

PowerPoint Vocabulary

Slide

A slide is the basic unit in PowerPoint. Just as a “page” is the basic unit in Word and “worksheet” the unit in Excel, a slide is where the presenter places information to be shared.

Text Layout Slides: these slides contain only textual elements and do not have a pre-made spot for any graphical information. There are 4 types of text slides:

- Title slides begin a presentation or a section of a presentation. It contains a Title area and a Subtitle area.
- Title Only slides contain a title area and nothing else
- Title and Text slides are probably the most commonly used; they have space for a title at the top and a single set of bullet points (bullet points? . . . this list is a list of bullet points; the little dots to the left are called “bullets”).
- Title and 2-Column Text slides are much like Title and Text except that they contain space for two side-by-side bullet lists.

Content Layout Slides: content slides are made up of several different types of elements, and content slides do not contain all possible elements. “Content” is defined as a table, a chart, a clipart, a picture, a diagram, or a media clip.

Text and Content Layout Slides: these slides combine elements from the above two layouts: they include both text areas and content areas. There are several combinations available, but any slide can be reconfigured to suit your specific needs.

Slideshow

A PowerPoint slideshow is a group of slides with a common information theme and visual theme.

Animation

The movement of the text and graphics within a slide. A very large number of animation choices exist in PowerPoint from a simple “appear” (on command, the text appears in a predetermined spot) to “fade in and dim” (on command, the text fades into place and then automatically goes dim).

Transition

The movement from one slide to the next slide. Where animation is the movement *within* the slide, transitions are the movement *between* the slides.