The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered on the slide.

IF YOU WANT TO LEARN POWERPOINT...

...YOU BETTER KNOW THESE WORDS

ALIGN

- TO LINE UP, STRAIGHTEN



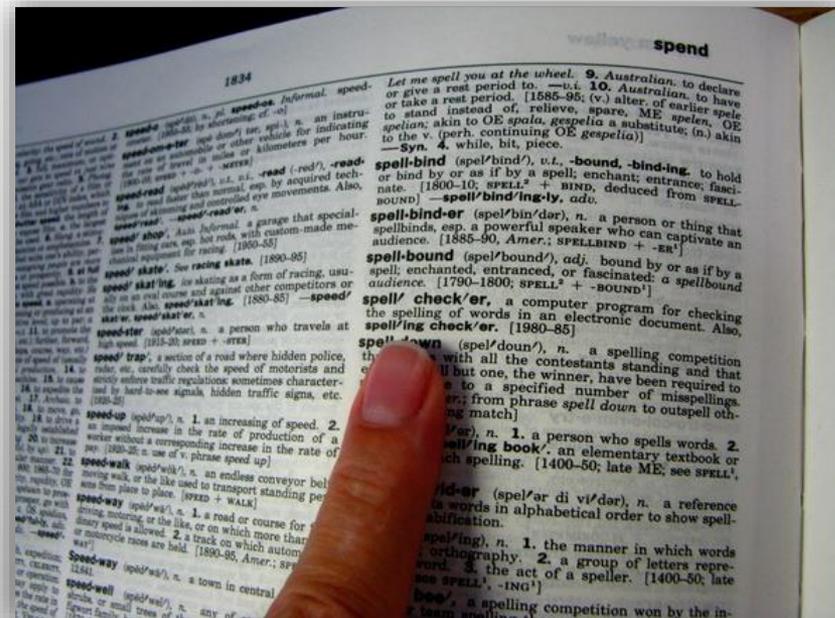
ANIMATION

- TO MAKE AN OBJECT ON A SLIDE ENTER, EMPHASIZE OR EXIT THE SLIDE (TO DO SOMETHING COOL)



