

Microsoft Office PowerPoint 2007

Chapter Two: Creating a Presentation with Illustrations and Shapes

Diana Rapp

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 and patterns	
fill effects (PPT 89)	Add pattern texture or background	
custom layout (PPT 92)	A layout you created	
layout (PPT 92)	Specifies the arrangement of slides	
Layout gallery (PPT 92)	Choose slide layout	
clip (PPT 95)	Single media file	
Clip Art task pane (PPT 95)	Allows you to search for clips	
clip collections (PPT 95)	Topic related clips	
Microsoft Clip Organizer (PPT 95)	A collection of clips, and media files	
My Collections (PPT 95)	Files stored on your hard disk	
Office Collections (PPT 95)	Files that include Microsoft office	
Shared Collections (PPT 95)	Network file server	
Web Collections (PPT 95)	Media on Microsoft office	
resizing (PPT 101)	Enlarging and reducing size of image	
selection rectangle (PPT 101)	Smalls squares of circles	
sizing handles (PPT 101)	Moving handles at each corner	
Format Painter (PPT 106)	Allows you to copy all format changes to another slide	
Quick Styles (PPT 106)	Well coordinated colors for all slides	
shadow (PPT 110)	Helps display letters prominently	
animation (PPT 122)	How the slides appear	

slide transition (PPT 122)	Progressing from one slide to the next	
Print What list (PPT 126)	Specifying what to print out	