

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)	Designs that include color, pattern, shading, and textures	Horner
fill effects (PPT 89)	Add pattern and texture to the background	Horner
custom layout (PPT 92)	Specifies the number, size, and location of place holders, background content, and optional slide properties	Horner
layout (PPT 92)	Specifies the arrangement of placeholders on a slide	Horner
Layout gallery (PPT 92)	Allows you to choose the layout of the slide	Horner
clip (PPT 95)	Single media file, including art, sound, animation, and movies	Horner
Clip Art task pane (PPT 95)	Allows you to search for clip art	Horner
clip collections (PPT 95)	Combine topic related clips into categories	Horner
Microsoft Clip Organizer (PPT 95)	Collection of drawings, photographs, sounds, videos, and other media files	Horner
My Collections (PPT 95)	Hard disk that stores your media files	Horner
Office Collections (PPT 95)	Contains all these media files	Horner
Shared Collections (PPT 95)	Accessed by multiple users	Horner
Web Collections (PPT 95)	Clips reside on the Microsoft Clip Art and Media Home Page	Horner
resizing (PPT 101)	Enlarging and reducing the size of the photo	Horner
selection rectangle (PPT 101)	A rectangle surrounding a	Horner

	selected item	
sizing handles (PPT 101)	Move handles to enlarge or reduce	Horner
Format Painter (PPT 106)	Allows you to copy all formatting changes from one object to another	Horner
Quick Styles (PPT 106)	Defined combinations of formatting options	Horner
shadow (PPT 110)	Helps the letters display prominently	Horner
animation (PPT 122)	Special visual effects	Horner
slide transition (PPT 122)	Special animation effect from one slide to another	Horner
Print What list (PPT 126)	You can print what you want	Horner