

Microsoft Office PowerPoint 2007

Chapter One: Creating and Editing a Presentation

Double Entry Definition Journal

Key term	Definition	How does this Key term relate to your prior experience?
charting (PPT 2)	Create and insert charts into presentations and then add effects and chart elements	8 th WP
collaborating (PPT 2)	Share your presentation with friends and coworkers. Ask them to review the slides and then insert comments that offer suggestions to enhance the presentation	9 th WP
drawing (PPT 2)	From and modify diagrams using shapes such as arcs, arrows, cubes, rectangles, stars, and triangles. Then apply Quick Styles to customiz3e and add effects. Arrange these objects by sizing, scaling, and rotating	8 th WP
e-mailing (PPT 2)	Send your entire slide show as an attachment to an e-mail message	Group projects
inserting multimedia (PPT 2)	Insert artwork and multimedia effects into your slide show.	Inserting pictures
outlining (PPT 2)	Develop your presentation using an outline format. You also can import outlines from Microsoft Word or other word processing programs	Making a PowerPoint
preparing delivery (PPT 2)	Rehearse integrating PowerPoint slides into your speech by setting timings, using presentation tools, showing only select4d slides in a	Presentations involving Power Points

	presentation, and packaging the presentation for a CD	
presentation (PPT 2)	Slide show	8 th WP
saving to the Web (PPT 2)	Save presentations or parts in HTML format so they can be viewed and manipulated using a browser.	No prior experience
slide show (PPT 2)	A PowerPoint presentations	8 th WP
word processing (PPT 2)	Create bulleted lists, combine words and images, find and replace text, and use multiple fonts and type sizes	Making presentations
landscape orientation (PPT 6)	Slide width is greater than its height	8 th WP
layouts (PPT 6)	Used to position graphics, tables, charts and drawings on the slide	8 th WP
slide (PPT 6)	Basic unit of a PowerPoint presentation	Making a presentation
Title Slide (PPT 6)	The first slide, introduces the presentation to the audience	Presenting
mouse pointer (PPT 7)	Becomes different shapes depending on the task performed and location	using the computer
placeholders (PPT 7)	Boxes with dotted or hatch-marked borders that are displayed when you create a new slide	8 th WP
vertical scroll bar (PPT 7)	Displays different slides in the document window	8 th WP
document theme (PPT 8)	Provides consistency in design and color throughout the entire presentation by setting the color scheme, font and font size, and layout	8 th WP
horizontal scroll bar (PPT 8)	Located on bottom of the Slide, allows you to display a portion of the slide when the entire slide doesn't fit	8 th WP
Normal view (PPT 8)	Composed of three working areas that allow you to work on various aspects of the presentation simultaneously,	8 th WP

	default view	
Notes Page view (PPT 8)	Display to work with notes in full page format	8 th WP
Notes pane (PPT 8)	You can type notes and additional information; can consist of notes to yourself or remarks to share with audience	8 th WP
Outline tab (PPT 8)	Alternate between views of the presentation in a thumbnail, or miniature, view of the slides and an outline of the slide text	8 th WP
Ribbon (PPT 8)	Control center, provides easy central access to tasks you perform while creating a slide show	8 th WP
scroll bars (PPT 8)	Appear on right edge of window after you have created at least two slides	8 th WP
Slide pane (PPT 8)	Shows a large view of the current slide on the right side of the window	8 th WP
Slides tab (PPT 8)	Alternate between views of presentation in a thumbnail view of the slides and an outline of the slide text	8 th WP
splitter bar (PPT 8)	Adjust the width of the Slide pane by dragging	8 th WP
status bar (PPT 8)	Presents information about the document, the progress of current tasks, and the status of certain commands and keys	8 th WP
tab (PPT 8)	Surrounds a collections of groups, and each group contains related commands	8 th WP
view (PPT 8)	Mode in which the presentation appears on the screen	8 th WP
active tab (PPT 9)	Tab displayed on the Home	8 th WP
contextual tabs (PPT 9)	When you perform certain tasks or work with objects such as pictures of tables	8 th WP
gallery (PPT 9)	Set of choice arranged in a grid	8 th WP
Home tab (PPT 9)	Contains more frequently used commands	8 th WP

