15 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.

170. To stop video time at 10 minute 01 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.

171. To stop video time at 10 minute 39 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.

172. To stop video time at 11 minute 17 seconds in VLC Media Player.

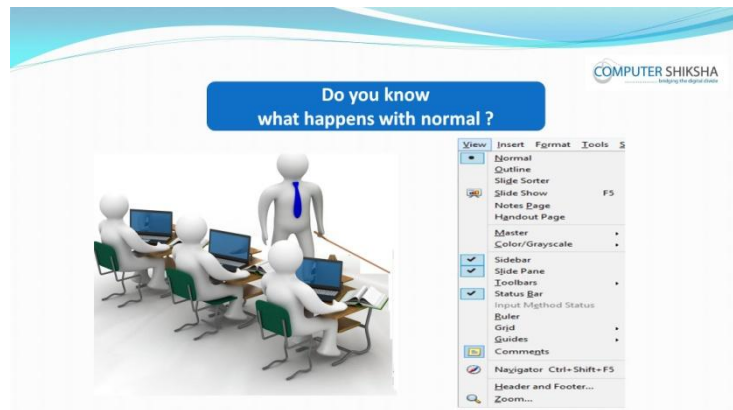
Stop video here and ask the students to type their school name/desired text with help of 'Font work gallery' as shown in the video and then play the video again.

173. To stop video time at 12 minute 59 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.

174. To stop video time at 13 minute 29 seconds in VLC Media Player.

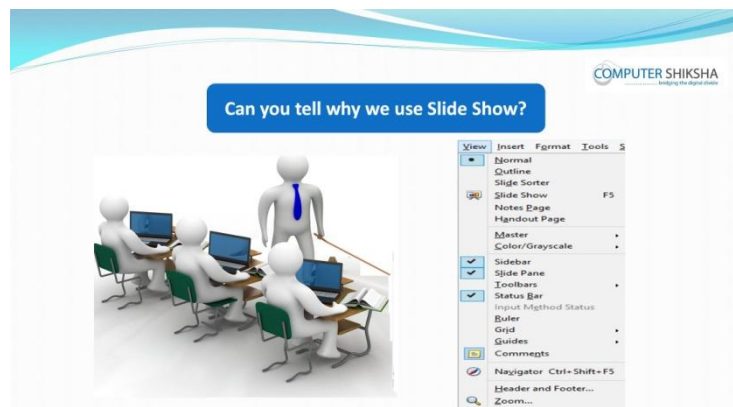


Stop video here and ask them if they know what happens with ‘Normal’, ‘Outline’, ‘Handout’ and ‘Slide shorter’ options?
Just listen to the answers and play the video again for the correct answer.

175. To stop video time at 15 minute 28 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.

176. To stop video time at 15 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.

177. To stop video time at 17 minute 27 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.

178. To stop video time at 17 minute 35 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use ‘Side Bar’?

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

179. To stop video time at 19 minute 12 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.

180. To stop video time at 19 minute 22 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.

181. To stop video time at 20 minute 52 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.

182. To stop video time at 21 minute 02 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.

183. To stop video time at 22 minute 25 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.

184. To stop video time at 22 minute 52 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.

185. To stop video time at 23 minute 06 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.

186. To stop video time at 23 minute 24 seconds in VLC Media Player.

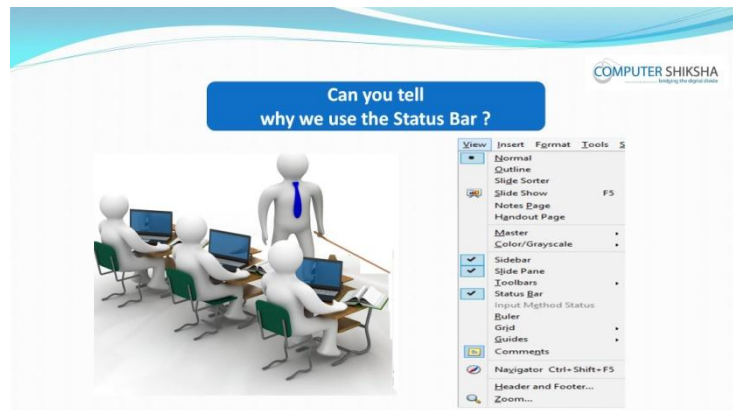
Stop video here and ask students to hide ‘Standard’ option as shown in the video and then play the video again.

187. To stop video time at 25 minute 37 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.

188. To stop video time at 25 minute 46 seconds in VLC Media Player.



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.

189. To stop video time at 27 minute 08 seconds in VLC Media Player.

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

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

190. To stop video time at 27 minute 16 seconds in VLC Media Player.



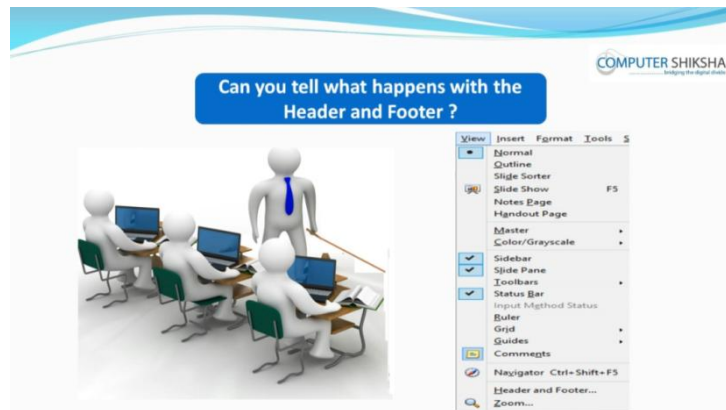
Stop video here and ask if they know what happens with ‘Grid’ option?
Just listen to the answers and play the video again for the correct answer.

191. To stop video time at 28 minute 30 seconds in VLC Media Player.

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

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

192. To stop video time at 28 minute 40 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Header and Footer' option?

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

193. To stop video time at 30 minute 06 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.

194. To stop video time at 30 minute 18 seconds in VLC Media Player.

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

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

195. To stop video time at 34 minute 07 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.

196. To stop video time at 34 minute 16 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.

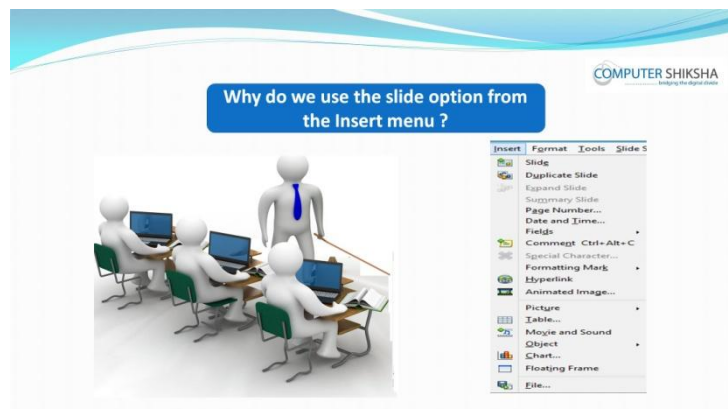
197. To stop video time at 35 minute 35 seconds in VLC Media Player.

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

198. To stop video time at 36 minute 35 seconds in VLC Media Player.

Now just check whether they have used 'Zoom' option or not and then play the video again.

199. To stop video time at 36 minute 48 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.

200. To stop video time at 37 minute 37 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.

201. To stop video time at 37 minute 48 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.

202. To stop video time at 38 minute 50 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.

203. To stop video time at 40 minute 30 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.

204. To stop video time at 41 minute 39 seconds in VLC Media Player.

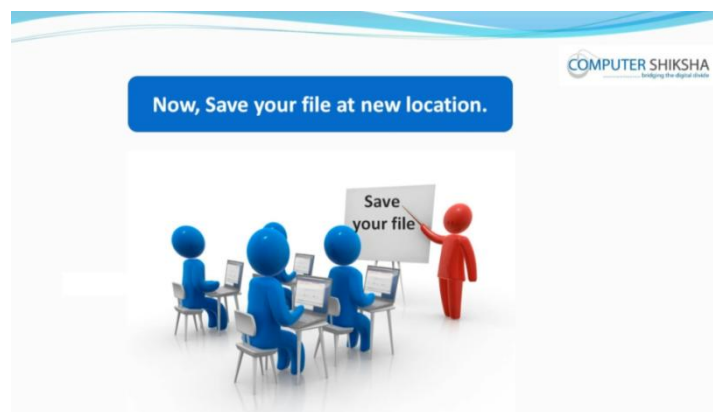
Stop video here and ask students to do as shown in the video and then play the video again.

205. To stop video time at 44 minute 00 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.

206. To stop video time at 44 minute 13 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

Summaries

- ✓ What is impress/ presentation?
- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ How to take a new slide?
- ✓ Why we use normal, slide sorter, handout page, note page?
- ✓ How to do slide in bigger screen?
- ✓ Use of toolbar option.
- ✓ Why we use status bar?
- ✓ Why we use header and footer?
- ✓ Why we use zoom option?
- ✓ Why we use duplicate option?
- ✓ Use of date and time option.
- ✓ Use of page number.
- ✓ Why we use hyperlink?
- ✓ How to insert picture?
- ✓ How to shut down computer.

Now let's start video.

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



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

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

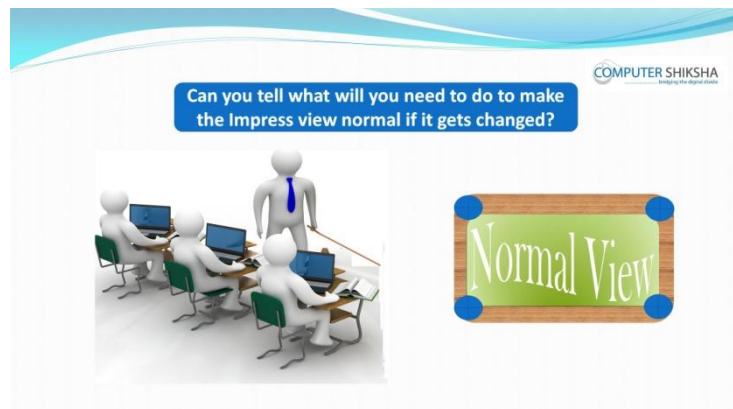
208. To stop video time at 01 minute 05 seconds in VLC Media Player.



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

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

209. To stop video time at 01 minute 29 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.

210. To stop video time at 01 minute 50 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.

211. To stop video time at 02 minute 05 seconds in VLC Media Player.



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

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

212. To stop video time at 02 minute 21 seconds in VLC Media Player.



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

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

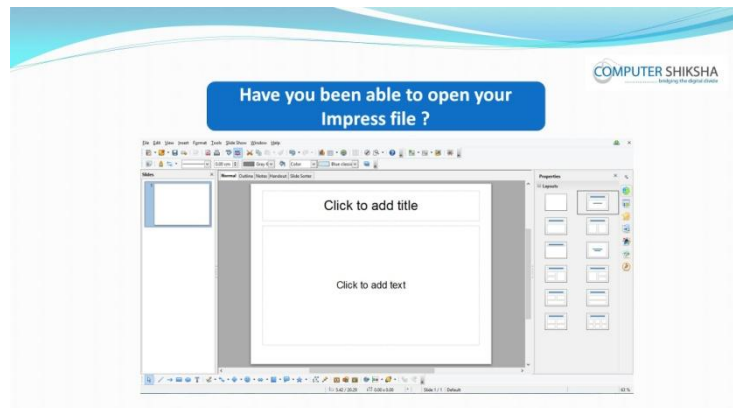
213. To stop video time at 02 minute 40 seconds in VLC Media Player.



