



# LESSON 1 Key Terms

Knowing these terms will help you complete the exercises in this lesson.  
Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
<b>Button</b>	A graphic item that can be clicked to perform a specific task.	518
<b>Cursor</b>	A blinking mark that indicates where the text you key will appear on the screen. Also known as an insertion point.	527
<b>Dialog box</b>	A box that is used to enter specific information to perform a particular task such as naming and saving a document.	521
<b>Folder</b>	An item that helps the user organize files.	521
<b>Insertion point</b>	A blinking mark that indicates where the text you key will appear on the screen. Also known as a cursor.	527
<b>Key</b>	To type text.	527
<b>Menu</b>	A list of related commands.	518
<b>Menu bar</b>	A bar that displays the names of available menus.	517
<b>Menu command</b>	An individual option on a menu.	518
<b>Outline pane</b>	The pane that displays the outline view, or text, of the presentation.	523
<b>Pointer</b>	The arrow used to select on-screen items, such as menus and buttons.	517
<b>ScreenTip</b>	The description of an object such as a button that appears when you point to the object.	518
<b>Scroll bar</b>	A bar at the right side or bottom of the screen that allows you to move up and down or left and right in a document.	525
<b>Slide icon</b>	In the Outline pane, the small slide image that is located next to the slide content. Click the image to move among slides.	523
<b>Slide pane</b>	The part of the PowerPoint screen where you key in text.	527
<b>Slide Sorter View</b>	View you can use to add more slides, to delete slides, or to rearrange the order of slides.	524
<b>Slides pane</b>	The pane that displays miniatures of the slides in a presentation.	523
<b>Status bar</b>	The bar at the bottom of the screen that displays information such as the current slide number and the total number of slides in the presentation.	517
<b>Task pane</b>	An optional part of the PowerPoint screen that provides easy access to common tasks.	519
<b>Title bar</b>	The bar at the top of the screen that displays the name of the current presentation.	517
<b>Toolbar</b>	The bar that contains buttons that can be clicked to perform different tasks.	518

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