



MS PowerPoint Vocabulary

3-D Chart	3-D charts are any charts that have a three-dimensional appearance, that is, height, width, and depth.
Action Buttons	Action buttons are buttons that you create in a presentation that perform an action when you click them. You can have an action button start a video, give information, play a sound, or move to a hyperlink.
Animation Effects	Animation effects are builds, movement, and other special effects that can be applied to objects and text to add interest and variety to a presentation.
Animations	Animations are effects that allow you to reveal the points on a slide one by one.



MS PowerPoint Vocabulary

Application Window	The PowerPoint application window holds the current presentation. It consists of the default toolbars, but many of the tools and menu items are not available if a presentation is not open.
Audience Handouts	Audience handouts are small, printed versions of your slides that can contain an area for notes. They are usually printed and distributed to the audience.
AutoClipArt	Use the AutoClipArt command to begin a concept keyword search of your slideshow. PowerPoint searches your slideshow for keywords that relate to the keywords associated with clip art images in the Clip Gallery.
AutoContent Wizard	The AutoContent Wizard guides you through a number of formatting selections that will help you develop a clear, professional style for your presentation.
Auto Layouts	Auto Layouts are slide layouts that have ready-made placeholders for titles, text, and objects such as clip art, graphs, and charts.



MS PowerPoint Vocabulary

AutoShapes	<p>AutoShapes are the shapes that are drawn automatically when you click the button representing the shape and drag the drawing tool to the desired size.</p>
Background	<p>The Background dialogue box provides various options that let you change the background look of a single slide or every slide in the presentation.</p>
Background Fill	<p>The Background fill options, located in the Background dialog box, allow you to change the colour, shading, pattern, texture, and picture of slide backgrounds.</p>
Background Items	<p>Background items are any objects that are added to the Slide Master that appear on all of the slides in a presentation that follow the Slide Master's formatting. Any object on the master, other than the master title and text, is considered to be a background item, including art, logos, the date and time, slide numbers, and the presentation name.</p>



MS PowerPoint Vocabulary

Bar Chart	Bar charts show individual figures at a specific time or show a comparison between items.
Basic Shapes	Basic shapes are shapes that can be created by simply clicking the appropriate Drawing tool, then clicking and dragging it to form that shape.
Blank Presentation	The Blank Presentation option opens PowerPoint's default presentation. You can design or save any presentation as the default so that presentation will open every time you select the Blank Presentation option.
Bring Forward	The Bring Forward option on the Order submenu allows you to send objects forward one level or layer of a slide at a time.
Bring To Front	The Bring to Front option on the Order submenu allows you to send objects all the way to the front or top level or layer of a slide.



MS PowerPoint Vocabulary

Build	A build is a feature that is formed when bullets or objects appear one at a time with animated effects.
Bullets	Bullets are dots, arrows, or other symbols used to identify items in a list.
Case	Case determines whether letters are capital (uppercase) or non-capital (lowercase.) This option allows you to change the case of a selected letter, letters, or text.
Chart	A chart is a diagram of relationships or comparisons between two or more things.
Clip Art	Clip art is a collection of professionally designed images that can be inserted into a presentation.
Clip Art Categories	Clip art categories in the ClipArt Gallery are topics that group similar types of clip art.



MS PowerPoint Vocabulary

Close	Use the Close command to exit an active presentation without leaving the application.
Common Tasks Toolbar	The Common Tasks toolbar appears as a floating toolbar on the PowerPoint screen. It consists of options that allow you to quickly access commonly used dialog boxes, and these options change depending on your current process.
Crop Tool	The Crop tool allows you to alter an object by hiding or cutting portions of it.
Data	Data is related information that is grouped and manipulated by an application.
Drag-and-drop	Drag-and-drop is clicking the mouse button and holding it on a selected item, then dragging the item to a new location and releasing the mouse button.



MS PowerPoint Vocabulary

Drag-select	Use drag-select to select text. With the I-beam mouse pointer, click before the text you want to select, and drag to the end of the text you want to select. The selected text appears highlighted (with a dark background) and is ready to be changed.
Drawing Toolbar	The Drawing toolbar is located on the left side of the PowerPoint window and contains buttons that provide quick access to commonly used drawing tools and functions.
Drawing Tools	Drawing tools include AutoShapes, lines, and other options that make it easy to draw, colour, or position presentation objects.
Elapsed Time	The elapsed time for the slides that have been rehearsed is displayed on the left side of the Rehearsal Timer.
Exit	Use the Exit command to close all active presentations as well as the application.



