

NeoOffice Presentation at a Snail's Pace.....

These directions have been kid tested
and approved.

Step 1: Opening NeoOffice

If NeoOffice is not on your dock, go into your Application's folder and drag the icon for NeoOffice (a ship on a globe) onto your dock at the bottom of your screen.

Click NeoOffice to open it.

Step 2: Open Presentation and Select Presentation Type

Go to “File” on the toolbar at the top of your screen and drag down to “Presentation.”

A Presentation Wizard opens first to choose your initial set up.

I am recommending select, “Empty Presentation” to start.

Click on “Next” at the bottom of the frame.

Step 3: Select a Slide Design

You will be prompted to select a slide design.

I am recommending you hi-light “original” for the Presentation Background for today's practice.

Click on “Next” at the bottom of the frame.

Step 4: Slide Transition and Presentation Type

For today's practice select “No Effect” and “Medium” Speed.

For Presentation Type choose “Default.”

Step 5: Make Your First Slide

Look over your page. You will see there are lots of toolbars and tools. There are also options for layouts. If this is your first presentation project, keep it simple. Choose a layout under “Layouts” on the right side of the page. I am using the second choice for this presentation. It has a title bar and text box.

Choose a layout for your first page. Play with adding text, change fonts and text size.

Save your document under “File” and give it a name.

Step 6: Add Slide 2 and a New Background

Create a new slide. Click on the word “Slide” located at the upper right corner of your screen. It is in the upper most tool bar.

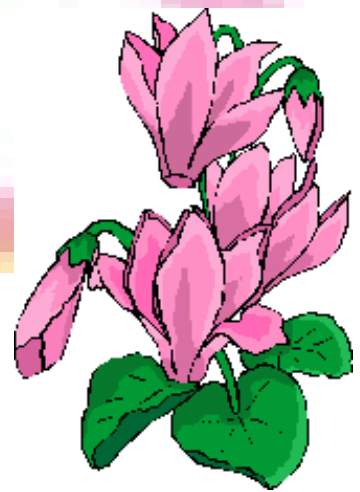
I was able to add this background by clicking on the picture frame with the pop up name “gallery” at the bottom of the screen. The gallery icon is a picture frame with a house, next to the yellow, red and blue shapes.

Select and drag the background into your slide. You may need to resize it, then type on top.

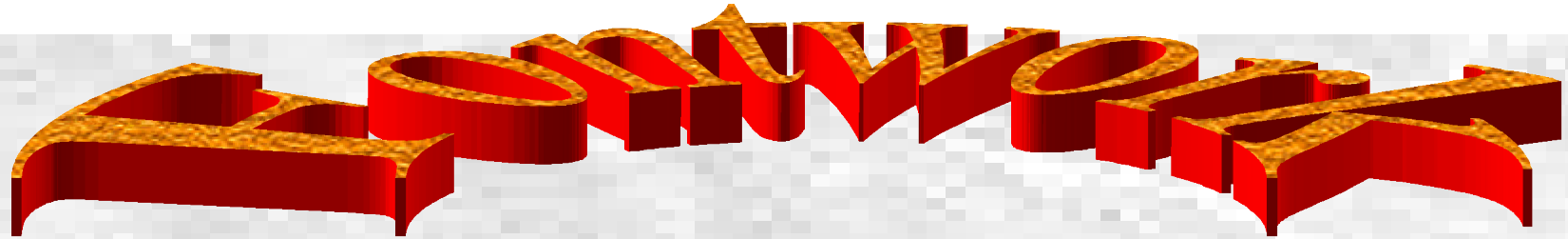
Step 7: Add a New Slide and a Graphic

Add a new slide and a new background.

To insert a graphic go under “Insert” to “Picture” and choose “From File.” Select the picture you want to add from the location it is stored in.



Step 8: Try Other Fonts From the Fontwork Gallery

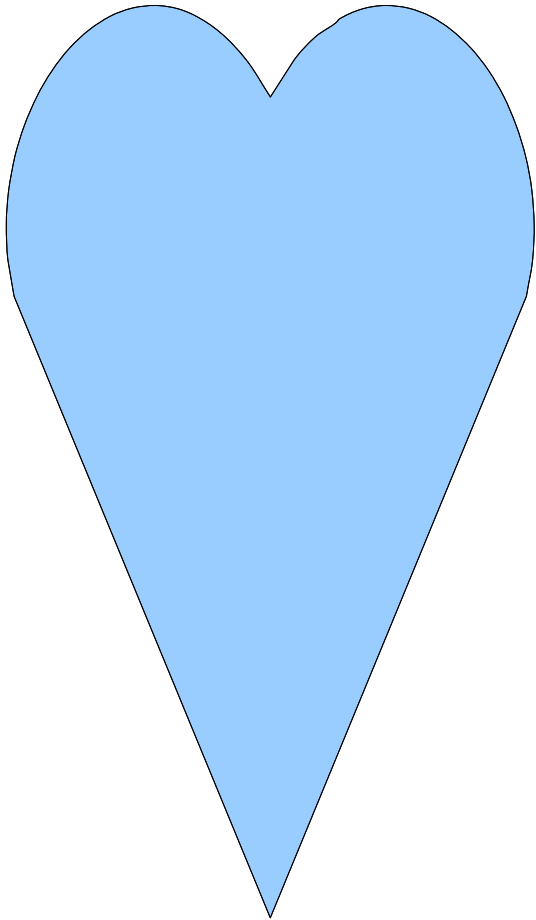


Make a new slide.

Open the Fontwork Gallery at the bottom of your screen, the picture frame with the letter A on the inside. Pick the font you like. Play around with it.

Click on the fontwork, and play with the 3D toolbar that pops up. See what happens. Kids figure this out quickly!

Step 9: Play Your Slide Show



To view your presentation as a slide show, Click on Slide 1, then go under “Slide Show” on the toolbar, select Slide Show.

Clicking your touch bar will advance the slides one at a time.

Save, save, save!

Step 10: Let Your Kids Teach You New Features of Presentation

You know your kids. They will explore tools and features at lightning speed and teach you quickly.

Have fun!!!



Play Topic 1: Adding Shapes- Coloring and Rotating Shapes

You can add shapes from your shape gallery at the bottom of your screen.

Click the arrow next to the shape gallery you want. Select the shape. You selector will turn into a plus sign.

Click on you page where you want the shape added and drag it open to the size you want.

Choose the color you want from the toolbar at the top of your screen (make sure your shape has the 4 corner buttons first).

If you want to rotate it, select the 270 arrow at the bottom of the screen next to the Gallery icon.

You can “shift” the shape as well, moving the yellow button on the shape.