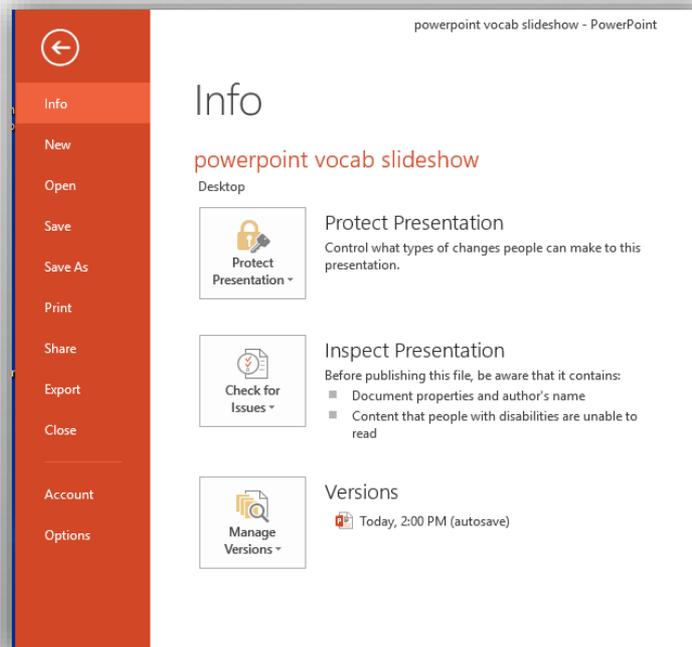
AUTOCORRECT

- CHECKS YOUR SPELLING AND GRAMMAR AUTOMATICALLY



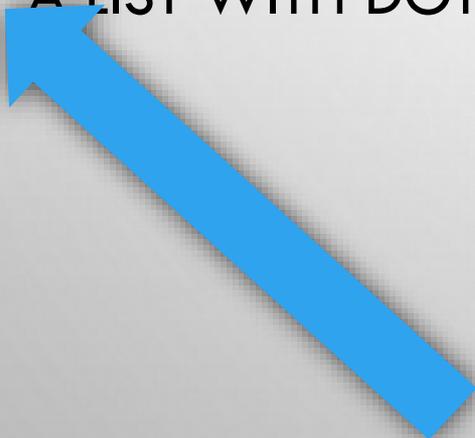
BACKSTAGE

- THE FILE TAB – WHERE YOU CAN DO THINGS WITH YOUR FILE LIKE, SHARE, PRINT OR SAVE AND PROTECT IT



BULLET POINTS

- A LIST WITH DOTS NEXT TO EACH INFORMATIONAL ITEM
- A LIST WITH DOTS NEXT TO EACH INFORMATIONAL ITEM
- A LIST WITH DOTS NEXT TO EACH INFORMATIONAL ITEM
- A LIST WITH DOTS NEXT TO EACH INFORMATIONAL ITEM



CROP

- TO REMOVE PART OF AN IMAGE



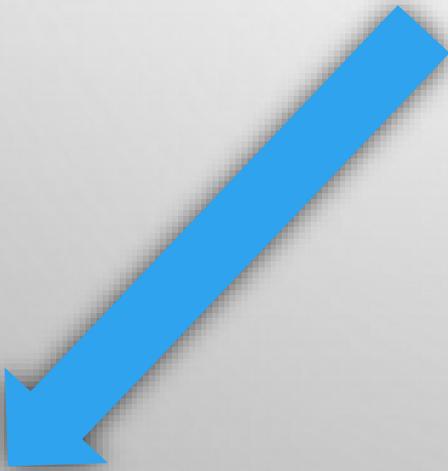
DURATION

- THE LENGTH OF TIME SOMETHINGS LASTS



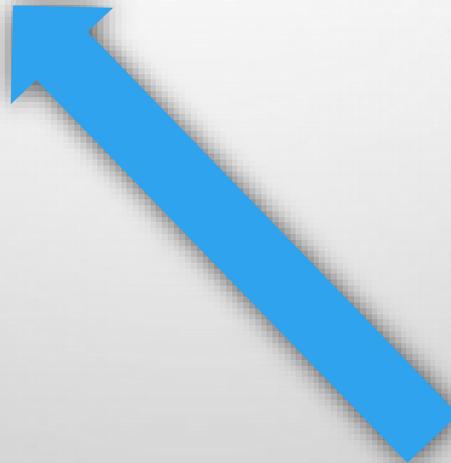
FOOTER

- INFORMATION LOCATED AT THE BOTTOM OF EACH SLIDE OR PAGE, LIKE THE AUTHOR NAME, THE PAGE NUMBER, THE DATE...



