



PowerPoint Bellwork

Monday

1. **Coordinate Grid:** Horizontal and vertical lines cross to form a grid, and each intersection is identified by the letter of the vertical line and the number of the horizontal line.

2. **Map Key:** A table of information used to decode or interpret symbols on a map.

Tuesday

1. **Freeform Tool:** Found in **Autoshapes > Lines** palette, this tool allows you to draw irregular shapes that can be filled with color or pattern.

2. **Background Design:** The color or design that appears behind all of the graphic elements and gives the slideshow a uniform and professional look

Wednesday

1. **Line Style:** Line Style is the thickness of the line. You can use the button on the drawing toolbar or double-click the line to type in a particular thickness (like 5 pt, or 10 pt.)

2. **Dash Style:** Dash Style allows you to choose a dotted, dashed, combination, or solid style for your line. Dash Style can be accessed through the button on the Drawing toolbar or by double-clicking the line.

Thursday

1. **Icon:** An icon is a symbol representation of a place or thing. Icons are small pictures that take the place of a larger more complex idea.

2. **Order:** Objects in PowerPoint are stacked in the order they are created. To change the order and bring an object forward or send it backward, use the Draw Menu, select Order and choose the desired action.

Friday

1. **Side Show View:** Allows you to view a PowerPoint slide in full screen view with animation.

2. **Master Slide:** The master slide contains elements that repeat on every slide such as the background, margins, slide number, header, footer, etc.