**Chapter 1**

Backstage View

* The view that opens when you click the File tab, containing commands for managing files, setting program options, and printing.

Command

* A button, list, or other clickable option on the Ribbon.

Current Slide

* The Slide That Is Currently Being Edited.

Dialog Box

* A Box That Prompts The User For Additional Information When Executing A Command.

Dialog Box Launcher

* In some command groups on the Ribbon, a small icon that opens a dialog box related to that group.

Drop-Down Arrow

* A small, downward-pointing arrow next to some tools on the Ribbon.

Drop-Down List

* A list that appears once a drop-down arrow is clicked, allowing you to choose from available options.

File Tab

* The tab on the Ribbon that opens Backstage view.

I-beam pointer

* The mouse pointer when over a text box or editable text area, appearing as a curly capital I.

KeyTip

* A letter or number that appears next to an onscreen tool when the Alt key is pressed; keying that letter or number activates the associated tool.

Mini toolbar

* A small toolbar that appears when the mouse pointer is placed on a selected text object; provides commands for working with the text.

Normal view

* PowerPoint's default view, suited for editing individual slides; includes the Slide pane, Notes pane, and Slides/Outline pane.

Notes Page view

* A view that displays a single slide and its associated notes.

Placeholder

* On a slide, a box that holds a specific type of content, such as text.

Quick Access Toolbar

* Toolbar at the upper-left corner of the PowerPoint window that provides easy access to tools you use frequently, such as Save and Undo.

Ribbon

* A strip of icons that appears across the top of the PowerPoint window; divided into tabs, each of which contains groups of related tools.

ScreenTip

* A pop-up box that gives a command's name when you point at its button on the Ribbon.

Shortcut Menu

* A menu that appears when you right-click an area or object.

Slide Show view

* A view that allows the user to preview a presentation on the screen as it will appear to the audience.

Slide Sorter view

* A view that displays all of a presentation's slides in a single window; suited for reorganizing slides.

Tab

* A labeled section of the ribbon; contains a group of related tools.

Text Box

* A container that holds text on a slide.

Views

* The ways in which presentation content can be displayed onscreen, such as Normal view, Slide Sorter view, or Slide Show view.

Zoom

* The amount of magnification used to show content onscreen; the higher the zoom, the larger the content.

Group

* A set of related tools on the Ribbon.

Reading view

* A view like Slide Show view that allows the user to preview a presentation on the screen except it's in a window rather than filling the entire screen.

Grayscale

* A viewing mode in which there are no colors, only shades of gray.

Outline view

* The same as Normal view except instead of thumbnail images of the slides, a text outline of the presentation appears in the left pane.

**Chapter 2**

Contiguous

* Adjacent to one another. For example, slides 1 and 2 side by side.

Handout

* A printed copy of a presentation.

Indent Level

* The distance of a paragraph of text from the placeholder's left border.

Layout

* A predefined arrangement of placeholders for text or objects (such as charts or pictures).

Non-Contiguous

* Not adjacent to one another. For example, slides 3 and 7 are not side by side.

Note

* Additional information associated with a slide.

Presenter View

* A viewing mode that allows the presenter to see notes on one screen while the audience views slides on another screen.

Slide Library

* A feature on a SharePoint server that enables people to publish presentations with each slide saved as an individual file so that others can reuse slides on an individual basis.

Template

* A predesigned presentation.

Theme

* A scheme of complementing colors.

Thumbnail

* A small picture of a slide.

**Chapter 3**

Bulleted List

* Groups of items or phrases that present related ideas.

Fonts

* Typefaces that are used to display characters, numbers, and symbols in your PowerPoint presentations.

Format Painter

* A tool to copy character and paragraph formatting.

Formatting

* The appearance of text or objects on a slide.

Line Spacing

* The amount of vertical space between paragraphs.

Numbered List

* A group of steps, procedures, or actions that are listed in numerical order.