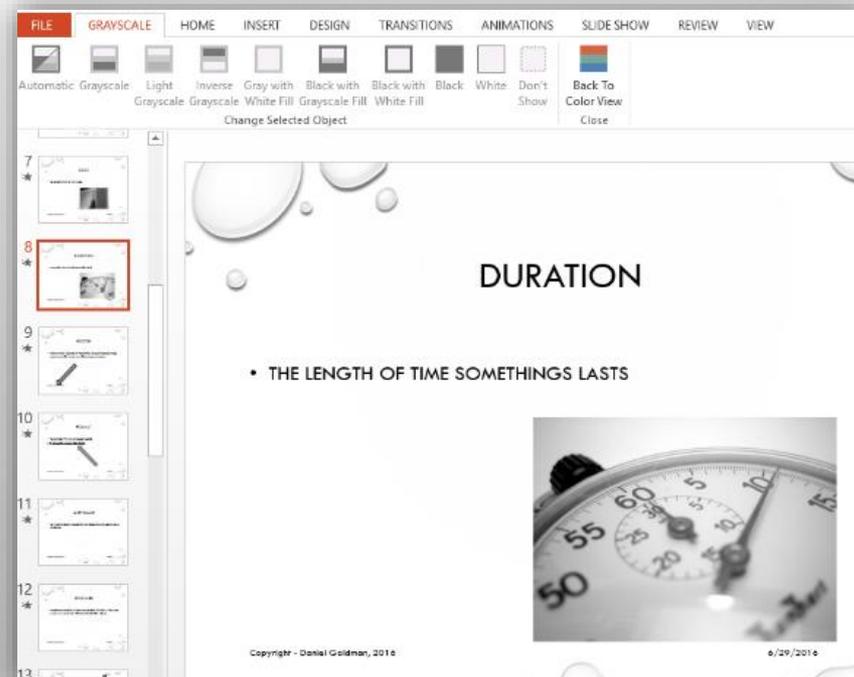
FORMAT

- TO CHANGE THE WAY AN OBJECT LOOKS
- **To change the way an object looks**



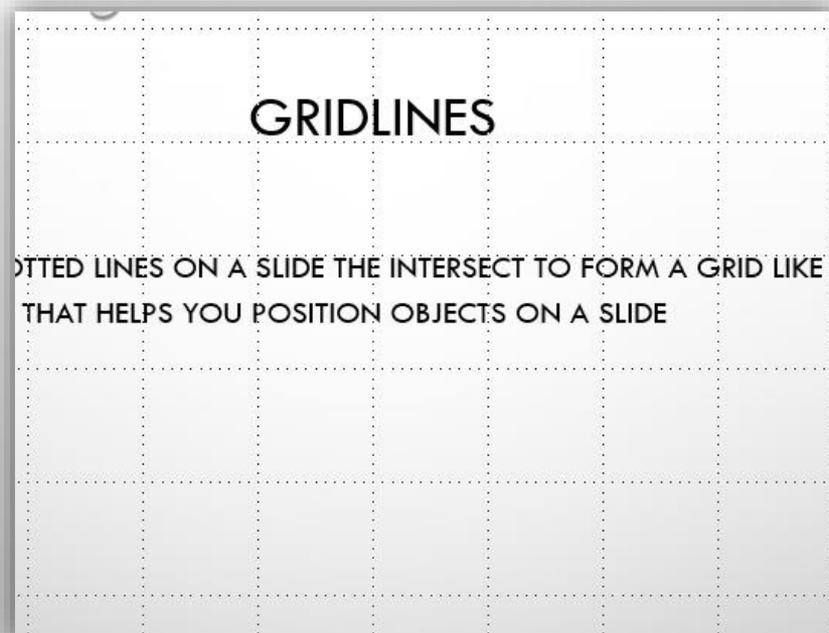
GREYSCALE

- TO MAKE ITEMS ON A SLIDESHOW OR DOCUMENT SHADES OF GRAY, NO COLOR

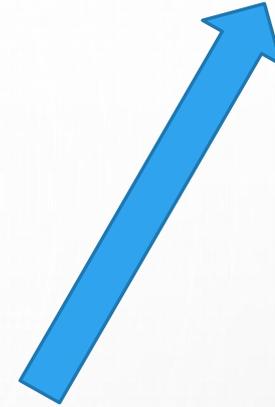


GRIDLINES

- THE DOTTED LINES ON A SLIDE THE INTERSECT TO FORM A GRID LIKE PATTERN THAT HELPS YOU POSITION OBJECTS ON A SLIDE



HEADER



- INFORMATION LOCATED AT THE TOP OF EACH SLIDE OR PAGE, LIKE THE AUTHOR NAME, THE PAGE NUMBER, THE DATE...

