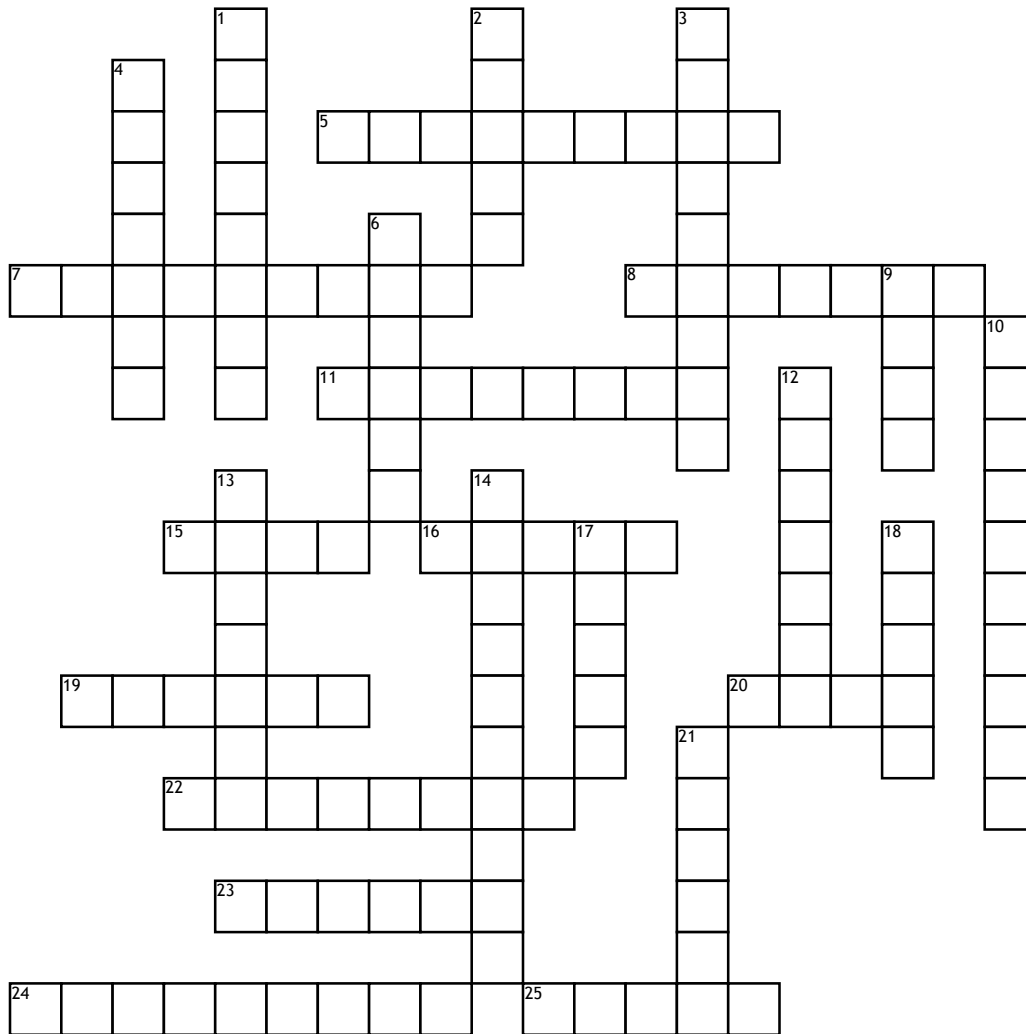


# Microsoft PowerPoint



## Across

5. A page orientation that is wider than it is tall.  
 7. An effect you apply to placeholders or other content to move the content in unique ways on the slide  
 8. Predrawn artwork in a wide variety of styles. Office clip art files can include drawn graphics, photographs, sounds, and animated graphics.  
 11. An animation setting that determines how long an animation effect should take to execute  
 15. To remove a portion of a picture or shape that is not needed. The cropped portion is hidden until you compress the picture.  
 16. Typefaces that are used to display characters, numbers, and symbols in your PowerPoint presentations.  
 19. A predefined arrangement of placeholders for text or objects (such as charts or pictures)

20. In a table or spreadsheet, the text area at the intersection of a row or column  
 22. A pre-designed presentation.  
 23. A broad band that runs across the top of the PowerPoint window that organizes commands and tools into an easy-to-use interface.  
 24. A viewing mode in which there is no colors, only shades of gray.  
 25. A visual representation of numerical data.

## Down

1. A page orientation that is taller than it is wide.  
 2. A sound or music clip  
 3. An address that refers to another location, such as a website, a different slide, or an external file.  
 4. A group of contiguous slides  
 6. A vertical stack of cells in a table

9. A horizontal line of cells in a table.  
 10. The movement of one slide to the next.  
 12. A graphic that repeats to fill an image, creating the appearance that the surface is a certain material, such as marble, wood, or paper.  
 13. To make an item superior to another item.  
 14. The appearance of text or objects on a slide.  
 17. A scheme of complementing colors  
 18. An arrangement of columns and rows used to organize information.  
 21. Information such as a date, slide number, or text phrase that appears at the top of each slide in a presentation.

## Word Bank

grayscale	theme	table	landscape	transition	chart	formatting
portrait	rows	header	layout	clipart	duration	audio
texture	column	hyperlink	animation	crop	template	fonts
section	ribbon	cell	promote			