|  |  |
| --- | --- |
| Term | Definition |
| Backstage View |  |
| Command |  |
| Dialog Box |  |
| Dialog Box Launcher |  |
| Drop-Down Arrow |  |
| Drop-Down List |  |
| File Tab |  |
| Group |  |
| I-Beam Pointer |  |
| Keytip |  |
| Mini Toolbar |  |
| Normal View |  |
| Notes Page View |  |
| Placeholder |  |
| Quick Access Toolbar |  |
| Reading View |  |
| Ribbon |  |
| Screentip |  |
| Shortcut Menu |  |
| Slide Show View |  |
| Slide Sorter View |  |
| Tab |  |
| Text Box |  |
| Views |  |
| Zoom |  |

Unit 2 Terms

|  |  |
| --- | --- |
| Term | Definition |
| Contiguous |  |
| Handout |  |
| Indent Level |  |
| Layout |  |
| Non-Contiguous |  |
| Note |  |
| Presenter View |  |
| Slide Library |  |
| Template |  |
| Themes |  |
| Thumbnails |  |