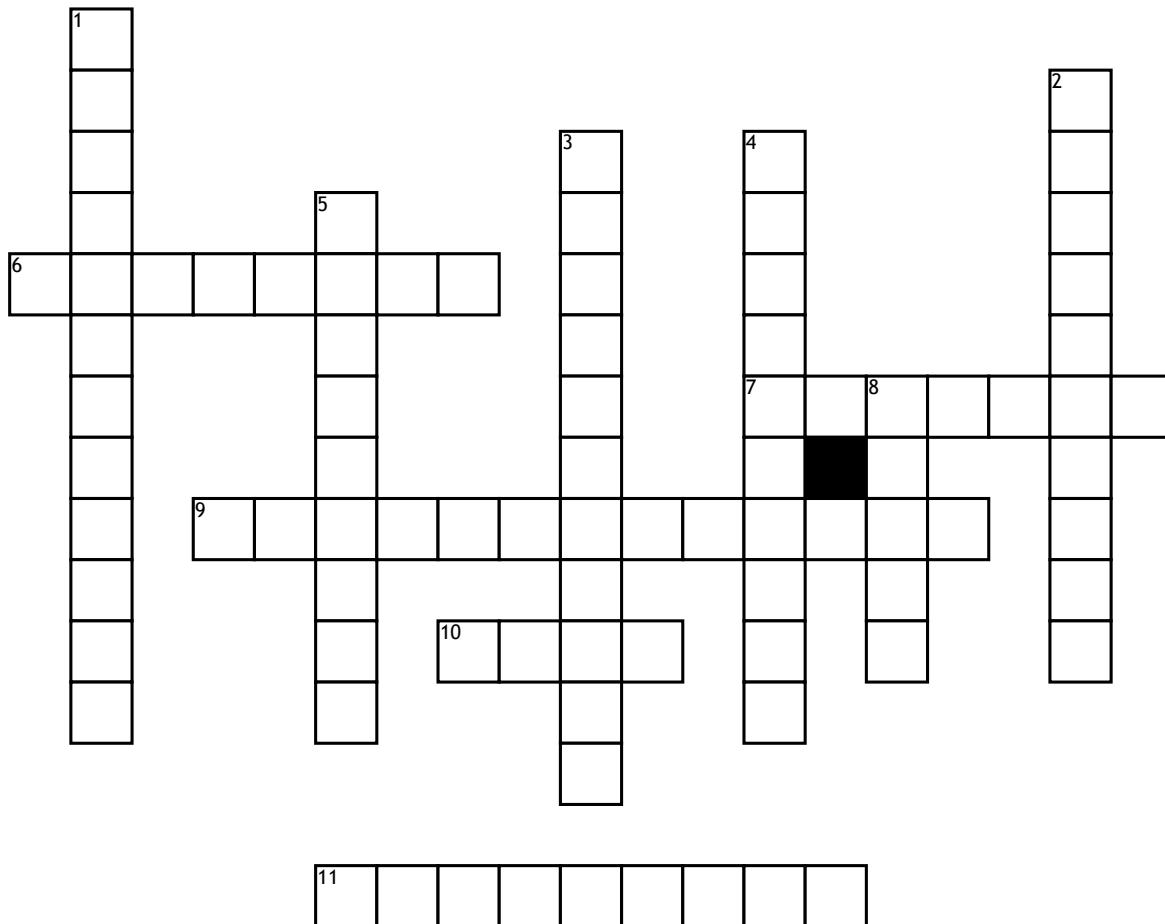Name: _____   Date: _____

PowerPoint

Across

6. state in which a presentation is not editable

7. reduce font size to fit text in the current placeholder

9. View in which presenter notes can be added to a slide

10. remove a portion of a picture

11. displays a slide so you will know how it will appear printed in black and white

Down

1. Areas in PPT layouts that can be used to easily insert text, graphics, or multimedia objects

2. effect used when one slide moves off and another moves onto the screen

3. prearranged sets of placeholders for various types of slide content

4. default view of PPT - displays slide pane and thumbnails

5. An object movement during a slide show.

8. combination of colors, fonts, effects, styles, and background graphics within a presentation