

Microsoft Office PowerPoint 2007

Chapter Two: Creating a Presentation with Illustrations and Shapes

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
background style (PPT 89)	Designs of the background that have colors, shading patterns, and textures.	
fill effects (PPT 89)	Add depth to a side.	
custom layout (PPT 92)	Where you can create a layout	
layout (PPT 92)	Specifies the arrangement of placeholders on a side	
Layout gallery (PPT 92)	Choosing a slide layout	
clip (PPT 95)	A single media file	
Clip Art task pane (PPT 95)	Allows you to search for clips by using descriptive keywords	
clip collections (PPT 95)	Combine topic-related clips into categories	
Microsoft Clip Organizer (PPT 95)	A collection of drawings, photographs, sounds, and videos	
My Collections (PPT 95)	A file name	
Office Collections (PPT 95)	Contains all these media files included with Microsoft Office	
Shared Collections (PPT 95)	Typically reside on shared network	
Web Collections (PPT 95)	Reside on Microsoft Clip Art	
resizing (PPT 101)	Enlarging and reducing size of clip art graphic	
selection rectangle (PPT 101)	Selected graphic is surrounded	
sizing handles (PPT 101)	Small rectangles, squares and circles	
Format Painter (PPT 106)	Copy all the formatting changes from one object to another	
Quick Styles (PPT 106)	Defined combinations of	

	formatting options	
shadow (PPT 110)	Helps letters display prominently	
animation (PPT 122)	Includes special visual and sound effects applied to content	
slide transition (PPT 122)	Used to progress the slides on the slideshow	
Print What list (PPT 126)	Presents options for printing slides	