



LESSON

2

Key Terms

Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
AutoContent wizard	A tool that helps you put content together into a professional presentation.	570
Chart	A graph created from the data entered into a datasheet.	558
Clip Art	Premade graphics that can be inserted into a presentation.	556
Comments	Notes that can be added to a presentation without appearing as actual changes to the presentation.	567
Compare and Merge	A tool for combining the comments and edits made to multiple copies of the same presentation into one presentation.	568
Content	The text and graphics included on a slide.	548
Datasheet	Holds information in cells. Similar to a worksheet.	558
Demote	In outlines, changes selected text to the next-lower heading level (down one level, to the right).	552
Diagram	A graphic that you use to organize and present information visually in a slide.	553
Markups	Call-out boxes containing a reviewer's name, date, and details of the comments and changes made.	568
Object	A document, picture, worksheet, presentation, or other item that can be inserted into an open file in another application.	563
Promote	In outlines, changes selected text to the next-higher heading level (up one level, to the left).	552
Revisions task pane	Allows you to quickly and easily view a list of suggested changes to a presentation.	569
Table	A device used to organize information into rows and columns.	555
Template	A guide that contains the formatting for a particular type of document or presentation.	548
Thesaurus	A research tool that allows you to find synonyms for words and replace them in the text.	565
Tracking	A feature that shows all changes made to a presentation by a reviewer. Changes by different people are indicated by different colors.	569
WordArt	Decorative text that is shadowed, rotated, stretched, or fitted to predefined shapes.	562

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