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35mm slide An output format that creates individual, 35 millimeter slides from each slide in a presentation. These slides are usually prepared by a service bureau and then arranged in a slide carousel tray to project with a 35mm projector. Excellent color is possible, but room illumination usually must be reduced. (15)

3-D effect The illusion of depth. (8)

Action button Button you draw on a slide that has a link associated with it. Although you generally use special shapes for action buttons, any AutoShape or other object that you place on a slide can be set up to act as an action button. Action buttons serve the same purpose as hyperlinks. (11)

Activate Selects a placeholder by clicking it. An activated text placeholder can accept text that you key or it can be moved or resized. (1)

Adjustment handle Yellow diamond-shaped handle found on many AutoShapes used to change a prominent feature of a shape. For example, you can change the size of an arrowhead relative to the body of the arrow, or you can change the tilt of a triangle. (6)

Alignment In text placeholders, the left, center, right, or justify attribute for text positioning. Also refers to how elements are positioned on a slide in relation to other elements. (4)

Animation Creates special visual or sound effects for an object. (11)

Animation scheme Preset visual effects that control how text appears on the screen during a slide show. For example, the title might fly into place in a spiral fashion, and the body text might fly up from the bottom one bullet point at a time. (11)

Animation tag Small, numbered gray box that appears on a slide next to an object to which an animation effect has been applied. The number in the box indicates the order in which the animation will occur and correlates with the item numbers in the custom animation list. (11)

Annotation pen Pointer that you can use to “draw” on the screen during a slide show presentation. Annotation pen marks can be in any color and can be saved with the presentation as drawn objects. (15)

Arrow style Shape of an arrowhead on the end of a line. Arrowheads come in several varieties, including dots and diamonds. They can be placed on either end of a drawn line or on both ends. (7)

Assistant box Box in an organization chart that is usually placed below a superior box and above subordinate boxes. Usually, an assistant box has no subordinates. (14)

AutoContent Wizard A feature that assists you in starting new presentations by providing content suggestions. (2)

AutoCorrect Feature that automatically corrects common spelling errors and typos as you key text. It can be turned on or off, and you can customize it to find errors so it will find errors that you frequently make. (2)

AutoFit Feature that automatically adjusts the size of text when needed so that it fits in its text placeholder. (5)

AutoShape One of a group of predefined shapes that are easy to draw. Available shapes include rectangles, circles, and other basic shapes, arrows, flowchart symbols, stars, banners, callouts, lines, and connectors. (6)

Axis Line that borders one side of the chart plot area. A value axis displays a range of numbers, and a category axis displays category names. (12)

Background The area behind all slide elements that can be filled with solid, patterned, or textured colors. It can also include a picture or other graphics that help to create a theme for your presentation. (9)

Backward Used to adjust object stacking order and move a selected object behind another object. (8)

Bar chart A chart that compares one data element with another data element using horizontal bars. (12)

Bitmap Picture made up of tiny colored dots. The more you enlarge a bitmap, the more blurred it becomes. You can crop bitmaps and easily change the contrast and brightness. Other changes can be made only by using a paint-type graphics program. Examples of bitmaps are pictures created in a paint program, photographs and other images that come from a scanner, and images that come from a digital camera. (6)

Blank presentation One way to start a new presentation with no design elements displayed. (3)

Blank slides During a slideshow, the display screen can blank to black by pressing **B** or it can blank to white by pressing **W**. Pressing the same key will redisplay the current slide. (15)

Body text Text in the body of a slide or other document. On a PowerPoint slide, body text is usually placed in a body text placeholder and can be displayed as bulleted text. (1)

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Border and Borders The line around AutoShapes and other objects. In a table, line around the table or around cells within a table. (13)

Branch An organization chart box with all of its subordinate boxes. (14)

Broadcast A feature that enables you to transmit a presentation over the Web so viewers can watch it at a designated time. (15)

