

Glossary

Action button Buttons that can be placed on a slide and that perform a specific action when clicked, such as navigating to the previous or next slide

Alignment Horizontal placement of text relative to the left and right margins of a cell or a page, where text is left-, right-, or center-aligned; or, vertical placement of text relative to the top and bottom margins of a cell or page, where text is top-, middle-, or bottom-aligned

Animation Special motion effect applied to individual objects on a slide, such as clip art or text

Arrange All Arrangement of multiple presentation windows where they are lined up side by side, making it easy to view and compare multiple presentations simultaneously

AutoCorrect Predefined text used for automatically correcting common spelling and capitalization errors; can be customized with user-defined entries

Backstage view Contains common commands such as Open, Save, and Print; available via the File tab

Broadcast Allows presentation authors to broadcast their slide shows over the Internet for free; requires a Windows Live ID to broadcast, but not to view, slide shows

Cascade Arrangement of multiple presentation windows where they are overlapped, making it easy to switch between presentations

Character spacing Horizontal space between text characters

Clip art Images, photographs, sounds, and video that can be easily searched and inserted from the Clip Art task pane

Codec Software that compresses/decompresses sound and full motion video files; you must have the proper codec installed to play a sound or full motion video

Color scheme Each document theme has twelve colors that are applied to text, backgrounds, hyperlinks, etc.

Comment indicator Small box with a reviewer's initials; indicates that a comment has been attached

Comments Notes that can be attached to slides by reviewers

Compatibility Checker When a PowerPoint 2007 or 2010 presentation is saved down to an earlier version, the Compatibility Checker notifies the user how features specific to PowerPoint 2007 or 2010 will be handled in the earlier version

Compatibility Pack Free download from Microsoft which, when installed on a system running an older version of Office, allows the user to open and edit files created in the Office 2007 and 2010 formats

Context menu Menu that appears when you right-click; also known as a pop-up menu

Contextual tab(s) Ribbon tabs that appear in context with the task being performed

Demote To increase the text indentation so it appears farther away from the left margin and, if numbered or bulleted, reduces the numbering or bulleting level to the next lower level

Document theme Preset design consisting of color scheme, text formatting, and placeholder positions

Embed To set a file, such as an Excel spreadsheet or another PowerPoint presentation, so it is absorbed into the current presentation; changes to an embedded file have no effect on the original object

File format Technique for storing information in a computer file; application programs normally have a special file format that they use by default

Find and Replace Feature that finds a word, phrase, or formatting that you specify and, optionally, replaces it with another word, phrase, or formatting

Font embedding Embedding fonts into a presentation so that if the slide show is presented on a different computer, it will still display as intended

Footer Text that usually, but not always, is located towards the bottom of a slide or handout that repeats on all slides or handouts within a presentation

Format Painter Tool used to copy formats from one block of text, data, or graphic and apply them to another block of text, data, or graphic

Gradient fill Blend of colors where one color merges into another; typically used for backgrounds

Handout master Controls the format of handouts

Handouts Printouts of slides for presentation attendees; can be used for note-taking

Header Text that usually, but not always, is located towards the top of a slide or handout that repeats on all slides or handouts within a presentation

HTML Hypertext Markup Language; programming language used to create web pages

Hyperlink Block of text or a graphic that jumps you to another location in a presentation, to another document, or to a web page when clicked

Justify Text alignment where character spacing is automatically adjusted differently for each line in the paragraph so the left and right side of the paragraph form straight lines

Layout masters Control the format of slides; changes to a layout slide are inherited by all slides based on that layout master

Line spacing Vertical space between lines of text

Linked object Object created in a source file and inserted in a presentation; object retains a link to the source file; destination file can be updated when source file is modified

Live Preview When you point at formatting commands on the Ribbon, it displays how the format would appear on selected text and objects without actually applying the format

Microsoft Account ID Free account with Microsoft that allows users to log in and use Microsoft services, such as Outlook.com, SkyDrive, Office Live Workspace, and Office Web Apps

Microsoft Graph Program integrated into many Office applications that allows for the creation of charts when Excel is not installed

Multimedia Audio or video that enhance a presentation; also called *rich media*

Native file format Default file format used by a program

Nonnative file format File format that can be used by a program, but is not the default (native) file format

Office Web Apps Free, online versions of Microsoft PowerPoint, Word, Excel, and One Note; requires a Microsoft Account ID

Outline panel Located on the left side of the screen; displays the text content of each slide

Package Presentation for CD Feature that collects all the elements used in a presentation and burns them to a CD or copies them to a folder

Pen tools Tools available during a slide show, allowing the presenter to draw on or highlight certain areas of a slide

PowerPoint Viewer Free program from Microsoft that allows users without PowerPoint to view slide shows

Presenter view Used when running a slide show to show presenter notes and information on one monitor while presenting the slide show on another.

Projection display Hardware device used to project the computer screen on a wall for viewing by large audiences

Promote To reduce text indentation so it appears closer to the left margin and, if numbered or bulleted, elevates the text to the next higher number or bullet level

Quick Access toolbar Graphical User Interface (GUI) that contains buttons for frequently used commands; can be customized by adding buttons

Rehearse Timings Feature that automates the advancement of slides during a slide show by defining the number of seconds to stay on each slide; using the Slide Show→Set Up→Rehearse Timings command creates slide show timings

Resolution Number of pixels displayed on a computer screen; common resolutions include 800 × 600 and 1024 × 768

Ribbon Band at the top of an application window that contains commands that help you perform tasks; organized in tabs that relate to a particular type of activity and groups that contain related commands

Ripping Copying sound from an audio CD to your computer

Sections The grouping of slides treated as a single object, making it easy to change the order of large blocks of slides

SkyDrive Free service from Microsoft that offers online storage; users can edit files directly from SkyDrive via Office Web Apps; requires a Microsoft Account ID

Slide layout Preset layout of placeholder boxes on a slide

Slide show timings Automating the advancement of slides during a slide show by defining the number of seconds to stay on each slide; using the Slide Show→Set Up→Rehearse Timings command creates slide show timings

Slide Show toolbar Contains navigation controls, drawing tools, and options to be used during a slide show presentation; located in the bottom-left corner of a slide during a slide show

Slide master Controls the format of all slides in a presentation; changes to a master slide are inherited by all layout masters and all slides in the presentation

Slide transition Animation that occurs when navigating from one slide to the next during a slide show

Slides panel Located on the left side of the screen; displays thumbnails of each slide

SmartArt Predesigned graphic images you can add to a file; categories include List, Hierarchy, Pyramid, etc.

Speaker notes Notes that can be added to slides, then printed, to aid the presenter; not displayed during a slide show

Spell Check dictionary Dictionary file that PowerPoint uses to check spelling; custom words can be added to and deleted from the dictionary

Stop position Defines where one color starts to merge into another color in a gradient fill

Tab Area on the Ribbon that contains groups of commands; also, a code that sets a specific amount of space between two text items

Table styles Predesigned colors and formatting that can be applied to a table