

# LESSON 4 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
<b>Convert</b>	To change the format of a document or file.	725
<b>Destination file</b>	The file into which information is inserted.	724
<b>Embedded object</b>	A file produced by one application that becomes part of another file produced by the same or a different application.	723
<b>Export</b>	To take data from one application to another, with the option of keeping the same formatting.	725
<b>Import</b>	To bring data from one application into another, with the option of keeping the same formatting.	721
<b>Linked object</b>	A file that is outside a document but can be viewed or printed as if it were within it.	724
<b>Paste Options</b>	Choices you can make about how to format the text you are pasting.	722
<b>Paste Special</b>	Pasting material that may be in any one of several file formats.	723
<b>Source file</b>	The file containing the information displayed by a linked object.	724

### Tech Tip

When you open a PowerPoint presentation that contains a linked file, you will get a dialog box informing you that you can update the links to get the latest information from the source file.

### You Should Know

When you double-click a linked object in PowerPoint and other applications, you are taken to the object's source file.

### Tips and Tricks

Creating a presentation from a Word outline lets you focus on text and content before focusing on design. The temptation to work with graphic features might be distracting when you work in PowerPoint directly.

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