Browser A software program, such as Microsoft Internet Explorer or Netscape Navigator, that interprets HTML files and formats them into Web pages for viewing on an intranet or on the Internet. (4)

Bullet A small dot, square, or other symbol placed to the left of each item in a list or series of paragraphs to add emphasis and readability. Bullets are often used in presentations and outlines. (1)

Case Text capitalization treatment: UPPERCASE (all capital letters), lowercase (all small letters), Sentence case (first letter only capitalized), Title Case (first letter of all words capitalized). (5)

Cell Rectangle formed by the intersection of a row and a column in a table or a spreadsheet. In a datasheet, a cell is the rectangle formed by the intersection of a row and a column in which you enter one of the data items used to create a chart. (12)

Cell margin Space between the text in a cell and its borders. (13)

Cell pointer Mouse pointer in the shape of a white cross used to select cells in a Microsoft Graph datasheet. (12)

Change marker Small colored marker positioned in the area on a slide where a reviewer made a change. Each reviewer's changes are indicated by a different color change marker. (15)

Chart Diagram that displays numbers in pictorial format, such as slices of a pie shape, or rows of columns of varying height. Charts are sometimes called graphs. (12)

Chart animation Applied through custom animation to animate the chart as a whole or to animate the chart by series. (12)

Chart placeholder Box with the dotted line that appears on slides using the Chart, Text & Chart, and Chart & Text layouts. Double-clicking a chart placeholder opens Microsoft Graph automatically. (12)

Clip art Ready-to-use graphic images that you can insert in a presentation. (6)

Clipboard Temporary storage place for cut and copied items. (3)

Collapse In the Outline pane, to hide the body text so that only the slide titles are displayed. (4)

Collate To print all the pages of one copy before starting to print the first page of the next copy. When pages are not collated, all the copies of page 1 are printed first, then all the copies of page 2, and so on. (1)

Color scheme A set of eight colors used in a slide design template. These colors appear in the background, text and lines, shadows, title text, fills, accents, and text hyperlinks. (3) (9)

Column chart A chart that compares one data element with another data element using vertical bars. (12)

Comment marker Small rectangle appearing in the upper-left corner of a slide that indicates the presence of a reviewer comment. You read a comment by pointing to the comment marker. (15)

Compress picture

An optimization feature for reducing file sizes that can be applied to one or all pictures in a presentation. It enables you to reduce a picture's resolution or to discard cropped areas of a picture. (6)

Connection sites Blue handles that appear on an AutoShape, clip art, or text box object when the connector tool is active or when a connector is selected. Connection sites indicate places where a connector can be attached to an object. (14)

Connector line Straight, curved, or angled line with special endpoints that can lock on to connection sites on an AutoShape or other PowerPoint object. (14)

Constrain To control moving or drawing an object in precise increments or proportions. When you constrain a rectangle as you draw it, it becomes a square; a constrained oval becomes a circle. (6)

Content layout Slide layout that includes placeholders for pictures, charts, clip art, and diagrams. (3)

Content placeholder Placeholder designed to hold tables, clip art, pictures, media clips, charts, or diagrams. (5)

Contiguous slides Slides that follow one after another. For example, slides numbered 2, 3, and 4 are contiguous. See "Noncontiguous slides." (2)

Copy Duplicates a selected object or text from a presentation and stores it on the clipboard without removing the selection from its original place. (3)

Coworker box Box in an org chart that is connected to the same superior box as another box. (14)

Crop Trims the vertical or horizontal edges of a picture. (6)

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Cropping handles Four heavy black dashes on the sides and the corners of a picture selected for cropping. When you drag one of these handles with the cropping tool, an edge of the picture is cut away (trimmed). (6)

Crosshair pointer The shape of your mouse pointer when drawing objects. (6)

Custom animation Visual effects that you create to control how text, pictures, movies, and other objects move on a slide during a slide show. May include sound. (11)

Custom animation list List on the Custom Animation task pane of all the animation effects applied to objects on the current slide. Items are listed in the order that they will occur during a slide show. (11)