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

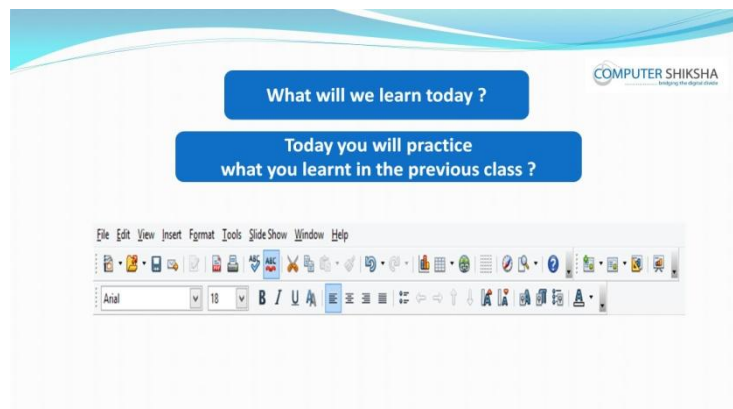
Just listen to the answers and play the video again for the correct answer.

214. To stop video time at 02 minute 48 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.

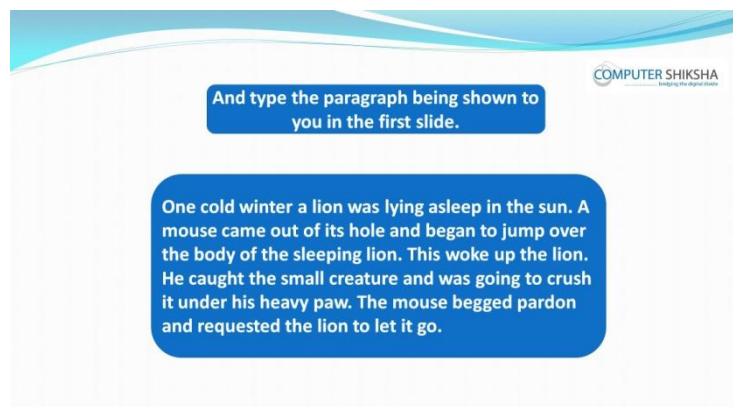
215. To stop video time at 03 minute 06 seconds in VLC Media Player.



Stop video here and ask what will we learn today?

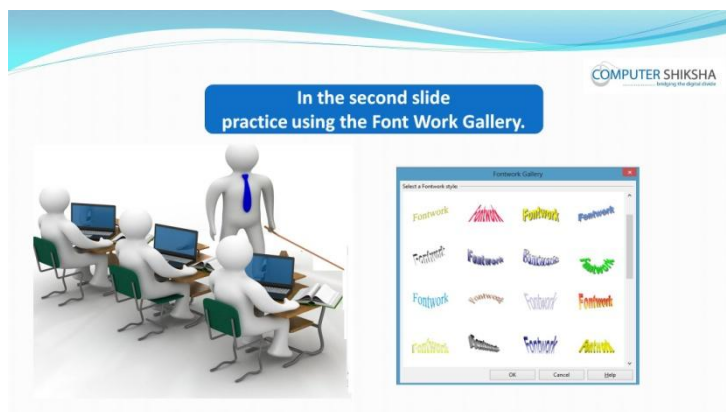
Just listen to the answers and play the video again for the correct answer.

216. To stop video time at 03 minute 20 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.

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



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

218. To stop video time at 04 minute 18 seconds in VLC Media Player.

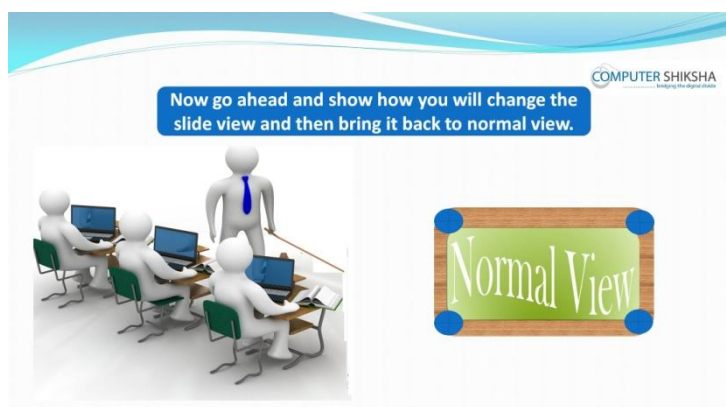
Stop video here and ask students to select any font work style as shown in the video and then play the video again.

219. To stop video time at 06 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 applied font work style or not and then play the video again.

220. To stop video time at 06 minute 26 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.

221. To stop video time at 07 minute 20 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.

222. To stop video time at 07 minute 26 seconds in VLC Media Player.



Stop video here and ask students if they know how to hide the ‘Side bar’ option?

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

223. To stop video time at 08 minute 11 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

224. To stop video time at 08 minute 17 seconds in VLC Media Player.

Stop video here and ask students if they know how to hide the ‘Slide pane’?

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

225. To stop video time at 09 minute 08 seconds in VLC Media Player.

Stop video here and ask students to hide the slide pane as shown in the video.

Now check whether the students have hidden the ‘Slide pane’ or not and then play the video again.

226. To stop video time at 09 minute 23 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.

227. To stop video time at 10 minute 58 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.

228. To stop video time at 11 minute 08 seconds in VLC Media Player.



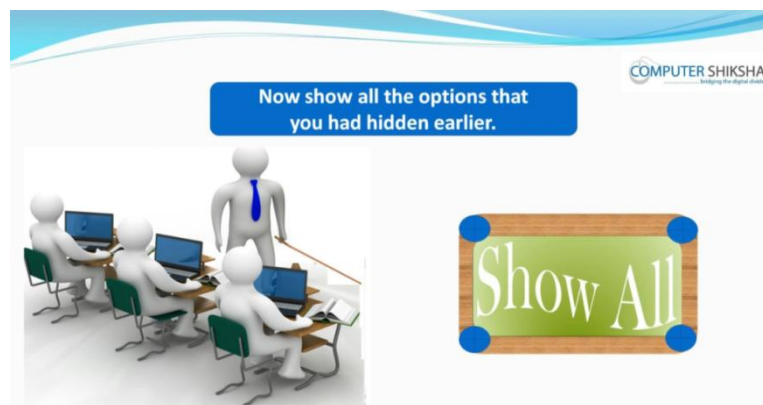
Stop video here and ask students to insert 'Date and time' and 'Page number' on the slide as shown in the video and then play the video again.

229. To stop video time at 12 minute 36 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.

230. To stop video time at 12 minute 43 seconds in VLC Media Player.



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

231. To stop video time at 14 minute 48 seconds in VLC Media Player.

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

232. To stop video time at 14 minute 57 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 15 minute 48 seconds in VLC Media Player.

Now check whether the students have practiced 'Duplicate' option or not and then play the video again.

233. To stop video time at 15 minute 56 seconds in VLC Media Player.



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

234. To stop video time at 16 minute 31 seconds in VLC Media Player.

Now check whether the students have deleted Duplicate slide or not and then play the video again.

235. To stop video time at 16 minute 42 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.

236. To stop video time at 17 minute 29 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.

237. To stop video time at 17 minute 54 seconds in VLC Media Player.

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

238. To stop video time at 18 minute 57 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.

239. To stop video time at 19 minute 11 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.

240. To stop video time at 19 minute 56 seconds in VLC Media Player.

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

241. 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.

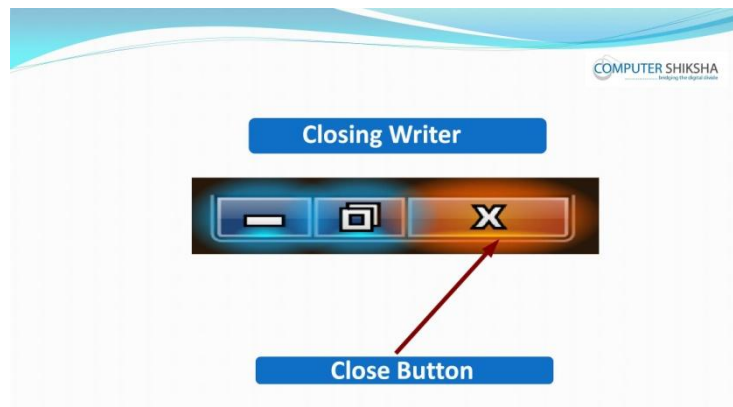
242. To stop video time at 21 minute 06 seconds in VLC Media Player.

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

243. To stop video time at 22 minute 03 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.

244. To stop video time at 22 minute 12 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.

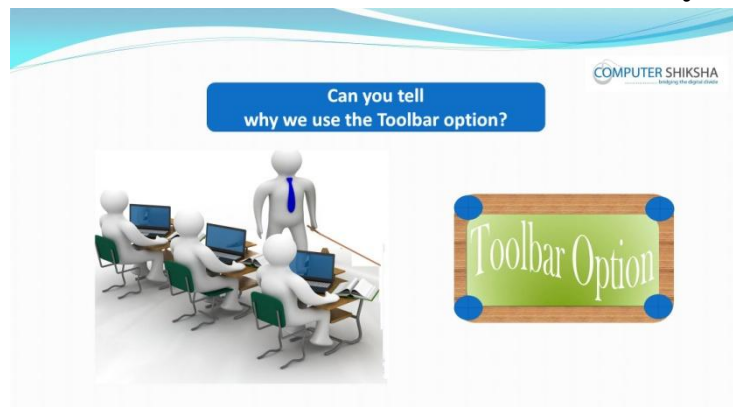
Complete teacher's manual for Open office impress 1 Class 7 Summaries

✓ What is impress/ presentation?

- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ How to take a new slide?
- ✓ Why we use hyperlink?
- ✓ How to insert a 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.

245. To stop video time at 23 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.

246. To stop video time at 48 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.

247. To stop video time at 01 minute 03 seconds in VLC Media Player.



Stop video here and ask students if they know how to remove ‘Grid’ option from impress file?

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

248. To stop video time at 01 minute 23 seconds in VLC Media Player.



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

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

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



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.

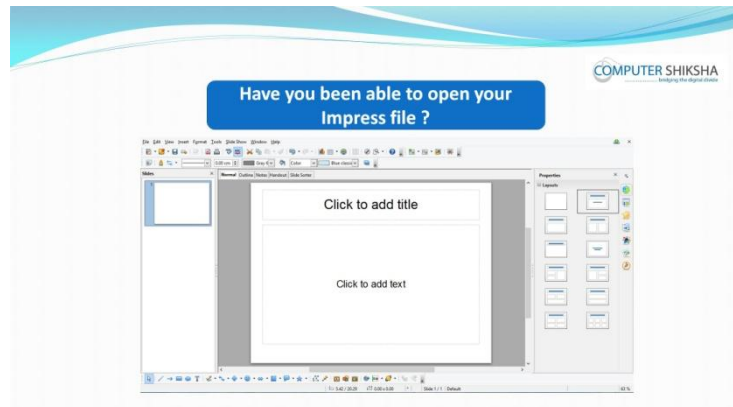
250. To stop video time at 02 minute 08 seconds in VLC Media Player.



