

Lesson 3: Working with program menus and dialog boxes

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- Going faster

Lesson

Navigating

- 3.1** Navigating program menus
- 3.2** Navigating dialog boxes
- 3.3** Speaking keyboard shortcuts to directly access menu and dialog box items

Going faster: Combining keys and actions

- 3.4** Combining keyboard shortcuts with “Close” or “Enter”
- 3.5** Combining keyboard shortcuts

Preview of commands from other lessons that speed working with program menus and dialog boxes

- 6.15 Preview** Typing a number and moving the cursor (speeds dialog box, form, and spreadsheet input)
- 6.16 Preview** Typing a number and moving the cursor several times in a row (greatly speeds dialog box, form, and spreadsheet input)

Review Tour: Working with Program Menus and Dialog Boxes
