



LESSON 4 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
Action Button	A button that, when clicked, performs an action during a slide show, such as advancing to another slide.	626
Annotation	A mark or note made with a pen tool when viewing a slide show.	636
Grid	A series of horizontal and vertical lines laid over a slide to help align items on a slide.	627
Guide	A horizontal or vertical line you place on a slide to help align objects.	627
HTML	A programming language used by Internet browsers to read and display Web pages.	641
Hyperlink	Text or button that, when clicked, takes you to another slide within your presentation, opens another file, or opens a Web page.	624
Package for CD	A fast way to group a PowerPoint presentation and all related files (such as linked files and PowerPoint Viewer) into one folder.	638
PowerPoint Viewer	A computer application that allows people to view a slide show without using PowerPoint.	638
Print Preview	A preview of slides to be printed.	630
Publish	To copy necessary HTML files to a Web server so that they can be seen over the Internet.	642
Slide Finder	Displays a miniature of each slide in a presentation that you can select and insert into the current presentation.	623
Snap	To line up with a grid or guide when something is dragged close to it.	627
Timing	A PowerPoint feature that determines how long a slide should remain visible during a slide show before automatically moving to the next slide.	637
Web server	A computer on the Internet that stores Web pages.	642

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You Should Know

You can create a hyperlink to send e-mail messages. Choose the **Insert** menu and click **Hyperlink**. In the **Insert Hyperlink** dialog box, click **E-mail Address**. Key the recipient's e-mail address and subject.