live preview (PPT 9)	Allows you to point to a gallery choice and see its effect in the document without actually selecting the choice	8 th WP
Enhanced ScreenTip (PPT 10)	On-screen note that provides name of the command, available keyboard shortcuts, descriptions and instructions	8 th WP
Dialog Box Launcher (PPT 11)	Displays a dialog box with additional options for the group	8 th WP
Mini toolbar (PPT 11)	Contains commands related to changing the appearance of text in a slide	8 th WP
task pane (PPT 11)	Window that can remain open and visible while you work in the document	8 th WP
shortcut menu (PPT 12)	List of frequently used commands that relate to the right-clicked object	8 th WP
Quick Access Toolbar (PPT 13)	Provides easy access to frequently used commands	8 th WP
menu (PPT 14)	Contains a list of commands	8 th WP
Office Button (PPT 14)	Central location for managing and sharing documents	8 th WP
Key Tip (PPT 15)	To select a command using the keyboard	8 th WP
Key Tip badge (PPT 15)	Keyboard code icon	8 th WP
scroll arrow (PPT 7, PPT 8)	located at each end of the scroll bar, used to scroll or display different portions of document	8 th WP
scroll box (PPT 7, PPT 8)	Reflects location of the slide in presentation	8 th WP
submenu (PPT 15)	List of additional commands associated with the selected command	8 th WP
Office Theme (PPT 16)	The default theme that PowerPoint initially uses	8 th WP
line wraps (PPT 18)	Text that exceeds the width of the placeholder is onto the next line	8 th WP
AutoFit (PPT 19)	PowerPoint attempts to reduce the size of the letters when the title text does not fit on a single	8 th WP

	line.	
level (PPT 19)	Position within a structure, such as an outline, that indicates the magnitude of importance	8 th WP
paragraph (PPT 19)	Segment of text with the same format	8 th WP
color (PPT 21)	Defines the hue of the characters`	8 th WP
font (PPT 21)	Defines the appearance and shape of the letters, numbers, punctuation marks, and symbols	8 th WP
format (PPT 21)	The appearance	8 th WP
point (PPT 21)	1/72 inch in height	8 th WP
size (PPT 21)	Specifies the height of the characters, uses points	8 th WP
style (PPT 21)	Indicates how the characters are formatted	8 th WP
file (PPT 26)	A saved presentation	8 th WP
file name (PPT 26)	Name assigned to a file when it is saved	8 th WP
folder (PPT 27)	Specific location on a storage medium	8 th WP
line spacing (PPT 32)	Amount of vertical space between the lines of text	8 th WP
multi-level bulleted list slide (PPT 33)	A slide that consists of more than one level of bulleted text	8 th WP
demoting (PPT 34)	Creating a lower-level paragraph	8 th WP
promoting (PPT 34)	Creating a higher-level paragraph	8 th WP
black slide (PPT 39)	The default PowerPoint setting which ends the presentation, appears only when the slide show is running and concludes the slideshow	8 th WP
drag and drop (PPT 41)	Process of dragging and dropping a thumbnail in a new location	8 th WP
document properties (PPT 43)	Details about a file	8 th WP
keywords (PPT 43)	Words or phrases that further describe the document	8 th WP
metadata (PPT 43)	Document properties, include	8 th WP

	project author, title or subject..etc	
standard properties (PPT 43)	Associated with all Microsoft Office documents and include author, title and subject	8 th WP
Automatically updated properties (PPT 44)	Include file system properties, such as the date you create or change a file, and statistics such as file size	8 th WP
Document Information Panel (PPT 44)	Contains areas where you can view and enter document properties	8 th WP
slide indicator (PPT 47)	Shows the number and title of the slide you are about to display	8 th WP
Slide Show view (PPT 49)	Begins when you click the Slide Show button; shows the current slide on full screen without any window objects or toolbars	8 th WP
pop-up menu (PPT 51)	Shortcut menu, appears when you right-click a slide	8 th WP
custom dictionary (PPT 55)	Available if you want to add special words such as proper names, cities and acronyms	8 th WP
hard copy (PPT 61)	A printed version of the presentation	8 th WP
printout (PPT 61)	A printed version of the presentation	8 th WP
PowerPoint Help (PPT 63)	Find answers to questions and displays information about various topics	8 th WP
Microsoft Office PowerPoint 2007 (PPT 2)	Complete presentation graphics program that allows you to produce professional-looking presentations	8 th WP