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Microsoft[®] Windows[®] 10

Comprehensive

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**June Jamrich Parsons
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Comprehensive**

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OBJECTIVES

Session 1.1

- Start Windows 10
- Explore the Start menu
- Start and close apps
- Run apps, switch between them, and close them
- Identify and use the controls in windows and dialog boxes

Session 1.2

- Navigate your computer using File Explorer
- Change the view of the items in your computer
- Get help when you need it
- Turn off Windows 10

Exploring the Basics of Microsoft Windows 10

Investigating the Windows 10 Operating System

Case | *For Pet's Sake*

For Pet's Sake is a nonprofit pet-adoption agency in Glencoe, Illinois, dedicated to placing adoptable companion animals in suitable homes and educating the public about responsible pet ownership. The agency depends on its volunteers to help with daily operations, pet care, and fundraising. As the volunteer coordinator at For Pet's Sake, Ashley Cramer recruits, trains, and manages volunteers. Some of her training sessions involve teaching volunteers how to perform their daily tasks using the agency's computers.

Ashley recently hired you as her assistant. She has asked you to lead the upcoming training sessions on the fundamentals of the Microsoft Windows 10 operating system. As you prepare for the sessions, she offers to help you identify the topics you should cover and the skills you should demonstrate while focusing on the new features in Windows 10.

In this module, you will start Windows 10 and practice some fundamental computer skills. You'll tour the desktop, start applications, and then navigate a computer using File Explorer. Finally, you'll find and use help topics and turn off Windows 10.

Note: With the release of Windows 10, Microsoft is taking a new approach to software publication called "Windows as a Service." With this approach, Microsoft is constantly providing updates to Windows instead of releasing new versions periodically. This means that Windows features might change over time, including how they look and how you interact with them. The information provided in this text was accurate at the time this book was published.

STARTING DATA FILES

There are no starting Data Files needed for this module.

Session 1.1 Visual Overview:

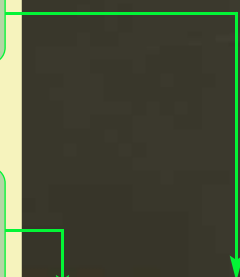
The **Recycle Bin** holds deleted items until you remove them permanently.



The **pointer** is a small object, such as an arrow, that moves on the screen when you move the pointing device.



This box provides access to **Cortana**, an electronic personal assistant.



The **Start button** provides access to Windows 10 apps, documents, and settings.



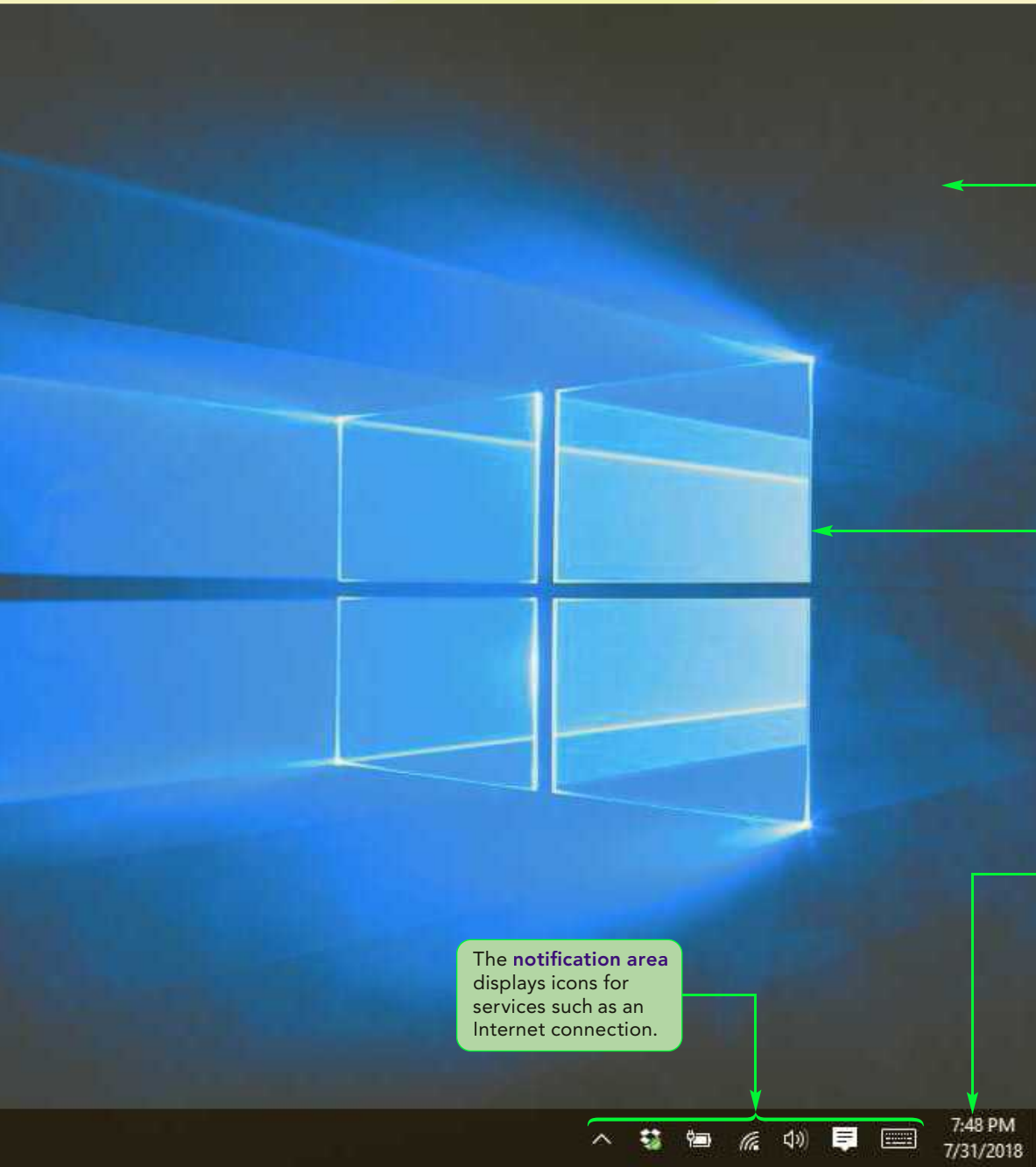
An **icon** is a small picture that represents an object available on your computer.



Windows 10 provides default **taskbar buttons** you can click to access popular apps.



Windows 10 Desktop



The Windows 10 **desktop** is your workspace on the screen.

This graphic is part of the desktop **theme**, a set of desktop backgrounds, accent colors, sounds, and screen savers.

The **Date/Time control** shows the current date and time.

The **notification area** displays icons for services such as an Internet connection.

The **taskbar** is a strip that provides access to common tools and running apps.

Introducing Windows 10

The **operating system** is software that manages and coordinates activities on the computer and helps it perform essential tasks, such as displaying information and saving data. (The term *software* refers to the **programs** a computer uses to complete tasks.) Your computer uses the **Microsoft Windows 10** operating system—**Windows 10** for short. Windows is the name of the operating system, and 10 identifies the version you are using.