HYPERLINK

- TO MAKE AN OBJECT CLICKABLE THUS OPENING AN EMAIL, A DOCUMENT OR SENDING THE CLICKER TO A NEW SLIDE OR WEB PAGE

[This is a hyperlink to www.google.com](http://www.google.com)

KIOSK

- **STANDALONE TOUCH SCREEN TYPE MONITOR THAT USUALLY PLAYS AN INTERACTIVE OR BASIC SLIDESHOW ON A LOOP**



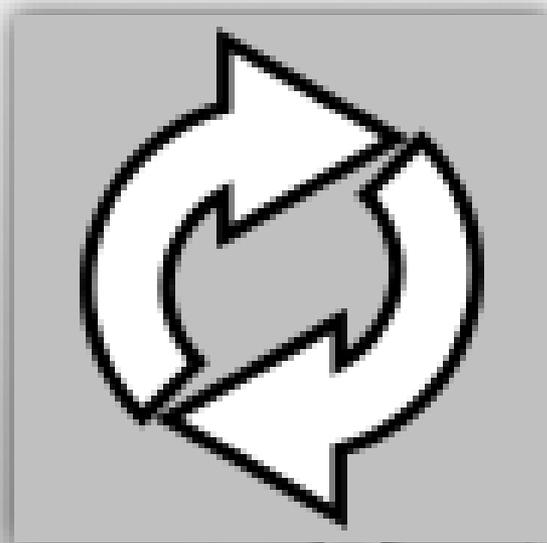
LIVE PREVIEW

- A FEATURE IN MICROSOFT OFFICE THAT ALLOWS THE USER TO SEE WHAT FORMATTING CHANGES WOULD LOOK LIKE WITHOUT ACTUALLY SELECTING A FORMATTING CHOICE JUST BY HOVERING YOUR CURSOR OVER THE CHOICE



LOOP

- TO CONTINUOUSLY PLAY A SONG, VIDEO OR SLIDESHOW OVER AND OVER AGAIN, IT REPEATS AUTOMATICALLY



MARKUP

- LEAVING COMMENTS ON A FILE FOR OTHERS TO READ AND REVIEW



OBJECT

- ANYTHING ON A SLIDE LIKE TEXT, AN IMAGE, A CHART, SMARTART, A TABLE, AND AUDIO OR VIDEO FILE, WORDART...



