MS PowerPoint 2000 Glossary

- Bring your presentations to life and keep your audience captivated with animation and special effects.
- Use multimedia such as video clips, sound effects and music to add excitement to your presentations.
- Set up effective builds and slide transitions to help you clearly communicate your message.
- Make your presentations interactive by using hyperlinks and action buttons.
- Create, build and use charts to drive home critical information.
- Embed links and objects from other applications.
- Produce professional-looking slide shows that will get you noticed.

Embedding

Whereas linking connects two applications together through a pasted file or a portion of file, embedding places the entire document and makes the tools of its native application available within another application.

Handouts

Almost every presentation has some form of handouts. The handouts should always be different from the presentation as they are handed to the audience to take away. PowerPoint makes it easy to create handouts

Hyperlinks

If you have surfed the Internet you will already be familiar with hyperlinks. Hyperlinks in PowerPoint allow you to go where you need to go and present what you want to present, when you want to present it.

Linking

You are probably familiar with using the clipboard to cut and paste content between Microsoft Office. The clipboard is one of the most significant tools that Windows offers and Office makes it even more powerful by giving you the ability to link data by creating a link between the source and the target application so that when the source data is updated the target is updated automatically.

Masters

Every slide presentation is based on a slide master of some sort. The slide master determines which font appears on each slide and how it is formatted. You can create your own masters easily once you know how.

Meeting Minder

With this tool you can take the minutes of the meeting, assign action items and export them to either Outlook or Word during a presentation – easy as that.

'IT Matters'

Outline view

Outline view is used in PowerPoint to organise the slides within a presentation.

Pack and Go

Pack and go simply enables you to package your presentation for delivery on another PC. Pack and go ensures the presentation will work irrespective of what version of PowerPoint is running on the other PC and stores all the fonts you used as well. In fact you don't even need PowerPoint on the other PC for pack and go to work on it

Templates

Creating your own design templates is as easy as modifying the elements of your own presentation and then saving it as a template