Quick Style

* Built-in formatting for text, graphics, SmartArt diagrams, charts, WordArt, pictures, tables, and shapes.

Text Box

* A container that holds text on a slide.

Texture

* A graphic that repeats to fill an image, creating the appearance that the surface is a certain material, such as marble, wood, or paper.

WordArt

* A feature used to turn text into a formatted graphic.

Live Preview

* A feature that enables you to see a preview of an option when you hover the mouse pointer over it.

**Chapter 4**

Action

* A button or text block programmed to perform a specific action, such as jumping to a slide or starting a program.

Action Button

* A graphic that serves as a hyperlink to jump to a location or perform an action

Font Theme

* A combination of two fonts to be applied to headings and text as part of a theme.

Footer

* Information such as a date, slide number, or text phrase that appears at the bottom of each slide in a presentation.

Header

* Information such as a date, slide number, or text phrase that appears at the top of each page of a presentation's handouts or notes.

Hyperlink

* An address that refers to another location, such as a website, a different slide, or an external file.

Layout

* A predefined arrangement of placeholders for text or objects (such as charts or pictures).

Layout Master

* The slide master for a particular slide layout.

Section

* A grouping of contiguous slides.

Slide Master

* A slide that stores information about the formats applied in a presentation, such as theme, fonts, layouts, and colors.

Target

* The page, file, or slide that opens when you click a link.

Theme

* A scheme of complementing colors.

**Chapter 5**

Cell

* In a table or spreadsheet, the text area at the intersection of a row or column.

Embedded

* Data that has been placed in a destination application so that it can be edited with the tools of its original source applications.

Linked

* Data that has been placed in a destination application so that it maintains a link with its source file; changes to the source file are also made in the linked object.

Table

* An arrangement of columns and rows used to organize information.

Worksheet

* An Excel document used to organize numerical data that can then be analyzed or otherwise manipulated.

Workbook

* A file containing one or more worksheets in Excel.

Rows

* A horizontal line of cells in a table.

Columns

* A vertical stack of cells in a table.

**Chapter 6**

Chart

* A visual representation of numerical data.

Chart Area

* The entire area inside the chart container that holds background as well as plotted data.

Data Marker

* A single column, pie slice, or point from a data series.

Data Series

* All the data points for a particular category of plotted information.

Legend

* The key to a chart that explains what each data series represents.

Plot Area

* The area in the chart container that shows the data series compared to the chart's gridlines.

Chart Element

* The optional parts of a chart, such as the legend, title, data labels, data table, axes, axis labels, etc.

**Chapter 7**

Assistant

* In an organization chart, a person who reports directly to a superior.

Demote

* To make an item subordinate to another item.

Organization Chart

* A graphic that shows the relationships between personnel or departments in an organization.

Promote

* To make an item superior to another item.

SmartArt Graphic

* A visual representation of information.

SmartArt Layout

* A particular arrangement of shapes that a graphic can have. Examples include: list, process, cycle, hierarchy, etc.

Subordinates

* In an organization chart, persons or departments who are subordinate to another person or department.

Text Pane

* The fly-out pane that allows you to key information for a SmartArt graphic.

Top-Level Shape

* In an organization chart, the person or department at the head of the organization.

**Chapter 8**

Aspect Ratio

* The relationship of width to height in a picture or shape.

Clip Art

* Pre-drawn artwork in a wide variety of styles.

Constrain

* To force a drawing object into a particular shape or alignment.

Crop

* To remove a portion of a picture or shape that is not needed.

Gridlines

* A grid of horizontal and vertical lines that can be used as guides when positioning objects on a slide.

Guides

* Nonprinting vertical and horizontal lines that you can move or copy to align objects on a slide.

Keyword

* A word or phrase that describes a subject or category on which you can search.

Order

* The way in which objects stack up on a slide as you create them.

Recolor

* A feature that enables a user to select color wash to place over an image or to set it to grayscale, black and white, or washout.

Reset

* To restore a picture or other formatted object to its default settings.