MS PowerPoint Vocabulary

Fill Effects	Select Fill Effects in the Background fill section of the Background dialog box to choose from a variety of effects, including textures and patterns.
Find	The Find option allows you to locate every instance of a specified word or words.
Floating Toolbar	A floating toolbar is any toolbar that appears as a box in the working screen area. Any toolbar can be made into a floating toolbar by simply clicking-and-dragging the toolbar to the working screen area.
Font Embedding	Font embedding saves TrueType fonts in a presentation so text will be properly displayed on other computers.
Font Size	A font size is the size of a font measured in points. The more points there are in a font, the larger it will appear. There are 72 points to an inch.



MS PowerPoint Vocabulary

Footer	<p>A footer is any information located in the bottom margin of a document that is repeated on every page or every other page, such as page numbers or file names.</p>
Formatting Toolbar	<p>The Formatting toolbar is located beneath the Standard toolbar and contains buttons that provide quick access to commonly used formatting tools and options for the application.</p>
Graphical Builds	<p>A graphical build is a series of objects that are placed on a slide one at a time to create an animated effect.</p>
Graphics	<p>Graphics are images such as clip art, word art, graphs, and charts.</p>
Handouts	<p>Handouts are smaller versions of your slides that are printed and can be distributed to the audience.</p>



MS PowerPoint Vocabulary

Header	<p>A header is any information located in the top margin of a document that is repeated on every page or every other page, such as document titles or the date.</p>
Line Chart	<p>Line charts show trends or changes in data over a period of time and at even intervals.</p>
Master Text	<p>The Master text (Object Area for Auto Layouts) is the placeholder that contains the formatting for the main text on the Slide Master. This placeholder contains the font, colour, size, line spacing, and alignment settings of the main text as well as the text's attributes, shape, and placement.</p>
Master Title	<p>The Master title (Title Area for Auto Layouts) is the placeholder that holds the formatting for the titles on a Slide Master. This placeholder contains the font, colour, size, alignment, and line spacing settings of the slides titles as well as the text's attributes, shape, and placement.</p>



MS PowerPoint Vocabulary

Microsoft Clip Gallery	<p>The Microsoft Clip Gallery is a supplemental application that gives you access to clip art, pictures, sounds, and video clips. Most of the clip art, pictures, sounds, and video clips are located on a CD-ROM, and can be imported from the Clip Gallery dialog box. The Clip Gallery helps you organize and find the clip art and other elements easily.</p>
Mouse Pointer	<p>The mouse pointer is the arrow that shows up on the screen and is directed by the mouse. The mouse pointer often changes appearance depending on where it is positioned or what action you are taking.</p>
New	<p>Use the New command to create a new presentation. The New command allows you to create a presentation from scratch, or it offers a variety of designs and formats that can be used as a starting point.</p>
Notes Pages	<p>Notes Pages contain a reduced image of a slide as well as an area to include speakers notes.</p>



MS PowerPoint Vocabulary

Office Assistant	The Office Assistant appears on all PowerPoint screens until you close it and can be used to get help and tips on using PowerPoint.
Online Presentation	An online presentation is an electronic slide show that is run on or projected from a computer.
Options	Options on the Tools menu allows you to set your preferences for PowerPoint functions, such as the maximum number of undos, smart quotes, and viewing non-printing characters.
Pen Tool	Use the pen tool to mark on the slides during a presentation.
Picture	Pictures can be anything from scanned photographs to line art images to artwork from compact discs.
Picture Toolbar	Use the Picture toolbar to quickly make changes to the selected image. The Picture toolbar appears as a floating toolbar whenever you have an image selected.



MS PowerPoint Vocabulary

Pie Chart	Pie charts show the proportions of parts to a whole.
Placeholders	Placeholders are predefined areas on Master slides and Auto Layouts that designate where specific objects or text should be placed.
Placement Line	The placement line appears in Outline view as you drag a slide icon to a new location. The line is used to make placement easier.
Presentation	A presentation is a collection of slides, handouts, speaker's notes, and an outline, all combined into a file that can be printed onto transparencies or projected from a computer.
Presentation Designs	The Presentation Designs card in the New Presentation dialog box is a collection of templates that helps you determine the colour scheme, fonts, and other design features of your presentation.



MS PowerPoint Vocabulary

Presentation Templates File	A Presentation Templates file is any presentation background that is saved as a template. You can modify existing templates or create new templates from scratch, then save them as a Presentation Template.
Preset Animations	Use PowerPoint's preset animation effects to quickly apply interesting animation effects to your slide show.
Print Range	The Print Range option in the Print dialog box allows you to specify what pages of a document you want to print.
Regular Shapes	Regular shapes refer to perfectly proportioned shapes, such as circles and squares, that can be inscribed within a square, or any shape with equal sides or equal distance from the centre.
Rehearsal Timer	The Rehearsal Timer allows you to set timings for your slides so you can run the presentation on its own.