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

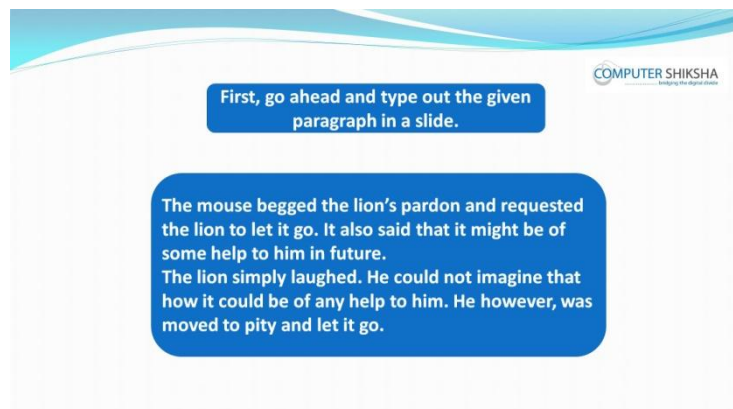
Just listen to the answers and play the video again for the correct answer.

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



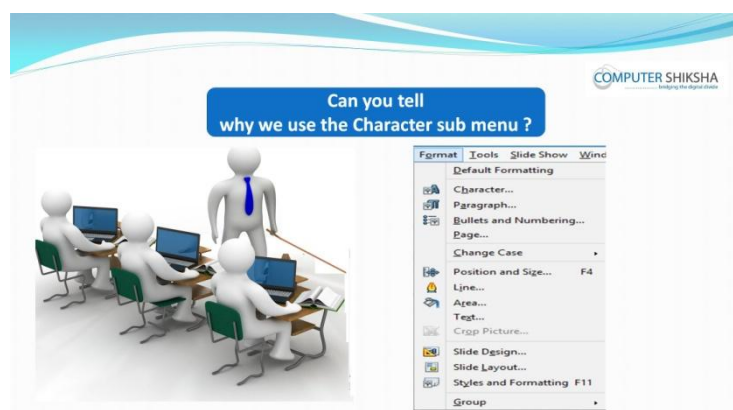
Stop video here and check whether they have opened 'Impress file' or not then play the video again.

252. To stop video time at 02 minute 29 seconds in VLC Media Player.



Stop video here and ask students to type the given paragraph as given in the video.

253. To stop video time at 02 minute 49 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.

254. To stop video time at 04 minute 19 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.

255. To stop video time at 05 minute 43 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.

256. To stop video time at 06 minute 28 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.

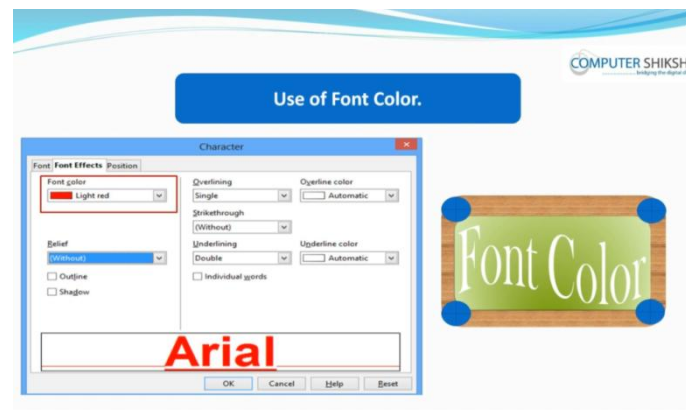
257. To stop video time at 06 minute 58 seconds in VLC Media Player.



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.

258. To stop video time at 07 minute 12 seconds in VLC Media Player.



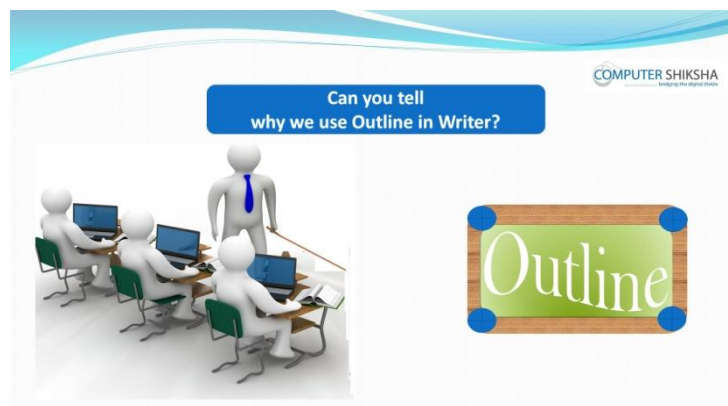
Stop video here and ask students to change the 'Font color' of the line and then play the video again.

259. To stop video time at 08 minute 58 seconds in VLC Media Player.

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

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

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



Stop video here and ask if they can tell why we use 'Outline' option?

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

261. To stop video time at 10 minute 36 seconds in VLC Media Player.

Stop video here and ask students to apply 'Outline' option on the line as shown in the video.

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

262. To stop video time at 10 minute 40 seconds in VLC Media Player.



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

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

263. To stop video time at 11 minute 57 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.

264. To stop video time at 12 minute 10 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.

265. To stop video time at 14 minute 21 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.

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



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

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

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

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

268. To stop video time at 16 minute 10 seconds in VLC Media Player.



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

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

269. To stop video time at 18 minute 16 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.

270. To stop video time at 18 minute 25 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.

271. To stop video time at 19 minute 45 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.

272. To stop video time at 19 minute 58 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.

273. To stop video time at 20 minute 35 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Indent and spacing' option?

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

274. To stop video time at 21 minute 10 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.

275. To stop video time at 21 minute 23 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.

276. To stop video time at 22 minute 04 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.

277. To stop video time at 22 minute 48 seconds in VLC Media Player.

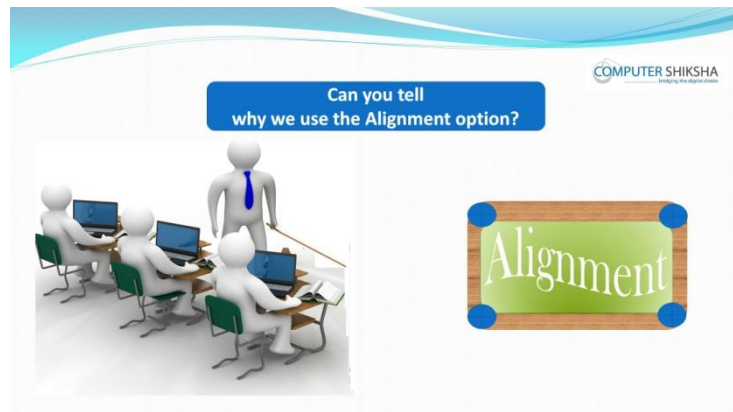
Stop video here and ask students to apply the space after the text as shown in the video and then play the video again.

278. To stop video time at 24 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.

279. To stop video time at 25 minute 02 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.

280. To stop video time at 25 minute 53 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.

281. To stop video time at 26 minute 31 seconds in VLC Media Player.

Stop video here and ask students to apply the 'Left alignment' as shown in the video and then play the video again.

282. To stop video time at 27 minute 16 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.

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

Stop video here and check whether they've applied justify alignment or not and then play the video again.

284. To stop video time at 28 minute 32 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.

285. To stop video time at 30 minute 05 seconds in VLC Media Player.

Stop video here and ask students to apply 'Bullets' option as shown in the video.

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

Stop video here and ask students to apply 'Numbering' option as shown in the video.

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

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

288. To stop video time at 32 minute 40 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.

289. To stop video time at 33 minute 16 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.

290. To stop video time at 34 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.

291. To stop video time at 35 minute 17 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.

292. To stop video time at 36 minute 25 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.

293. To stop video time at 37 minute 00 seconds in VLC Media Player.

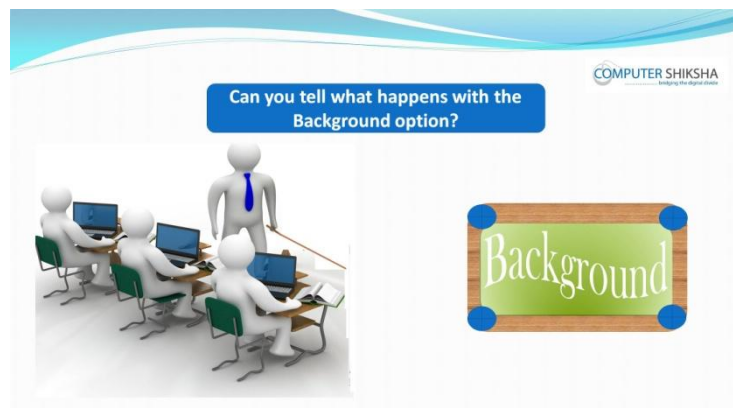
Stop video here and ask students to do the 'Landscape' format as shown in the video and then play the video again.

294. To stop video time at 38 minute 15 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.

295. To stop video time at 38 minute 25 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.

296. To stop video time at 40 minute 50 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.

297. To stop video time at 41 minute 20 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Lower case' option?
Just listen to the answers and play the video again for the correct answer.

298. To stop video time at 42 minute 28 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.

299. To stop video time at 42 minute 37 seconds in VLC Media Player.



Stop video here and ask if they can tell what is 'Sentence case'?
Just listen to the answers and play the video again for the correct answer.

300. To stop video time at 43 minute 44 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.

301. To stop video time at 43 minute 55 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.

302. To stop video time at 45 minute 03 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.

303. To stop video time at 45 minute 15 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.

304. To stop video time at 46 minute 27 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.

305. To stop video time at 46 minute 36 seconds in VLC Media Player.



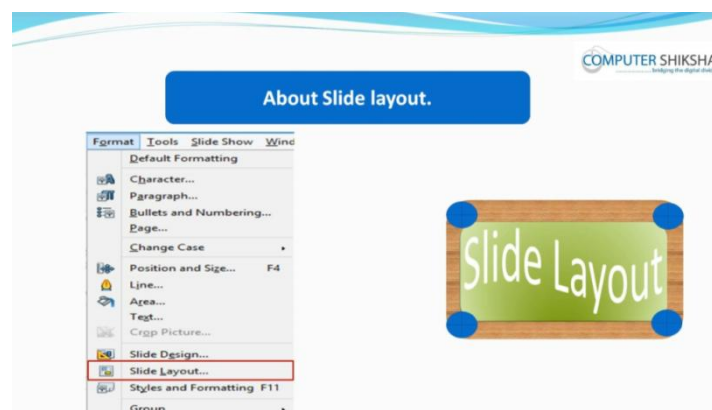
Stop video here and ask if they can tell why we use 'Toggle case' option?
Just listen to the answers and play the video again for the correct answer.

