Ribbons

Some programs use ribbons in addition to menus. This is primarily the case in Microsoft programs such as Word, Excel and Windows Explorer. A program that has ribbons still contains a menu bar to access them, called the Upper Ribbon, but then instead of having vertical menus, ribbons contain groups of icons in multiple rows across the screen, called the lower ribbon or tabs. Ribbons may seem a bit more challenging to navigate than menus at first, but understanding how they are laid out and becoming comfortable with the different commands used to navigate them allow them to be used efficiently.

1. List each tab in Microsoft Word, followed by its hot key.
2. List each tab in Windows Explorer, followed by its hot key.

Most ribbons contain so many items that they are broken up into groups of similar options. This makes it easier to find options without needing to search as much. Control plus the left or right arrow key is used to switch between groups of options. When you move into a new group, the name of the group and the first item within that group will be read.

1. Navigate to the Home ribbon in Microsoft Word, and list the groups within that ribbon in order from left to right.
2. Navigate to the Page Layout ribbon. List the groups in this ribbon.

Tab is the main key used to navigate through items with in a ribbon. Tab moves to the next item. When you use tab, you will navigate through all the items in one group before moving to the next, even though the items in a group might be on two or three lines. If you were to use the arrow keys instead of tab, it can be easier to miss some items. The arrow keys can be useful when you know exactly where you are going, but for now, I would stick with tab. Like with the logon screen for a computer and web forms, shift tab moves to the previous item.

1. Navigate to the Home ribbon in Microsoft Word. What are the first four items within this ribbon?
2. Navigate to the Review ribbon. List the first four items in this ribbon along with their hot key sequences.