Custom color Colors that you mix on the Custom tab of the Colors dialog box. You can create an infinite variety of custom colors. (7)

Custom show Presentation within a presentation. It displays only specially selected slides instead of all the slides in a show. (11)

Cut Removes a selected object or text from a presentation and stores it on the clipboard. (3)

Cycle diagram Diagram used to illustrate a process that is a continuous cycle. (14)

Dash style Pattern of dashes and dots that make up a line. Styles include solid line, square dot, dash, and combinations of dashes and dots. Dash styles can be applied to object borders, lines, and arrows. (7)

Data series Group of data that relate to a common object or category such as product, geographic area, or year. Often, more than one data series are displayed on a single chart. (12)

Datasheet Table that is part of Microsoft Graph in which you enter numbers and labels used to create a chart. When you start a new chart, the datasheet appears automatically, containing sample data that you can delete or overwrite. (12)

Demote Moves selected text to the next-lower outline or heading level by increasing the indent level. (1)

Design template Custom design that you apply to a presentation to give it a uniform color scheme and a particular "look" through predefined background graphics and font treatments. (3)

Destination When working with clipboard objects, the presentation, or other document in which the objects are pasted. (3)

Distribute Evenly spaces selected objects, either in relation to one another or across the length or width of a slide. Objects can be distributed either horizontally or vertically. (8)

Docked toolbar Toolbar that is attached to one of the edges of the program window. (1)

Drag Selecting then holding an object by pointing to it or selecting it, then holding down the left mouse button while moving the mouse to a different location. (1)

Duplicate Makes a second copy of a selected object on the same slide. (8)

Embed Saves with the presentation or document file so that the information is always available. For example, embedding fonts in a file ensures that those fonts will be available if the file is loaded on a different computer. (15)

Embedded object An object, such as an Excel chart or a Word table, that is placed in and becomes part of a PowerPoint slide. An embedded object is saved as part of the file in which it is placed. When you make

changes to an embedded object, it does not affect the original file (the source) from which it came. (12)

Emphasis effect Animation effect that you apply to draw attention to an object that is already showing on a slide. (11)

Entrance effect Animation effect that you apply to text or an object to control how it first appears on a slide. (11)

Eraser Used to erase table cell borders. (13)

Exit effect Animation effect that you apply to control how an object leaves (or disappears from) a slide. (11)

Expand In the Outline pane, displays all the text contained in placeholders for each slide. (4)

Explode a pie slice Moves a pie slice out from other slices in a pie chart to add emphasis. (12)

Export Saves a file in a format that can be read by a different application from the one in which it was created. For example, saving a PowerPoint presentation outline in a format that can be used by a word processing program. (4)

Filename Unique name given to a PowerPoint presentation file, a Word document file, or files created by other applications. (1)

Fill color Color of an object. Objects can be filled with a solid color, a pattern, a gradient, a texture, a picture, or have no fill at all. (7)

Find command Locates specified text in a presentation. (2)

First-line indent Paragraph indent style in which the first line is indented to the right of the paragraph. (10)

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Flip Reverses an object either horizontally or vertically, creating a mirror image of the original object. (8)

Floating text Text contained in a text box (as differentiated from a text placeholder). Floating text can be formatted by using the tools on the Formatting toolbar, can be easily placed anywhere on a slide, and can be rotated. (6)

Floating toolbar Toolbar that is not attached to the edge of the program window. It can be moved freely by dragging its title bar. (1)

Flowchart Diagram used to show a sequence of events using shapes that have specific meanings. (14)

Font Set of text characters with a specific design—for example, Arial or Times New Roman. (5)

Footer Text that appears at the bottom of each slide, notes page, or handouts page. (2)

Format Painter Button on the Standard toolbar used to copy formatting from one object to another. (7)

Forward Adjusts object stacking order and moves a selected object in front of another object. (8)

Four-pointed arrow
Moves placeholders and other objects without resizing them. Can also select text in a bulleted list by clicking the bullet. (2)