306. To stop video time at 48 minute 13 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.

307. To stop video time at 48 minute 23 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.

308. To stop video time at 49 minute 01 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.

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

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

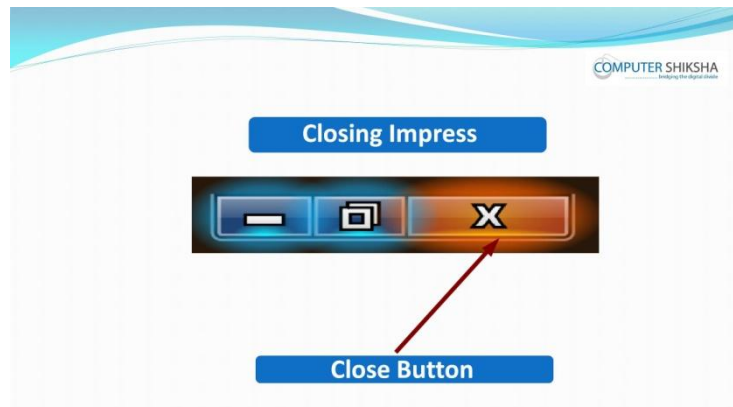
Now just check whether students have changed the design of the slide or not then play the video again.

310. To stop video time at 52 minute 46 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.

311. To stop video time at 53 minute 00 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
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.

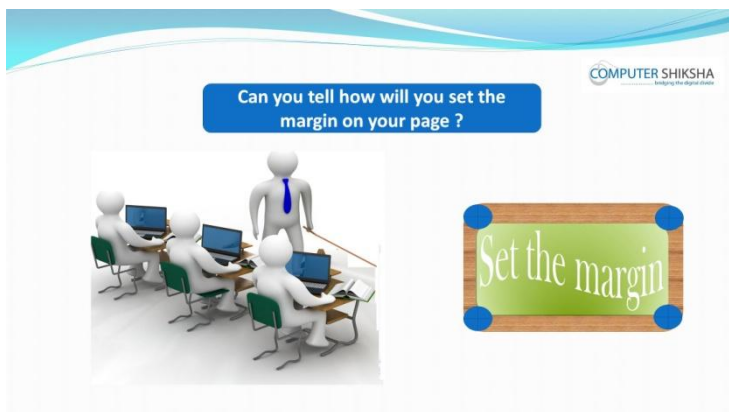
312. To stop video time at 28 seconds in VLC Media Player.



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

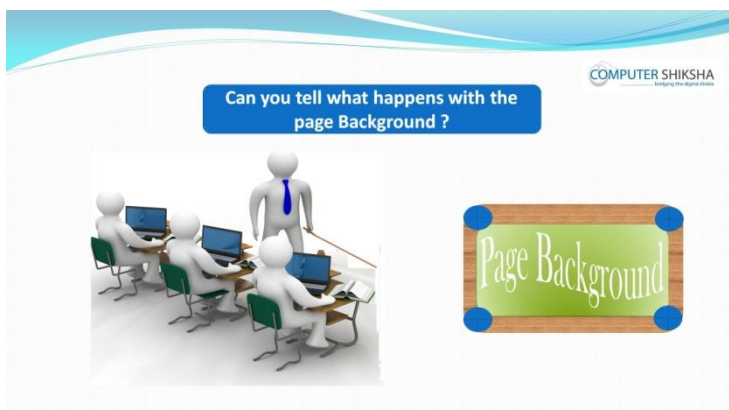
Just listen to the answers and play the video again for the correct answer.

313. To stop video time at 56 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.

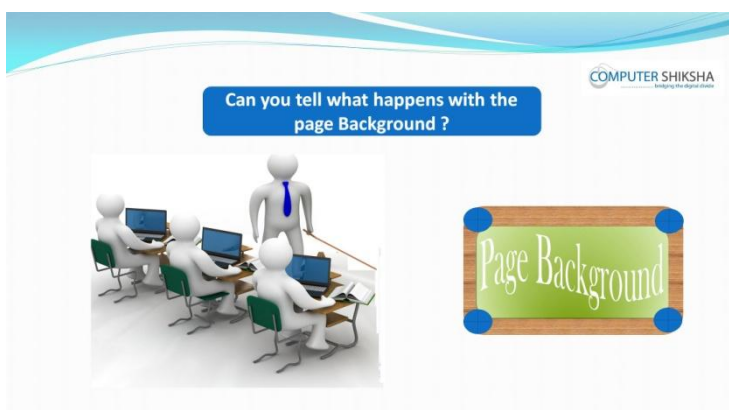
314. To stop video time at 01 minute 09 seconds in VLC Media Player.



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.

315. To stop video time at 01 minute 12 seconds in VLC Media Player.



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

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

316. To stop video time at 01 minute 30 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.

317. To stop video time at 01 minute 51 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.

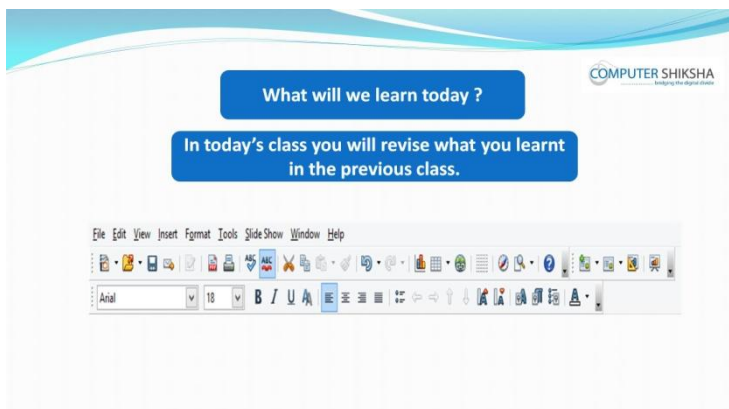
318. To stop video time at 02 minute 15 seconds in VLC Media Player.



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.

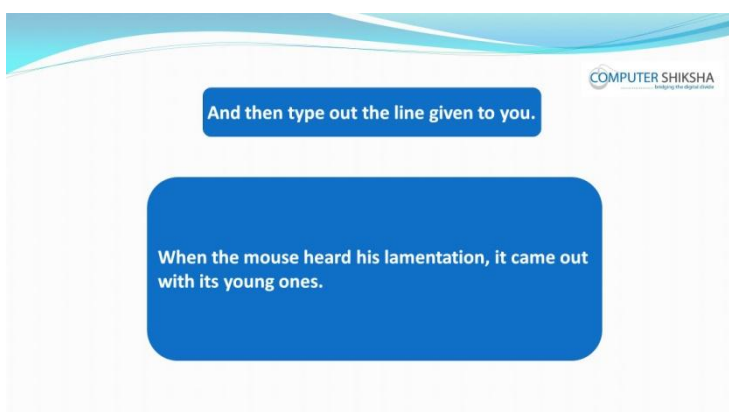
319. To stop video time at 02 minute 26 seconds in VLC Media Player.



Stop video here and ask what will we learn today?

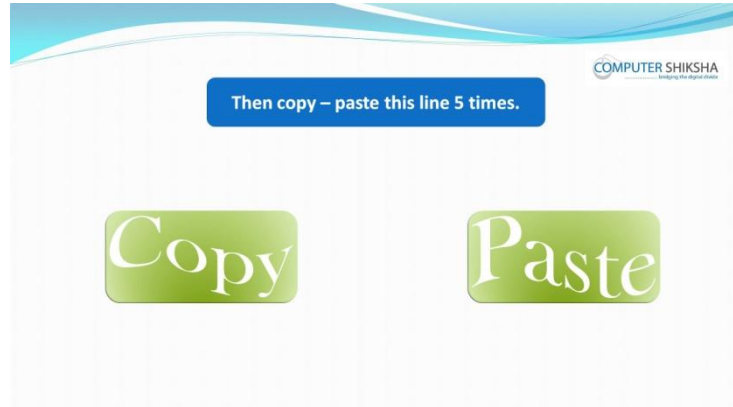
Just listen to the answers and play the video again for the correct answer.

320. To stop video time at 02 minute 35 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.

321. To stop video time at 02 minute 40 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.

322. To stop video time at 03 minute 22 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.

323. To stop video time at 04 minute 01 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.

324. To stop video time at 04 minute 33 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.

325. To stop video time at 04 minute 40 seconds in VLC Media Player.



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

326. To stop video time at 04 minute 10 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.

327. To stop video time at 06 minute 04 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.

328. To stop video time at 07 minute 34 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.

329. To stop video time at 07 minute 39 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.

330. To stop video time at 09 minute 02 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.

331. To stop video time at 09 minute 08 seconds in VLC Media Player.



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

332. To stop video time at 10 minute 12 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.

333. To stop video time at 10 minute 25 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.

334. To stop video time at 12 minute 11 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.

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

335. To stop video time at 12 minute 21 seconds in VLC Media Player.



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

336. To stop video time at 13 minute 34 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.

337. To stop video time at 13 minute 42 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.

338. To stop video time at 15minute 06 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.

339. To stop video time at 15 minute 12 seconds in VLC Media Player.



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

340. To stop video time at 16 minute 07 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.

341. To stop video time at 16 minute 44 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.

342. To stop video time at 17 minute 24 seconds in VLC Media Player.

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

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

343. To stop video time at 17 minute 31 seconds in VLC Media Player.

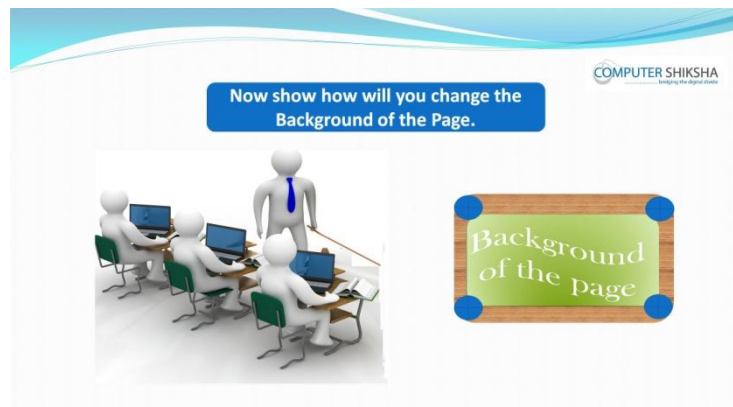


Stop video here and ask students to set 'Left Margin' and then play the video again.

344. To stop video time at 18 minute 45 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.

345. To stop video time at 18 minute 50 seconds in VLC Media Player.



Stop video here and ask students to do practice of 'page background color'. Just check and play the video again.

346. To stop video time at 20 minute 38 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.

347. To stop video time at 20 minute 46 seconds in VLC Media Player.



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

348. To stop video time at 21 minute 46 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.

349. To stop video time at 22 minute 24 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.

350. To stop video time at 23 minute 08 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.

351. To stop video time at 23 minute 48 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.

352. To stop video time at 24 minute 28 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.

353. To stop video time at 24 minute 34 seconds in VLC Media Player.

Stop video here and ask students to change the design of the slide and then play the video again.