The most popular features of Windows 10 include its speed, flexibility, and design. Windows 10 runs software created specifically for Windows 10 and for earlier versions of Windows, such as Windows 7 and 8. This type of software is called an **application**, or **app** for short. You use apps to perform specific tasks, such as writing a document or exchanging messages with another computer user. You can use more than one app at a time and switch seamlessly from one app to another to perform your work efficiently.

Windows 10 is designed to run on computers that use a touchscreen, such as tablets and some laptops, and those that use a keyboard and mouse, such as other laptops and desktop computers. A **touchscreen** is a display that lets you touch areas of the screen to interact with software. To select a button, for example, you touch the button on the tablet display with your fingertip. However, you are not required to use a touchscreen with Windows 10. This book assumes that you are using a computer with a keyboard and pointing device, such as a mouse.

Starting Windows 10

TIP

If you have a Microsoft account, you can use the user name and password for that account to sign in to Windows 10.

Windows 10 starts automatically when you turn on your computer. After completing some necessary start-up tasks, Windows 10 displays a **lock screen**, which includes a picture, the date, and the time. You clear the lock screen to display the Welcome screen. Depending on how your computer is set up, the Welcome screen might list only your user name or it might list all the users for the computer. Before you start working with Windows, you might need to click your user name and type a password. A **user name** is a unique name that identifies you to Windows, and a **password** is a confidential series of characters that you must enter before you can work with Windows. If you installed Windows yourself, you probably created a user name and password as you set up your computer. If not, the person who created your account assigned you at least a user name and possibly a password. After selecting your user name or entering a password, the Windows 10 desktop appears (as shown in the Session 1.1 Visual Overview).

To begin preparing for your training session, Ashley asks you to start Windows 10.

To start Windows 10:

1. Turn on your computer. After a moment, Windows 10 starts and the lock screen appears.
Trouble? If you are asked to select an operating system, do not take action. Windows 10 should start automatically after a designated number of seconds. If it does not, ask your instructor or technical support person for help.
2. Press any key to clear the lock screen and display the Welcome screen.
Trouble? If the Welcome screen does not appear, click the lock screen, hold down the mouse button, and then drag the lock screen picture up to display the Welcome screen.

3. If necessary, click your user name, type your password, and then press the **Enter** key.

The Windows 10 desktop appears, as shown in the Session 1.1 Visual Overview. Your screen might look different.

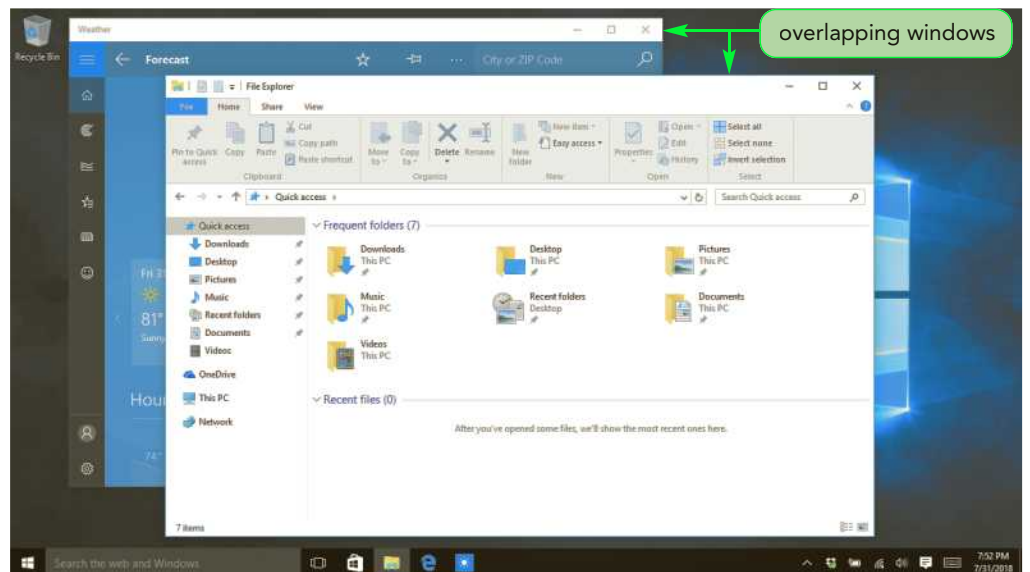
Trouble? If your user name does not appear on the Welcome screen, try pressing the Ctrl+Alt+Del keys to enter your name. If necessary, ask your instructor or technical support person for further assistance.

Trouble? If a blank screen or an animated design replaces the desktop, your computer might be set to use a **screen saver**, a program that causes a display to go blank or to show an animated design after a specified amount of idle time. Press any key or move your mouse to restore the desktop.

Trouble? If your computer is using a screen resolution other than 1366 × 768, the figures shown in this book might not match exactly what you see in Windows 10 as you work through the steps. Take the screen resolution difference into account as you compare your screen with the figures.

The background area that appears after you sign into Windows 10 is called the desktop because it provides a workspace for projects and the tools you need to manipulate your projects. The desktop displays icons that represent items on your computer, such as apps, files, and folders. A computer **file** is a collection of related information. Typical types of files include text documents, spreadsheets, photos, and songs. A folder is a container that helps you organize the contents of your computer.

Windows gets its name from the rectangular areas called **windows** that appear on your screen as you work, such as those shown in Figure 1-1.

Figure 1-1**Two windows open on the desktop**

You can open two types of windows in Windows 10: those for Windows apps (also called universal apps), such as the Weather app, and those for traditional desktop applications, such as **File Explorer**, a tool you use to navigate, view, and work with the contents and resources on your computer. You'll explore both types of windows later in the module.

Touring the Desktop

The first time you start a computer after installing Windows 10, the computer uses **default settings**, those preset by the operating system. The default desktop you see after you first install Windows 10, for example, displays a large background image. However, Microsoft designed Windows 10 so that you can easily change the appearance of the desktop. You can, for example, change pictures or add color to the desktop.

Interacting with the Desktop

If you are using a laptop or desktop computer, you use a **pointing device** to interact with the objects on the screen. Pointing devices come in many shapes and sizes. The most common one is called a **mouse**, so this book uses that term. If you are using a different pointing device, such as a trackball or touchpad, substitute that device whenever you see the term mouse. Some pointing devices are designed to ensure that your hand won't suffer fatigue while using them. Most mice work wirelessly and provide access to your computer without being plugged into it. Others are attached directly to your computer by a cable.

You use a pointing device to move the pointer over locations and objects on the screen, or to **point** to them. The pointer is an on-screen object, often shaped like an arrow as shown in the Session 1.1 Visual Overview, though it changes shape depending on its location on the screen and the tasks you are performing. As you move the mouse on a surface, such as a table top, the pointer on the screen moves in a corresponding direction.

When you point to certain objects, such as the objects on the taskbar, a ScreenTip appears near the object. A **ScreenTip** is on-screen text that tells you the purpose or function of the object to which you are pointing.