Go to Slide A command available using the right-click menu during a slide show to display a particular slide. (15)

Gradient fill Object fill effect in which one color blends or fades into another color. (7)

Grayscale Rendering of slides in shades of gray for printing on a black-and-white printer. (2)

Grid A set of intersecting lines used to align objects that you can show or hide. For the grid you can choose from a range of preset measurements and can use a snap-to option to align on the grid. (10)

Gridline The background lines on a chart that aid interpretation of data quantities. (12)

Group Combines selected objects so that they behave as one object. (8)

Guides Horizontal and vertical lines used to align objects. Guides do not display in a slide show or when printed. (10)

Handout Printout that contains 1, 2, 3, 4, 6, or 9 PowerPoint slides on a page. (1)

Handout master Used to control how objects are positioned on each printed handout page. Often includes header or footer text, date, and page numbers; graphic elements such as a company logo can also be included. (10)

Hanging indent Paragraph indent style where the first line is even with the left of a placeholder while all other lines are indented to the first tab position. This style is most often used with bullets or numbered paragraphs so the bullet or number that begins each paragraph is more noticeable. (10)

Header Text that appears at the top of each slide, notes page, or handouts page. (2)

Hide and unhide slides Slides can remain in a presentation file but be hidden when you run the presentation. This feature can be controlled from the Slide Show menu or in Slide Sorter view. (15)

HTML Acronym for Hypertext Markup Language. See "Hypertext Markup Language." (4)

Hyperlink Text or graphic object you click to move to another slide, another application, or a location on the Internet. Text hyperlinks are displayed with an underline. (4)

Hypertext Markup Language
File format used to make a file readable when using a browser on the Internet or on an intranet. (4)

I-beam Mouse pointer that has the shape of an uppercase "I." The I-beam pointer is used to select text or mark the location where you can insert text. (1)

Import Uses a file in an application that was created with a different application. For example, opening an outline from Word in PowerPoint. (4)

Indent markers Two small triangles and a rectangle that appear on the ruler when a text box is selected. The lower triangle controls the left indent setting of the text box; the top triangle controls the first-line indent setting. The rectangle moves both triangles at the same time. (10)

Insertion point Vertical flashing bar indicating the position where text that you key will be inserted. Clicking an I-beam mouse pointer is one way to place an insertion point. (1)

Intranet Internet-like system that exists only within a company or organization. (15)

Landscape Page orientation in which the page is wider than it is tall—as is usually the case in a painting of a landscape. The opposite of portrait. (1)(10)

Legend Box showing the colors and patterns assigned to the data series or categories in a chart. (12)

Less contrast In the Picture toolbar, this button reduces the intensity of the colors in a picture. (6)

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Level In organization charts, the position in the hierarchy of the organization being diagrammed. (14)

Line chart A chart that plots trends or shows changes over a period of time. (12)

Line color The color of a line. Lines can be filled with a solid or patterned color. (7)

Line spacing The spacing between lines of text in a paragraph. (10)

Line style Options include single, double, and triple lines of varying line weights. Also used for object borders. (7)

Line weight Thickness of a line measured in points. (7)

Linked object Object, such as an Excel chart or a Word table, that is displayed within a document (the destination) created by a different program. A linked object is merely a pointer to an external file (the source) that contains the data. Only the pointer is saved with the document in which it is placed. When you make changes to a linked object, you are making changes to the actual file that was used to create the object. (12)

Lobby page First page you see when you want to play a presentation broadcast. It displays information about the broadcast and also contains play controls similar to a VCR. (15)

Locked connector Endpoint of a connector line when it is colored red, indicating that it is attached to an AutoShape. (14)

Margin Space between the edge of an object and the text or other material inside the object. For example, a PowerPoint slide typically has a ½-inch margin at the top, bottom, and each side where no text or other objects appear. Text boxes and text placeholders also have margins. (10)