354. To stop video time at 26 minute 19 seconds in VLC Media Player.

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

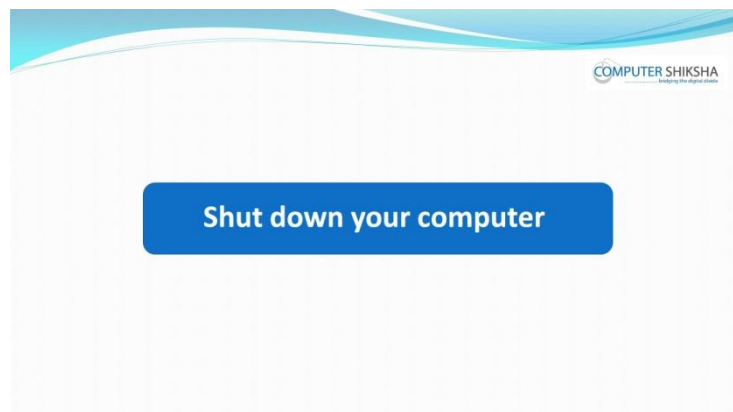
Now just check if everyone has done so and play the video again.

355. To stop video time at 26 minute 34 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.

356. To stop video time at 26 minute 45 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

Summaries

- ✓ How to open impress file?
- ✓ How to take a new slide?
- ✓ How to use Menu option ?
- ✓ About slide show option.
- ✓ About window menu.
- ✓ How to use spelling option ?.
- ✓ Why we use gallery option?
- ✓ How to show your slide in big screen ?
- ✓ Why do we use slide show setting ?
- ✓ What is use of custom animation ?
- ✓ How to hide a slide show ?
- ✓ How to take a new window ?
- ✓ How to close active window ?
- ✓ How to shut down computer.

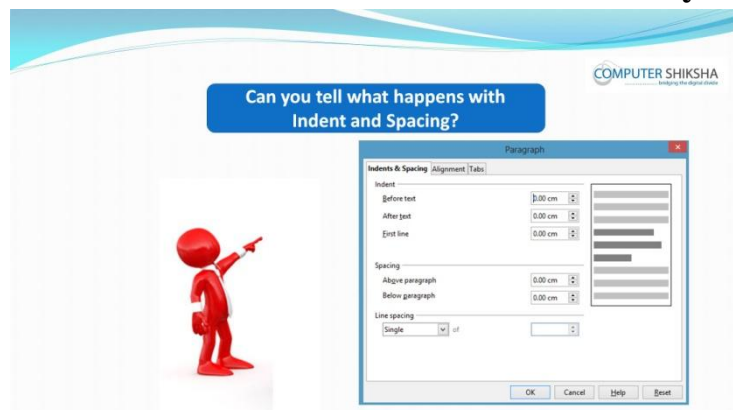
Now let's start video.

357. To stop video time at 20 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.

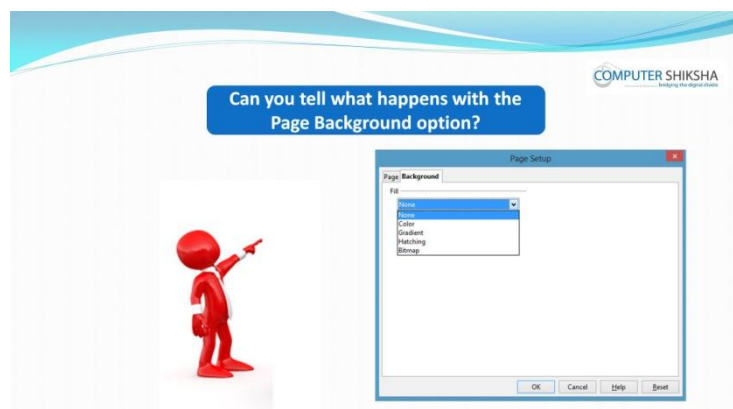
358. To stop video time at 51 seconds in VLC Media Player.



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.

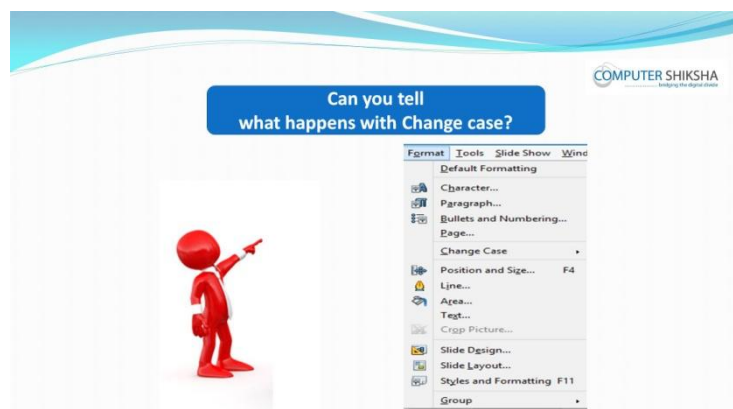
359. To stop video time at 1 minute 03 seconds in VLC Media Player.



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.

360. To stop video time at 1 minute 15 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.

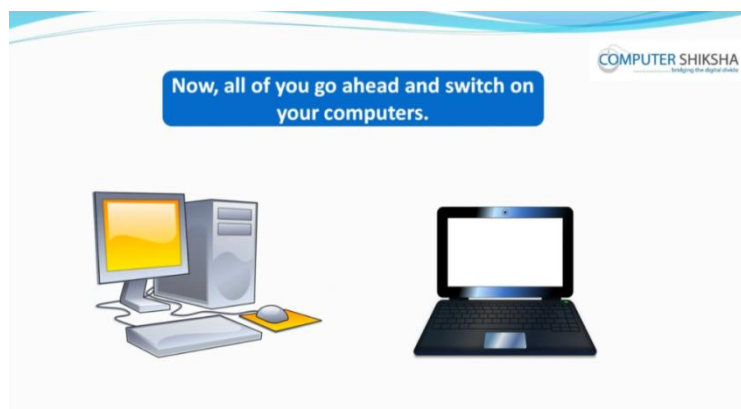
361. To stop video time at 1 minute 38 seconds in VLC Media Player.



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

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

362. To stop video time at 1 minute 58 seconds in VLC Media Player.



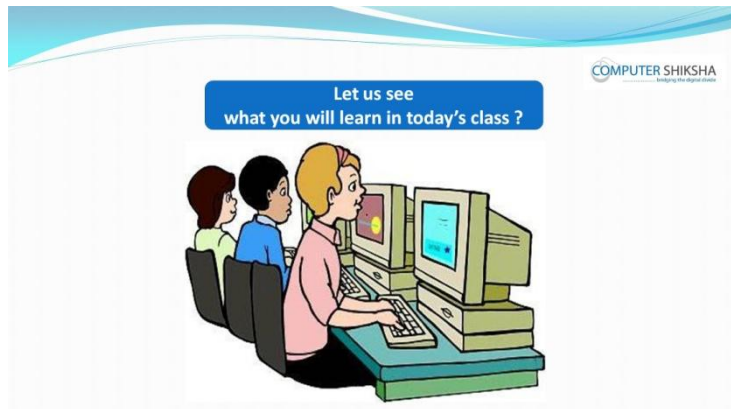
Stop video here and ask if they can open an impress file ?

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

363. To stop video time at 02 minute 58 seconds in VLC Media Player.

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

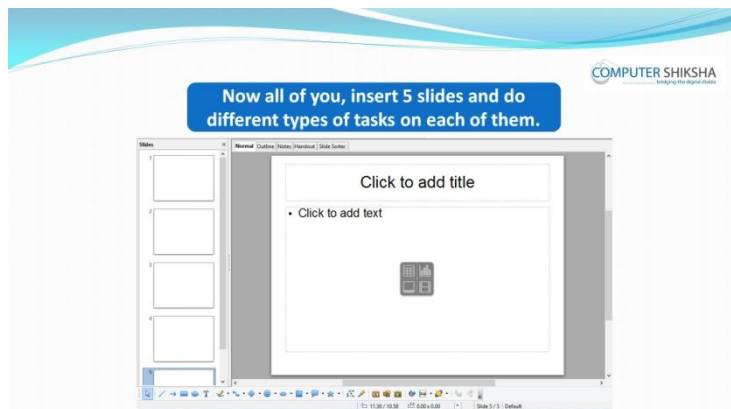
364. To stop video time at 03 minute 16 seconds in VLC Media Player.



Stop video here and ask what will we learn today?

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

365. To stop video time at 04 minute 04 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.

366. To stop video time at 05 minute 07 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.

367. To stop video time at 05 minute 41 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.

368. To stop video time at 07 minute 36 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.

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

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

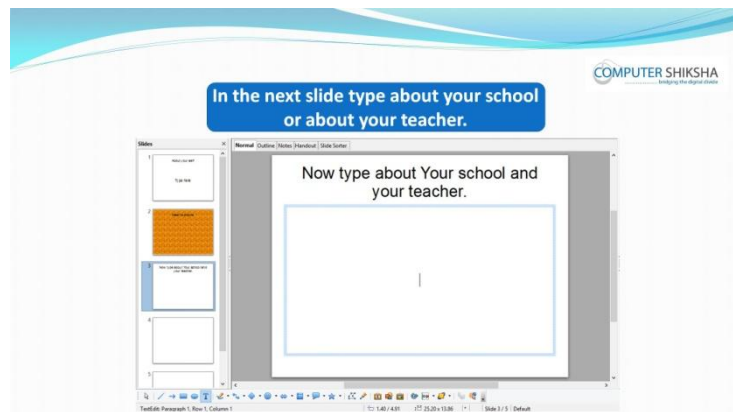
Now just check whether they have changed the design of the slide or not and then play the video again.

370. To stop video time at 10 minute 49 seconds in VLC Media Player.

Stop video here and ask students to insert a picture in next slide as given in the video.

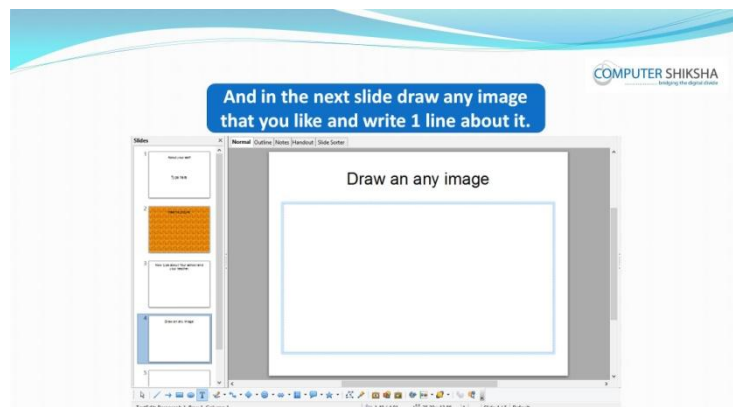
Now just check if everyone has done so and play the video again.

371. To stop video time at 11 minute 28 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.

372. To stop video time at 11 minute 39 seconds in VLC Media Player.



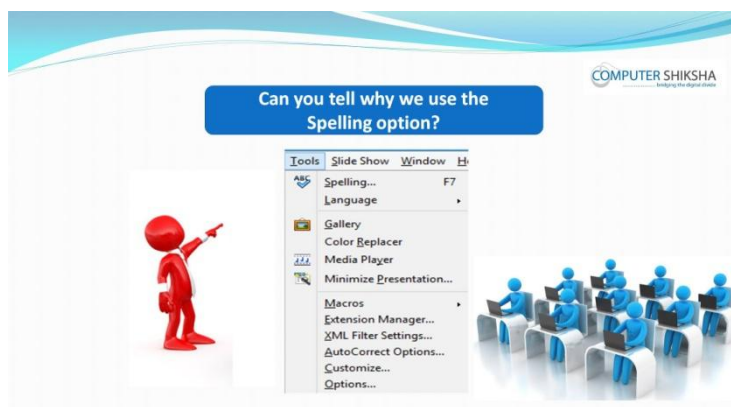
Stop video here and ask students to draw an image and type one line about it in the next slide, as shown in the video.