Ashley suggests that during your class, you introduce For Pet's Sake volunteers to the desktop by viewing ScreenTips for a couple of desktop objects.

To view ScreenTips:


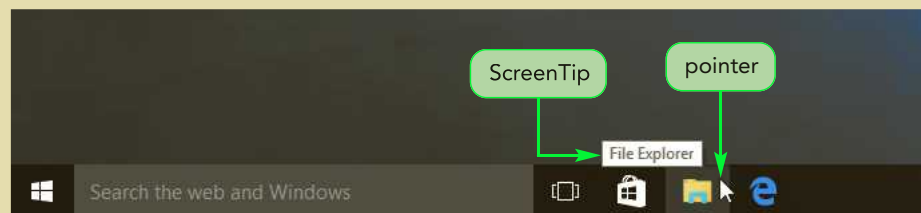
1. Point to the **File Explorer** icon  on the taskbar. A ScreenTip identifying the icon appears near the icon, as shown in Figure 1-2.

Figure 1-2

Viewing a ScreenTip



Trouble? If you don't see the ScreenTip, make sure you keep the pointer still for a few seconds.

Clicking refers to pressing a mouse button and immediately releasing it. Clicking sends a signal to your computer that you want to perform an action with the object you click. In Windows 10, you perform most actions with the left mouse button. If you are told to click an object, position the pointer on that object and click the left mouse button, unless instructed otherwise.

Selecting and Opening Objects

TIP

If you are using a device with a touchscreen, a check box appears near an on-screen object when you point to the object. A checkmark appears in the box when you select the object.

You need to select an item, or object, before you can work with it. To **select** an object in Windows 10, you point to or click that object. Windows 10 indicates an object is selected by highlighting it, typically by changing the object's color or displaying a box around it. For example, when you point to the Start button, it changes color. The change shows it is the **active object**. You can interact with active objects by clicking them, for example. When you click the Start button, the Start menu opens. A **menu** is a group or list of commands, and a **menu command** is text that you can click to perform tasks.

The **Start menu** provides access to apps, files, settings, and power options. Ashley suggests you click the Start button to open the Start menu.

To open the Start menu:


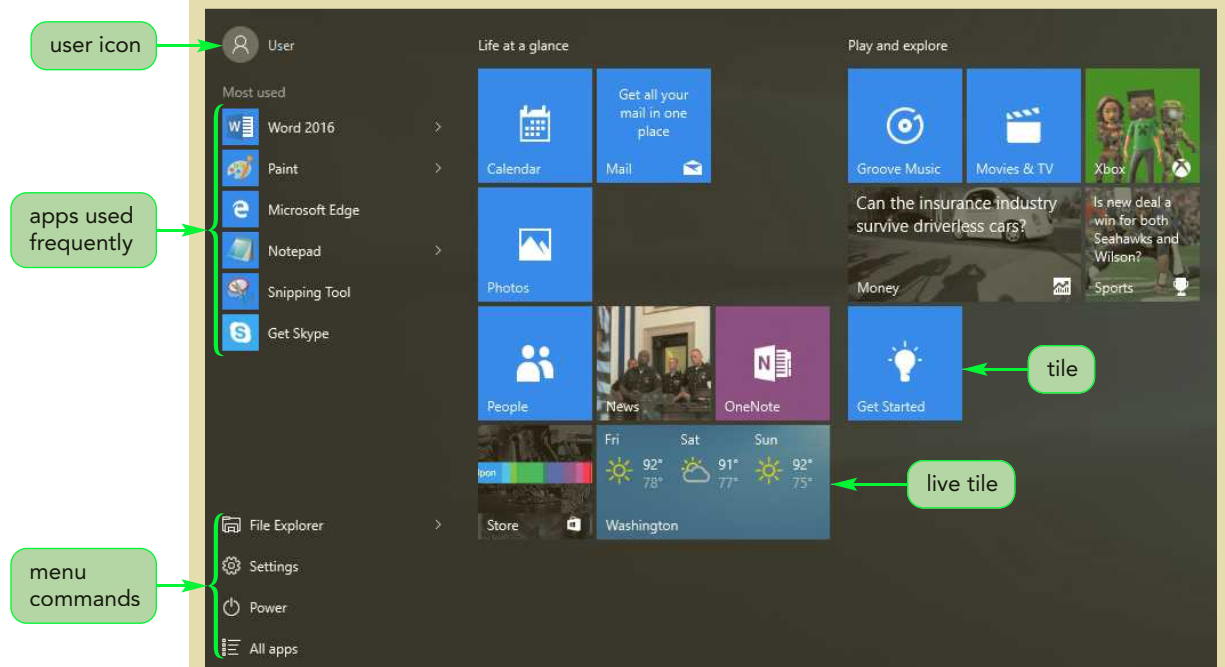

1. Click the **Start** button  on the taskbar. The Start menu opens, as shown in Figure 1-3; your Start menu might show different commands.

Figure 1-3

Start menu



2. Click the **Start** button  on the taskbar to close the Start menu.

Besides menu commands, the Start menu includes colored rectangles called **tiles**, which represent apps. Some tiles display icons, such as the Calendar tile. Other tiles display information that previews the contents of the app, such as the Sports tile, which displays photos and headlines for current sports stories. A tile that displays updated content is called a **live tile**. Tiles such as the Weather tile become live tiles after you open their apps for the first time.

If clicking an object doesn't open its app, you probably need to double-click it. **Double-clicking** means clicking the left mouse button twice in quick succession. For example, you can double-click the Recycle Bin icon to open the Recycle Bin and see its contents. The **Recycle Bin** holds deleted items until you remove them permanently.