Master slide Slide that stores a design template's arrangement for slides, including the size and position of placeholders, text formatting, and graphic elements. There are two types of master slides: the slide master and the title master. (5)

Menu bar Displays the names of menus you use to perform various tasks. You can open menus by using the mouse or the keyboard. (1)

Merge cells To combine two or more table cells into one larger cell. (13)

Merge comments The process of combining multiple reviewer comments into one presentation. (15)

More contrast In the Picture toolbar, this button increases the intensity of the colors in a picture. (6)

Motion path Path that an object follows as part of an animation effect. You can choose a pre-defined motion path or create a custom path with drawing tools. Motion paths can be resized, rotated, and moved. (11)

Movie In PowerPoint, any motion file such as an animated clip art file or a video file. Movies can be inserted on slides in the same way as clip art. These are also called movie clips and they play during a slide show. (11)

Noncontiguous slides Slides that do not follow one after another. For example, slides numbered 1, 4, 5, and 7 are noncontiguous. See "Contiguous slides." (2)

Normal indent Paragraph indent style in which all the lines in the body of a paragraph are indented the same amount, creating an even left edge. (10)

Normal view This view provides one place for viewing the different parts of your presentation and displays the Outline and Slides pane, Slide pane, and Notes pane. (1)

Notes master Controls how objects are positioned on each printed notes page. Often includes header or footer text, date, and page numbers; graphic elements such as a company logo can also be included. (10)

Notes page Printout containing a slide image at the top of the page and speaker's notes that were entered in the Notes pane underneath. Notes pages are often used by speakers as cue cards during a presentation. (3)

Notes pane Area where you can add presentation notes for either the presenter or the audience. The Notes pane is located below the Slide pane. (1)

Optimize Reducing a presentation's file size by compressing pictures. (8)

Organization chart Diagram used to show the relationships and reporting structure of the people in an organization in a hierarchical format. (14)

Outline and Slides pane Area that can display either an outline of the presentation's text or thumbnails of the presentation's slides. You choose either Outline or Slides by clicking the appropriate tab. (1)

Overhead transparencies An output format that creates individual transparency sheets for projecting with an overhead projector when computer projection is not available. Transparencies can be prepared with an ink jet printer, a laser printer, or a photocopier. (15)

Package for CD Saves a presentation and all the files that link to it for display on a different computer. A viewer can be included so the presentation will display without PowerPoint being loaded. (15)

Paste Inserts an item stored on the clipboard at the current location. (3)

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Pencil pointer Used to draw and recolor table borders and cells. (13)

Pie chart A chart that shows the proportions of individual components compared to the whole. (12)

Placeholder Box that can contain title text, body text, pictures, or other objects. Most slide layouts contain placeholders. A placeholder's formatting, size, and position is set on a master slide and can be customized. (1)

Plot area The area of a chart that displays the shapes such as bars or pie slices that represent the data. (12)

Point Unit of measure for the height of the tallest character in a font set. There are 72 points to an inch. (5)

Portrait A vertical orientation for slides or printed pages where the slide or page is taller than it is wide. The opposite of landscape. (1)

Print preview Feature that enables you to see what your printed pages will look like before you actually print them. You can view preview pages in black-and-white, grayscale, or color. (1)

Promote Moves selected text to the next-higher outline or heading level by decreasing the indent. (1)

Proofreaders' marks Special notation used to mark up a printed draft with changes to be made before final printing. Some proofreaders' marks might be confusing if you are unfamiliar with them. For example, a hand-written "=" indicates that a hyphen is to be inserted. (1)

Proportion Relationship between the height and width of an object. When an object is resized, its proportions will be preserved if both the height and width of the object change at the same rate or percentage. An object that is out of

proportion is either too tall and skinny, or too short and wide. (6)

Publish To save a copy of a file in HTML format so it can be made available on a Web server or a shared folder. (15)

Pyramid diagram Diagram that illustrates relationships based on a foundation. (14)

Radial diagram Diagram that illustrates relationships focused on or directed to a central element. (14)