373. To stop video time at 11 minute 45 seconds in VLC Media Player.



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

374. To stop video time at 12 minute 03 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.

375. To stop video time at 14 minute 10 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.

376. To stop video time at 15 minute 53 seconds in VLC Media Player.

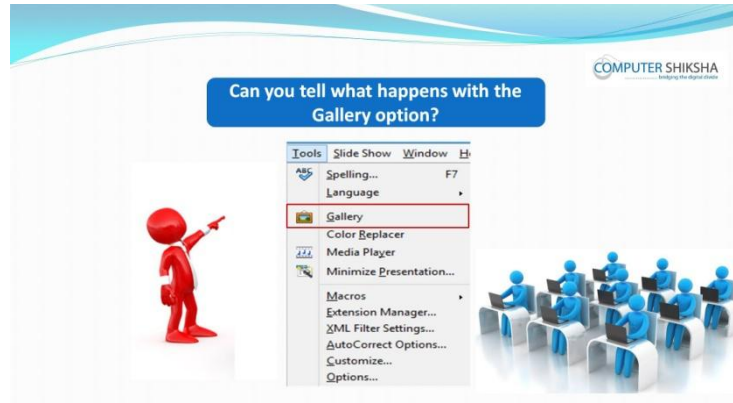
Stop video here and ask students to check spelling in their line as shown in the video. Now just check if everyone has done so and play the video again.

377. To stop video time at 18 minute 44 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.

378. To stop video time at 18 minute 54 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.

379. To stop video time at 22 minute 08 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.

380. To stop video time at 22 minute 28 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.

381. To stop video time at 23 minute 01 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.

382. To stop video time at 24 minute 13 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.

383. To stop video time at 24 minute 38 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.

384. To stop video time at 26 minute 36 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.

385. To stop video time at 27 minute 06 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.

386. To stop video time at 28 minute 46 seconds in VLC Media Player.

Stop video here and ask students to set the slide show setting 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 30 minute 08 seconds in VLC Media Player.

Stop video here and ask students to do slide show setting as shown in the video.
Just check if they have done it or not and then play the video again.

388. To stop video time at 30 minute 18 seconds in VLC Media Player.



Stop video here and ask students, what happens if they use ‘custom animation’?
Just listen to the answers and play the video again for the correct answer.

389. To stop video time at 34 minute 23 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.

390. To stop video time at 35 minute 27 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.

391. To stop video time at 36 minute 10 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.

392. To stop video time at 37 minute 10 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.

393. To stop video time at 38 minute 37 seconds in VLC Media Player.

Stop video here and ask students to apply custom animation on picture as shown in the video.

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

394. To stop video time at 39 minute 36 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.

395. To stop video time at 39 minute 44 seconds in VLC Media Player.



Stop video here and ask students, why we use 'hide slide'?

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

396. To stop video time at 41 minute 52 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.

397. To stop video time at 42 minute 11 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.

398. To stop video time at 42 minute 26 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.

399. To stop video time at 43 minute 10 seconds in VLC Media Player.

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

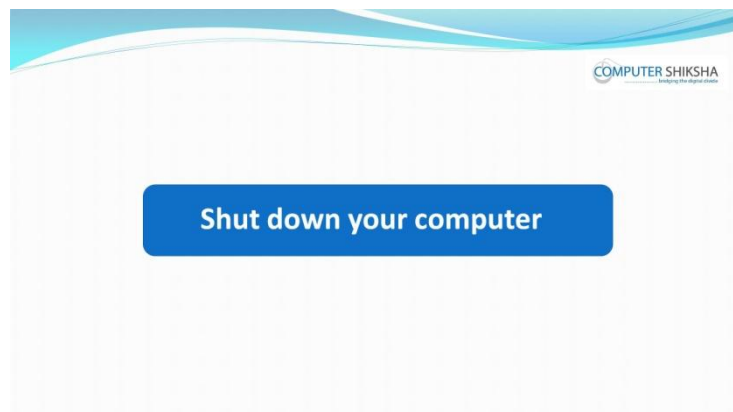
Just check if they have done it or not and then play the video again.

400. To stop video time at 43 minute 52 seconds in VLC Media Player.

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

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

401. To stop video time at 44 minute 10 seconds in VLC Media Player.



Stop video here and ask students to save their file and shut their computer as shown in the video.

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

**Complete teacher's manual for Open office impress 1 Class 10
Summaries**

- ✓ What is impress/ presentation?
- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ Why we use spell check?
- ✓ How to use Gallery option?
- ✓ How to insert any graphics from Gallery?
- ✓ How to do slide in full screen?
- ✓ Why we use custom animation?
- ✓ How to hide slide?
- ✓ How to show slide?
- ✓ How to take new window?
- ✓ How to close window?
- ✓ How to shut down computer.

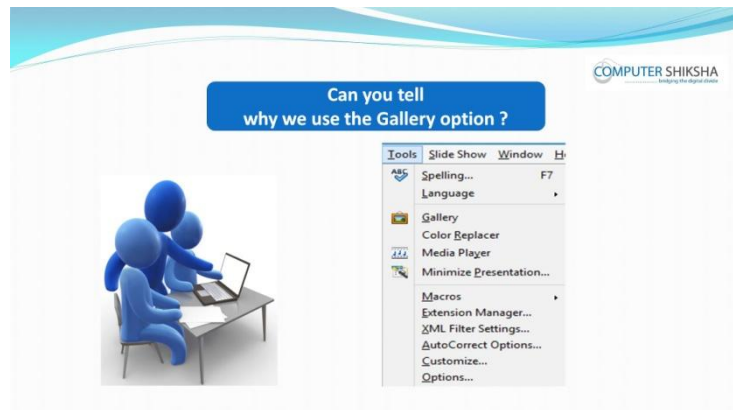
Now let's start video.

402. To stop video time at 24 seconds in VLC Media Player.



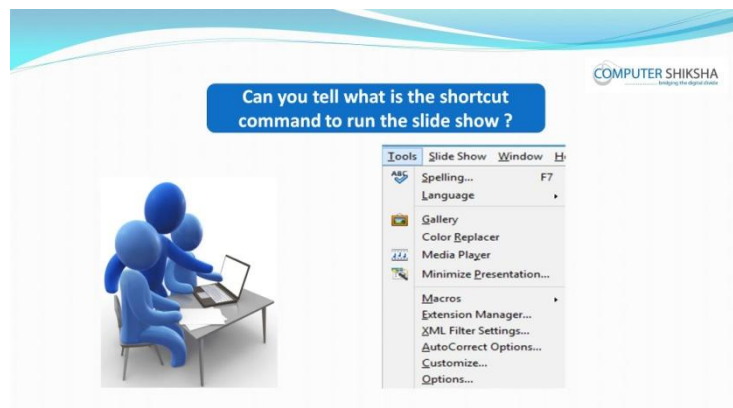
Stop video here and ask students if they can tell why we use 'Spelling' option? Just listen to the answers and play the video again for the correct answer.

403. To stop video time at 44 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.

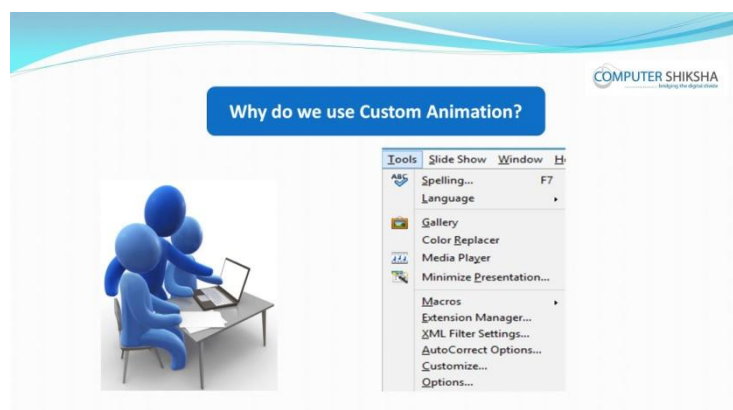
404. To stop video time at 01 minute 06 seconds in VLC Media Player.



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

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

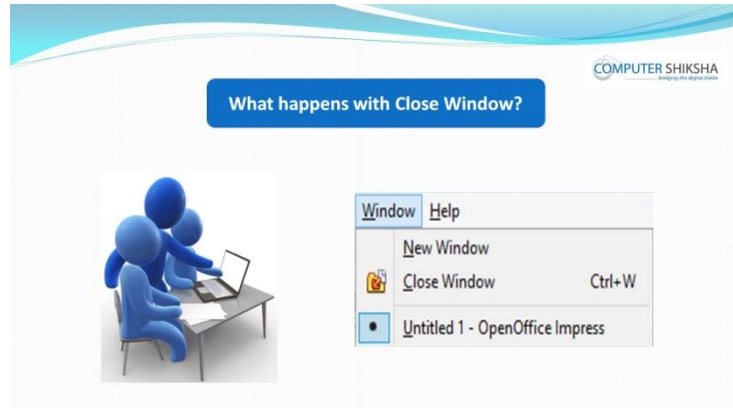
405. To stop video time at 01 minute 17 seconds in VLC Media Player.



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

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

406. To stop video time at 01 minute 45 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.

407. To stop video time at 01 minute 56 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.

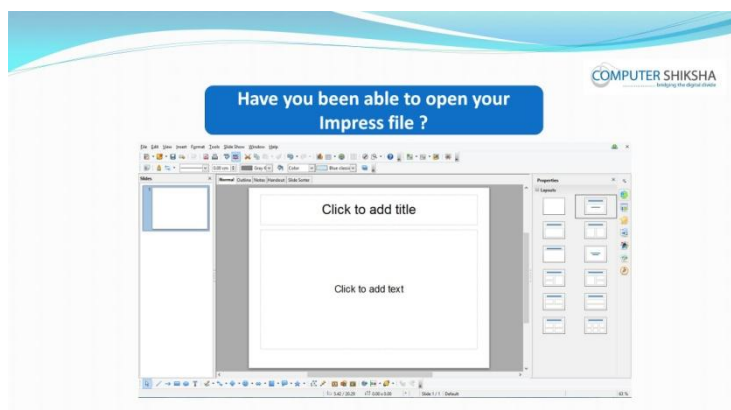
408. To stop video time at 02 minute 12 seconds in VLC Media Player.



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.

