

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)	May include colors	8 th grade
fill effects (PPT 89)	Add pattern and texture	8 th grade
custom layout (PPT 92)	Specifies the number size and location.	8 th grade
layout (PPT 92)	To show the slides	8 th grade
Layout gallery (PPT 92)	Choose a slide layout	8 th grade
clip (PPT 95)	Single media file	8 th grade
Clip Art task pane (PPT 95)	A place to get pictures	8 th grade
clip collections (PPT 95)	A collection of clip art	8 th grade
Microsoft Clip Organizer (PPT 95)	Collection of drawings	7 th grade
My Collections (PPT 95)	Where pictures are stored	7 th grade
Office Collections (PPT 95)	Contains all these media files including Microsoft Office	7 th grade
Shared Collections (PPT 95)	Reside on a shared network file server	7 th grade
Web Collections (PPT 95)	Reside on the Microsoft Clip Art	7 th grade
resizing (PPT 101)	Enlarging and reducing the size of clip art	7 th grade
selection rectangle (PPT 101)	Has small squares and circles	7 th grade
sizing handles (PPT 101)	Move handles	7 th grade
Format Painter (PPT 106)	Changes to other text	8 th grade
Quick Styles (PPT 106)	Well-coordinated colors and styles	8 th grade
shadow (PPT 110)	Helps the letters display prominently	9 th grade
animation (PPT 122)	Special visual and sound effects	9 th grade
slide transition (PPT 122)	Special animation effect	9 th grade

Print What list (PPT 126)	Page Setup group	8 th grade
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