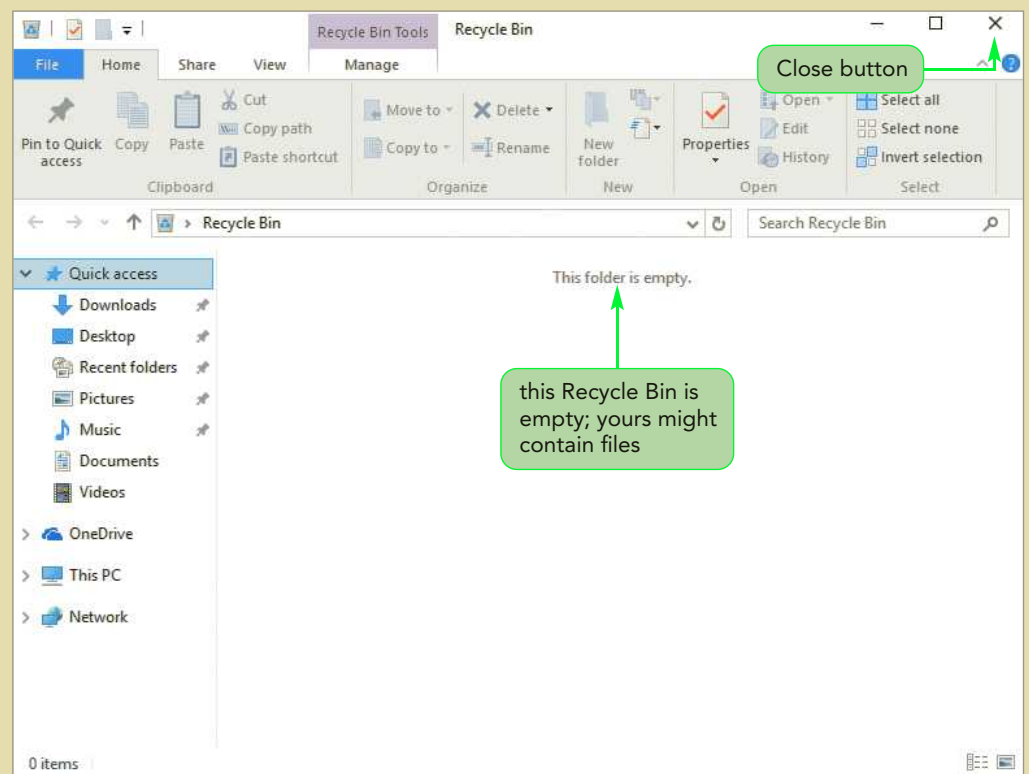
Ashley suggests that you have volunteers practice double-clicking by opening the Recycle Bin.

To view the contents of the Recycle Bin:

1. Point to the **Recycle Bin** icon, and then click the left mouse button twice quickly to double-click the icon. The Recycle Bin window opens, as shown in Figure 1-4.

Figure 1-4

Contents of the Recycle Bin



Trouble? If the Recycle Bin window does not open and you see only the Recycle Bin name highlighted below the icon, you double-clicked too slowly. Double-click the icon again more quickly.

Now you can close the Recycle Bin window.

2. Click the **Close** button in the upper-right corner of the Recycle Bin window.

You'll learn more about opening and closing windows later in this session.

Displaying Shortcut Menus

Your mouse most likely has more than one button. In addition to the left button, the mouse has a right button that you can use to perform certain actions in Windows 10. However, the term *clicking* refers to the left button; clicking an object with the right button is called **right-clicking**. (If your mouse has only one button, you right-click by pressing the right side of the button.)

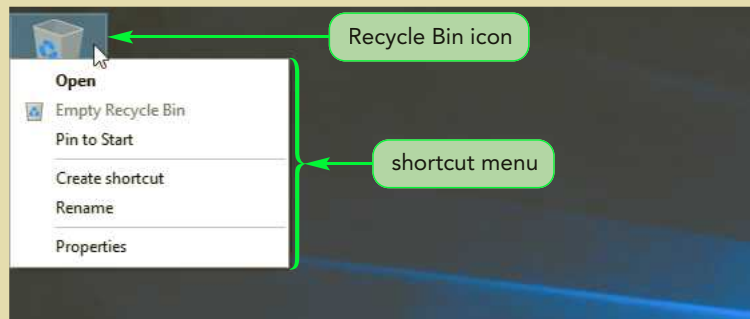
In Windows 10, right-clicking usually selects an object and opens its **shortcut menu**, which lists actions you can take with that object. You can right-click practically any object—a tile on the Start menu, a desktop icon, the taskbar, and even the desktop itself—to view commands associated with that object. Ashley suggests that when you're not sure what to do with an object in Windows 10, you should right-click it and examine its shortcut menu. Now you can right-click the Recycle Bin icon to open its shortcut menu.

To right-click an object on the desktop:


1. Point to the **Recycle Bin** icon on your desktop, and then right-click the icon to open its shortcut menu. This menu offers a list of actions you can take with the Recycle Bin icon. See Figure 1-5.

Figure 1-5

Recycle Bin shortcut menu



Trouble? If the shortcut menu does not open and you are using a trackball or a mouse with a wheel, make sure you click the button on the far right, not the one in the middle.

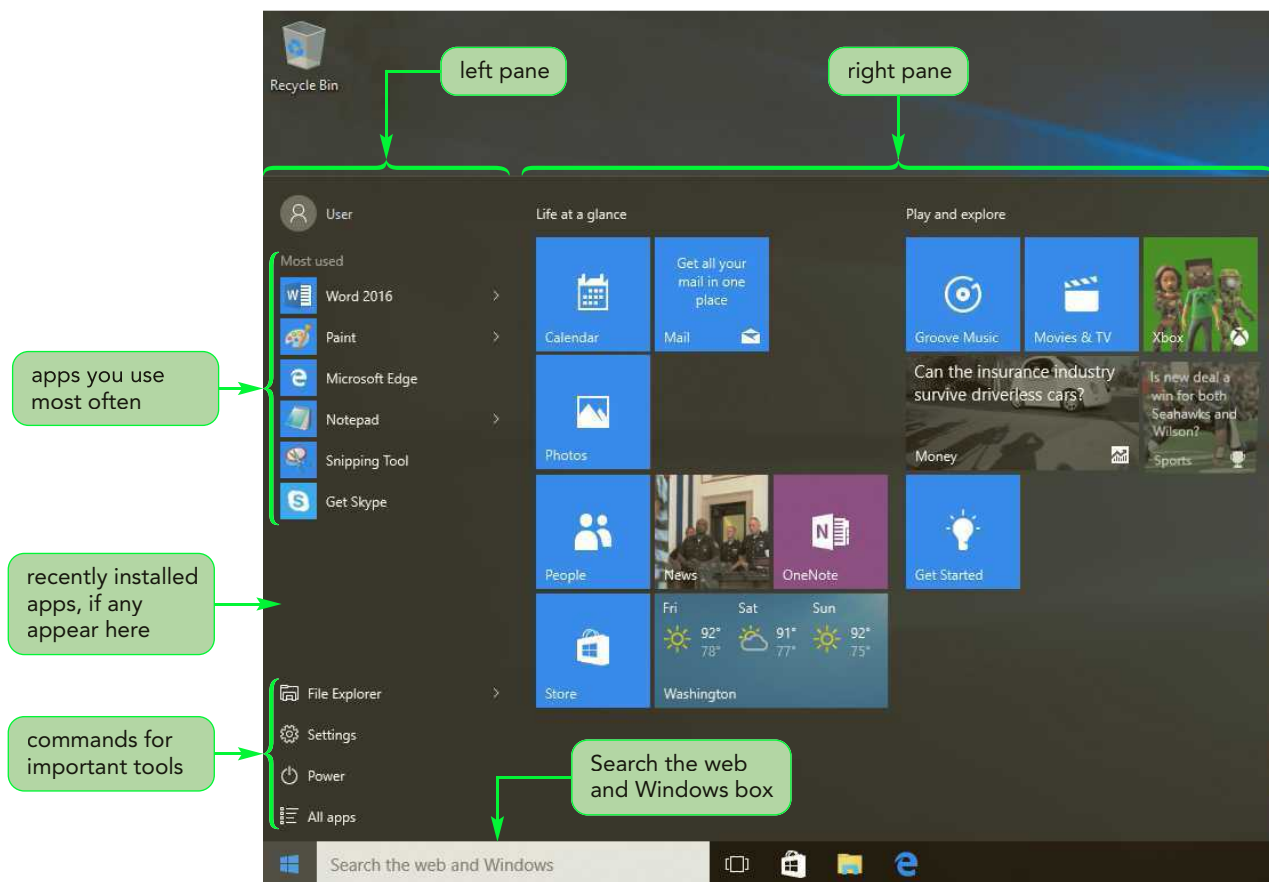
2. Click **Open** on the shortcut menu to open the Recycle Bin window again.
3. Click the **Close** button  in the upper-right corner of the Recycle Bin window.