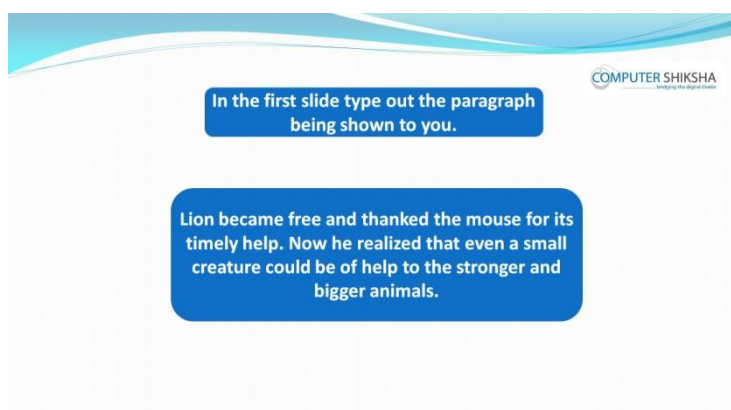
409. To stop video time at 02 minute 16 seconds in VLC Media Player.



Stop video here and check whether they've opened impress file or not?

Just check and play the video again.

410. To stop video time at 02 minute 43 seconds in VLC Media Player.



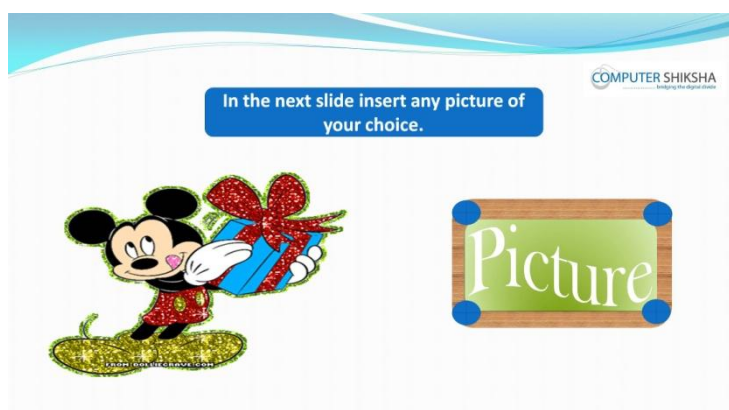
Stop video here and ask students to insert five slides and type the paragraph given on the first slide and also ask to change the design of the slide and then play the video again.

411. To stop video time at 03 minute 30 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.

412. To stop video time at 03 minute 35 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.

413. To stop video time at 04minute 20 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.

414. To stop video time at 04 minute 59 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.

415. To stop video time at 06 minute 05 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.

- 416. To stop video time at 06 minute 12 seconds in VLC Media Player.**



Stop video here and ask students to type some lines about their friends and then play the video again.

- 417. To stop video time at 06 minute 35 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.

- 418. To stop video time at 06 minute 47 seconds in VLC Media Player.**

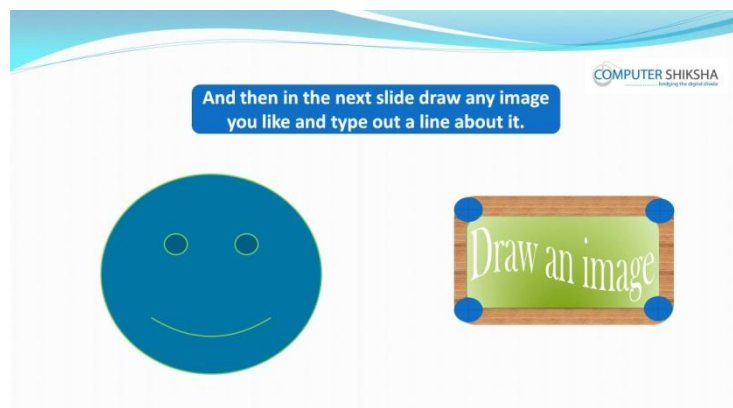
Stop video here and ask students to select 'Title layout' from 'Layout' option as shown in the video and then play the video again.

- 419. To stop video time at 07 minute 32 seconds in VLC Media Player.**

Stop video here and ask students to type some lines about their friends in the title slide.

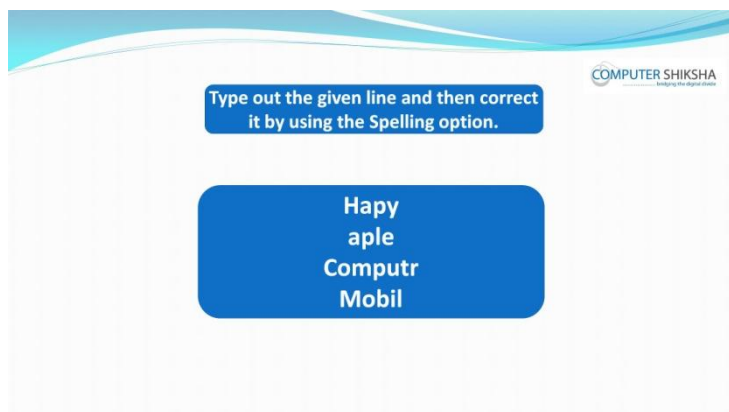
Now just check whether they have typed or not and then play the video again.

- 420. To stop video time at 07 minute 39 seconds in VLC Media Player.**



Stop video here and ask students to draw any shape in next slide and type about it and then play the video again.

421. To stop video time at 07 minute 50 seconds in VLC Media Player.



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.

422. To stop video time at 08 minute 30 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.

423. To stop video time at 09 minute 04 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.

424. To stop video time at 10 minute 13 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.

425. To stop video time at 10 minute 24 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.

426. To stop video time at 10 minute 58 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.

427. To stop video time at 11 minute 28 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.

428. To stop video time at 11 minute 58 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.

429. To stop video time at 12 minute 52 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.

430. To stop video time at 13 minute 01 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.

431. To stop video time at 13 minute 50 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.

432. To stop video time at 14 minute 16 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.

433. To stop video time at 14 minute 30 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.

434. To stop video time at 14 minute 58 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.

435. To stop video time at 15 minute 25 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.

436. To stop video time at 15 minute 43 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.

437. To stop video time at 16 minute 50 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.

438. To stop video time at 16 minute 55 seconds in VLC Media Player.



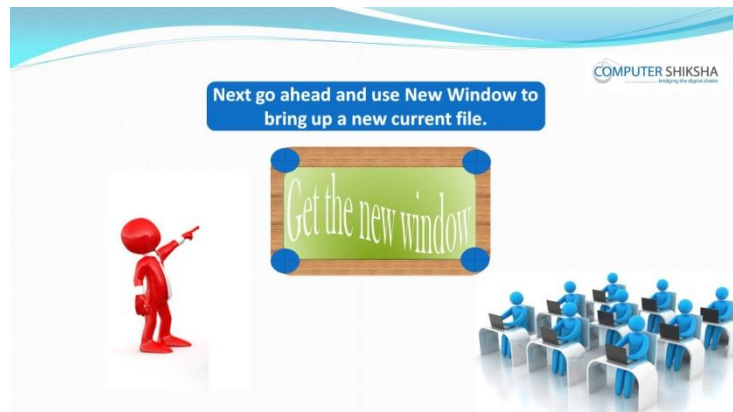
Stop video here and ask students to hide slide and then play the video again.

439. To stop video time at 17 minute 01 seconds in VLC Media Player.



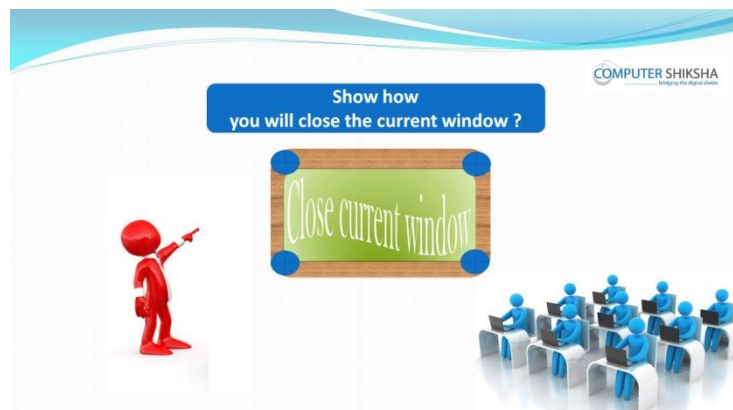
Stop video here and ask students to run the slide show and then play the video again.

440. To stop video time at 17 minute 08 seconds in VLC Media Player.



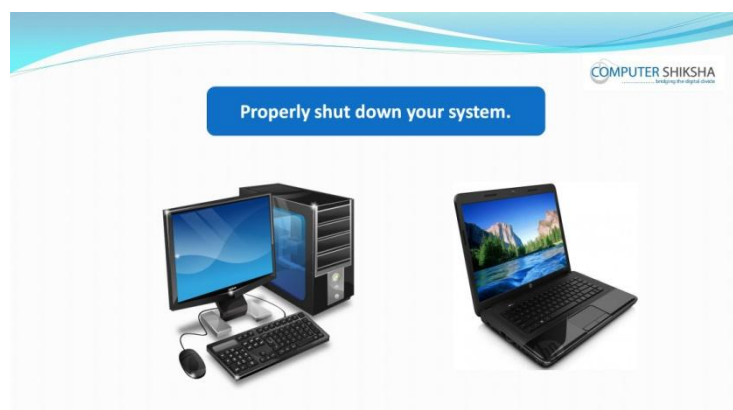
Stop video here and ask students to take new window with the help of 'New window' option and then play the video again.

441. To stop video time at 17 minute 13 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.

442. To stop video time at 17 minute 21 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.

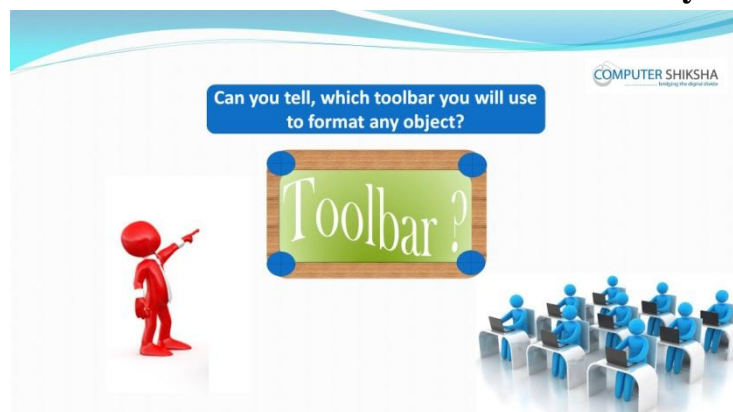
Complete teacher's manual for Open office impress 1 Class 11

Summaries

- ✓ What is impress/ presentation?
- ✓ Why we use impress/presentation?
- ✓ How to open impress file?
- ✓ How to use Gallery option?
- ✓ How to insert any graphics from Gallery?
- ✓ How to do slide in full screen?
- ✓ How to convert any document into PDF file?
- ✓ Why we use Header and Footer?
- ✓ Why we use Change Case?
- ✓ Why we use custom animation?
- ✓ How to take a new window?
- ✓ How to close a window?
- ✓ How to shut down computer.

Now let's start video.

443. To stop video time at 43 seconds in VLC Media Player.



Stop video here and ask if they can tell which toolbar you will use to format any object?

