

Exercise 2

Skills Covered:

- ◆ **Execute Commands**
- ◆ **Use Menus**
- ◆ **Use Toolbars**
- ◆ **Use Dialog Box Options**
- ◆ **Use Shortcut Menus**
- ◆ **Use Task Panes**

On the Job

To accomplish a task in a Microsoft Office 2003 program, you must execute a command. You select the commands using menus, toolbars, and dialog boxes. Once you learn to use these tools, you will be able to access the features you need to create documents in any Microsoft Office 2003 program.

To get up to speed using Microsoft Office 2003 programs, you want to spend more time exploring the menus, toolbars, and dialog boxes. In this exercise, you will practice using toolbars, selecting menu commands, and choosing options in dialog boxes.

Terms

Command Input that tells the computer which task to execute.

Menu A list of commands.

Toolbar A row of buttons used to execute commands. Each button displays an icon (picture) representing its command.

Dialog box A window in which you select options that affect the way the program executes a command.

Icon A picture used to identify an element on-screen, such as a toolbar button.

Toggle A type of command that can be switched off or on.

Ellipsis A symbol comprised of three periods that indicate more will follow (...).

Submenu A menu that is displayed when you select a command on another menu.

Hotkey The underlined letter in a command name.

ScreenTip A balloon containing information that is displayed when you rest your mouse pointer on certain screen elements.

Shortcut menu A menu displayed at the location where the selected command will occur. Also called a context menu.

Task pane An area on the right side of a Microsoft Office 2003 program window in which you can access commands and options for certain program features.

Notes

Execute Commands

■ To accomplish a task in a Microsoft Office 2003 program, you execute **commands**. For example, Save is the command for saving a document.

■ Commands are accessible in three ways:

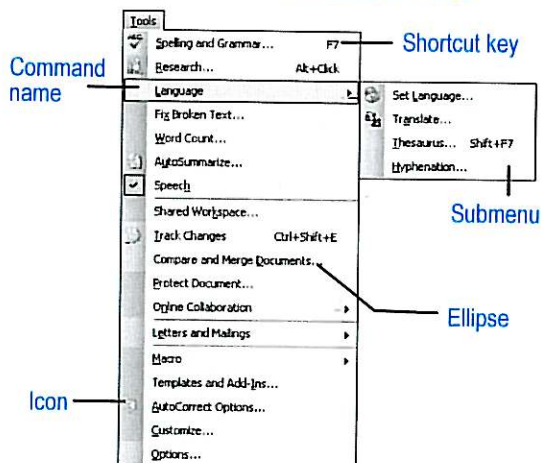
- **Menus**
- **Toolbars**
- **Dialog boxes**

■ You use the mouse and/or the keyboard to select and execute commands.


Use Menus

- Microsoft Office 2003 groups commands into menus, which are listed on the menu bar.
- When you select—or open—a menu, a list of commands you use most often drops down into the window.
- You can expand the menu to see all commands in that group.
- Commands that are not available appear dimmed on the menu.
- Command names are listed on the left side of a drop-down menu.
- If a toolbar button is available for a menu command, the button **icon** is displayed to the left of the command name.
- Some commands are **toggles** that can be either active or inactive. A check mark or bullet to the left of a toggle command means the command is already active.
- Shortcut keys and other symbols are listed on the right side of the menu.
 - An **ellipsis (...)** indicates that the command opens a dialog box.
 - An arrowhead indicates that the command opens a **submenu**.
- Each menu and command has an underlined letter called a **hotkey**. Hotkeys are used to select menu commands with the keyboard.

