Dialog Boxes

Dialog boxes are windows that appear on the computer screen to allow a user to select options and change settings. As mentioned in the last assignment, you have likely already encountered at least a couple dialog boxes.

Unlike with documents and web pages, it does not work to arrow through a dialog box. Instead, the tab key is used to move between items, and the arrow keys are only used to change the selection within an item, for example within a combo box or group of radio buttons.

When you are finished with a dialog box, you must tell the computer that you are done, to make any changes you have selected, and for the dialog box to go away. This is done by pressing enter on the OK, apply, or cancel button, depending on what you want to do. The OK button is the default option in most dialog boxes, so pressing enter from anywhere usually chooses OK. This is why on the log on screen you don't have to tab to OK. It is important to explore dialog boxes the first time rather than assuming okay is the default option however, as some dialog boxes require you to choose the apply button if you want any changes to take effect.

Some dialog boxes contain information rather than controls or in addition to them. You may have encountered this already with dialog boxes where you could only tab to yes or no, or where tab did nothing because there was only one available option. In these cases it can be helpful to have JAWS reread the entire box, which can be done with JAWS key-b.

1. Press Windows M to go to the desktop, then Alt f4 as if you were going to shut down the computer. Do not press enter in this box or your computer might shut down or take some other action.

A. What control type are you in when this box opens?

B. Using your arrow keys, how many choices are in this field?

C. List all the choices available.

D. Tab around the dialog box and list each control you find along with its control type.

2. Navigate to the Zoom dialog box, located in the View tab within Microsoft Word.

A. What control type are you on when this dialog box appears?

B. List all the options in this control.

C. List the other controls in the Zoom dialog box along with their types.

3. Navigate to the Labels dialog box, located in the Mailings tab within Microsoft Word. Note that JAWS will read each control in this box, though it may also provide some repetitive unwanted information as well.

A. What control type are you on when this dialog box opens?

B. List all the controls in this dialog box along with their types.

C. Within this dialog box, locate and open the Options dialog box. What control type are you on when this dialog box appears?

D. List each control in the Options dialog box along with its type.

4. Locate the Word Count dialog box within the ribbons in Microsoft Word.

A. what ribbon is the word count dialog box located on?

B. List all the controls in this dialog box.

C. How many lines are in this document?

D. How many words are in this document?

E. How many paragraphs are in this document?