

Distintos menús de Microsoft PowerPoint

The image displays several screenshots of the Microsoft PowerPoint menu system, illustrating different types of commands:

- File Menu:** Includes options like New... (Ctrl+N), Open... (Ctrl+O), Close, Save (Ctrl+S), Save As..., Save as Web Page..., Search..., Pack and Go..., Web Page Preview, Page Setup..., Print Preview, Print... (Ctrl+P), Send To, Properties, and Exit.
- Edit Menu:** Includes Can't Undo (Ctrl+Z), Can't Repeat (Ctrl+Y), Cut (Ctrl+X), Copy (Ctrl+C), Office Clipboard..., Paste (Ctrl+V), Paste Special..., Paste as Hyperlink, Clear (Del), Select All (Ctrl+A), Duplicate (Ctrl+D), Delete Slide, Find... (Ctrl+F), Replace... (Ctrl+H), Go to Property..., and Links...
- View Menu:** Includes Normal (Restore Panes), Slide Sorter, Slide Show (F5), Notes Page, Master, Color/Grayscale, Task Pane, Toolbars, Ruler, Grid and Guides..., Header and Footer..., Markup, and Zoom...
- Insert Menu:** Includes New Slide (Ctrl+M), Duplicate Slide, Slide Number, Date and Time..., Symbol..., Comment, Slides from Files..., Slides from Outline..., Picture, Diagram..., Text Box, Movies and Sounds, Chart..., Table..., Object..., and Hyperlink... (Ctrl+K).
- Format Menu:** Includes Font..., Bullets and Numbering..., Alignment, Line Spacing..., Change Case..., Replace Fonts..., Slide Design..., Slide Layout..., Background..., and Object...
- Tools Menu:** Includes Spelling... (F7), Language..., Speech, Compare and Merge Presentations..., Online Collaboration, Meeting Minder..., Tools on the Web..., Macro, Add-Ins..., AutoCorrect Options..., Customize..., and Options...
- Slide Show Menu:** Includes View Show (F5), Set Up Show..., Rehearse Timings, Record Narration..., Online Broadcast, Action Buttons, Action Settings..., Animation Schemes..., Custom Animation..., Slide Transition..., Hide Slide, and Custom Shows...
- Window Menu:** Includes New Window, Arrange All, Cascade, Next Pane (F6), and the active presentation window (1 Presentation1).
- Help Menu:** Includes Microsoft PowerPoint Help (F1), Show the Office Assistant, What's This? (Shift+F1), Office on the Web, Activate Product..., Detect and Repair..., and About Microsoft PowerPoint.

Tipos de comandos:

1. Un **comando guiado** es cuando se hace una pausa y se abre una ventana de diálogo que le permite al usuario especificar sus opciones (ej. Save as... o Page Setup...).
2. Un comando **inmediato** se ejecuta una vez que se ha activado (ej. Cortar o Pegar).
3. Un comando **interruptor**