

# Microsoft Office PowerPoint 2007

## Chapter One: Creating and Editing a Presentation

### Double Entry Definition Journal

Keyterm	Definition	How does this Keyterm relate to your prior experience?
charting (PPT 2)	Create and insert charts into your presentations and then add effects and chart elements.	
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	
drawing (PPT 2)	For and modify diagrams using shapes such as arcs, arrows, cubes, rectangles, stars, and triangles. Then apply Quick styles to customize and add effects	
e-mailing (PPT 2)	Send your entire slide show as an attachment to an e-mail message	
inserting multimedia (PPT 2)	Insert artwork and multimedia effects into your slide show	
outlining (PPT 2)	Develop your presentation using an outline format.	
preparing delivery (PPT 2)	Rehearse integrating PowerPoint slides into your speech by setting timings, using presentation tools, showing only selected slides in a presentation and packaging the presentation for a CD	
presentation (PPT 2)	Slide Show	
saving to the Web (PPT 2)	Save presentations or parts of a	

	presentation in HTML format so they can be viewed and manipulated using a browser.	
<b>slide show (PPT 2)</b>	PowerPoint presentation	
<b>word processing (PPT 2)</b>	Create bulleted lists, combine words and images, find and replace text, and use multiple fonts and type sizes	
<b>landscape orientation (PPT 6)</b>	Where the default slide layouts are set up in	
<b>layouts (PPT 6)</b>	Used to position this content on the slide	
<b>slide (PPT 6)</b>	Basic unit of a PowerPoint presentation	
<b>Title Slide (PPT 6)</b>	A layout to introduce the presentation to the audience.	
<b>mouse pointer (PPT 7)</b>	Becomes different shapes depending on the task you are performing in PowerPoint and the pointer's location on the screen.	
<b>placeholders (PPT 7)</b>	Boxes with dotted or hatch-marked borders that are displayed when you create a new slide.	
<b>vertical scroll bar (PPT 7)</b>	Used to display different slides in the document window	
<b>document theme (PPT 8)</b>	Provides consistency in design and color throughout the entire presentation by setting the color scheme, font size, and layout of a presentation.	
<b>horizontal scroll bar (PPT 8)</b>	Located on the bottom of the slide pane and allows you to display a portion of the slide when the entire slide does not fit on the screen	
<b>Normal view (PPT 8)</b>	Composed of three working areas that allow you to work on various aspects of a presentation simultaneously	
<b>Notes Page view (PPT 8)</b>	Displays your notes in a full page format	

<b>Notes pane (PPT 8)</b>	An area where you can type notes and additional information	
<b>Outline tab (PPT 8)</b>	You can type the text of the presentation on the Outline Tab and easily rearrange bulleted lists, paragraphs and individual slides	
<b>Ribbon (PPT 8)</b>	Is the control center in PowerPoint	
<b>scroll bars (PPT 8)</b>	Will appear on the right edge of the window	
<b>Slide pane (PPT 8)</b>	Shows a large view of the current slide on the right side of the window	
<b>Slides tab (PPT 8)</b>	Alternate between views of the presentation in a thumbnail, or miniature, view of slides and an outline of the slide text	
<b>splitter bar (PPT 8)</b>	Where you can adjust the width of the slide pane	
<b>status bar (PPT 8)</b>	Presents information about the document, the progress of current tasks, and the status of certain commands and keys	
<b>tab (PPT 8)</b>	Surrounds a collection of groups and each group contains related commands	
<b>view (PPT 8)</b>	The mode in which the presentation appears on the screen	
<b>active tab (PPT 9)</b>	The tab currently displayed	
<b>contextual tabs (PPT 9)</b>	When you perform certain tasks or work with objects such as pictures or tables displayed on other tabs	
<b>gallery (PPT 9)</b>	A set of choices often graphical, arranged in a grid or in a list	
<b>Home tab (PPT 9)</b>	Contains the more frequently used commands	
<b>live preview (PPT 9)</b>	Allows you to point to a gallery choice and see its effect in the document	