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

444. To stop video time at 58 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.

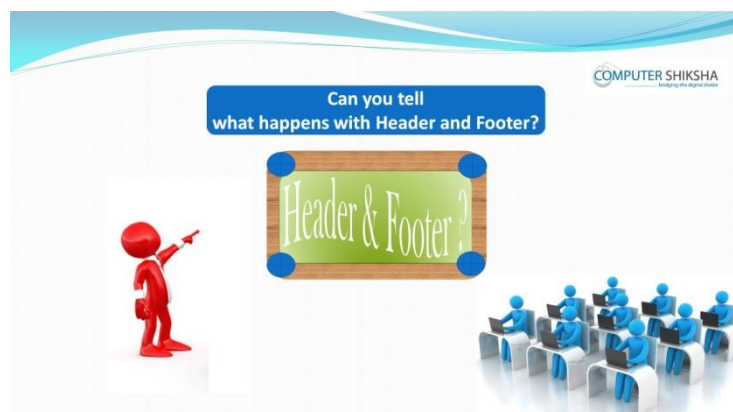
445. To stop video time at 01 minute 21 seconds in VLC Media Player.



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.

446. To stop video time at 01 minute 54 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.

447. To stop video time at 02 minute 09 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.

448. To stop video time at 02 minute 27 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.

- 449. To stop video time at 02 minute 37 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.

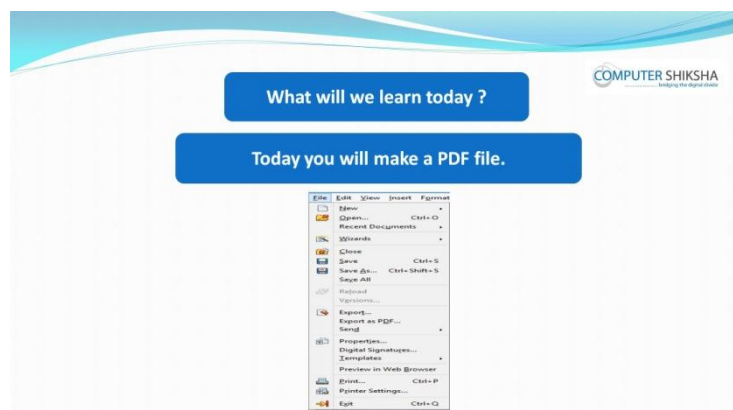
- 450. To stop video time at 02 minute 51 seconds in VLC Media Player.**



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.

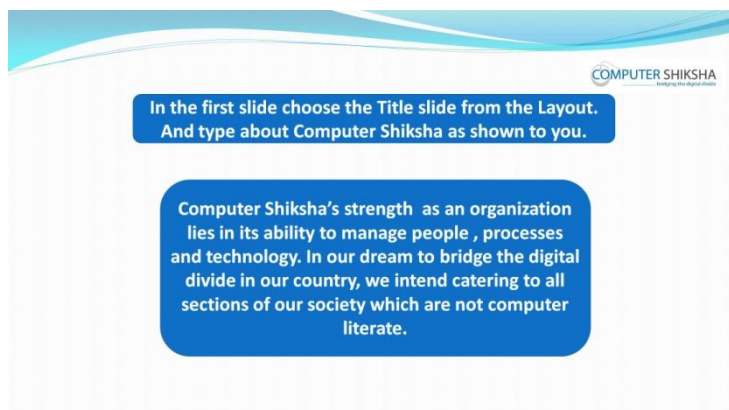
- 451. To stop video time at 03 minute 40 seconds in VLC Media Player.**



Stop video here and ask what will we learn today?

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

452. To stop video time at 04 minute 05 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.

453. To stop video time at 04 minute 14 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.

454. To stop video time at 04 minute 58 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.

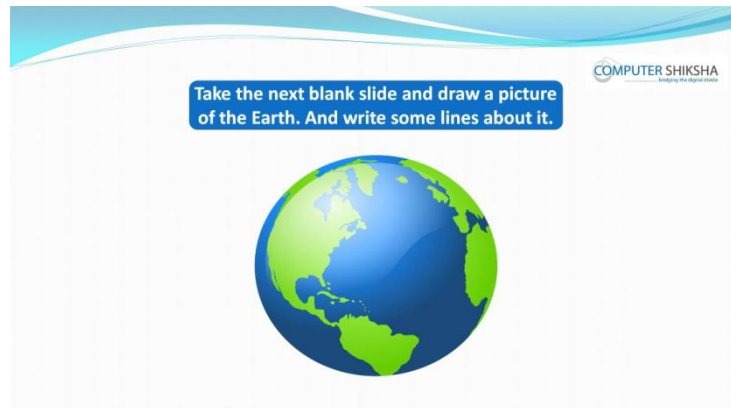
455. To stop video time at 05 minute 21 seconds in VLC Media Player.

Stop video here and just check whether they have applied 'Italic' or not and then play the video again.

456. To stop video time at 05 minute 54 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.

457. To stop video time at 06 minute 03 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.

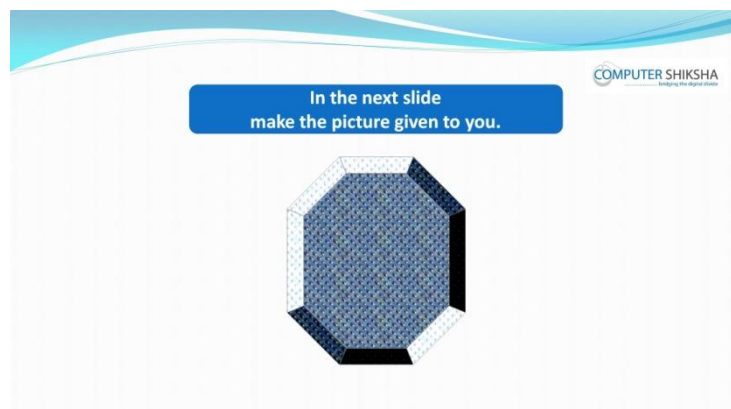
458. To stop video time at 07 minute 46 seconds in VLC Media Player.

Stop video here and just check whether they have inserted picture of earth and then play the video again.

459. To stop video time at 10 minute 12 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.

460. To stop video time at 10 minute 44 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.

461. To stop video time at 11 minute 45 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.

462. To stop video time at 12 minute 14 seconds in VLC Media Player.

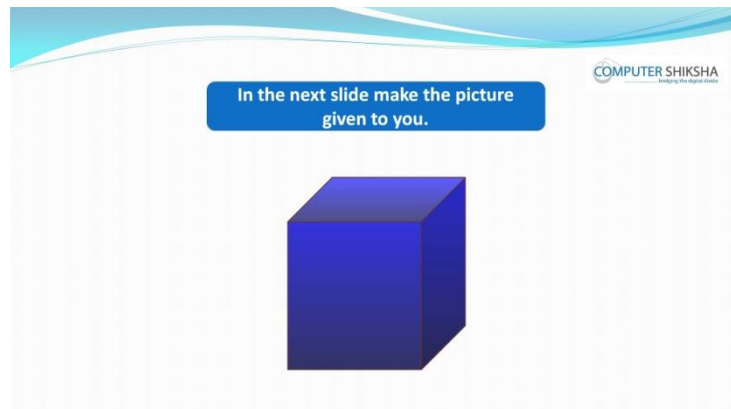
Stop video here and ask students to draw the picture as shown in the video and then play the video again.

463. To stop video time at 13 minute 26 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.

464. To stop video time at 13 minute 31 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.

465. To stop video time at 14 minute 55 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.

466. To stop video time at 15 minute 19 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.

467. To stop video time at 16 minute 10 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 if everyone has done so and play the video again.

468. To stop video time at 16 minute 20 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.

469. To stop video time at 16 minute 35 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.

470. To stop video time at 16 minute 47 seconds in VLC Media Player.

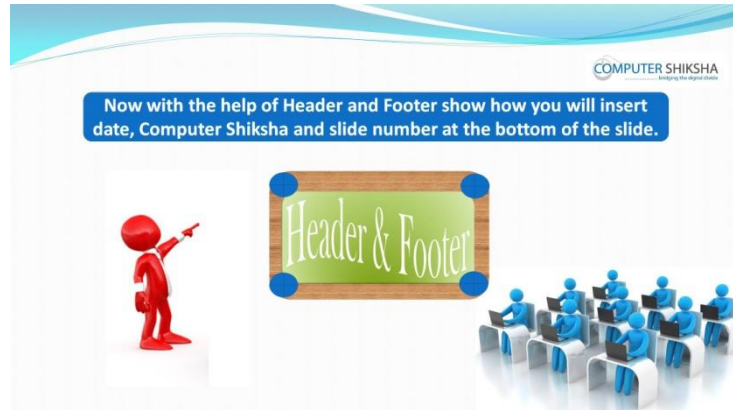
Stop video here and ask students to click on the Edit menu and then select 'Duplicate' option as shown in the video and then play the video again.

471. To stop video time at 17 minute 42 seconds in VLC Media Player.

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

472. To stop video time at 18 minute 14 seconds in VLC Media Player.
Stop video here and check whether they have made duplicate copy or not and then play the video again.

473. To stop video time at 18 minute 29 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.

474. 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 and then play the video again.

475. To stop video time at 20 minute 26 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.

476. To stop video time at 21 minute 15 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've applied 'Header and Footer' option and then play the video again.

477. To stop video time at 21 minute 28 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.

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

Stop video here and ask students to click on the 'Custom animation' option and then play the video again.

479. To stop video time at 22 minute 24 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.

480. To stop video time at 23 minute 09 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.

481. To stop video time at 23 minute 20 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.

482. To stop video time at 24 minute 13 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.

483. To stop video time at 24 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.

484. To stop video time at 24 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.

485. To stop video time at 25 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.

486. To stop video time at 25 minute 42 seconds in VLC Media Player.

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

487. To stop video time at 26 minute 32 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.

488. To stop video time at 26 minute 39 seconds in VLC Media Player.



Stop video here and ask students to apply 'Hyperlink' option and then play the video again.

489. To stop video time at 28 minute 40 seconds in VLC Media Player.

Now just check whether they have applied 'Hyperlink' or not and then play the video again.

490. To stop video time at 29 minute 07 seconds in VLC Media Player.

Stop video here and ask students to open the 'Hyperlink' as shown in the video and then play the video again.

491. To stop video time at 29 minute 12 seconds in VLC Media Player.



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

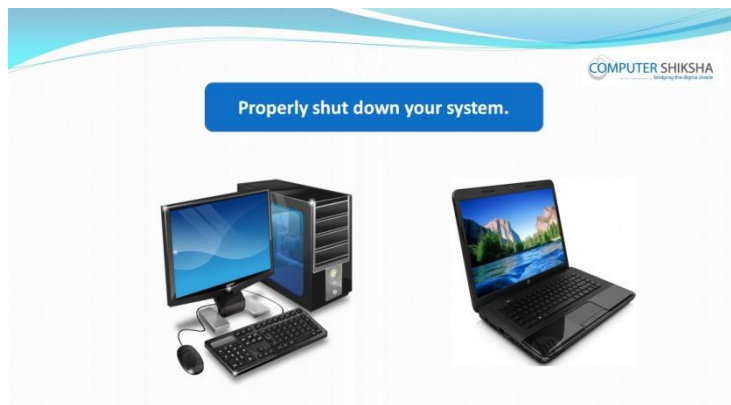
492. To stop video time at 31 minute 15 seconds in VLC Media Player.

Now just check whether they have converted their file into PDF file or not and then play the video again.

493. 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.

494. To stop video time at 32 minute 24 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.