Now that you've explored the desktop, you can return to the Start menu and use it to start applications.

Exploring the Start Menu

The Start menu is the central point for accessing apps, documents, and other resources on your computer. The Start menu is organized into two **panes**, which are separate areas of a menu or window. See Figure 1-6.

Figure 1-6 Two panes of the Start menu



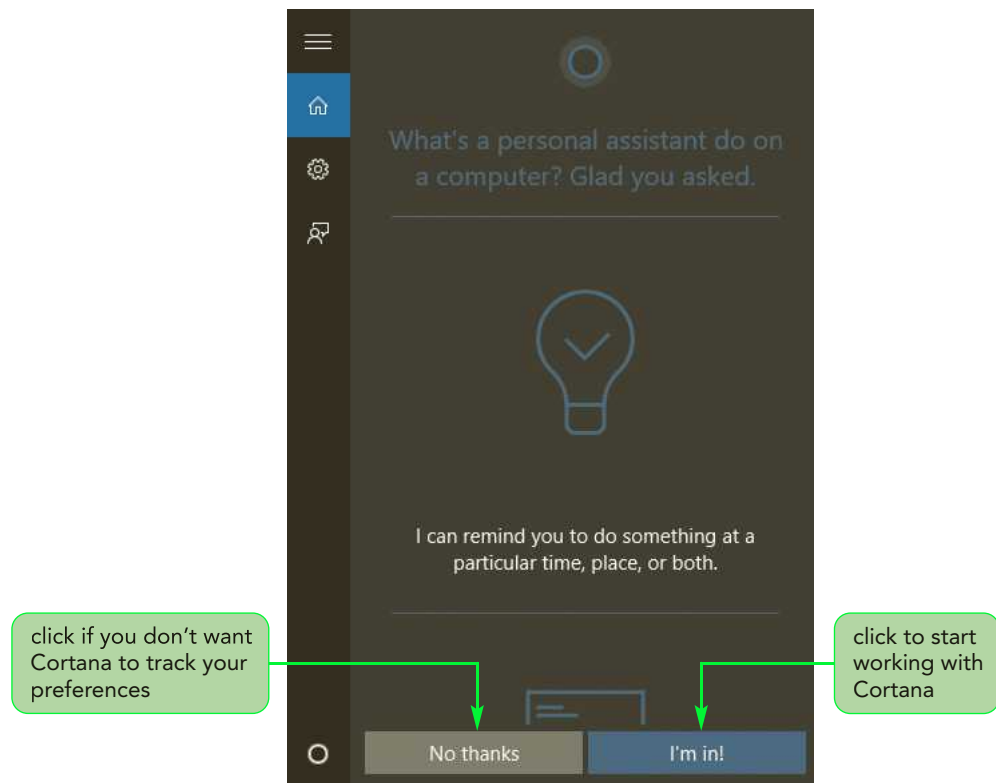
For easy access, the left pane lists the apps you use most often in the Most used list. If you have recently added apps, the left pane also lists those apps in the Recently added list. When you first install Windows 10, the Most used list contains a few apps already installed on your computer. After you use an app, Windows 10 adds it to this list so you can find it quickly the next time you want to use it. The Most used list can contain only a certain number of apps—after that, the apps you have not opened recently are replaced by the apps you used last.

Near the bottom of the left pane are commands for the following important tools:

- File Explorer: Navigate, view, and work with the contents and resources on your computer.
- Settings: Select and change system settings.
- Power: Control the power to the computer by shutting it down, for example.
- All apps: Select from an alphabetic list of all the apps on the computer.

Use the **Search the web and Windows box** to access Cortana, an electronic personal assistant that can search the web, find files, keep track of information, and respond to your questions. You can activate Cortana by typing text or talking. For example, you can ask Cortana to tell a joke, remind you about an appointment, or find a file. See Figure 1-7.

Figure 1-7 Cortana electronic personal assistant



Cortana

INSIGHT

Cortana comes from the Halo series of games where she is a smart and powerful character that provides information and helps the master chief complete missions. In Windows 10, Cortana is not a character, but a personalized assistant. The **Notebook** is where Cortana keeps track of what you like, such as your interests and favorite places, and what you want it to do, such as display reminders or information that might interest you. Settings in the People and Maps apps also affect Cortana. For example, if you identify a contact as a friend, Cortana can remind you to call that person. If you identify locations on the map as your home and workplace, Cortana can estimate the time of your commute. As you work, Cortana can take note of your preferences and what you're doing when you ask for information to give personalized answers and recommendations. Because you control the type of information you share with Cortana, the interactions are on your terms and are personalized to your benefit.

From the right pane of the Start menu, you can select tiles for **Windows apps**, or **universal apps**, a type of app that can run on many devices, including laptops, tablets, and mobile phones. You purchase, download, and install Windows apps from the Windows Store, an online resource for games, music, video, and other types of apps, including social and productivity apps. In contrast, many apps in the left pane of the Start menu are **desktop apps**, which run only on personal computers (PCs) such as laptops and desktop computers.

Now that you've explored the Start menu, you're ready to use it to start an app.

Starting Apps

Computers can run two types of software: system software and apps. **System software** is the software that runs a computer, including the operating system. As you know, an app is the software you use to perform tasks, such as writing a screenplay or viewing a webpage. In general, a computer runs system software to perform computer tasks, and you run apps to carry out your work or personal tasks.

REFERENCE

Starting an App


- Click the Start button on the taskbar.
- Click the tile or command for the app you want to start.
- If the app you want does not appear on the Start menu, click All apps, and then click the app you want to start.

or

- In the Search the web and Windows box, type the name of the app until the app appears in the search results on the Start menu; or click the Start button, and then type the name of the app until the app appears in the search results on the Start menu.
- Click the app in the search results.

Ashley suggests that you demonstrate how to start the Calendar app, a Windows app that displays a full-screen calendar where you can schedule appointments and other events.