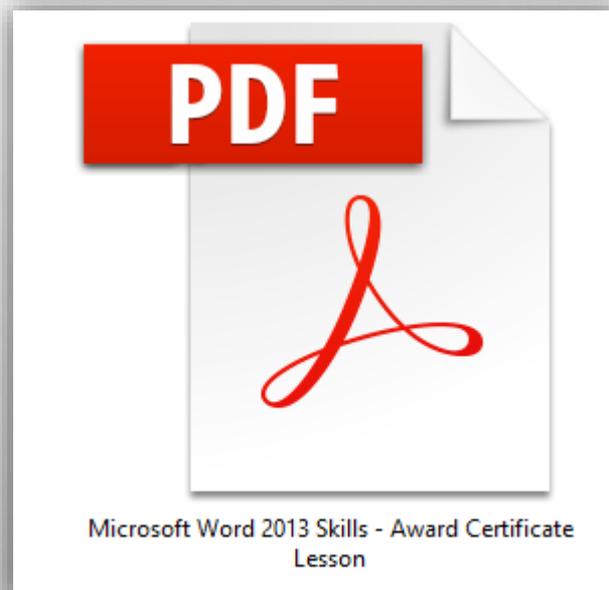
PAINTER

- A TOOL THAT ALLOWS YOU TO COPY ANIMATIONS OR FORMATTING EASILY FROM ONE OBJECT TO ANOTHER



PDF

- A TYPE OF FILE THAT CAN BE OPENED FOR FREE ON ANY DEVICE THAT ALLOWS READ PRIVILEGES BUT NOT EDITING PRIVILEGES



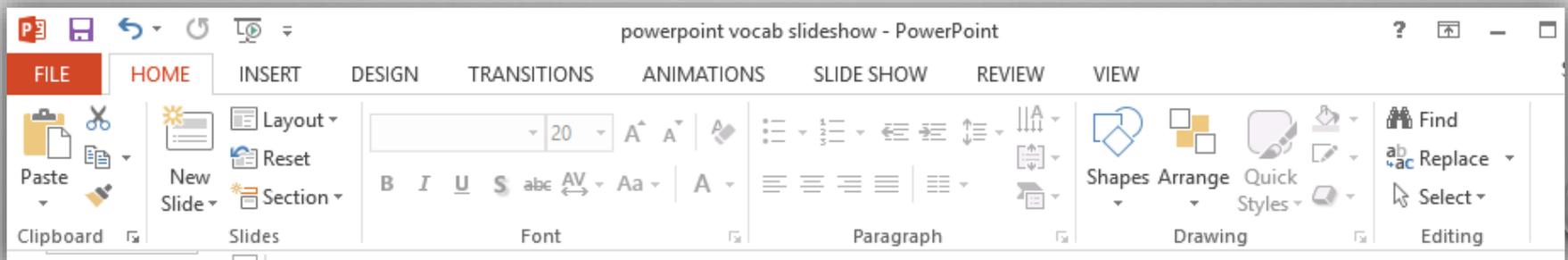
QUICK ACCESS TOOLBAR

- AT THE VERY TOP OF THE WINDOW, THIS TOOLBAR CONTAINS COMMONLY USED ACTION BUTTONS LIKE QUICK PRINT, SAVE AND UNDO AND CAN BE CUSTOMIZED BY THE USER TO INCLUDE MORE BUTTONS



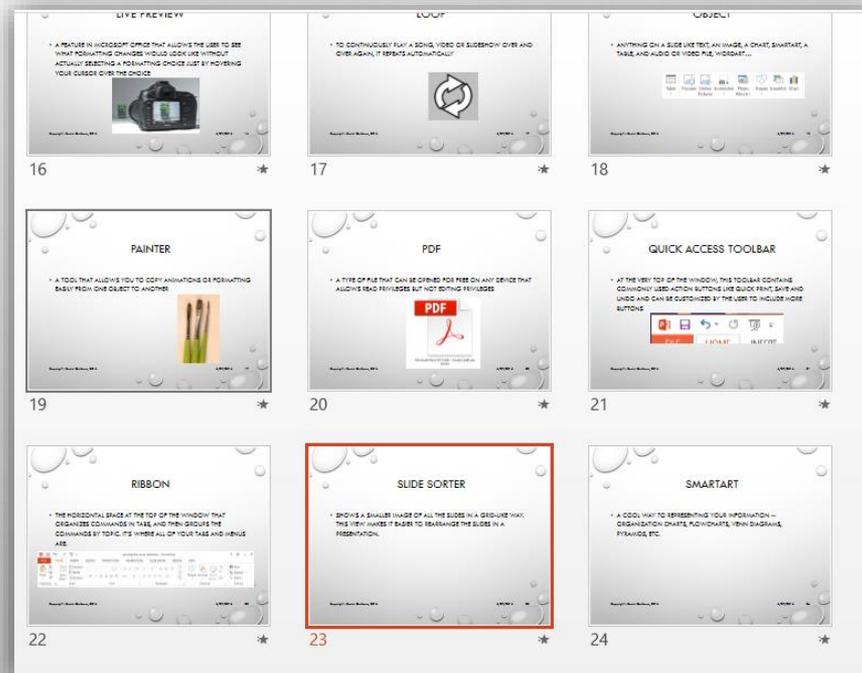
RIBBON

- THE HORIZONTAL SPACE AT THE TOP OF THE WINDOW THAT ORGANIZES COMMANDS IN TABS, AND THEN GROUPS THE COMMANDS BY TOPIC. IT'S WHERE ALL OF YOUR TABS AND MENUS ARE.



