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Background style- color, texture, pattern, or shading of the background on the slide

Fill effects- add pattern and texture to the slide

Layout- specifies the arrangement of placeholders

Layout gallery-allows you to choose a slide layout

Custom layout- a slide designed to your need

Microsoft Clip Organizer- a collection of drawings

Office Collections-contains all these media files included with Microsoft office

My Collections-were media files are stored on hard disk

Shared Collections-shared network file sever

Web Collections- clips reside on the Microsoft Clip Art

Clip art task pane- allows you to search for clips using descriptive keywords

Clip collections- combine topic-related into categories

Resizing- includes both enlarging and reducing of a clip size

Selection rectangle- the rectangle around a picture or a word box allows you to change the size of it

Sizing handles- the tool used to increase or decrease the size of a box

Quick styles-combinations of formatting options

Format Painter-copy all formatting changes from one object to another

Shadow-adds a shadow behind the text

Animation- includes special visual and sound effects

Slide transition- the process from changing from one slide to the next

Print what list-allows you to have the option of printing out the slides created