

LESSON

3

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.

◀ See page TM36 for English
Learner activity suggestions.

Key Term	Definition	Page Number
Destination file	The file into which information is inserted.	455
Embedded object	A file produced by one application that becomes part of another file produced by the same or a different application.	456
Linked object	A file that is outside a document but can be viewed or printed as if it were within it.	454
Paste Special	Pasting material that may be in a specific file format.	454
Source file	The file referred to by a linked object, containing the information to be displayed.	454

You Should Know

It is not possible to save a PowerPoint presentation as Read Only. Therefore, any user will be able to make changes to your presentation if he or she is in possession of the file.

Teaching Tip Each lesson in the unit is designed to be self-contained so that the teacher can assign lessons in any order as needed by the students. Key Terms have been replicated so that students can successfully complete all activities without having to do the lessons in order.

Tech Tip

You can quickly make a copy of any object by holding down the **CTRL** key while you drag the object. Your pointer will “drag off” the new copy.

Tech Tip

Some people find it very helpful to keep notes as they create a PowerPoint presentation, or make comments when reviewing a colleague’s presentation. Select the slide where you want to add a comment, choose **Insert>Comment**, and type your note. Click outside the comment box when you are finished.