<b>Enhanced ScreenTip (PPT 10)</b>	On-screen note that provides the name of the command	
<b>Dialog Box Launcher (PPT 11)</b>	When clicked displays a dialog box or task pane with additional options for the group	
<b>Mini toolbar (PPT 11)</b>	Appears automatically based on tasks you perform, contains commands related to changing the appearance of text in a slide.	
<b>task pane (PPT 11)</b>	Is a window that can remain open and visible while you work in the document	
<b>shortcut menu (PPT 12)</b>	Appears when you right-click an object, is a list of frequently used commands that relate to the right-clicked object	
<b>Quick Access Toolbar (PPT 13)</b>	Provides easy access to frequently used commands	
<b>menu (PPT 14)</b>	Contains a list of commands	
<b>Office Button (PPT 14)</b>	Is a central location for managing and sharing documents	
<b>Key Tip (PPT 15)</b>	Displayed code letter	
<b>Key Tip badge (PPT 15)</b>	Keyboard icon	
<b>scroll arrow (PPT 7, PPT 8)</b>	Will appear on the right edge of the window	
<b>scroll box (PPT 7, PPT 8)</b>	Will appear on the right edge of the window	
<b>submenu (PPT 15)</b>	List of additional commands associated with the selected command	
<b>Office Theme (PPT 16)</b>	PowerPoint's initial theme	
<b>line wraps (PPT 18)</b>	PowerPoint line wraps text that exceeds the width of the placeholder	
<b>AutoFit (PPT 19)</b>		
<b>level (PPT 19)</b>	A position within a structure	
<b>paragraph (PPT 19)</b>	A segment of text with the same format that begins when you press the ENTER key and ends when you press the ENTER key again	
<b>color (PPT 21)</b>	Defines the hue of the	

	characters	
<b>font (PPT 21)</b>	Typeface	
<b>format (PPT 21)</b>	Appearance	
<b>point (PPT 21)</b>	A 1/72 of an inch in height	
<b>size (PPT 21)</b>	Specifies the height of the characters and is gauged by a measurement system that uses points	
<b>style (PPT 21)</b>	Indicates how the characters are formatted	
<b>file (PPT 26)</b>	A saved presentation	
<b>file name (PPT 26)</b>	The name assigned to a file when it is saved	
<b>folder (PPT 27)</b>	A specific location on a storage medium	
<b>line spacing (PPT 32)</b>	The amount of vertical space between the lines of text	
<b>multi-level bulleted list slide (PPT 33)</b>	A slide that consists of more than one level of bulleted text	
<b>demoting (PPT 34)</b>	Creating a lower-level paragraph	
<b>promoting (PPT 34)</b>	Creating a higher-level paragraph	
<b>black slide (PPT 39)</b>	The default PowerPoint presentation ending	
<b>drag and drop (PPT 41)</b>	When you click the slide thumbnail and begin to drag it to a new location and releasing the mouse button	
<b>document properties (PPT 43)</b>	Can include such information as the project author, title, or subject	
<b>keywords (PPT 43)</b>	Words or phrases that further describe the document	
<b>metadata (PPT 43)</b>	Document properties	
<b>standard properties (PPT 43)</b>	Are associated with all Microsoft office documents and include author, title, and subject	
<b>Automatically updated properties (PPT 44)</b>	Include file system properties such as the date you create or change a file and statistics	
<b>Document Information Panel</b>	Contains areas where you can	

<b>(PPT 44)</b>	view and enter document properties	
<b>slide indicator (PPT 47)</b>	Shows the number and title of the slide you are about to display	
<b>Slide Show view (PPT 49)</b>	PowerPoint shows the current slide on the full screen without any of the PowerPoint window objects	
<b>pop-up menu (PPT 51)</b>	A shortcut menu that appears when you right-click a slide in slide show view	
<b>custom dictionary (PPT 55)</b>	Available if you want to add special words such as proper names, cities and acronyms.	
<b>hard copy (PPT 61)</b>	A printed version of a presentation	
<b>printout (PPT 61)</b>	Printed version of a presentation	
<b>PowerPoint Help (PPT 63)</b>	Where you can find answers to questions and display information about various topics	
<b>Microsoft Office PowerPoint 2007 (PPT 2)</b>	A complete presentation graphics program that allows you to produce professional-looking presentations	

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