**New Perspectives on PowerPoint 2013**

**Tutorial 2: Adding Media and Special Effects**

**Key Terms**

**adjustment handle** A handle that appears on a selected object that you can drag to change the object’s proportions without changing the size of the shape. (PPT 70)

**animation** An effect applied to an object that makes the object appear, disappear, or move. (PPT 99)

**animation sequence number** A number that appears next to an object on a slide in the slide pane that indicates the order in which the item will animate during the slide show. The animation sequence numbers only appear on the slide when the ANNIMATIONS tab is selected on the ribbon. (PPT 99)

**cell** The area where a row and column intersect in a table. (PPT 84)

**fill** The formatting of the area inside of a shape. (PPT 70)

**footer** Information that appears at the bottom of slides, notes pages, or handouts of a presentation. (PPT 121)

**header** Information that appears at the top of notes pages or handouts of a presentation. (PPT 122)

**keywords** Words or phrases that you can enter in as search box that describe an image that you want to search for. (PPT 74)

**poster frame** The frame that appears on the slide when the video is not playing. (PPT 117)

**rotate handle** A handle that appears on a selected object that you can drag to rotate the object. (PPT 70)

**style** A combination of several formats that you can add to an object. (PPT 70)

**table** Information arranged in horizontal rows and vertical columns. (PPT 84)

**transition** The manner in which a new slide appears on the screen in place of the previous slide during a slide show. (PPT 98)