Real time Actual time during which events take place. For example, if viewers see your presentation at the same time that you are broadcasting it, they are viewing it in real time over a network. (15)

Recolor picture On the Picture toolbar, a button that enables you to change all the solid colors that make up a clipart image. (6)

Record Notes A command available using the right-click menu during a slide show to record information. The notes are saved as speaker notes and will appear in the Notes pane when the presentation has ended. (15)

Redo Reapplies the previous action such as an editing change. (3)

Regroup Recombines objects that were at one time part of the same group. (8)

Rehearse timings A PowerPoint feature that enables you to record the amount of time you spend on each slide as you practice your presentation. It could also be used to control the speed of advancing slides when audio is recorded to support a self-running presentation. (11)

Replace command Locates specified text in a presentation and replaces it with different text that you specify. (2)

Replace fonts Feature that changes an existing font in a presentation to a different font. (5)

Reset picture On the Picture toolbar, a button that enables you to return a picture to its original state after its colors have been changed. (6)

Reviewer comments Comments inserted during a review of a presentation. Comments from multiple reviewers working collaboratively can be combined and then accepted or rejected to incorporate necessary changes. (15)

Rich text format Standard file type that converts document formatting into instructions that Microsoft programs and many other programs can read and interpret. (4)

Rotation handle Green handle that appears above a selected object. You change the rotation of an object by dragging the rotation handle. You can constrain the rotation to 15-degree increments by holding down **Shift** while rotating the object. (5)

RTF Acronym for rich text format. See "Rich text format." (4)

Sample text Text provided by the AutoContent Wizard that suggests content for your presentation. You change the sample text to suit the needs of your presentation. (2)

Scale Specifies the range of values on a chart's value axis and the interval between values. (12)

ScreenTip Box that identifies the name of an on-screen object when you point to the object. (1)

Scroll bars Used with the mouse to move a slide view or outline text right or left, and up or down. You can also use the vertical scroll bar to move from slide to slide. (1)

Selection rectangle Dotted box that you draw by dragging the

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mouse pointer to select objects on a slide. All objects contained inside the rectangle are selected. (8)

Service bureau Business that translates computer files into high-quality output in various media, such as slide transparencies, high-resolution full-color prints, and large-format prints. (15)

Shadow effect The illusion that light is shining on an object because a shadow appears behind it. (8)

Sizing handles Small circles on the border of a selected object. Handles are used to change the size and shape of the placeholder or object. (5)

Slide layout Arrangement of text and/or object placeholders that can be applied to a new or existing slide. (3)

Slide master Master slide that includes placeholders for the title and body. Used to control colors, fonts, and background graphics for all slides created with any layout except the Title Slide layout. (5)

Slide pane Area where you create, edit, and display presentation slides. (1)

Slide show The view that displays slides sequentially in full-screen size. Slides can advance manually or automatically with slide timings using a variety of transition effects. Slide shows can display movies and animated elements. (1)

Slide Sorter view Displays several thumbnails of slides making it easy to reorder, add, delete, or duplicate slides and set transition effects. (1)

Slide transition Visual effect that you can apply to enhance the way the screen changes during a slide show as you move from one slide to another. For example, the current

slide could fade to a black screen before the next slide appears. (2)

Snap to Grid Feature that causes objects to align on the grid that may or not be visible when working on a slide. (10)

Sound clips A short sound file. These files can be inserted on a slide or associated with a custom animation sequence. (11)

Source When working with clipboard objects, the presentation or other document from which the objects were cut or copied. (3)

Speaker's notes Notes that can be entered for each slide in a presentation. Speaker's notes can be printed as Notes pages and then used to assist the speaker during a presentation, or they can add supplemental information to include with presentations published on the Web. (3)

Spelling checker Feature that corrects spelling by comparing words to an internal dictionary file. (2)

Split cells Divides a table cell into two smaller cells. (13)

Standard color Premixed color that you choose by clicking a sample on the Standard tab of the Colors dialog box. (7)