The Tools menu in Word



Use Toolbars

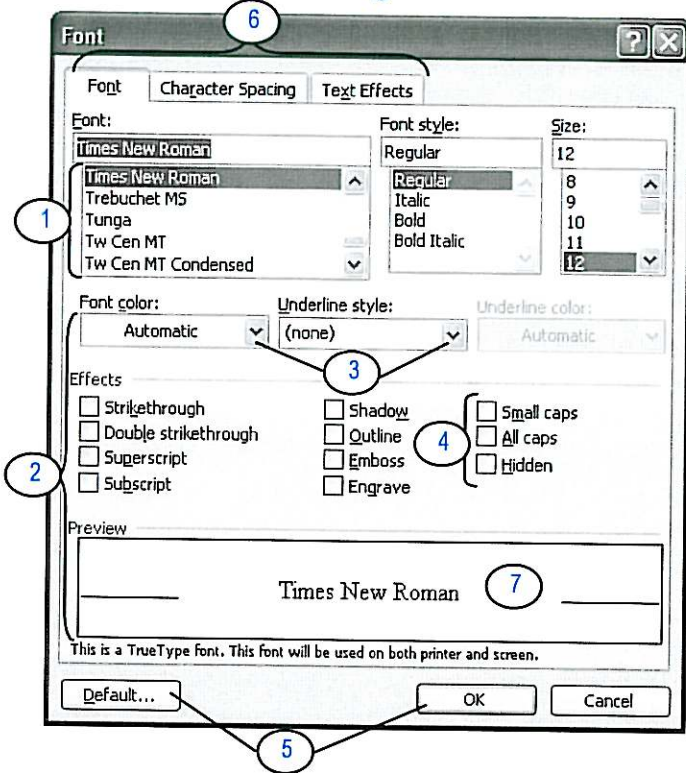
- Microsoft Office 2003 programs come with many different toolbars, which provide quick access to common commands.
- By default, only the Standard and the Formatting toolbars are displayed. They may be displayed on the same row.
- You can display or hide toolbars as needed.
- When you point to a toolbar button with the mouse, the button is highlighted, and a **ScreenTip** displays the name of the button.
- Some buttons are toggles; they appear highlighted when active, or “on.”
- Buttons representing commands that are not currently available are dimmed.
- Using the toolbar handle, you can drag a toolbar to a new line, to any side of the program window, or float it over the document window area.
- All toolbars have a **Toolbar Options** button you can use to select options for displaying buttons.
 - ✓ *If there are buttons available that do not fit on the toolbar, the **Toolbar Options** button will have a right-pointing double-arrow on it . Click it to select other buttons.*

Use Dialog Box Options

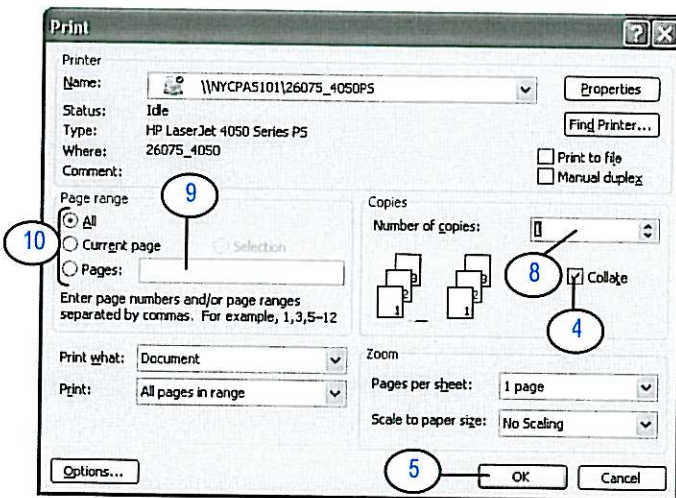
- Microsoft Office 2003 programs display a dialog box when you must provide additional information before executing a command. For example, in the Print dialog box, you can specify which pages to print.
- You enter information in a dialog box using a variety of elements. Use the numbers to locate the corresponding element in the figures on the following page.



The Font dialog box in Word



The Print dialog box in Word



List box (1)

- A list of items from which selections can be made. If more items are available than can fit in the space, a scrollbar is displayed.

Palette (2)

- A display, such as colors or shapes, from which you can select an option.
- ✓ Some commands and some toolbar buttons also open palettes.

Drop-down list box (3)

- A combination of text box and list box; type your selection in the box or click the drop-down arrow to display the list.

Check box (4)

- A square that you click to select or deselect an option. A check mark in the box indicates that the option is selected.

Command button (5)

- A button used to execute a command. An ellipsis on a command button means that clicking the button opens another dialog box.

Tabs (6)

- Markers across the top of the dialog box that, when clicked, display additional pages of options within the dialog box.

Preview area (7)

- An area where you can preview the results of your selections before executing the commands.

Increment box (8)

- A space where you type a value, such as inches or numbers. Increment arrows beside the box are used to increase or decrease the value with a mouse.

Text box (9)

- A space where you type variable information, such as a file name.

Option buttons (10)

- A series of circles, only one of which can be selected at a time. Click the circle you want to select one item or one control in the series.

Use Shortcut Menus

- **Shortcut menus** are useful for quickly accessing commands pertaining to the current task using a mouse.
- Shortcut menus are sometimes referred to as context menus.
- Commands on shortcut menus vary depending on the action being performed.

Use Task Panes

- Microsoft Office 2003 programs have a **task pane** that you can use as an alternative method for accessing certain program features.


- For example, all programs include a Getting Started task pane that you can use to create new files, or open existing files.
- Some of the other features that can be accessed from the task pane include Help, the Office Clipboard, Clip Art, and the Search feature.
- Some programs have unique features that can be accessed from the task pane as well, such as Mail Merge in Word and Custom Animation in PowerPoint.
- You learn how to accomplish tasks using the task pane in the exercise in which that feature is covered. For example, in Word Exercise 11 you learn to use the Clipboard task pane to move text in a Word document.
- Task panes have some features in common with dialog boxes. For example, some have text boxes in which you type text as well as drop-down list boxes, check boxes, and options buttons.
- You can leave the task pane open while you work, or you can open it only when you need it.

