

The 10 Most Common PowerPoint 2007 Terms

1. Slide - Slide Show

Each page of a PowerPoint presentation is called a [slide](#). The default orientation of the slide is in landscape layout, which means that the slide is 11" wide by 8 1/2" tall. Text, graphics and/or pictures are added to the slide to enhance its appeal.

Think back to the days of the old fashioned slide show, using a [slide projector](#). PowerPoint is an updated version of that kind of slide show. [Slide shows](#) can be comprised of text and graphic objects or be completely covered by a single picture, as in a photo album.

2. Ribbon

The [ribbon](#) is the strip of buttons across the top of the main window, and it replaces the toolbar in earlier versions of PowerPoint. Here on the ribbon you will find access to anything the program has to offer. You no longer have to hunt endlessly through many menus and sub menus to find the command you want. Commands are located in logical places now, unlike in earlier versions of all things Microsoft.

3. Contextual Menus and Tabs

[Contextual menus and tabs](#) appear when an object is selected. These contextual menus / tabs contain information or options pertinent to that object only. For example; if you are working with photos, the contextual menus show all the options available just for working with photos.

In PowerPoint 2007, these contextual tabs are very much in view, unlike earlier versions, where these commands could be difficult to locate. This feature is an updated version of the "shortcut menus" used in earlier versions. Contextual tabs do not appear unless they are relevant to the selected object.

4. Slide Layouts - Slide Types

The terms *slide type* or *slide layout* can be used interchangeably. There are several different types of slides / slide layouts in PowerPoint. Depending on the type of presentation you are creating, you may use several different slide layouts or just keep repeating the same few.

Slide types or layouts include -

- title slides
- title and content slides
- comparison slides
- picture with caption slides
- and more

5. Slide Views

- [Normal View](#) - is also commonly known as *Slide View*. It is the main working window in the presentation. The slide is shown full size on the screen.
- [Outline View](#) - shows all the text of all slides, in a list on the left of the PowerPoint screen. No graphics are shown in this view. Outline View is useful for editing purposes and can be exported out as a Word document to use as a summary handout.
- [Slide Sorter View](#) - is a window in PowerPoint that displays [thumbnail](#) versions of all your slides, arranged in horizontal rows. This view is useful to make global changes to several slides at one time. Rearranging or deleting slides is easy to do in Slide Sorter view.
- [Notes Pages](#) - shows a smaller version of a slide with an area below for notes. Each slide is created on its own notes page. The speaker can print these pages out to use as a reference while making his presentation. The notes do not show on the screen during the presentation.

6. Design Themes

Think of a [design themes](#) as a coordinated packaged deal. When you decorate a room, you use colours and patterns that all work together. A design theme acts in much the same way. It is created so that even though [different slide types](#) can have different layouts and graphics, the whole presentation goes together as an

attractive package. The background colour/images and fonts are all coordinated to achieve a cohesive look.

7. Slide Transition

Slide [transitions](#) are the visual movements as one slide changes to another.

8. Animations

In Microsoft PowerPoint, [animations](#) are visual effects applied to **individual items** on the slide such as graphics, titles or [bullet points](#), rather than to the [slide](#) itself.

Preset [visual effects](#) can be applied to paragraphs, bulleted items and titles from a variety of **animation groupings**, namely *Subtle, Moderate and Exciting*.

9. PowerPoint Viewer

The [PowerPoint Viewer](#) is a small [add-in](#) program from Microsoft. It allows for a PowerPoint presentation to be played on any computer, even those that do not have PowerPoint installed. It can run as a separate program on your computer and can be added to the list of files when you choose to package your presentation to a CD.

10. Slide Master

The [default design template](#) when starting a PowerPoint presentation, is a plain, white slide. This plain, white slide is the [Slide Master](#). All slides in a presentation are created using the fonts, colours and graphics in the Slide Master. Each new slide that you create takes on these aspects.

Each [design theme](#) has a number of different slide masters, unlike earlier versions, which contained only an additional *Title Master*. Another nice feature of slide masters in PowerPoint 2007 is that you can create your own text placeholders. This was not possible in earlier versions.