

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 in presentations.	8 th Grade
collaborating (PPT 2)	Share presentation.	8 th Grade
drawing (PPT 2)	Form and modify diagrams	8 th Grade
e-mailing (PPT 2)	Send slide by e-mail	8 th Grade
inserting multimedia (PPT 2)	Insert artwork and multimedia effects	8 th Grade
outlining (PPT 2)	Develop presentation using an outline program	8 th Grade
preparing delivery (PPT 2)	Integrating power point slides into presentation	8 th Grade
presentation (PPT 2)	Slide show	8 th Grade
saving to the Web (PPT 2)	Saving presentations to a HTML format	8 th Grade
slide show (PPT 2)	Presentation	8 th Grade
word processing (PPT 2)	Bulleted list, combine words and images, find and replace text, use multiple font and type sizes.	8 th Grade
landscape orientation (PPT 6)	Slide layouts are set up	8 th Grade
layouts (PPT 6)	Position content	8 th Grade
slide (PPT 6)	Basic unit	8 th Grade
Title Slide (PPT 6)	When you open the presentation	8 th Grade
mouse pointer (PPT 7)	Changes color and shape	8 th Grade
placeholders (PPT 7)	Displayed when you create a slide	8 th Grade
vertical scroll bar (PPT 7)	Display different slides	8 th Grade
document theme (PPT 8)	Color and design	8 th Grade
horizontal scroll bar (PPT 8)	Portion of the slide	8 th Grade

Normal view (PPT 8)	Three working areas	8 th Grade
Notes Page view (PPT 8)	Notes full page	8 th Grade
Notes pane (PPT 8)	Notes	8 th Grade
Outline tab (PPT 8)	Alternate views	8 th Grade
Ribbon (PPT 8)	Access to tasks	8 th Grade
scroll bars (PPT 8)	Right edge	8 th Grade
Slide pane (PPT 8)	Large view of slide	8 th Grade
Slides tab (PPT 8)	Alternate views	8 th Grade
splitter bar (PPT 8)	Adjust the width	8 th Grade
status bar (PPT 8)	Presents information	8 th Grade
tab (PPT 8)	Commands	8 th Grade
view (PPT 8)	Mode of presentation	8 th Grade
active tab (PPT 9)	Tab displayed	8 th Grade
contextual tabs (PPT 9)	Display certain tabs	8 th Grade
gallery (PPT 9)	Set of choices	8 th Grade
Home tab (PPT 9)	More used commands	8 th Grade
live preview (PPT 9)	See effects	8 th Grade
Enhanced ScreenTip (PPT 10)	On-screen note	8 th Grade
Dialog Box Launcher (PPT 11)	Dialog box	8 th Grade
Mini toolbar (PPT 11)	Commands	8 th Grade
task pane (PPT 11)	Box remains open	8 th Grade
shortcut menu (PPT 12)	Frequently used commands	8 th Grade
Quick Access Toolbar (PPT 13)	Easy access	8 th Grade
menu (PPT 14)	List of commands	8 th Grade
Office Button (PPT 14)	Managing and sharing docs	8 th Grade
Key Tip (PPT 15)	Command with keyboard	8 th Grade
Key Tip badge (PPT 15)	Keyboard code icon	8 th Grade
submenu (PPT 15)	Additional commands	8 th Grade
Office Theme (PPT 16)	Pc's theme	8 th Grade
line wraps (PPT 18)	Text that exceeds the width	8 th Grade
AutoFit (PPT 19)		8 th Grade
level (PPT 19)	Position	8 th Grade
paragraph (PPT 19)	Segment of text	8 th Grade
color (PPT 21)	Hue	8 th Grade
font (PPT 21)	Typeface	8 th Grade
format (PPT 21)	Type	8 th Grade
point (PPT 21)	1/72 of an inch	8 th Grade
size (PPT 21)	Height	8 th Grade
style (PPT 21)	How characters are formatted	8 th Grade
file (PPT 26)	Saved presentation	8 th Grade
file name (PPT 26)	Name of the saved file	8 th Grade

folder (PPT 27)	Location to storage	8 th Grade
line spacing (PPT 32)	Space between lines	8 th Grade
multi-level bulleted list slide (PPT 33)		8 th Grade
demoting (PPT 34)	Lower-level paragraph.	8 th Grade
promoting (PPT 34)	Higher-level paragraph	8 th Grade
black slide (PPT 39)	Default at the end	8 th Grade
drag and drop (PPT 41)	Process of dragging and dropping	8 th Grade
document properties (PPT 43)	Metadata	8 th Grade
keywords (PPT 43)	Describe the document	8 th Grade
metadata (PPT 43)	Document properties	8 th Grade
standard properties (PPT 43)	Author, title, subject	8 th Grade
Automatically updated properties (PPT 44)	File system properties	8 th Grade
Document Information Panel (PPT 44)	Document properties.	8 th Grade
slide indicator (PPT 47)	Number and title of the slide	8 th Grade
Slide Show view (PPT 49)	Making a presentation	8 th Grade
pop-up menu (PPT 51)	Slide show menu	8 th Grade
custom dictionary (PPT 55)	Special words	8 th Grade
hard copy (PPT 61)	Printout	8 th Grade
printout (PPT 61)	hardcopy	8 th Grade
PowerPoint Help (PPT 63)	Information about various topics	8 th Grade
Microsoft Office PowerPoint 2007 (PPT 2)	Presentation program	8 th Grade

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