

# 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)	Creating and inserting charts	
collaborating (PPT 2)	Sharing presentation with people	
drawing (PPT 2)	Form and modify diagrams	
e-mailing (PPT 2)	Sending your entire slideshow	
inserting multimedia (PPT 2)	Inserting artwork or moving graphics	
outlining (PPT 2)	Develop presentation using outline form	
preparing delivery (PPT 2)	Rehearsing your speech	
presentation (PPT 2)	Also called a slideshow	
saving to the Web (PPT 2)	Viewed in a browser	
slide show (PPT 2)	Also called a presentation	
word processing (PPT 2)	Create bulleted lists, combine words and images	
landscape orientation (PPT 6)	Width is greater than the height	
layouts (PPT 6)	Used to position content slide	
slide (PPT 6)	Basic unit	
Title Slide (PPT 6)	Shows purpose of the presentation	
mouse pointer (PPT 7)	Becomes a different shape depending on where you are	
placeholders (PPT 7)	Are boxes with dotted or hatched marks	
vertical scroll bar (PPT 7)	Displays different slides	
document theme (PPT 8)	Provides a design of consistency	
horizontal scroll bar (PPT 8)	Located at the bottom of the slide pane	
Normal view (PPT 8)	Composed of three working	

	areas	
Notes Page view (PPT 8)	To see your notes on one full page	
Notes pane (PPT 8)	Where you can type notes for your speech	
Outline tab (PPT 8)	To alternate views	
Ribbon (PPT 8)	Located near the top of the power point, control center	
scroll bars (PPT 8)	For dragging	
Slide pane (PPT 8)	Shows a large view of slides	
Slides tab (PPT 8)	Alternate views	
splitter bar (PPT 8)	Adjusting the width	
status bar (PPT 8)	Located at the bottom of the document	
tab (PPT 8)	Surrounds a collection of groups	
view (PPT 8)	The mode where the presentation appears	
active tab (PPT 9)	The current tab displayed	
contextual tabs (PPT 9)	When you perform certain tasks	
gallery (PPT 9)	A set of choices	
Home tab (PPT 9)	The primary tab	
live preview (PPT 9)	Allows you to point to a gallery choice	
Enhanced ScreenTip (PPT 10)	An on screen note	
Dialog Box Launcher (PPT 11)	Displays a dialogue task pane	
Mini toolbar (PPT 11)	Appears automatically based on the task	
task pane (PPT 11)	A window can remain open and visible	
shortcut menu (PPT 12)	Which appears when you right click an object	
Quick Access Toolbar (PPT 13)	Located by default above the ribbon	
menu (PPT 14)	Contains a list of commands	
Office Button (PPT 14)	Central location for orders	
Key Tip (PPT 15)	Displays a code or letter	
Key Tip badge (PPT 15)	Keyboard icon	
scroll arrow (PPT 7, PPT 8)	The arrow when you scroll	
scroll box (PPT 7, PPT 8)	Where you scroll	
submenu (PPT 15)	Additional commands	
Office Theme (PPT 16)	The default theme	
line wraps (PPT 18)	Exceeds width of placeholder	

<b>AutoFit (PPT 19)</b>	Reduces size of graphics	
<b>level (PPT 19)</b>	Position within a structure	
<b>paragraph (PPT 19)</b>	A segment of text	
<b>color (PPT 21)</b>	Defines hues of character	
<b>font (PPT 21)</b>	Size of text	
<b>format (PPT 21)</b>	Modify appearance	
<b>point (PPT 21)</b>	1/72 of an inch	
<b>size (PPT 21)</b>	Height of characters	
<b>style (PPT 21)</b>	How characters are formatted	
<b>file (PPT 26)</b>	A saved presentation	
<b>file name (PPT 26)</b>	The name its saved under	
<b>folder (PPT 27)</b>	Where its saved	
<b>line spacing (PPT 32)</b>	The amount of vertical space in between lines	
<b>multi-level bulleted list slide (PPT 33)</b>	More than one level of bullets	
<b>demoting (PPT 34)</b>	Creating a high level text	
<b>promoting (PPT 34)</b>	Creating a higher level text	
<b>black slide (PPT 39)</b>	The end of the presentation	
<b>drag and drop (PPT 41)</b>	Moving thumbnail to a new location	
<b>document properties (PPT 43)</b>	Also known as metadata	
<b>keywords (PPT 43)</b>	Are words and phrases that describer the document	
<b>metadata (PPT 43)</b>	Include important information	
<b>standard properties (PPT 43)</b>	Associated with all Microsoft word	
<b>Automatically updated properties (PPT 44)</b>	Include file size	
<b>Document Information Panel (PPT 44)</b>	Where you view important information	
<b>slide indicator (PPT 47)</b>	Shows the number of the slide and title	
<b>Slide Show view (PPT 49)</b>	Viewing power point	
<b>pop-up menu (PPT 51)</b>	Appears when you right click a slide	
<b>custom dictionary (PPT 55)</b>	Adding your own words	
<b>hard copy (PPT 61)</b>	A physical copy of your presentation	
<b>printout (PPT 61)</b>	Hard copy	
<b>PowerPoint Help (PPT 63)</b>	Where you can ask questions	
<b>Microsoft Office PowerPoint</b>	Where you make presentations	

2007 (PPT 2)	and slides	
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