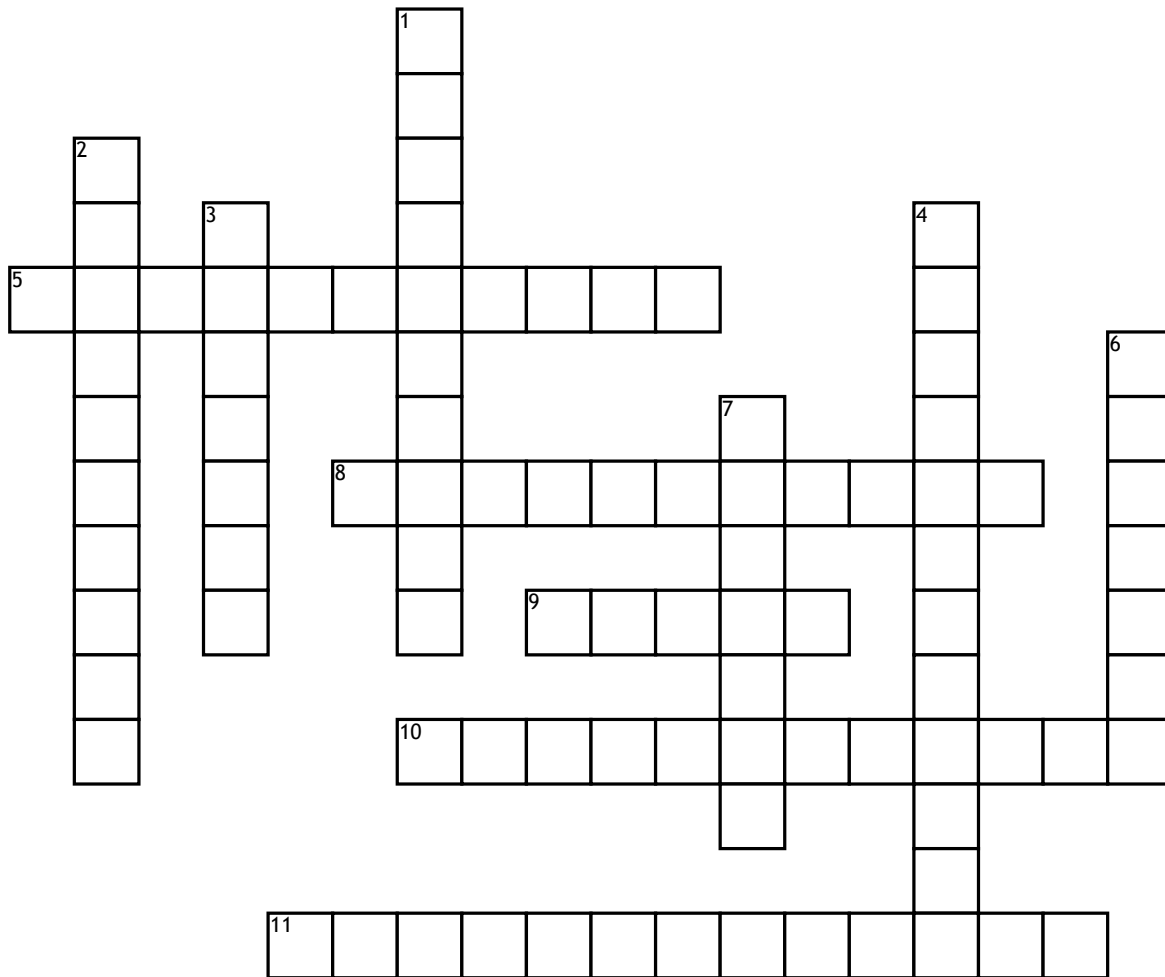


Lesson 3 Key Terms



Across

5. The amount of vertical space between paragraphs.
 8. A feature that enables you to see a preview of an option when you hover the mouse pointer over it
 9. Type faces that are used to display characters, numbers, and symbols in your PowerPoint presentations
 10. A group of steps, procedures, or actions that are listed in numerical order
 11. A tool to copy character and paragraph formatting

Down

1. The appearance of text or objects on a slide
 2. Built-in formatting for text, graphics, SmartArt diagrams, charts, WordArt, pictures, tables, and shapes
 3. A container that holds text on a slide
 4. Groups of items or phrases that present related ideas
 6. A feature used to turn text into a formatted graphic
 7. A graphic that repeats to fill an image, creating the appearance that the surface is a certain material, such as marble, wood, or paper