

LibreOffice Impress

Presentation Notes

CCC Exam 2026 — Chapter 5 | Presentation Software (8–10 Questions)

Default Format: .odp

MS PowerPoint: .pptx

Default Font: Liberation Sans

Default Size: 18

8-10 Questions CCC mein

Impress kya hai? — Presentation Software

LibreOffice Impress ek **Presentation Software** hai — bilkul MS PowerPoint jaisa. Isse hum **Slides** banate hain jo presentations, lectures, meetings mein screen par dikhate hain. CCC exam mein Impress se **8-10 questions** aate hain.

Impress ke Main Parts

Part	Kaam (Hindi)
Slide Panel	Left mein sab slides ki thumbnail list
Work Area	Center mein current slide editing area
Notes Panel	Neeche speaker ke liye private notes
Task Panel	Right mein layouts aur designs
Status Bar	Neeche page number aur zoom info
Outline View	Sab slides ka text ek jagah dekhna
Slide Sorter	Sab slides ek saath dekhna/arrange karna

Impress ke Important Features

- ✦ **Slides** — Presentation ke pages (F5 se start)
- ✦ **Slide Layout** — Slide ka design/arrangement
- ✦ **Transitions** — Ek slide se doosri ka effect
- ✦ **Animations** — Objects ka movement effect
- ✦ **Master Slide** — Sab slides ka common background
- ✦ **Slide Show** — F5 se start, Esc se band
- ✦ **Custom Slide Show** — Selected slides ka show
- ✦ **Speaker Notes** — Private presentation notes

★ **Exam Most Important:** F5 = Slide Show Start | Shift+F5 = Current Slide se Start | Esc = Slide Show Band | B = Black Screen | W = White Screen

Transitions vs Animations — Difference Yaad Karo!

🔄 Slide Transitions

Definition: Ek slide se *doosri slide* par jaane ka visual effect.

- ✦ Fade, Dissolve, Fly, Zoom etc.
- ✦ Slideshow menu → Slide Transition
- ✦ Sab slides par ek saath apply kar sakte hain
- ✦ Speed: Slow, Medium, Fast
- ✦ Sound bhi add kar sakte hain

🎨 Animations

Definition: Ek slide ke *andar objects* (text, image) ka movement effect.

- ✦ Entrance, Exit, Emphasis effects
- ✦ Slideshow menu → Animation
- ✦ Har object ka alag animation
- ✦ On Click, After Previous, With Previous
- ✦ Duration set kar sakte hain

🔄 Impress Practice Test Do →

📄 Shortcut PDF Download

Impress Important Shortcuts — Exam Mein Aate Hain

Shortcut	Kaam	Shortcut	Kaam
F5	Slide Show shuru karna (pehle slide se)	Ctrl + S	Save karna
Shift + F5	Current slide se Show shuru	Ctrl + P	Print karna
Esc	Slide Show band karna	F2	Text box banana
B	Black screen dikhana (pause karna)	F4	Position and Size dialog
W	White screen dikhana	F7	Spell Check
Home	Pehle slide par jaana	F11	Style apply karna
End	Aakhri slide par jaana	Shift+F3	Duplicate karna
N / PageDown	Agla slide dikhana	Shift+Ctrl+G	Objects ko Group karna
P / PageUp	Pichla slide dikhana	Shift+Ctrl+Alt+A	Objects ko Ungroup karna
Number + Enter	Seedha us number ki slide par jaana	Ctrl + Plus	Bring to Front (Aage lana)

Master Slide kya hai? — Bahut Important!

Master Slide ek common background design hai jo *sab slides* par ek saath apply hota hai.

- ✦ Ek baar design karo — sab slides par laga jaata hai
- ✦ Logo, background color, fonts set kar sakte hain
- ✦ View menu → Master View se access karo
- ✦ Ek Presentation mein multiple Master Slides ho sakti hain
- ✦ Isse **Slide Master** bhi kehte hain

Impress — File Formats

Format	Extension
Impress Default	.odp
MS PowerPoint Old	.ppt
MS PowerPoint New	.pptx
Impress Template	.otp
PDF Export	.pdf
Flash Export	.swf

Yaad karo: Jab Impress file ko MS PowerPoint mein open karna ho toh **.pptx** format mein Save As karo.

📄 Sab shortcuts ek PDF mein chahiye? **FREE download** — cccwale.com/ccc-notes/

[Download Now →](#)

[Impress Test Do →](#)

[30Q Mixed Test](#)

[All Tests](#)

Impress ke Views — Alag Alag Najariye

Normal View

Default view. Ek slide edit karna. Work area mein main slide dikhti hai.

Outline View

Sab slides ka text ek saath dikhta hai. Bullet points likhne ke liye.

Slide Sorter

Sab slides thumbnail mein dikhti hain. Order badalna aasaan hota hai.

Notes View

Slide ke saath speaker notes likhna. Audience ko nahi dikhte.

Handout View

Print ke liye multiple slides ek page par. 1,2,3,4,6 slides per page.

Master View

Master Slide design karna. Sab slides par common elements.

Impress — Exam Important Facts (Zaroor Yaad Karo!)

Fact	Value	Exam Question	Answer
Default Font Name	Liberation Sans	Impress ka default format?	.odp
Default Font Size	18	Template format?	.otp
Maximum Zoom	3000%	Transitions kahan milti hain?	Slideshow Menu
Minimum Zoom	5%	Animations kahan milti hain?	Slideshow Menu
Total Menus	10	Group shortcut?	Shift+Ctrl+G
Slide Show Start	F5	White screen shortcut?	W
Slide Show End	Esc	Current slide se show?	Shift+F5
Black Screen	B key	Specific slide par jaana?	Number + Enter

Impress + Baaki Sab Tests — cccwale.com

[Impress Chapter Test](#)
[Writer Test](#)
[Calc Test](#)
[Ch.6 Internet](#)
[Ch.9 Cyber Security](#)
[Ch.8 Digital Finance](#)
[30Q 30 Questions](#)
[100Q Full Mock Test](#)
[Notes Download](#)
[Impress Test Do →](#)
[100Q Full Mock](#)
[FREE Notes PDF](#)

CCC Exam Clear Karne Ke Baad... Typing Test Bhi Pass Karna Hoga!

CPCT, UP, MP, Rajasthan — sabhi govt exams mein typing compulsory hai

typingwale.com

FREE Practice Platform

Govt exam ke liye typing speed aur accuracy dono zaroori hain — abhi se practice shuru karo

- ✓ **Hindi Typing**
Mangal / Krutidev font support
- ✓ **English Typing**
Speed + accuracy tracking
- ✓ **CPCT Pattern Tests**
Official exam pattern
- ✓ **UP / MP Exams**
State exam compatible

Practice Shuru Karo — typingwale.com →



typingwale.com

Scan karo — Typing Practice shuru karo

Apne phone se QR scan karo aur direct practice page par pahuncho
Ya visit karo: typingwale.com

Aur CCC Mock Tests ke liye — cccwale.com

cccwale.com

6,000+ Questions

280+ Tests

All 10 Chapters



All CCC Tests Hub



Ch.1 — Intro to Computer



Ch.2 — Operating System



Ch.3 — LibreOffice Writer



Ch.4 — LibreOffice Calc



Ch.5 — LibreOffice Impress



Ch.6 — Internet & WWW



Ch.7 — Email & eGov



Ch.8 — Digital Finance



Ch.9 — Cyber Security



Ch.10 — Future Skills & AI



True / False Test

10Q

10 Questions Test

20Q

20 Questions Test

30Q

30 Questions Test

50Q

50 Questions Test

100Q

100Q Full Mock Test