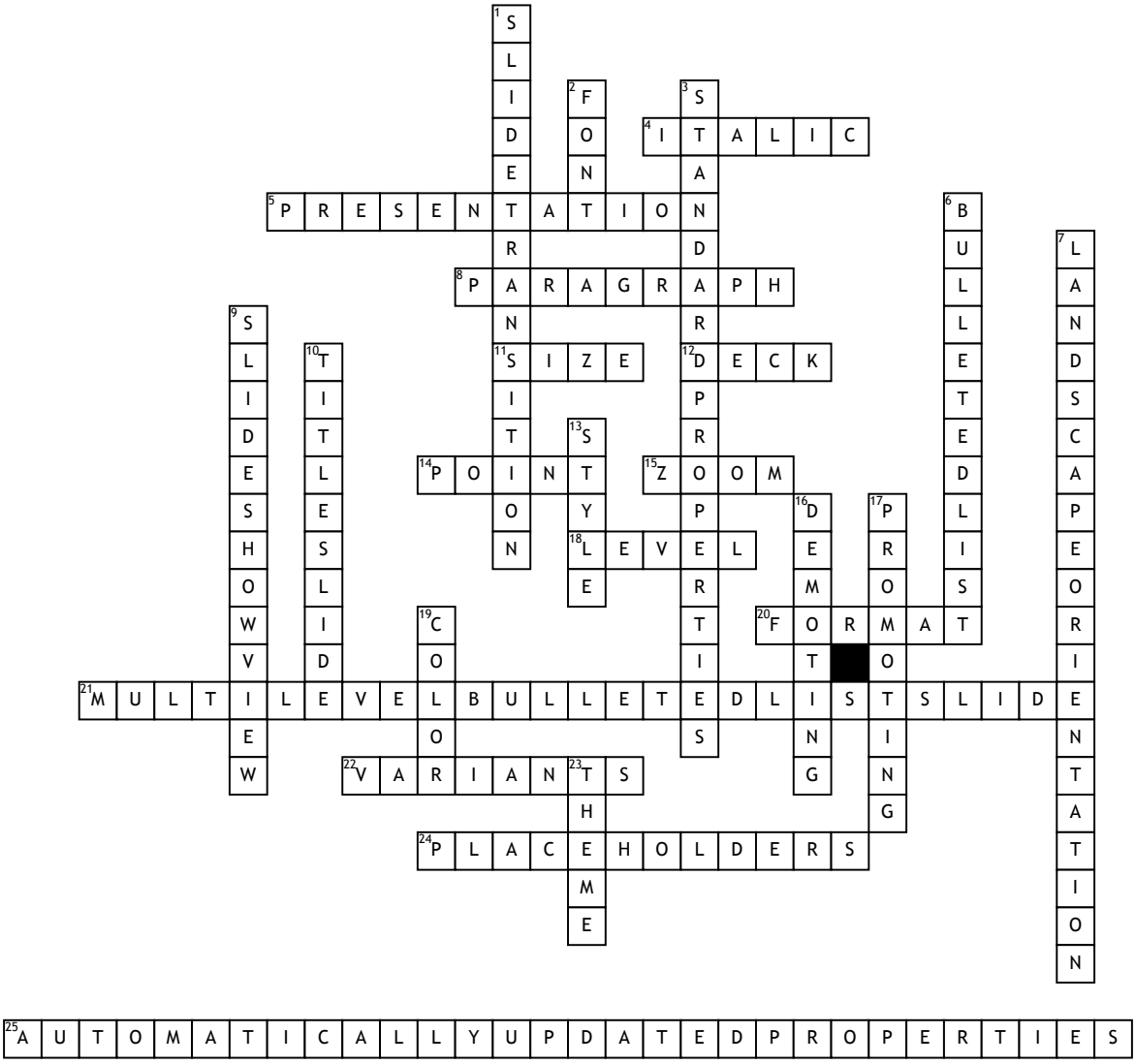
PowerPoint Chapter 1 Vocabulary



Across

4. text with a slanted appearance
5. What can help you deliver a dynamic presentation.
8. Segment of text with the same format that begins when you press the ENTER key and ends when you press the enter key again.
11. specifies the height of the characters and is gauged by a measurement system that uses points
12. The collection of slides.
14. 1/72 of an inch in height
15. View of the slide on the screen so that the text or other content is enlarged or shrunk
18. a position within a structure such as an outline, that indicates the magnitude of importance.
20. Appearance
21. a slide that consists of more than one level of bulleted text
22. Alternate designs for each theme
24. boxes with dotted or hatch-marked borders that are displayed when you create a new slide.
25. properties that include file system properties, such as the date you create or change a file and statistics, such as the file size

Down

1. A special effect used to progress from one slide o the next in a shlide show
2. typeface
3. properties associated with files and include author, title, and subject
6. list of paragraphs, each proceeded by a bullet character
7. Where slide width is greater than its height
9. The view to use when making the final presentation
10. Default slide when you open a new presentation.
13. indicates how the characters are formated
16. creating a lower level paragraph
17. creating a higher level paragraph
19. defines the hue of the characters
23. design with coordinating colors, fonts, and special effects.