















COMMON MENU AND TOOLBAR STRUCTURES IN PROGRAMS

There are functions in Windows that are common for all programs. For instance, Page Setup, Shortcut Keys, and many of the items on the Standard and Formatting Toolbars are the same in each program in the Microsoft Office suite. Some of these features are described in the following tables.


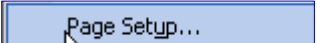
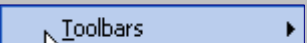
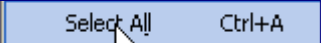
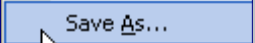
Standard Toolbar Buttons

Button	Description
Back 	This button is used to move back one window after another window has been accessed.
Forward 	Use this button to move forward one window after the window has been accessed one time.
New Document 	This option opens the new document window.
Open 	This button is used to access the Open dialog box. Documents that were created earlier may be accessed from this dialog box.
Save 	This button is used to open the Save As dialog box when a new document has been created. Once a document has been saved, pressing this button will save the document without opening a dialog box.
E-mail 	This button is used to send e-mail messages directly from a program. It is not necessary for the user to access Outlook in order to send a message.
Printer 	This button is used to send a document to the printer. In some programs, the document will go straight to the printer and in others the Printer dialog box will open.
Print Preview 	This option displays documents in a view of what the document will look like when it is printed.
Search 	To locate a document that is stored on the computer, click this button.
Cut 	To remove text, graphics, or pictures from a document and store it on the clipboard, use this feature.
Copy 	To copy a word, graphic, etc. in a document so that it can be pasted into another area of a document or in another document, use this feature.

Button	Description
Paste 	When material has been either cut or copied from a document, this features allows that material to be reinserted into the document. The material is stored on the clipboard.
Undo 	This option allows an action, such as deleting a word, to be undone (restored to the original).
Redo 	When the Undo button option has been activated, this button returns the material to the state it was in when it was deleted or changed.

Typical Items on a Menu

There are certain elements in menus that indicate that there are further commands available or that a shortcut is available to perform a particular command. The table below explains the purpose of some of these elements.

Item	Description
Dimmed Command 	This is a menu command that is not currently available.
Ellipsis 	The ellipsis indicates that a dialog box will open. The dialog box will allow for the selection of several options that can be performed with that particular selection.
Triangle 	A triangle at the end of a menu option indicates that a cascading menu will open displaying a list of additional commands.
Keyboard Shortcut 	The keyboard shortcut is indicated by Ctrl + a letter, such as A. It provides an alternative to using the mouse for launching a command.
Underlined Command 	A underlined command indicates the letter to push while holding down the [Alt] key to execute a command.

Typical Page Setup Dialog Box Options

Option	Function
Size	This option defines the size of the paper on which printing is to be done.
Source	This option defines the location of the paper to be printed on, such as a paper tray or an envelope feeder.
Orientation	To select Portrait or Landscape page layout for a document, click the desired button.
Margins	To define the top, bottom, left, and right margins for a document, click the spinner arrows at the end of each margin box.