

PowerPoint Terminology

PowerPoint is a program that allows you to present ideas with text, graphics, sounds, video, and animation. To understand PowerPoint better, you must first become familiar with special terms used by the program. This document provides definitions of many terms you may encounter when working with PowerPoint.

Animations:

Animation is a visual or sound effect accompanying text or graphics. For example, you can have an Excel pie chart appear one slice at a time, allowing you to discuss one slice before the next appears. This feature is available with printed presentations but is most effective (cost and impact) with electronic presentations.

Clip Art:

Clip Art is the collection of pictures available in the PowerPoint *Clip Art* gallery.

Master:

A Master contains formatting and design elements common to every slide in your presentation. There are three types of master slides: the *Slide Master*, *Handout Master*, and *Notes Master*.

Objects:

An Object can be an item that you create or a graphic that you import from another source (such as a scanned image). Some examples include text boxes, Clip Art, WordArt, SmartArt, and shapes.

Presentation:

The Presentation is the file containing the collection of slides. A PowerPoint 2007 file has a **.pptx** extension.

Slide Show:

A Slide Show is the presentation of your PowerPoint slides. A slide show can be viewed online, on a computer (e.g., set to loop continuously in a display booth), or projected to a screen (e.g., live conference presentation).

Template:

A Template contains slide default settings. These characteristics include colors, fonts, bullet types, and special elements such as graphics.

Transitions:

A **Transition** is the effect that takes place when you advance from one slide to the next. This feature is available only with **Slide Shows**.

Wizard:

A *Wizard* is a systematic guide for completing a task.