Procedures

Open a Menu Bar Menu with the Mouse

- Click the **menu name**.

Open a Menu Bar Menu with the Keyboard

1. Press and hold..... 
2. Press **hotkey** in menu name.


Expand a Menu

- Click **expand arrows** at menu bottom .



OR

- Click menu name and wait a few seconds.

Select a Menu Command

1. Click **menu name**.. +hotkey
2. Click the desired **command**..... hotkey

OR

- a. Press **up and down arrows** to highlight command ... 
- b. Press **Enter** 

- ✓ *If a submenu is displayed, select the command from the submenu.*

Close a Menu without Making a Selection

- Click the menu name again.
- ✓ *If the menu expands instead of closing, click it again.*

OR

- Click in the document window.

OR

- Press **Esc**.




Select a Command from a Toolbar

1. Point to a **toolbar button**.
2. **Click**.

- ✓ *If the button you want is not displayed, click the **Toolbar***

***Options** button  to display additional buttons, and then click the button you want.*

Display/Hide Toolbars

1. Click **V**iew + 
2. Click **T**oolbars 

OR

Right-click any **toolbar**.


- ✓ *A check mark beside the toolbar name indicates toolbar is already displayed.*

3. Click name of toolbar to display or hide.


Move a Toolbar

1. Move the mouse pointer so it touches toolbar handle.
 - ✓ *The mouse pointer changes from an arrow to a cross with 4 arrows*
2. Drag the toolbar to a new location.

Use a Dialog Box

1. Select a **command** followed by an ellipsis (...).
2. Make **selections or type text entries** in dialog box.
3. Click **OK** command button 
- ✓ *Sometimes command button displays **Close**, **Add**, **Insert**, or **Yes** in place of **OK**.*

OR


Click **Cancel** to close dialog box without making changes 

Dialog Box Options

Move from one option to the next:

- Click desired **option**.


OR

- Press **Tab** key 




OR

- Press +hotkey


Select from a list box:

- Click desired item... , 


Select from a drop-down list box:

1. Click **drop-down arrow** +hotkey
2. Click desired item... , 


Select/deselect check box:

- Click **check box**..... +hotkey
 - ✓ A check mark indicates box is selected. Repeat action to remove check mark and deselect box.


Display tabbed pages:

- Click desired **tab** +hotkey
 - ✓ If no hotkey is displayed, press **Ctrl+Tab**.

Use a text box:

1. Click in **text box**..... +hotkey
2. Type **data**.


Use an increment box:

1. Click in **increment box** +hotkey
2. Type **value**.




OR

- Click **increment arrows** to change value.

Select option button:

- Click **option button** +hotkey
 - ✓ A black dot indicates option is selected. Select alternative option button to change setting.




Select palette option:

1. Click **palette drop-down arrow**.... +hotkey
 - ✓ Some palettes are always open. If the palette is open, skip to step 2.
2. Click desired **option**..... , 





Shortcut Menus

1. Right-click **element** on screen.
2. Click **command** hotkey
 - ✓ If no hotkeys are available, use arrow keys to select command, then press **Enter**.


Open the Task Pane (Ctrl+F1)

1. Click **V**iew..... +
 2. Click **T**ask **P**ane 
- ✓ A check mark indicates the task pane is currently displayed.


Select a Different Task Pane

1. Click the **Other Task Panes** drop-down arrow on the task pane title bar .
2. Click desired **Task Pane**.
 - ✓ Click the **Back** arrow  on the task pane title bar to display the previously open task pane; click the **Next** arrow  to display the next task pane; click the **Home** button  to display the Getting Started Task Pane.





Scroll the Task Pane Display

- Click **Scroll arrow**  at top of task pane, if displayed, to scroll up.

OR

- Click **Scroll arrow**  at bottom of task pane, if displayed, to scroll down.