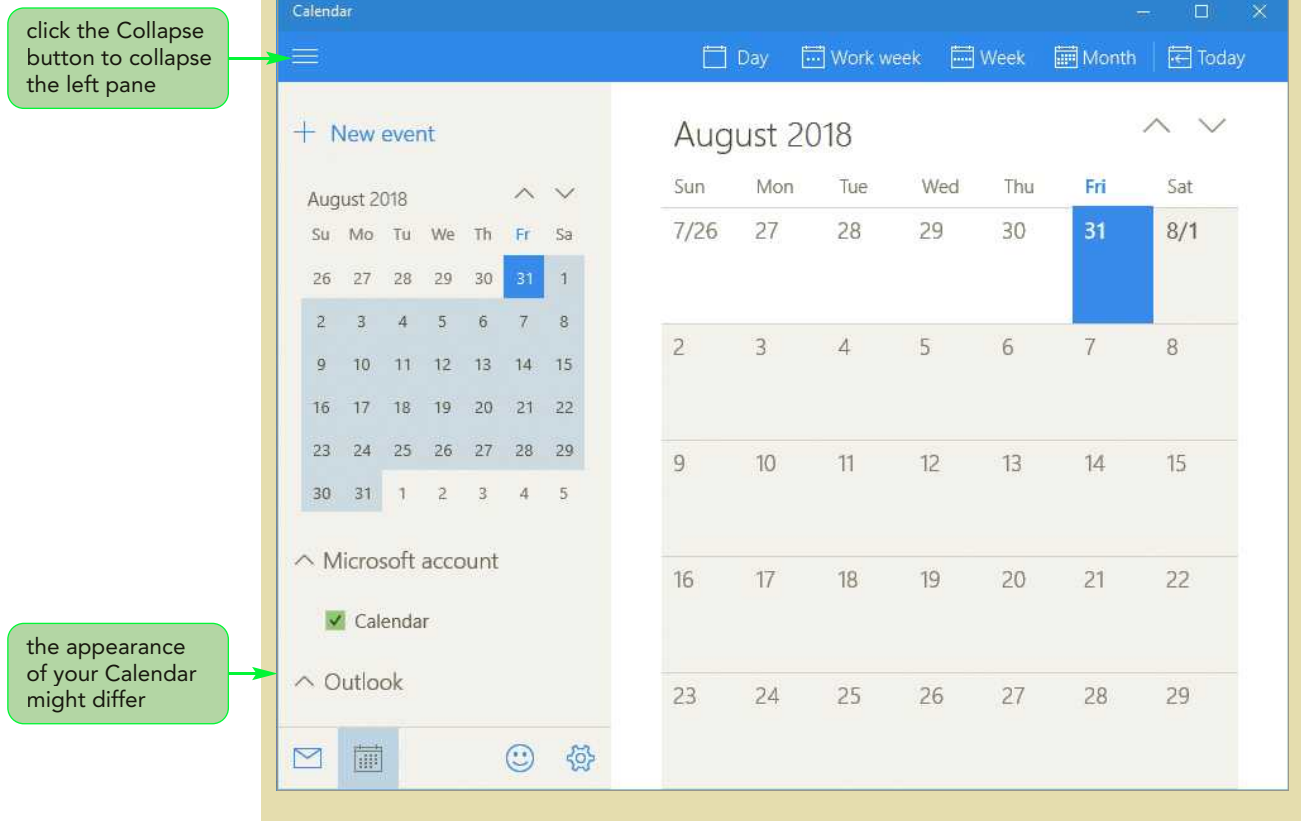
To start the Calendar app:

1. Click the **Start** button  on the taskbar to display the Start menu.
2. Click the **Calendar** tile to start the Calendar app. If this is the first time you are starting the Calendar app, click the **Get started** button to set up the calendar. See Figure 1-8.

Trouble? If a screen appears asking you to let Mail and Calendar access your location, click the No button.

Figure 1-8

Calendar app




Now that you have started one app, you can start another app and run two at the same time.

Running Multiple Apps

One of the most useful features of Windows 10 is its ability to run multiple programs at the same time. This feature, known as **multitasking**, allows you to work on more than one task at a time and to switch quickly between projects.

To demonstrate multitasking and switching between apps, Ashley suggests that you start Paint, a desktop app you use to draw, color, and edit digital pictures. Paint appears on the Start menu by default.

To run Calendar and Paint at the same time:

1. Click the **Start** button  on the taskbar to display the Start menu.
2. In the left pane, click **Paint** to start the app. Now two apps are running at the same time.


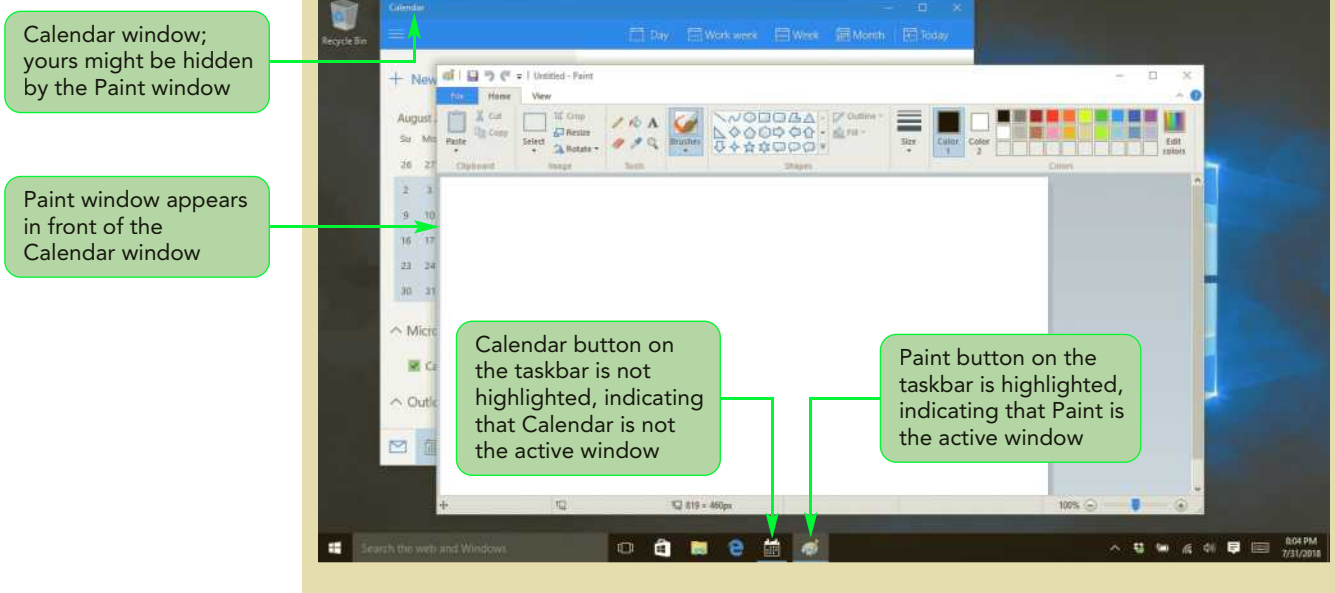
Trouble? If Paint does not appear in the left pane of the Start menu, click All apps, scroll the list of apps, click Windows Accessories, and then click Paint.
3. If the Paint window fills the entire screen, click the **Restore Down** button  in the upper-right corner of the Paint window to reduce the size of the window. See Figure 1-9.

