Microsoft Office PowerPoint 2007-allows you to produce professional looking presentations

Presentation-a slide show on Power point

Slide Show- a collection of pictures in a rotation

Slide- basic unit of PowerPoint

Layouts-position this content on the slide

Title Slide-a slide that gives basic info about the presentation

Landscape orientation-where the slide width is greater than the height

Placeholders- boxes with dotted borders are displayed when a slide is created

Mouse pointer-the pointer that changes depending on the location on screen

Vertical scroll bar- to display slides in the document window

Scroll arrow-shows different portions of the document

Horizontal scroll bar-allows you to see side to side of the document

Document theme-provides color and background threw the entire presentation

View-were the presentation appears on screen

Normal View-the default view

Slides tab-left side of the screen

Slide Pane-shows a large view of the current slide

Notes Pane-were you can type notes

Splitter- allows you to increase/decrease the size of the slide

Ribbon- the control center in PowerPoint

Tab-a different group of groups

Home tab-contains the more frequently used commands

Active tab-the tab currently being used

Contextual tabs-work with objects such as picture or tables

Gallery- set of graphical choices

Paragraph- group of sentences on one topic

Level- position within a structure

Line spacing-the amount of vertical space between lines

Multi-level bulleted list slide-consists of more than one level

Demoting-creating a lower level paragraph

Promoting-creating a higher level text

Automatically updated properties-the data you create or change a file

Document Information Panel-areas where you can view and enter document properties

Slide indicator- shows the number and title of the slide you are about to display

Slide show view-the view to show the slides in presentations

Popup menu-appears when you right click a slide

Custom dictionary- a search bar that will allow you to find definitions of words

PowerPoint Help- can increase your productivity