

Lesson 3: Working with program menus and dialog boxes (say “UC Lesson 3”)

Overview

Setting the foundation
Going faster

Lesson

Navigating

- 3.1 Navigating program menus (say “UC Lesson 3 Point 1” etc.)
- 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

Lesson 4: Working with the mouse arrow (say “UC Lesson 4”)

Overview

Setting the foundation
Going faster
To mouse or not to mouse

Lesson

Clicking, placing, and moving the mouse arrow

- 4.1 Clicking the mouse buttons (say “UC Lesson 4 Point 1” etc.)
- 4.2 Placing and clicking the mouse arrow
- 4.3 Placing and clicking the mouse arrow within a single window
- 4.4 Moving the mouse arrow left, right, up or down

Dragging

- 4.5 Dragging with the mouse arrow

Going faster: Fine increments and advanced clicking

- 4.6 Placing, moving and dragging the mouse arrow in fine increments
- 4.7 Clicking multiple times
- 4.8 Control key clicking and dragging

Going faster: Combining commands

- 4.9 Moving the mouse arrow and selecting text
- 4.10 Moving the mouse arrow and hitting keys
- 4.11 Undoing and moving and clicking the mouse arrow

Previews of mouse commands from other lessons

- 7.22 **Preview** Selecting text and clicking the mouse

Review Tour: Working with the mouse arrow