

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 that may include color, shading, patterns, and textures | Styling a PowerPoint presentation |
| fill effects (PPT 89) | Add pattern and texture to a background, which add depth to a slide | 8 th WP |
| custom layout (PPT 92) | Specifies the number, size, and location of placeholders, background content, and optional slide and placeholder-level properties | 8 th WP |
| layout (PPT 92) | Specifies the arrangement of placeholders on a slide | 8 th WP |
| Layout gallery (PPT 92) | Choosing a slide layout | 8 th WP |
| clip (PPT 95) | A single media file, including art, sound, animation and movies | 8 th WP |
| Clip Art task pane (PPT 95) | Allows you to search for clips by using descriptive keywords, file names, media file formats, and clip collections | 8 th WP |
| clip collections (PPT 95) | Combine topic-related clips into categories | 8 th WP |
| Microsoft Clip Organizer (PPT 95) | A collection of drawings, photographs, sounds, videos and other media files shared with Microsoft Office applications | 8 th WP |
| My Collections (PPT 95) | An area in your hard disk where media files are stored when created | 8 th WP |
| Office Collections (PPT 95) | Contains all these media files | 8 th WP8 th |

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| | included with Microsoft Office such as Microsoft Clip Organizer | |
| Shared Collections (PPT 95) | Typically reside on a shared network file server and are accessed by multiple users | 8 th WP |
| Web Collections (PPT 95) | Clips reside on the Microsoft Clip Art and Media Home page on the Microsoft Office Online Web site. | 8 th WP |
| resizing (PPT 101) | Includes both enlarging and reducing the size of a clip art graphic | 8 th WP |
| selection rectangle (PPT 101) | A rectangle that appears when selecting a graphic | 8 th WP |
| sizing handles (PPT 101) | Squares and circles; move hands at each corner and middle location of a selected graphic | 8 th WP |
| Format Painter (PPT 106) | Allows you to copy all formatting changes from one object to another | 8 th WP |
| Quick Styles (PPT 106) | Defined combinations of formatting options | 8 th WP |
| shadow (PPT 110) | Helps the letters display prominently by adding a shadow behind the text | 8 th WP |
| animation (PPT 122) | Includes special visual and sound effects applied to text or content | 8 th WP |
| slide transition (PPT 122) | Special animation effect used to progress from one slide to the next in a slide show | 8 th WP |
| Print What list (PPT 126) | Page Setup group or in the Print dialog box contains options for printing slides, handouts, notes and an outline | 8 th WP |