Presentation Application Menus

The presentation software GUI provides menus that list the actions a user can take. The GUI also provides icons that represent commands on the menus. Icons are grouped together on toolbars.

File. The File menu contains commands for managing files. You can use it to create new files or open existing files. You can save changes in a file and save a file with a new name. You can also close a file without saving changes. You can set up a presentation for printing and print the file. You have the option to print slides, handouts with multiples slides per page, notes for you to use when you deliver the presentation, or an outline of the presentation. You can also exit the application.

View. The View menu controls how the presentation is displayed. You can usually choose from four views—Normal, Slide Sorter, Slide Show, and Notes Pages. The Normal view is best when you are creating content. The Slide Sorter view is best for organizing your slides. The Slide Show view shows how the presentation will appear when it is delivered. The Notes Pages display any notes you have made for yourself to use while you deliver your presentation. The View menu also controls how the GUI looks. You can control which toolbars are visible. Finally, you can use the View menu to set up the header and footer, which is the space at the top and bottom of every slide.

Format. The Format menu controls how your presentation looks. You can use it to format the font, color, and alignment of slide content. You can use the Format menu to select a slide design template to give your presentation a more attractive and consistent look and feel. You can choose from several slide layouts, including title slide, bulleted list, two-column bulleted list, and content layout. The content layout is useful when you want to add multimedia to a slide. Finally, you can change the background color and appearance of one slide or all slides.

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File   Edit   View   Insert   Format   Tools   Slide Show

Edit. The Edit menu contains commands for managing the content of a presentation. You can use it to cut or copy content and paste the content into another location on the same slide or onto another slide. You can clear content from a slide, or delete or duplicate an entire slide. If you are looking for particular content, you can use the Edit menu to find it. In addition, you can replace specific text with other text throughout the presentation. The Edit menu also allows you to undo and redo changes.

Insert. The Insert menu contains commands that you can use to add many elements to a presentation. You can insert a new slide or a duplicate slide at a specific point. You can insert slides from another presentation or create slides from an outline in a word processing application. You can insert pictures, audio, video, charts, and tables. You can also insert hyperlinks to Web sites.

Tools. The Tools menu contains some advanced commands. One option on the Tools menu that you should use often is spell check.

Slide Show. The Slide Show menu is one feature that presentation applications do not share with the GUIs of other types of applications. You can use the Slide Show menu to view the presentation as it will appear when delivered. You can also choose from among several options for how the show is delivered. You can record narration for a show if you will not be presenting it in person. Finally, you can create special effects, such as action buttons, animations, and transitions.