Controls

Not all menu and ribbon items are equal. While some menu items perform an action as soon as you press enter on them, like save and close, others lead you to more options. Through the next few assignments, we are going to look at a range of items you might encounter.

Submenus

Some menu and ribbon options lead to other menus. These second menus are called submenus, since they are within another menu. Screen readers say “submenu” after the name of these items. To open a submenu, press enter, to leave one and go back to the previous menu or ribbon, press escape.

1. Open Internet Explorer. Navigate to the View menu.
   1. How many items in this menu lead to submenus?
   2. List them.
2. Go back to Internet Explorer. Open the file menu, and locate the send submenu.
   1. How many items are in this submenu?
   2. List them.
3. Navigate to the Home ribbon in Microsoft Word. Find the change case submenu within the font group.
   1. How many items are in this submenu?
   2. List them.

Control Types

Ribbons and dialog boxes contain many of the same fields found on web pages, including edit boxes, radio buttons and combo boxes. Recognizing these fields helps you know what to look for and what commands to use. You may find it helpful to go back to your definitions file and read about the different control types and how to work with them. There are some new ones that do not exist on the internet. These will be explored in more detail in later lessons.

1. Open the Home tab in Microsoft Word. Locate the copy option. What control type is this?
2. Go back to the Home ribbon in Microsoft Word and locate the font size option. What control type is this?
3. Go back to the Home ribbon and locate the Underline option. What control type is this?