

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.	
drawing (PPT 2)	Form and modify diagrams using shapes such as arcs, arrows, cubes, rectangles, stars and triangles.	
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 timers.	
presentation (PPT 2)	Also called a slide show.	
saving to the Web (PPT 2)	Save presentation or parts of a presentation in HTML.	
slide show (PPT 2)	A form of a presentation.	
word processing (PPT 2)	Create bulleted lists, combine words and images, find and replace text, and use multiple fonts and type sizes.	
landscape orientation (PPT 6)	Where the slide width is greater than height.	
layouts (PPT 6)		

slide (PPT 6)	Basic unit of power point.	
Title Slide (PPT 6)	Layout appears.	
mouse pointer (PPT 7)	Becomes different shapes depending on the task you are performing.	
placeholders (PPT 7)	Boxes with dotted or hatch-marked borders that are displayed when you create a new slide.	
vertical scroll bar (PPT 7)	Displays different slides in the document window.	
document theme (PPT 8)	Provides consistency in design.	
horizontal scroll bar (PPT 8)	Allows you to display a portion of the slide.	
Normal view (PPT 8)	Composed of three working areas.	
Notes Page view (PPT 8)	Work with your notes in full page format.	
Notes pane (PPT 8)	Can type notes and additional info.	
Outline tab (PPT 8)	Alternate between views.	
Ribbon (PPT 8)	Control center.	
scroll bars (PPT 8)	Right edge of window.	
Slide pane (PPT 8)	Graphs on individual slides.	
Slides tab (PPT 8)	Alternate between views of the presentation.	
splitter bar (PPT 8)	Height of the Notes pane by dragging the pane borders.	
status bar (PPT 8)	Presents info about the document.	
tab (PPT 8)	Surrounds a selection of groups.	
view (PPT 8)	Mode in which the presentation appears on the screen.	
active tab (PPT 9)	To return to the Home tab.	
contextual tabs (PPT 9)	When you perform certain tasks or work with objects such as pictures or tables.	
gallery (PPT 9)	Set of choices.	
Home tab (PPT 9)	Primary tab.	
live preview (PPT 9)	Feature that allows you to point to a gallery choice.	
Enhanced ScreenTip (PPT 10)	On-screen note that provides	

	the name of the command.	
Dialog Box Launcher (PPT 11)	Displays a dialog box or a task pane.	
Mini toolbar (PPT 11)	Appears automatically based on tasks you perform.	
task pane (PPT 11)	Window that can remain open and visible while you work.	
shortcut menu (PPT 12)	Appears when you right-click on an object.	
Quick Access Toolbar (PPT 13)	Above the ribbon.	
menu (PPT 14)	Contains a list of commands.	
Office Button (PPT 14)	Central location for managing	
Key Tip (PPT 15)	Certain commands	
Key Tip badge (PPT 15)	Keyboard icon	
scroll arrow (PPT 7, PPT 8)	Appear on right edge	
scroll box (PPT 7, PPT 8)	Appear on right edge	
submenu (PPT 15)	Additional commands	
Office Theme (PPT 16)	Power point initially uses	
line wraps (PPT 18)	Texts exceeds placeholder	
AutoFit (PPT 19)	Reduce size	
level (PPT 19)	Position within a structure	
paragraph (PPT 19)	Segment of text	
color (PPT 21)	Hue of characters	
font (PPT 21)	typeface	
format (PPT 21)	Font, style, color	
point (PPT 21)	1/72 of an inch in height	
size (PPT 21)	Specifies the height	
style (PPT 21)	Characters are formatted	
file (PPT 26)	Saved presentation	
file name (PPT 26)	Name assigned to a file	
folder (PPT 27)	Specific location to store	
line spacing (PPT 32)	Amount of vertical space	
multi-level bulleted list slide (PPT 33)	Slide that has more than one level of bullets	
demoting (PPT 34)	Creating lower level paragraphs	
promoting (PPT 34)	Creating higher level paragraphs	
black slide (PPT 39)	End presentation	
drag and drop (PPT 41)	Process of dragging and dropping	
document properties (PPT 43)	Include info as the project author	

keywords (PPT 43)	words that describe document	
metadata (PPT 43)	same as document properties	
standard properties (PPT 43)	With all Microsoft office documents	
Automatically updated properties (PPT 44)	File system properties	
Document Information Panel (PPT 44)	Areas where you can view entire documents	
slide indicator (PPT 47)	Shows number of slides	
Slide Show view (PPT 49)	Shows full screen	
pop-up menu (PPT 51)	Slide show view shortcut	
custom dictionary (PPT 55)	Special words	
hard copy (PPT 61)	Version of print out	
printout (PPT 61)	Same as hard copy	
PowerPoint Help (PPT 63)	To help with power point topics	
Microsoft Office PowerPoint 2007 (PPT 2)	To make presentations	

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