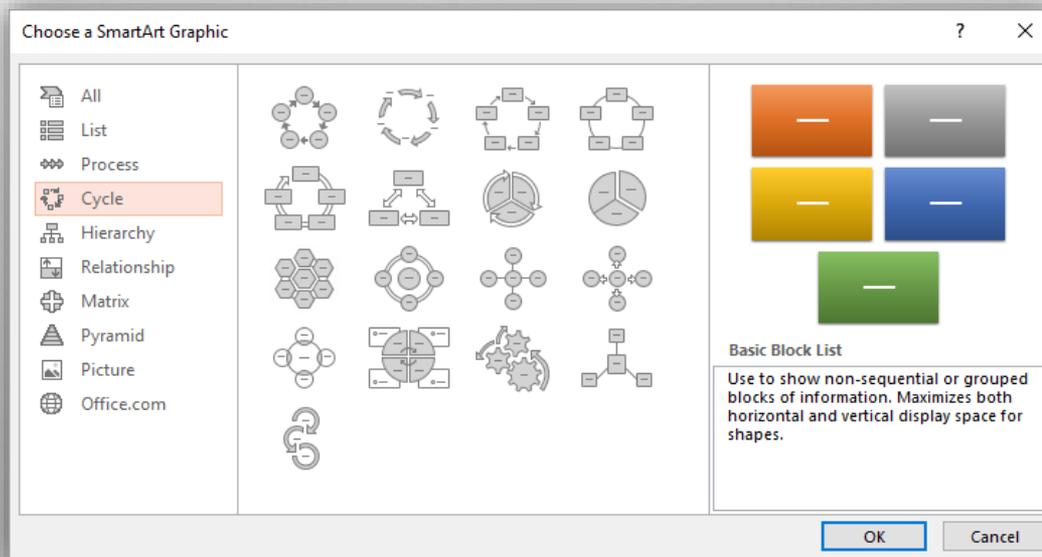
SLIDE SORTER

- SHOWS A SMALLER IMAGE OF ALL THE SLIDES IN A GRID-LIKE WAY. THIS VIEW MAKES IT EASIER TO REARRANGE THE SLIDES IN A PRESENTATION.



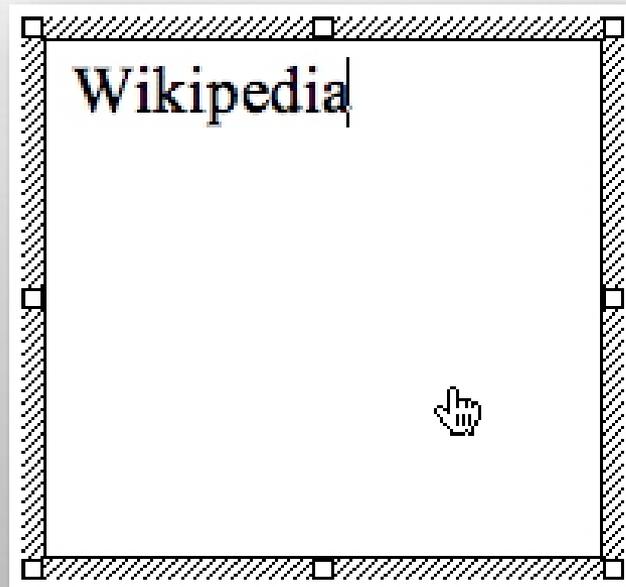
SMARTART

- A COOL WAY TO REPRESENTING YOUR INFORMATION -- ORGANIZATION CHARTS, FLOWCHARTS, VENN DIAGRAMS, PYRAMIDS, ETC.



TEXTBOX

- AN ON-SCREEN RECTANGULAR FRAME INTO WHICH YOU TYPE TEXT



TRANSITION

- A COOL VISUAL EFFECT THAT HAPPENS WHEN A PRESENTATION MOVES FROM ONE SLIDE TO THE NEXT SLIDE.

