



## Unit 3.9: Presenting with Microsoft PowerPoint / Google Slides

- **Animation:** The process of adding movement to still objects.
- **Audio:** Another word for sound.
- **Border Properties:** The style of the border around text or an object including the colour, thickness and dashes (version dependent options).
- **Duration:** How long something lasts for.
- **Editing:** To improve something so that it is ready for publication.
- **Fill colour:** The internal colour of an object such as a textbox (version dependent options).
- **Font formatting:** Changing the appearance of text on the screen.
- **Layer:** Describes which objects appear in the front (foreground) of a slide and which appear behind other objects. (Version dependent options).
- **Media:** Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form.
- **Presentation:** A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, animation and videos.
- **Presentation Design:** The overall look of a presentation including background, fonts, footers and colours.
- **Preview:** An opportunity to look at something before it goes live.
- **Review:** To look at something critically and consider how it could be improved.
- **Slide:** A single page of a presentation.
- **Slideshow:** A collection of pages arranged in sequence that contains text and images to present to an audience.
- **Sound effect:** A sound other than speech or music made artificially for use in a play, film, or presentation.
- **Textbox:** An object that can be inserted into a piece of work in a program that allows the user to input text.
- **Theme:** A ready-made template including colours and fonts that can be edited by the user.
- **Timing:** A particular point or period of time when something happens.
- **Transition:** How a slide moves from one to the next.
- **Video:** A recording of a moving image.
- **WordArt:** A way of changing the appearance of text often using decorative shapes.

Need more support? Contact us:

Tel: +44(0)208 203 1781 | Email: [support@2simple.com](mailto:support@2simple.com) | Twitter: [@2simplesoftware](https://twitter.com/2simplesoftware)