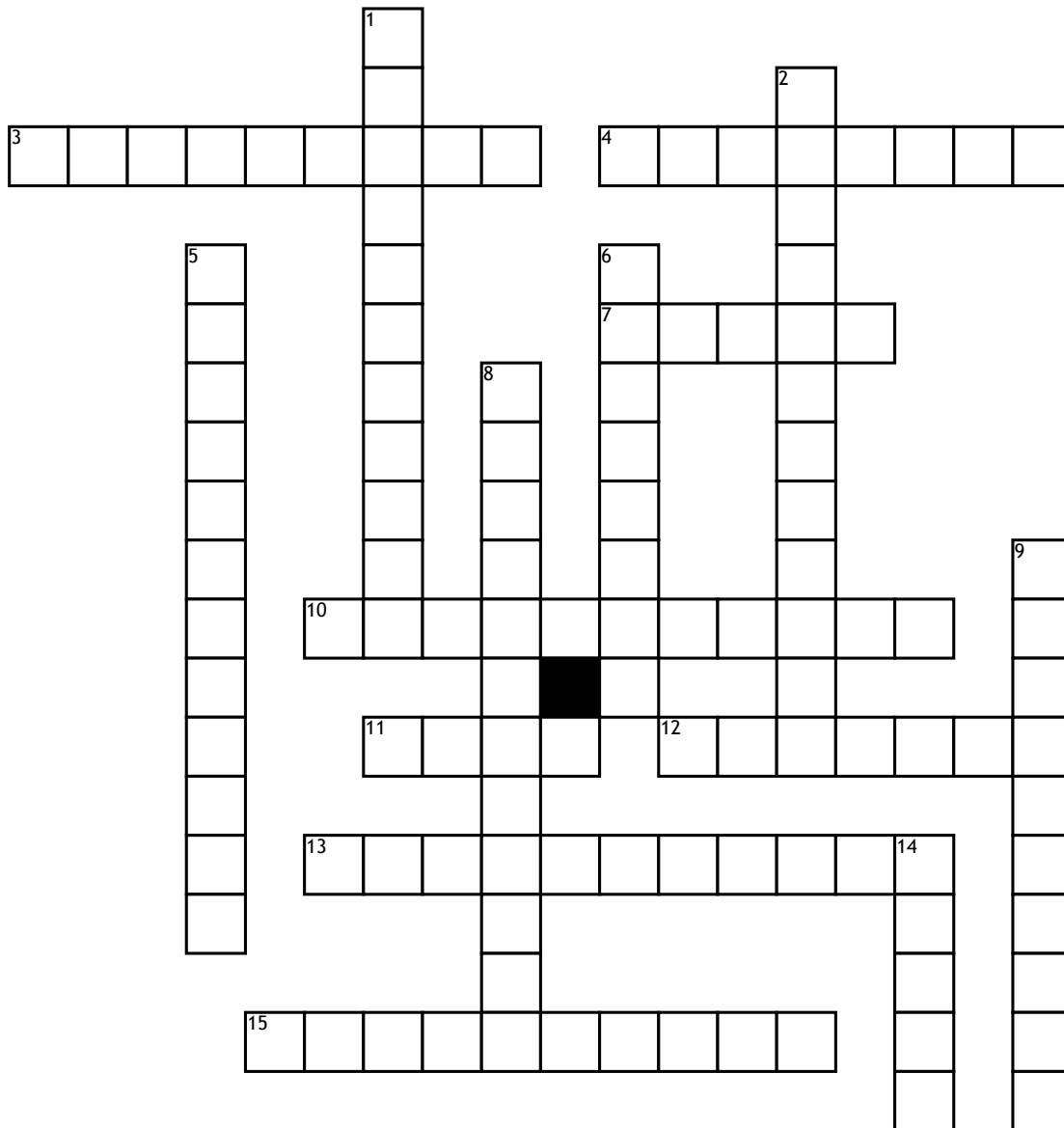


Powerpoint Unit



Across

3. The visual effect when text or an object moves onto the slide (one word)

4. Graphics that are professionally designed for organization purposes

7. To insert data into a destination application from a source application so that you can edit it using the source application's tools

10. The way the page sits (wider than taller or taller than wider)

11. To remove part of a picture when editing

12. Printed copies of the presentation

13. Prearranged sets of placeholders for various types of slide content (2 words)

15. The visual effect used when a slide moves onto the screen (one word)

Down

1. A slide that controls the appearance of all slides in a presentation

2. A set of slides that contains information you want to convey to an audience

5. A shape that is programmed to perform a specific task (2 words)

6. A presentation already formatted with a slide design

8. designated areas in PowerPoint layouts that can be used to easily insert text, graphics or multimedia objects

9. A show in which you specify the order in which the slides appear during the presentation (2 words)

14. Formatting feature that applies a background, colors, fonts and effects to all slides in a presentation