

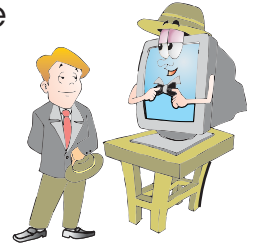
Lesson 4

Box Speaks Using Dialog Boxes



Dialog Boxes

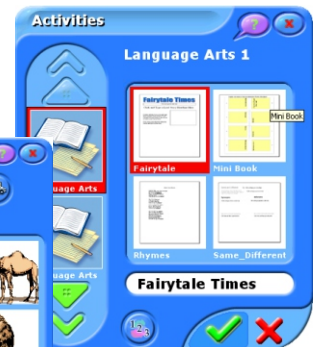
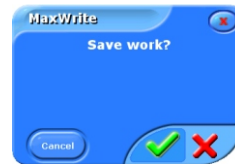
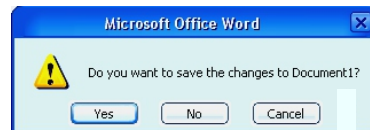
To enjoy using the computer, you must be satisfied with the result or output of your work. To achieve this, you need to communicate well with the computer through the dialog boxes.



What are dialog boxes?

Dialog boxes are small special windows that contain options that allow you to tell the computer on what should be done or what to do. The computer will ask you on how to carry out the commands that you have instructed. For example, in saving a file, the computer will ask you the filename and its location before saving it.

Dialog boxes give several items to choose from. Somewhere in the window, you will find a button marked OK, CANCEL, YES, and NO or any word that will tell the computer on what to do next.



Components of a Dialog Box

A. Check Box

It is found beside a word or group of words. If there is a ☒ mark or an X mark in the check box, it means that the option is activated. To deactivate the option, deselect the check box with the word beside it.

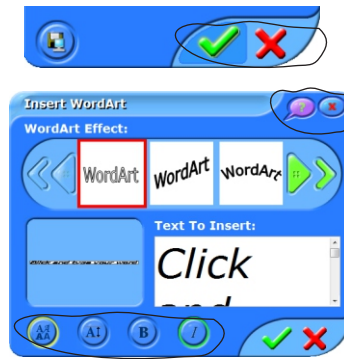
☒ Microsoft

☒ Mac

☐ Linux

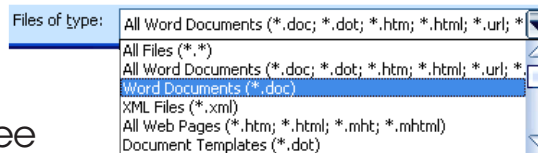
B. Command Buttons

They are embossed buttons that sink under the window once clicked. Either of the buttons will automatically activate or apply the chosen command.



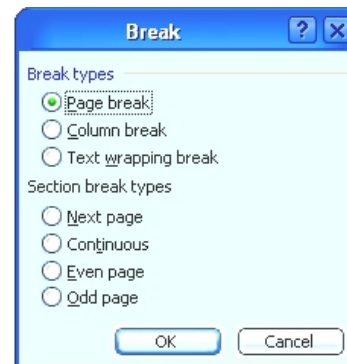
C. List Box

It displays different items to choose from. It has scrollbars, which are used to move the list up or down to see other options.



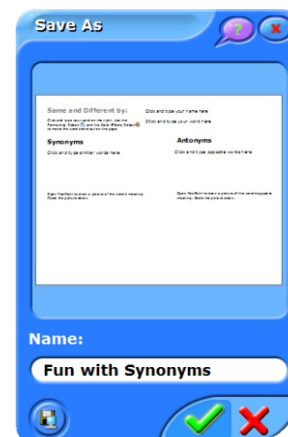
D. Radio Buttons

They are the choices in the dialog box. If the option contains a thick dot, it means that the option is chosen. To select an option button, click on any of the other options.



E. Text Box

It is a box where you can type words, symbols, characters, or information needed before performing any task.



Through the dialog boxes, you can instruct easily the computer on what to do by answering and providing all the details needed.

Enjoy communicating with your computer!