# Key Terms Lesson 3 Working With Text Obj. 2.02

**bulleted list** Groups of items or phrases that present related ideas.

**fonts** Typefaces that are used to display characters, numbers, and symbols in your PowerPoint presentations.

**Format Painter** A tool to copy character and paragraph formatting.

**formatting** The appearance of text or objects on a slide.

**line spacing** The amount of vertical space between paragraphs.

**numbered list** A group of steps, procedures, or actions that are listed in numerical order.

**Quick Style** Built-in formatting for text, graphics, SmartArt diagrams, charts, WordArt, pictures, tables, and shapes.

**text box** A container that holds text on a slide.

**texture** A graphic that repeats to fill an image, creating the appearance that the surface is a certain material, such as marble, wood, or paper.

**WordArt** A feature used to turn text into a formatted graphic.