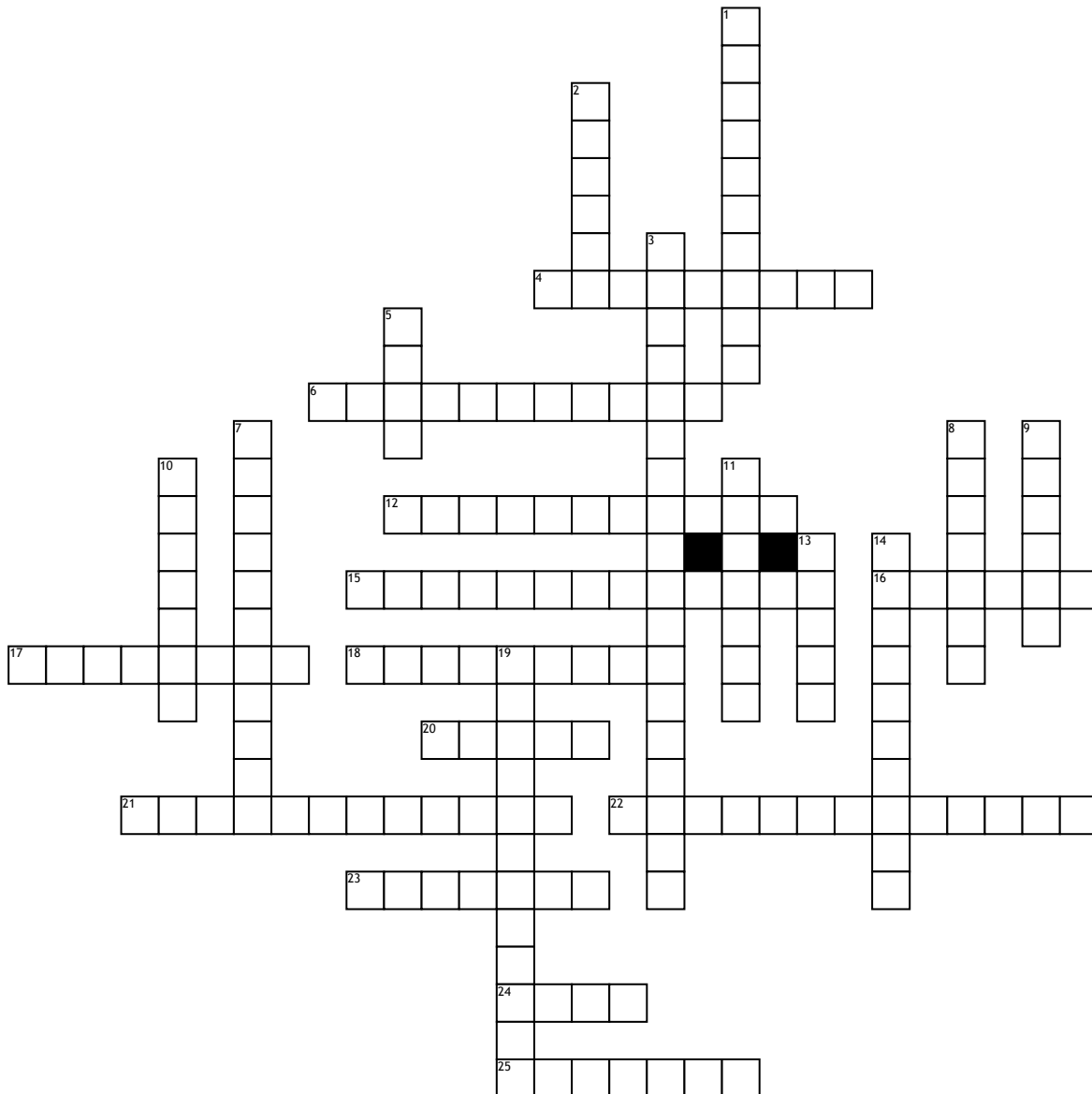


Name: _____

Date: _____

PowerPoint Crossword Puzzle



Across

4. A regular grid of dotted lines displayed on a slide to help arrange objects
6. The visual effects used when one slide moves off the screen and another moves onto the screen
12. A template on which the individual slides in the presentation are based
15. A tool that lets you copy text formatting from one text selection and apply it to any other text in the presentation
16. An area at the top of a slide for information that repeats for each page
17. Professionally designed graphics that organize and display information in various graphic types such as lists, processes, or hierarchical displays
18. The orientation of a slide or printout that is wider than it is tall
20. To overlap objects, and control the order in which overlapping objects appear

21. A template on which individual slides that use a certain layout are based
22. A graphic specifically designed to be used as a bullet character
23. PowerPoint feature designed to reduce font size to fit text in the current placeholder
24. To remove a portion of a picture that you don't want
25. Enlarging or reducing the size of an object

Down

1. PowerPoint's default view that displays the Slide pane, the Notes pane, and the Slides/Outline pane
2. An area at the bottom of a slide in which you can enter information
3. A setting that controls the amount of time a slide displays on the screen

5. Preset combinations of shape effects that can be applied as a single formatting action
7. The proportion of width to height for an object
8. The orientation of a slide or printout that is taller than it is wide
9. Nonprinting vertical and horizontal lines you can use to align objects on a slide
10. To apply movement to text or an object to control its display during the presentation
11. A non-placeholder container for text that you can position anywhere on a slide
13. To combine multiple shapes or other objects into a collective unit that can be controlled as a single object
14. A special type of presentation in which the main point is to display photos
19. Special effects applied to drawn shapes