

Microsoft Office PowerPoint 2007

Chapter One: Creating and Editing a Presentation

Double Entry Definition Journal

Keyterm	Definition	How does this Keyterm relate to your prior experience?
charting (PPT 2)	Create and insert charts into your presentation	
collaborating (PPT 2)	Share presentations with friends	
drawing (PPT 2)	Form and modify diagrams using arcs, arrows, cubes, ect.	
e-mailing (PPT 2)	Send your entire slideshow to an email address	
inserting multimedia (PPT 2)	Insert artwork multimedia	
outlining (PPT 2)	Develop your presentation using an outline format	
preparing delivery (PPT 2)	Rehearse PowerPoint slides in your speech.	
presentation (PPT 2)	Slide show	
saving to the Web (PPT 2)	Save in HTML format	
slide show (PPT 2)	Presentation	
word processing (PPT 2)	Create bullet lists	
landscape orientation (PPT 6)	Where the default preset slides are found	
layouts (PPT 6)	Position content on slide	
slide (PPT 6)	Basic unit of PowerPoint	
Title Slide (PPT 6)	First slide on slideshow	
mouse pointer (PPT 7)	Becomes different shapes depending on what you go over with it.	
placeholders (PPT 7)	Display when you create a new slide	
vertical scroll bar (PPT 7)	Appears on right side of PowerPoint	
document theme (PPT 8)	Consistency in color and design throughout the whole power	

	point.	
horizontal scroll bar (PPT 8)	Located on the bottom of the document	
Normal view (PPT 8)	The default view	
Notes Page view (PPT 8)	If you want to work your notes in full view	
Notes pane (PPT 8)	Area where you can type notes	
Outline tab (PPT 8)	Alternate views	
Ribbon (PPT 8)	Control center of power point.	
scroll bars (PPT 8)	Appear at right edge of the window.	
Slide pane (PPT 8)	Shows large view of document	
Slides tab (PPT 8)	Alternate views	
splitter bar (PPT 8)	To adjust the width	
status bar (PPT 8)	Presents info about the document	
tab (PPT 8)	Contains related commands	
view (PPT 8)	Mode where presentation appears on the screen	
active tab (PPT 9)	The tab that is currently displayed	
contextual tabs (PPT 9)	Used when working with pictures	
gallery (PPT 9)	Set of choices	
Home tab (PPT 9)	Primary tab	
live preview (PPT 9)	To see its effect on document	
Enhanced ScreenTip (PPT 10)	It enhances the tip for the screen showed	
Dialog Box Launcher (PPT 11)	The box located at the bottom right, and allows you to store information	
Mini toolbar (PPT 11)	A toolbar located at the top	
task pane (PPT 11)	A window that can remain open	
shortcut menu (PPT 12)	Appears when you right click an object	
Quick Access Toolbar (PPT 13)	A toolbar available for quick access	
menu (PPT 14)	Displays when clicking the file button	
Office Button (PPT 14)	Central location for managing	
Key Tip (PPT 15)	code	

Key Tip badge (PPT 15)	Keyboard or icon	
scroll arrow (PPT 7, PPT 8)	The arrow near the scroll bar	
scroll box (PPT 7, PPT 8)	Allows you to move the page up and down	
submenu (PPT 15)	List of additional commands	
Office Theme (PPT 16)	Changes the theme of the presentation	
line wraps (PPT 18)	Exceeds width of placeholders.	
AutoFit (PPT 19)	Displays because PowerPoint is trying to reduce size of letters	
level (PPT 19)	The position within a structure	
paragraph (PPT 19)	A body of words together	
color (PPT 21)	Red blue green, ect.	
font (PPT 21)	What style the font is in	
format (PPT 21)	The way a document appears	
point (PPT 21)	1/72 inch of height	
size (PPT 21)	How big font is	
style (PPT 21)	What style the power point is in	
file (PPT 26)	Saved presentation	
file name (PPT 26)	Name assigned to the file	
folder (PPT 27)	Specific location on a storage medium	
line spacing (PPT 32)	Spacing between each line	
multi-level bulleted list slide (PPT 33)	A slide that has one or more bullet lists	
demoting (PPT 34)	Creating a lower level paragraph	
promoting (PPT 34)	Higher level paragraph	
black slide (PPT 39)	The last slide in power point	
drag and drop (PPT 41)	To drag an object and drop to a destination	
document properties (PPT 43)	The properties that are shown about the document	
keywords (PPT 43)	Further describe the document	
metadata (PPT 43)	Project author, ect.	
standard properties (PPT 43)	Properties that are standard for the format	
Automatically updated properties (PPT 44)	File system properties	
Document Information Panel (PPT 44)	The panel on left	

slide indicator (PPT 47)	The indicator that tells you location of the slide	
Slide Show view (PPT 49)	The view that is in slide show mode	
pop-up menu (PPT 51)	Enables help for power point	
custom dictionary (PPT 55)	A dictionary that corrects misspellings	
hard copy (PPT 61)	The copy that is original	
printout (PPT 61)	The printed version of the document	
PowerPoint Help (PPT 63)	Enables help for the power point	
Microsoft Office PowerPoint 2007 (PPT 2)	The program for Microsoft Powerpoint	