PowerPoint -- Common Menu Bar Commands (All versions)

File Menu …

File, **Save As …**	Save PowerPoint presentation to a selected location.
File, **Print …**	Print handout, notes, slides, etc. and decide how it should be printed.

Edit Menu

Edit, **Undo**	or Ctrl + Z or ↺ →	

View Menu

Normal View	⊞		
Slide Sorter View	▦		
Slide Show View	⬚		

Insert Menu

Insert, **New Slide** or	CTRL + M or	🖼	
Insert, **Text Box**			
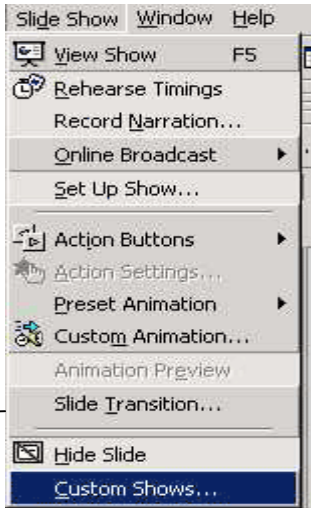
Insert, Picture, **Clip Art**
Insert, Picture, **From File**
Insert, Picture, **WordArt**

Format Menu

Times New Roman ▾ 32 ▾ **B** *I* U S ≣ ≣ ≣ ≔ ≔ A A˙ ⇦ ➡ ⭐ Common Tasks ▾

Format, **Font**
Format, **Bullets and Numbering**
Format, **Alignment**

Slide Show Menu

Slide Show, **View Show** or **F5**
Slide Show, **Rehearse Timings**
Slide Show, **Custom Animation**
Slide Show, **Slide Transition**

Slide Transition dialog:
- Effect
- No Transition
- ○ Slow ○ Medium ● Fast
- Apply to All
- Apply
- Cancel
- Advance: ☐ On mouse click ☐ Automatically after
- Sound: [No Sound] ☐ Loop until next sound

Slide Show Window Help
- 🖳 View Show   F5
- 🕐 Rehearse Timings
- Record Narration…
- Online Broadcast   ▶
- Set Up Show…
- ⏩ Action Buttons   ▶
- Action Settings…
- Preset Animation   ▶
- ⚙ Custom Animation…
- Animation Preview
- Slide Transition…
- 🖾 Hide Slide
- Custom Shows…

Projector Notes

Powering ON/OFF the Projector
1. Turn on the projector BEFORE you turn on the source (in this case, the computer).
2. Press the power button to turn on the projector. The Dell logo will be displayed for 30 seconds.
3. Turn on your source (the computer). The projector automatically detects your source.

Powering OFF the projector

IMPORTANT: **DO NOT UNPLUG THE PROJECTOR BEFORE PROPERLY SHUTTING DOWN USING THE FOLLOWING STEPS.**

1. Press the power button to turn OFF the projector.
2. Press the power button again. The cooling fans continue to operate for 2 minutes
3. After cooling, disconnect the power cord from the electrical outlet and the projector.