Figure 1-9

Two apps open





When you start an app, it is said to be open or running. A taskbar button appears on the taskbar for each open app. One taskbar button is highlighted with a background lighter than the other taskbar buttons. This button is for the **active window**, the window you are currently working with—Windows 10 applies your next keystroke or command to the active window. Paint is the active window because it is the one you are currently using. If two or more windows overlap, the active window appears in front of the other windows. Even if the Paint window completely covered the Calendar window, you could still access the Calendar app by using its taskbar button. The taskbar organizes all the open windows so you can quickly make one active by clicking its taskbar button.

Switching Between Applications

Because only one app is active at a time, you need to switch between apps if you want to work in one or the other. The easiest way to switch between running apps is to use the taskbar buttons.

To switch between Calendar and Paint:

1. Click the **Calendar** button  on the taskbar. The Calendar window moves to the front, and the Calendar taskbar button appears highlighted, indicating that Calendar is the active window.
2. Click the **Paint** button  on the taskbar to switch to the Paint app. The Paint window is again the active window.

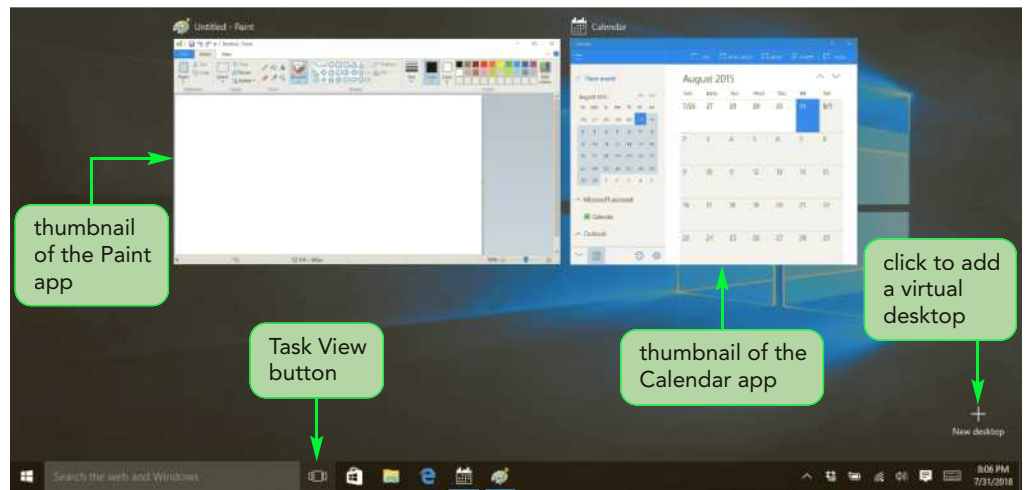
TIP

You can also click an inactive window to make it the active window.

Another way to use the taskbar to switch between open apps is to use the Task View button. By default, the Task View button is the first button to the right of the Search the web and Windows box. Click the Task View button to display thumbnails of all running apps. (A **thumbnail** is a miniature version of a larger image, such as a window.) See Figure 1-10.

Figure 1-10

Task view



You can switch to one of the running apps by clicking its thumbnail or close it by clicking its Close button. Clicking a thumbnail displays its full window as the active window. To close the Task view, click the Task View button again.

Besides switching apps, you can click the New desktop button in Task view to add a new desktop to the interface, called a **virtual desktop**. For example, you might use the default desktop for school or work projects, and another desktop for entertainment, such as a music player and games.

Another way to switch apps is to bypass the taskbar altogether and use keyboard shortcuts to switch from one open window to another. A **keyboard shortcut** is a key or combination of keys that performs a command. Use the Alt+Tab keyboard shortcut to switch between running apps. To do so, you hold down the Alt key and then press the Tab key to display thumbnails of all running apps, press the Tab key again to select a thumbnail, and then release the Alt key to make that app active. Pressing the Alt+Tab keys displays thumbnails similar to Task view. However, when you release the keys, the thumbnails no longer appear. In Task view, the thumbnails remain on the screen until you select one.

Manipulating Windows

After you open a window, you can manipulate it to display as much or as little information as you need. In most windows, three buttons appear on the right side of the title bar. See Figure 1-11. The first button is the Minimize button, which hides a window so that only its button is visible on the taskbar. Depending on the status of the window, the middle button either maximizes the window or restores it to a predefined size. The last button is the Close button, which closes the window.






Figure 1-11

Window buttons






Paint and Calendar are open on the desktop, so Ashley encourages you to show volunteers how to use their window controls. Start with the Minimize button, which you use when you want to temporarily hide a window but keep the app running.

To minimize the Paint and Calendar windows:

1. Click the **Minimize** button  on the Paint title bar. The Paint window shrinks so that only the Paint taskbar button is visible.
Trouble? If the Paint window closed, you accidentally clicked the Close button . Use the Start menu to start Paint again, and then repeat Step 1. If you accidentally clicked the Maximize button  or the Restore Down button , repeat Step 1.
2. Click the **Minimize** button  on the Calendar title bar. The Calendar window is minimized.


You can redisplay a minimized window by clicking the window's taskbar button. When you redisplay a window, it becomes the active window.

To redisplay the Paint window:

1. Click the **Paint** button  on the taskbar to redisplay the Paint window.
The taskbar button provides another way to switch between a window's minimized and open states.
2. Click the **Paint** button  on the taskbar again to minimize the window.
3. Click the **Paint** button  once more to redisplay the window.

The Maximize button enlarges a window so that it fills the entire screen. Ashley recommends that you work with maximized windows when you want to concentrate on the work you are performing in a single app.

To maximize the Paint window:



1. Click the **Maximize** button  on the Paint title bar.

The Restore Down button reduces the window so that it is smaller than the entire computer screen. This feature is useful if you want to see more than one window at a time. Also, because the window is smaller, you can move it to another location on the screen or change its dimensions.

TIP

You can also double-click a window's title bar to maximize the window. Double-click the title bar again to restore the window to its previous size.

To restore a window:

1. Click the **Restore Down** button  on the Paint title bar. After a window is restored, the Restore Down button  changes to the Maximize button .

You can use the mouse to move a window to a new position on the desktop. When you click an object and then press and hold down the mouse button while moving the mouse, you are **dragging** the object. You can move objects on the screen by dragging them to a new location. If you want to move a window, you drag the window by its title bar.

To drag the restored Paint window to a new location:

1. Position the pointer on the Paint title bar.
2. Press and hold down the left mouse button, and then move the mouse up or down a little to drag the window. The window moves as you move the mouse.
3. Position the window anywhere on the desktop, and then release the left mouse button. The Paint window stays in the new location.
4. Drag the Paint window near the upper-left corner of the desktop.

You can also use the mouse to change the size of a window. When you point to an edge or a corner of a window, the pointer changes to the resize pointer, which is a double-headed arrow. You can use the resize pointer to drag an edge or a corner of the window and change the size of the window.