Rulers

* Horizontal and vertical measures that help you position objects on a slide.

Saturation

* The intensity of a color.

Smart Guides

* Dashed lines that help a user with alignment as shapes are moved around a slide.

Tone

* The subtle tint of an image's color, ranging from warmer shades (more red) to cooler shades (more blue).

**Chapter 9**

After Previous

* An animation sequencing setting that causes the animation to trigger after the previous event has finished.

Animations

* Effects applied to placeholders or other content to move the content in unique ways on the slide.

Animation Painter

* A feature that copies animation settings from one object to another.

Animation Pane

* A pane that enables you to manage all the animation effects on the active slide.

Audio

* A sound or music clip.

Delay

* An animation setting that specifies how long the effect should pause before it begins.

Duration

* An animation setting that determines how long an animation effect should take to execute.

Emphasis Effect

* An animation effect that causes an object to move, change color, or otherwise call attention to itself when it is neither entering nor exiting the slide.

Entrance Effects

* An animation effect that occurs when an object is entering the slide.

Exit Effect

* An animation effect that occurs when an object is exiting the slide.

Motion Path

* An animation effect that moves an object along a specified path.

On Click

* A trigger for an animation or transition that occurs when the mouse is clicked.

Poster Frame

* An image that displays on the slide when the video clip is not actively playing.

Transitions

* The movement from one slide to the next.

Video

* A movie, animated graphic, or motion video clip.

With Previous

* An animation setting that causes the animation to begin executing simultaneously with the previous animation or event.

**Chapter 10**

Comment

* A note you insert on a slide while reviewing.

Encrypting

* The process of transforming data into a non-readable form for security purposes.

Mark as Final

* A setting that prevents changes from being made to a presentation unless the user chooses to acknowledge the warning and edit it anyway; does not provide security.

Markup

* The changes identified between two versions of a presentation when using Compare.

OpenDocument

* A file format that most word processing programs support, including the free OpenOffice suite.

Password

* A word or phrase that a user must type for access to an encrypted file.

PDF

* One of the page layout formats to which PowerPoint can export; requires Adobe Reader or Adobe Acrobat to read.

Picture Presentation

* A presentation that consists of a series of full-screen graphics of slide content, placed on blank slide backgrounds.

Platform-Independent

* Able to be used on a variety of operating systems.

PowerPoint Show

* A presentation that opens by default in SlideShow view.

Rich Text Format

* A text file format that most word processing programs can open and save as.

Windows Movie Video

* The format that PowerPoint saves to when creating videos from presentation files.

XPS

* One of the page description languages to which PowerPoint can output to; requires an XPS Viewer utility to view.

XPS Viewer

* A utility that comes free with Windows Vista or later versions that opens an XPS file.

Accessible

* Content that can be viewed by a wide variety of computer users, including those who may have disabilities that require them to use adaptive technologies such as screen reading programs.

Null String

* Blank, with no characters or spaces.

Metadata

* Means "data about data" (such as author's name, subject, or keywords).

**Chapter 11**

Annotate

* To write or draw on a slide during a presentation with the mouse, or with a stylus or finger on a touch screen.

Aspect ratio

* The relationship of width to height in a picture, shape, or slide.

Custom Shows

* A group of slides in a presentation that can be shown separately from the entire presentation.

Handout Master

* The master that controls the layout and elements of handouts.

Ink

* The annotations created with the pen and highlighter tools during a slide show.

Landscape Orientation

* A page orientation that is wider than it is tall.

Orientation

* The direction that material appears on a page when printed.

Portrait Orientation

* A page orientation that is taller than it is wide.

Presentation tools

* The tools and commands that are active during Slide Show view.

Slide size

* The dimensions of a slide, expressed in a ratio such as 4:3 or 16:9.

Timings

* The amount of time assigned to each slide before it automatically advances to the next.

Resolution

* Refers to the number of pixels that make up a slide display on the monitor.