



[Glossary]

Powerpoint Presentation (Part - 2)

Subject:	Business Economics
Course:	B. A. (Hons.), 5 th Semester, Undergraduate
Paper No. & Title:	Paper – 502 Computational Techniques Business Economics
Unit No. & Title:	Unit – 1 Use of Office Software
Lecture No. & Title:	4(Three) Powerpoint Presentation (Part - 2)

Glossary:

1. **Action button:** A type of hyperlink, created from the list of shapes, that has built-in actions or links associated with it, or we can change the action on clicking it.
2. **Handouts:** Handouts are used to display one, two, three, four, six, or nine slides per page. Printed pages that display slide contents
3. **Mouse Over:** Some action will occur by merely placing our mouse pointer on the Action button. It is not necessary to click.
4. **Slide master:** The part of a template that stores information about the formatting and text that displays on every slide in a presentation. The stored information includes such items as the placement of text and objects or placeholders, and the size of placeholders for text and objects.
5. **Slide show:** A slide show or slide presentation is a series of pictures or pages of information, often displayed on a large screen using a video projector.
6. **SmartArt:** A SmartArt graphic is a visual representation of our information that we can quickly and easily create, choosing from among many different layouts, to effectively communicate our message or ideas.
7. **View options:** A set of commands that control the look of the presentation window.
8. **Package for CD:** A feature used to copy presentations to a CD-R or CD-RW drive.