MS PowerPoint Vocabulary

Replace	Use Replace on the Edit menu to search for and replace specified text.
Resize Handles	Resize handles are small, solid boxes that appear in the border of a selected object. The resize handles are used to change the size of the selected object.
Ruler Guides	The ruler guides are the lines on the ruler that move according to the pointer position. These lines help position the location of the pointer.
Rulers	Use rulers to help align and size objects on your slide.
Select	In order to work with an object, you must first select or activate it. One way to select an object by clicking it once with the mouse.
Selection Box	A selection box appears around a text box when it is selected on a PowerPoint slide. It includes the selection handles. It also appears



MS PowerPoint Vocabulary

	<p>around items as you click-and-drag the mouse pointer around a group of objects you want to select.</p>
Selection Handles	<p>Selection handles, which look like small squares, appear on objects when they are selected on a PowerPoint slide. They can be used to change the size of the object.</p>
Send Backward	<p>The Send Backward option on the Order submenu allows you to send objects back one level or layer of a slide at a time.</p>
Send To Back	<p>The Send to Back option on the Order submenu allows you to send objects all the way to the back level or layer of a slide.</p>
Shade Styles	<p>Shading an object in PowerPoint creates a gradient effect — a gradual shift from one colour to another. All objects in PowerPoint can be filled with a shaded colour.</p>



MS PowerPoint Vocabulary

Shading	Shading is a modification of a colour that is made by adding complementary colours or small amounts of black.
Shading Fill	Shading Fill sets the overall style or direction of the shading.
Shadow	Use the Shadow effect to emphasize text. It produces a drop-shadow behind the text.
Slide Colour Scheme	The Slide Colour Scheme option on the Format menu lets you change colours in a colour scheme, or select new colours for a single slide or an entire presentation.
Slide Master	The Slide Master is the slide that holds the formatting for the title, the text, and any background items that appear on the slides. Any text styles or graphics that appear on the Slide Master will appear on all of the slides in a presentation.



MS PowerPoint Vocabulary

Slide Navigator	The Slide Navigator allows you to go to any slide in your presentation while in Slide view.
Slide Show Menu Icon	Click the Slide Show Menu icon to open a menu with options to apply in Slide Show view.
Slide Show View	Slide Show View shows how a presentation will look when you run it. This allows you to do a test run and even create timed presentations.
Slide Sorter Toolbar	The Slide Sorter toolbar is available only in Slide Sorter view and allows quick access to special PowerPoint effects such as transitions, builds, rehearse timing, and hide slides.
Slide Sorter View	Slide Sorter View displays a reduced image of all the slides in a grid-like fashion. This view makes it easier to rearrange the slides in a presentation and add transitions and special effects.



MS PowerPoint Vocabulary

Slide View	Slide View allows you to work on one slide at a time. While in Slide View, you can add any element to a slide, including text, graphics, shapes, and graphs.
Slides	Slides are the individual pages of your presentation. Slides can be designed with different titles, graphics, text, and much more.
Speaker's Notes	Speaker's Notes are pages with a copy of a slide on top and space below it for taking notes.
Standard Toolbar	The Standard toolbar is located beneath the menu bar and contains buttons that provide quick access to commonly used tools and options for the application.
Status Bar	The status bar is the area at the bottom of a window that provides messages that describe what you are seeing and doing in the presentation as you work.



MS PowerPoint Vocabulary

Template	A template is a slide or presentation that provides a predefined format and colour scheme that can be applied to another presentation. PowerPoint provides more than 100 professionally designed templates, or you can use an existing presentation as a template.
Thumbnail	A thumbnail is a small view of the current slide. It appears in several different PowerPoint screens, including Outline view.
Thumbnail Prints	Thumbnail prints are small, printed versions of slides. You can print 2, 3, or 6 thumbnails on a single page.
Title Case	Title case is when each major word in the text starts with a capital letter.
Title Master	The Title Master holds the master format for title slides in a presentation.



MS Powerpoint Vocabulary

Title Slide	The Title slide is an Auto Layout that provides placeholders for a title and a subtitle for a presentation.
Transition	A transition is an effect that can be run between slides to signal a shift from one slide to the next.
Transitions	A transition is an effect that can be run between slides to signal a shift from one slide to the next.
WordArt	WordArt is a supplementary application that can be used to manipulate text into shapes. For instance, you can make a phrase or sentence form a circle.