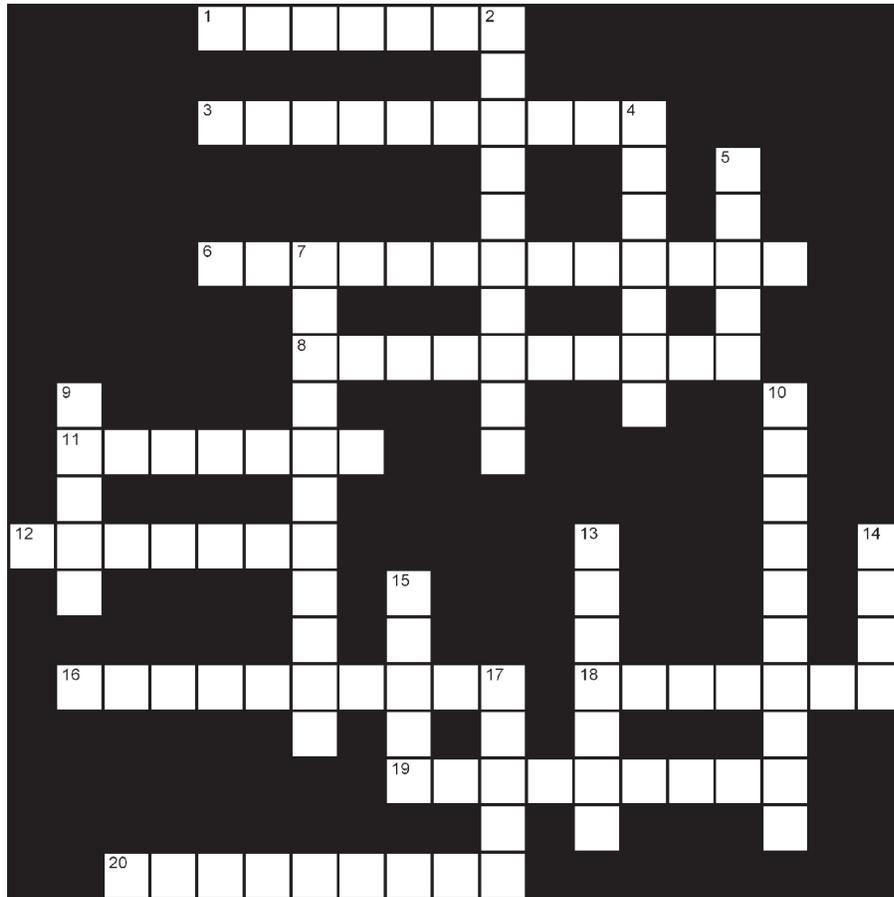


# Crossword Puzzle

NAME \_\_\_\_\_

CLASS / HOUR \_\_\_\_\_



## Across

1. Anything that is placed on a slide or screen.
3. A program used for presenting information in a slide show format.
6. A button that allows speakers to move forward or backward one slide at a time simply by clicking the appropriate button. (two words)
8. The special visual effects used to bring the viewers focus on important points, control the flow of information, and add interest to a presentation.
11. The term used to save a copy of a file to a Web server.
12. The ready-made, usually copyright free, illustrations sold in books, or as part of a program from which they may be cut and pasted or inserted as artwork. (two words)
16. The slides of a presentation that are displayed as small images under the Slides pane.
18. The text objects that are created with ready-made effects to which users can apply additional formatting options.
19. The pane in the middle of the screen when the program is in Normal view. (two words)
20. The place where speakers' notes are typed or entered. (two words)

## Down

2. A detailed plan that shows designers how the text and graphics will fit together coherently.
4. The hand drawn box that is activated with the Text Box icon where text is entered on a slide. (two words)
5. The individual viewing areas in PowerPoint.
7. Slide actions that occur as a speaker moves from one slide to the next during a presentation.
9. To activate a specific command.
10. A function that includes several categories of shapes.
13. A program that interprets .html files, formats them into Web pages, and displays them.
14. The size and shape of text styles.
15. The drawings, photographs, sounds, videos, and other media files that can be inserted and used in presentations.
17. The name for each individual screen in a PowerPoint presentation.