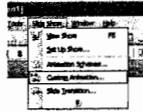


PowerPoint Vocabulary



Action Buttons - A Button you can click to take you to a different slide, a file, a website, sound, etc.

Animation - the movement of text, graphics, or other objects within a slide. Animation will vary the way in which objects on a slide appear, the order of the appearance, and how and when objects disappear.



Background - the underlying color of a slide.

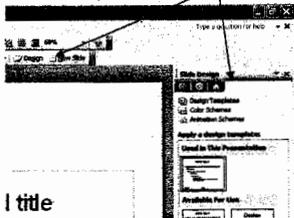
Blank Presentation - Feature that lets you create a show from scratch, using whatever layout, format, colors, and styles you prefer.

Bullets - marks, usually a round or square dot, used to emphasize or distinguish items in a list. Bullets are common in Powerpoints.

Clip Art - Clip art refers to any picture or art image that you add to improve your presentation. This can be done by pulling down the Insert menu, selecting "insert picture" then "Clip Art" and then selecting the picture you would like to add.

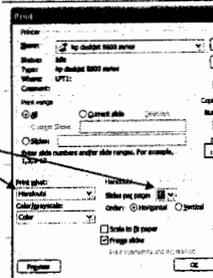


Design Template - a pre-designed background and format that you can apply to one or all of the background slides in a presentation



Effects - the formatting features that move the text on and off of the single slides

Handouts - Way of printing the Powerpoint so that multiple slides appear on each page. Found under Print - Print What?



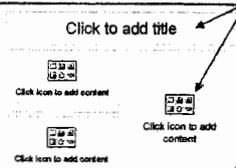
Hyperlink - A shortcut that allows you to go from the presentation to another program, document, specific slide or to a website.

Multimedia - combined use of more than one media, text, image, sound, video, etc.

Notes page - allows the user to create notes to be used with the presentation of each slide

Outline View - view displays the text of the slide with no other features - This is a good place to go to make a Wordie!

Placeholders - empty boxes that appear on a new slide that reserve a space for the type of information you want to insert.

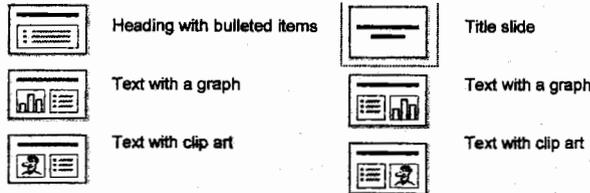


PowerPoint - a software program that allows you to create professional looking multimedia presentations.

Slide - a single page of a presentation in a slide show.



Slide Layout - A predefined slide format that determines the position of the objects on the slide. You can access 24 different slide layouts by pulling down the Format menu, clicking "slide layout" and then choosing one that best suits your needs. Sample layouts:



Slide Master - controls the formatting for all the slides in a presentation

Slide Show - the view that allows you to run your presentation and preview how it will look.

Slide Sorter - the view that displays miniature versions of the slides so that you can move and arrange slides easily by dragging.



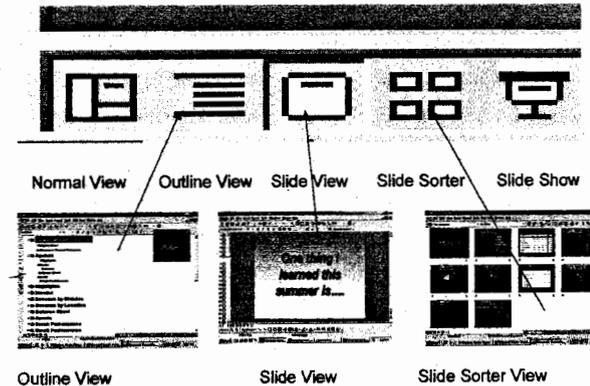
Slide View - view displays a single slide and allows the user to insert clip, change the backgrounds, edit transitions, effects, and add animations

Summary Slide - This slide creates a bulleted list from the titles of the selected slides. You can make one by pulling down the Edit menu, pressing "Select All" and clicking on the Summary Slide Button on the Slide Sorter Toolbar.

Title Slide - the first slide in a presentation; slide indicating the title of the presentation and the presenter's name

Transitions - the effects that move one slide off the screen and the next slide on during a slide show.

View Buttons - Picture buttons located in the left bottom corner of the PowerPoint display window; the buttons allow the user to switch views of the presentation while creating/editing.



What is a jpeg?

What are mpeg4, mpegII and mov?

What is an animated gif?