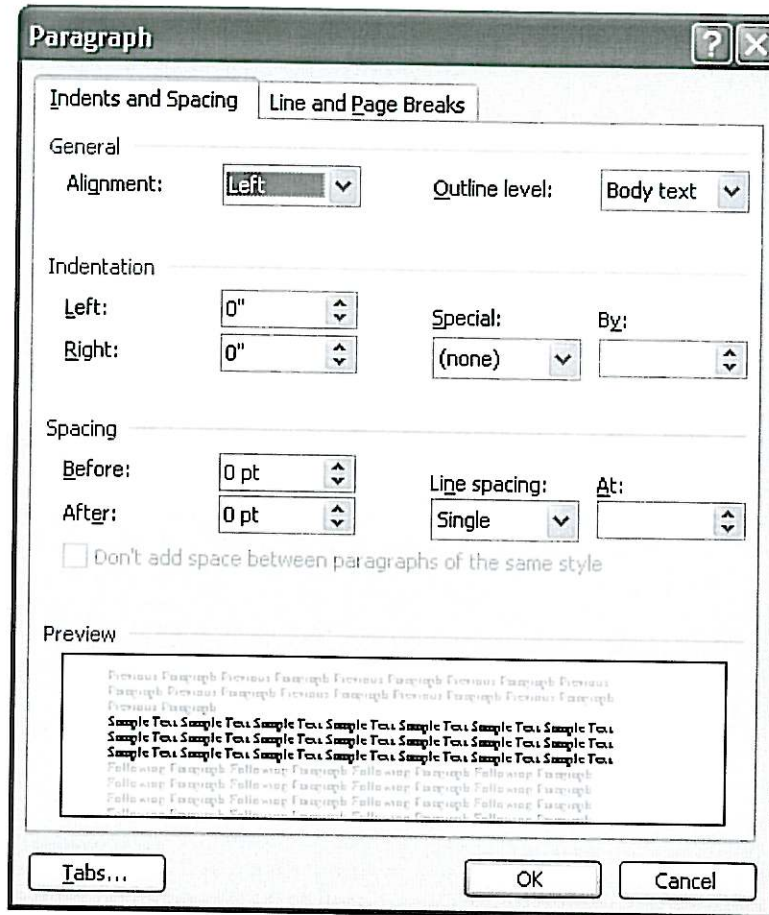
Hide the Task Pane

1. Click **V**iew +
 2. Click **T**ask **P**ane 
- OR
- Click **Close** button  on task pane title bar.

Exercise Directions

1. Start Word.
2. Open the File menu using the mouse.
 - Click the word *File* on the menu bar.
3. Let the menu expand to show all commands.
4. Note the commands on the File menu.
5. Close the menu.
 - Click the word *File* on the menu bar, or press **Esc**.
6. Open the View menu using the mouse.
 - Click the word *View* on the menu bar.
7. Select the Toolbars commands.
 - Click the word *Toolbars*, or press the **T** key.
8. Look at the submenu of available toolbars.
 - ✓ *Notice the check marks next to the toolbars that are currently displayed.*
9. Close the menu.
 - Click the word *View* on the menu bar, or press **Esc** twice.
10. Open the Format menu with the keyboard.
 - Press and hold **Alt**, and then press the **C** key.
11. Select the Font command.
 - Press the **F** key, or click the command name.
12. Select *Bold* in the Font style list box.
13. Select the Superscript check box.
14. Select the Text Effects tab to show another page of options.
15. Select the Font tab.
16. Open the Font Color palette.
 - Click the drop-down arrow, or press **Alt**+**C**.
17. Select the color red.
18. Open the Underline style drop-down list.
 - Click the drop-down arrow, or press **Alt**+**U**.
19. Cancel the dialog box without making any of the selected changes.
 - Click the **Cancel** command button, or press **Esc** twice.
20. Display the task pane if it is not already displayed.
21. Change to the Search Results task pane.
22. Change to the Clipboard task pane.
23. Change to the New Document task pane.
24. Close the task pane.
25. Click the Bold button on the Formatting toolbar.
 - If the Bold button is not displayed, click the More buttons button to expand the toolbar, and then click the Bold button.
 - ✓ *Bold is a toggle; it remains on (highlighted) until you turn it off.*
26. Click the Bold button again.
27. Right-click anywhere in the document window.
28. Select the Paragraph command.
 - Click the command.
29. Note that the Paragraph dialog box includes increment boxes, drop-down lists, and a preview area, as shown in Illustration A.
30. Cancel the dialog box without making any changes.
 - Click the **Cancel** command button or press **Esc**.
31. Exit Word.
 - ✓ *If Word prompts you to save changes, select No.*

Illustration A



On Your Own

1. Start Excel and explore the menus.
2. Look to see which commands are on each menu.
3. Notice which ones open dialog boxes, which open submenus, and which have corresponding toolbar buttons.
4. Select a command that opens a dialog box. For example, try opening the Options dialog box from the Tools menu.
5. If the dialog box has multiple pages, check out each page. Note the different options available on each page.
6. Use the Toolbar Options button on the Standard toolbar to see what other buttons are available.
7. Try moving the toolbars to other locations on the screen.
8. Move them back.
9. Exit Excel without saving any changes.
10. Repeat these steps using PowerPoint.