Status bar Displays information about the presentation you're working on. It is located at the bottom of the PowerPoint window. (1)

Style checker Feature that checks your presentation for consistency in punctuation and capitalization, as well as the number of fonts and text sizes used. (2)

Subordinate box Box in an organization chart that is connected to a superior box (a box on a higher level). (14)

Summary slide Slide that contains the titles of slides in a presentation. It can be used as an agenda, a wrap-up, or table-of-contents slide with hyperlinks to other slides, custom shows, other presentations, or files created by other programs. (11)

Superior box Box in an organization chart that has subordinate boxes connected to it. (14)

Tables Organized arrangement of information in rows and columns. (13)

Tabs Used to align and indent text on a slide. Tab stops appear on the horizontal ruler. (10)

Target diagram Diagram that illustrates a process that works toward a goal. (14)

Task pane Area that appears at appropriate times on the right side of the PowerPoint window, displaying a list of commands that are relevant to the task on which you are currently working. (1)

Text anchor point Point in a text box or AutoShape where text is attached. For example, you can anchor text to the top of an AutoShape, the middle of an AutoShape, or the bottom of an AutoShape. (10)

Text attributes Styles and effects applied to text. For example, bold, italic, underline, shadow. (5)

Text box A container for text that you can position anywhere on a slide. (5)

Text layout Slide layout that includes only text placeholders. (3)

Thesaurus Finds words with similar meanings. (2)

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Thumbnail Miniature version of a graphic image. In PowerPoint, a miniature version of a slide is often referred to as a "thumbnail." (1)

Tick marks Small measurement marks, similar to the marks on a ruler, that cross a chart value or category axis. (12)

Title bar Colored bar (usually blue) at the top of most windows that contains identifying information. In the case of the PowerPoint main window, the title bar contains the name of the presentation. (1)

Title master Master slide that includes text placeholders for the title and subtitle of a Title Slide layout. Used to control colors, fonts, and background graphics for slides created with the Title Slide layout only. (5)

Title text Text that usually appears at the top of a PowerPoint slide. Title text is usually placed in a title text placeholder. (1)

Toggle button Toolbar button that turns a feature on or off by clicking it. (5)

Toolbar Row of buttons that give instant access to a wide range of commands. Each button is represented by an icon and accessed by using the mouse. PowerPoint opens with the Standard and Formatting toolbars

displayed in abbreviated form on one line at the top of the screen and the Drawing toolbar at the bottom of the screen. (1)

Transition, Slide See "Slide transition." (2)

Transparency Allows the color behind an object to show through. (7)

TrueType font Fonts that can be sized to any height and that print exactly as they appear on your screen. Most of the fonts that are automatically installed with Microsoft Office are TrueType fonts. TrueType fonts can be embedded in PowerPoint presentation files and in other Microsoft Office document files. (15)

Undo Reverses the last action such as an editing change. (3)

Ungroup To separate a group of objects into its components. When an object is ungrouped, each of its elements behaves as an individual object. (8)

Unlocked connector Endpoint of a connector line when it is colored green, indicating that it is not attached to an AutoShape. (14)

Vector drawing Picture made up of an arrangement of line segments and shapes that can be scaled to any

size or aspect ratio without blurring. Vector drawings can be modified in PowerPoint by recoloring and by adding, removing, and rearranging individual elements. An AutoShape is an example of a simple vector drawing. (6)

Venn diagram Diagram consisting of overlapping circles that illustrates relationships with overlapping responsibilities. (14)

View buttons Three buttons located on the lower-left corner of the PowerPoint window. You use these buttons to switch between Normal view (the default), Slide Sorter view, and Slide Show view. (1)

Wizard Online guide that leads you through the steps to complete a task. (2)

WordArt Text objects you create with special shape and color effects. (6)

Zoom box Changes the magnification of the Slide pane, Outline and Slides pane, or Slide Show view, whichever one is active. Zoom changes the size at which you view objects, but not their actual size. (1)