

Glossary

attributes The enhancements applied to text such as bold, italic, and underline.

background layer The underlying layer on a slide that determines the slide color and page size. Objects that are placed on the background layer appear behind objects on the layout and slide layers.

bulleted list The lines of text in which each line of text is preceded by a symbol.

clipart A collection of drawings that can be incorporated into presentations.

closed objects A drawn item that has the same beginning and ending points; for example, a circle.

font The typeface of text. Fonts are expressed in terms of their font face and point size.

font size The height of a character, measured in points.

graphical presentation A slide show that contains both text and graphics.

highlighter A tool that resembles a hand-held highlighting pen that is used to annotate the screen during a slide show.

justification Describes how a text object is aligned within a text area. For example, a text object can be centered, or aligned with the left or right text area margin.

layout Determines the physical arrangement of objects on a slide. When you create a new slide, you can choose from several default layouts, such as a bulleted list layout, or a title slide layout.

layout layer The slide layer that determines the placement of predefined objects such as titles and bulleted lists.

line objects A drawn object that has different beginning and ending points.

master A predefined set of slide layouts and backgrounds.

objects Text, tables, graphic images, and drawn shapes and lines that you can arrange, copy, and move.

PerfectExpert A panel that provides commands and tips to assist with the process of performing a specific task.

point size The measurement of a font.

predesigned project A Corel Presentation that contains a set of slides related to a specific type of presentation.

project Any document that can be opened in Corel Suite using the File, New command. A project might be a Corel Presentation, a WordPerfect document, or a Quattro Pro spreadsheet.

properties Features that control the appearance of an object. For example, bulleted list properties determine bullet shape.

QuickCorrect A feature used to automatically correct common spelling errors and expand abbreviations.

QuickMenu The shortcut menu that appears when the right mouse button is clicked.

rotation handle A selection handle that lets you rotate graphic objects.