

# 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	Horner
collaborating (PPT 2)	Share your presentation with friends and family	Horner
drawing (PPT 2)	Form and modify diagrams using shapes	Horner
e-mailing (PPT 2)	Send your entire slide show as an attachment	Horner
inserting multimedia (PPT 2)	Insert artwork and multimedia effects	Horner
outlining (PPT 2)	Develop your presentation in outline format	Horner
preparing delivery (PPT 2)	Rehearse integrating PowerPoint slides into your presentation by time	Horner
presentation (PPT 2)	Slide show	Horner
saving to the Web (PPT 2)	Save presentations in HTML format so they can be viewed and manipulated	Horner
slide show (PPT 2)	A complete graphics program that allows you to produce professional looking presentations	Horner
word processing (PPT 2)	Create bulleted lists, combine words and images, find and replace text, and use multiple fonts and type sizes	Horner
landscape orientation (PPT 6)	Slide width greater than height	Horner
layouts (PPT 6)	Used to position content on the slide	Horner
slide (PPT 6)	Basic unit of a PowerPoint	Horner

	presentation	
<b>Title Slide (PPT 6)</b>	Layout that introduces the presentation to the audience	Horner
<b>mouse pointer (PPT 7)</b>	Becomes different shapes on where your mouse is	Horner
<b>placeholders (PPT 7)</b>	Boxes with dotted or hatch-marked borders that are displayed when you create a new slide	Horner
<b>vertical scroll bar (PPT 7)</b>	Used to display different slides in the document window	Horner
<b>document theme (PPT 8)</b>	Provides consistency in design and color throughout the presentation	Horner
<b>horizontal scroll bar (PPT 8)</b>	Appears at the bottom of Slide that allows you to scroll left to right	Horner
<b>Normal view (PPT 8)</b>	Default view that allows you to work on various aspects of a presentation simultaneously	Horner
<b>Notes Page view (PPT 8)</b>	Working with the pages in full screen format	Horner
<b>Notes pane (PPT 8)</b>	Area at the bottom of window which allows you to type notes and additional information	Horner
<b>Outline tab (PPT 8)</b>	You can type text in this tab and easily rearrange bulleted lists, paragraphs, and individual slides	Horner
<b>Ribbon (PPT 8)</b>	Control center in PowerPoint	Horner
<b>scroll bars (PPT 8)</b>	Allows you to scroll	Horner
<b>Slide pane (PPT 8)</b>	Click on it to scroll in the direction of the bar	Horner
<b>Slides tab (PPT 8)</b>	Allows you to slide	Horner
<b>splitter bar (PPT 8)</b>	Adjusts the width of the Slide Pane	Horner
<b>status bar (PPT 8)</b>	Presents information about the document, progress of current tasks, and status of certain commands and keys	Horner

<b>tab (PPT 8)</b>	Surrounds a collection of groups	Horner
<b>view (PPT 8)</b>	How you see the document	Horner
<b>active tab (PPT 9)</b>	Tab currently displayed	Horner
<b>contextual tabs (PPT 9)</b>	Other tabs	Horner
<b>gallery (PPT 9)</b>	Set of choices arranged in a grid or in a list	Horner
<b>Home tab (PPT 9)</b>	The primary tab	Horner
<b>live preview (PPT 9)</b>	Feature which allows you to see the task beforehand before you actually apply the command	Horner
<b>Enhanced ScreenTip (PPT 10)</b>	On screen note that provides name of the command	Horner
<b>Dialog Box Launcher (PPT 11)</b>	When clicked displays a dialog box with additional options for the group	Horner
<b>Mini toolbar (PPT 11)</b>	Contains commands related to changing the appearance of text in a slide	Horner
<b>task pane (PPT 11)</b>	Window that can remain open and visible when you work in a document	Horner
<b>shortcut menu (PPT 12)</b>	List of frequently used commands that relate to the right-clicked object	Horner
<b>Quick Access Toolbar (PPT 13)</b>	Provides easy access to frequently used commands	Horner
<b>menu (PPT 14)</b>	Contains a list of commands	Horner
<b>Office Button (PPT 14)</b>	Central location for managing and sharing documents	Horner
<b>Key Tip (PPT 15)</b>	Displayed code letter on the keyboard	Horner
<b>Key Tip badge (PPT 15)</b>	Keyboard code icon	Horner
<b>scroll arrow (PPT 7, PPT 8)</b>	When clicked, allows you to scroll the direction of the arrow	Horner
<b>scroll box (PPT 7, PPT 8)</b>	Contains the scroll bar	Horner

<b>submenu (PPT 15)</b>	List of additional commands associated with the selected command	Horner
<b>Office Theme (PPT 16)</b>	The default theme	Horner
<b>line wraps (PPT 18)</b>	Text that exceed the width of the placeholder are entered	Horner
<b>AutoFit (PPT 19)</b>	Allows text to be squeezed into the placeholder	Horner
<b>level (PPT 19)</b>	Position within a structure that indicated magnitude of importance	Horner
<b>paragraph (PPT 19)</b>	Segment of text with same format	Horner
<b>color (PPT 21)</b>	Defines the hue of characters	Horner
<b>font (PPT 21)</b>	Defines the appearance and shape of characters	Horner
<b>format (PPT 21)</b>	Appearance of characters	Horner
<b>point (PPT 21)</b>	1/72 inch in height	Horner
<b>size (PPT 21)</b>	Height of the characters	Horner
<b>style (PPT 21)</b>	Indicates how the characters are formatted	Horner
<b>file (PPT 26)</b>	Saved presentation	Horner
<b>file name (PPT 26)</b>	Name assigned to file	Horner
<b>folder (PPT 27)</b>	Specific location on a storage medium	Horner
<b>line spacing (PPT 32)</b>	Amount of vertical space between lines of text	Horner
<b>multi-level bulleted list slide (PPT 33)</b>	Slide that consists of more than one level of bulleted text	Horner
<b>demoting (PPT 34)</b>	Lower-level paragraph	Horner
<b>promoting (PPT 34)</b>	Upper level paragraph	Horner
<b>black slide (PPT 39)</b>	The end of the presentation	Horner
<b>drag and drop (PPT 41)</b>	Process of dragging and dropping	Horner

<b>document properties (PPT 43)</b>	Include information like the author, title, or subject	Horner
<b>keywords (PPT 43)</b>	Words are phrases that describe the document	Horner
<b>metadata (PPT 43)</b>	Same as document properties	Horner
<b>standard properties (PPT 43)</b>	Include author, title, subject	Horner
<b>Automatically updated properties (PPT 44)</b>	Date, file size, statistics	Horner
<b>Document Information Panel (PPT 44)</b>	Areas where you can view and enter document properties	Horner
<b>slide indicator (PPT 47)</b>	Shows the number and title of the slide you are about to display	Horner
<b>Slide Show view (PPT 49)</b>	The presentation view	Horner
<b>pop-up menu (PPT 51)</b>	Short cut menu	Horner
<b>custom dictionary (PPT 55)</b>	Available if you want to add special words	Horner
<b>hard copy (PPT 61)</b>	Printout of PowerPoint	Horner
<b>printout (PPT 61)</b>	Same as hard copy	Horner
<b>PowerPoint Help (PPT 63)</b>	Place to find answers to questions on PowerPoint	Horner
<b>Microsoft Office PowerPoint 2007 (PPT 2)</b>	Application that allows you to edit and enhance presentations	Horner

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