To change the size of the Paint window:


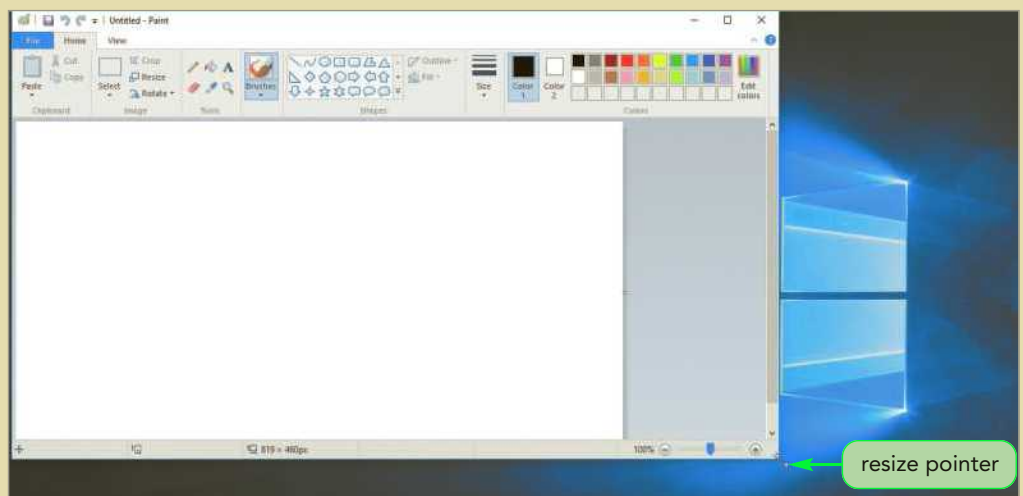
1. Position the pointer over the lower-right corner of the Paint window. The pointer changes to . See Figure 1-12.

Figure 1-12**Preparing to resize a window**

2. Press and hold down the mouse button, and then drag the corner down and to the right.
3. Release the mouse button. Now the window is larger.
4. Practice using the resize pointer to make the Paint window larger or smaller.

You can also use the resize pointer to drag any of the other three corners of the window to change its size. To change a window's size in any one direction only, drag the left, right, top, or bottom window borders left, right, up, or down.



Using App Tools

When you run an app in Windows 10, it appears in a window that contains **controls**, graphical or textual objects used for manipulating a window and for using an app. All apps organize controls in dialog boxes. A desktop application also uses a ribbon to provide controls.

Ashley mentions that Windows 10 comes with a basic word-processing app called WordPad. You use WordPad to create and format basic documents. The WordPad app displays the controls you are likely to see in most windows, including the ribbon, which might be unfamiliar to For Pet's Sake volunteers. Ashley suggests that you start WordPad and identify its window controls during your first training session. You have already started apps using the left and right panes on the Start menu. To start WordPad, you can use the Search the web and Windows box.

As you enter text in the Search the web and Windows box, the Start menu displays search results, including the installed apps, folders, documents, and settings whose names include the text you typed. The search results might also include web search text and Windows Store apps. Two buttons appear at the bottom of the search results: the My stuff button and the Web button. Click the My stuff button to restrict the search to locations on your computer, OneDrive, or network. Click the Web button to start a browser and search the web using the text you entered as the search text.

To start WordPad:

1. Click the **Start** button  on the taskbar to display the Start menu. The insertion point appears in the Search the web and Windows box so you can search for an app or other information.
2. Type **WordPad** to search for the WordPad app and display the results in the Start menu.
3. Click **WordPad** on the results list to start the app.
4. Click the **Maximize** button  on the WordPad title bar to maximize the window.

Using the Ribbon

TIP

By default, the ribbon displays the Home tab when you start WordPad. To display the contents of the View tab, you click the View tab on the ribbon.

Many desktop apps use a **ribbon** to consolidate features and commands. The ribbon is located at the top of a desktop app window, immediately below the title bar, and is organized into tabs. Each **tab** contains commands that perform a variety of related tasks. For example, the Home tab has commands for tasks you perform frequently, such as changing the appearance of a document. You use the commands on the View tab to change your view of the WordPad window.

To select a command and perform an action, you use a button or other type of control on the ribbon. Controls for related actions are organized on a tab in **groups**. For example, to enter bold text in a WordPad document, you click the Bold button in the Font group on the Home tab. If a button displays only an icon and not the button name, you can point to the button to display a ScreenTip and identify the name or purpose of the button. Figure 1-13 shows examples of the types of controls on the ribbon.

Figure 1-13

Examples of ribbon controls

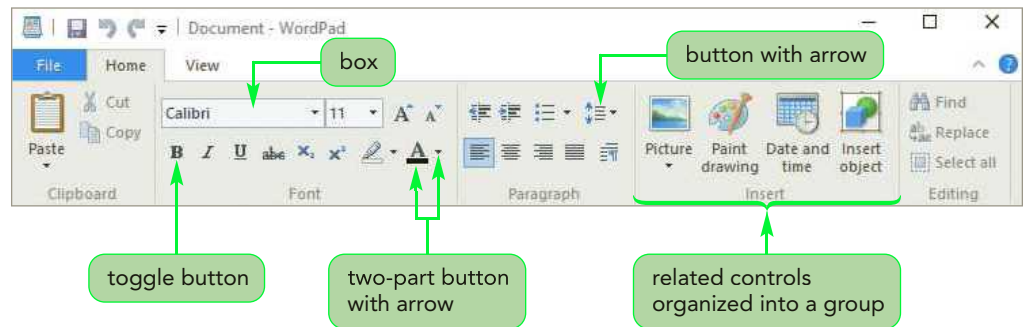


Figure 1-14 describes the types of ribbon controls.

Figure 1-14

Types of controls on the ribbon

Control	How to Use	Example
Button with arrow	Click the button to display a menu of related commands.	
Box	Click the box and type an entry, or click the arrow button to select an item from the list.	
Toggle button	Click the button to turn on or apply a setting, and then click the button again to turn off the setting. When a toggle button is turned on, it is highlighted.	
Two-part button with arrow	If an arrow is displayed on a separate part of the button, click the arrow to display a menu of commands. Click the button itself to apply the current selection.	

Using Dialog Boxes

When you click some buttons on the ribbon, you open a **dialog box**, a special kind of window in which you enter or choose settings for how you want to perform a task. For example, you use the Print dialog box to enter or select settings for printing a document.

You open dialog boxes by selecting a command on a ribbon tab. For example, the File tab lists commands such as Open, Save, and Print in its left pane. If you point to the Print command, a list of three printing options appears in the right pane, including Print, Quick print, and Print preview. Choose Print to open the Print dialog box, where you can change settings such as the number of copies to print. If you want to print the open document without changing any settings, choose Quick print. Choose Print preview to display the document as it will appear when you print it. If you click the Print command in the left pane without displaying the three printing options, the Print dialog box opens.

Dialog box controls include command buttons, tabs, option buttons, check boxes, and boxes to collect information about how you want to perform a task. Ashley says a good way to learn how dialog box controls work is to open a typical WordPad dialog box, such as the Print dialog box.