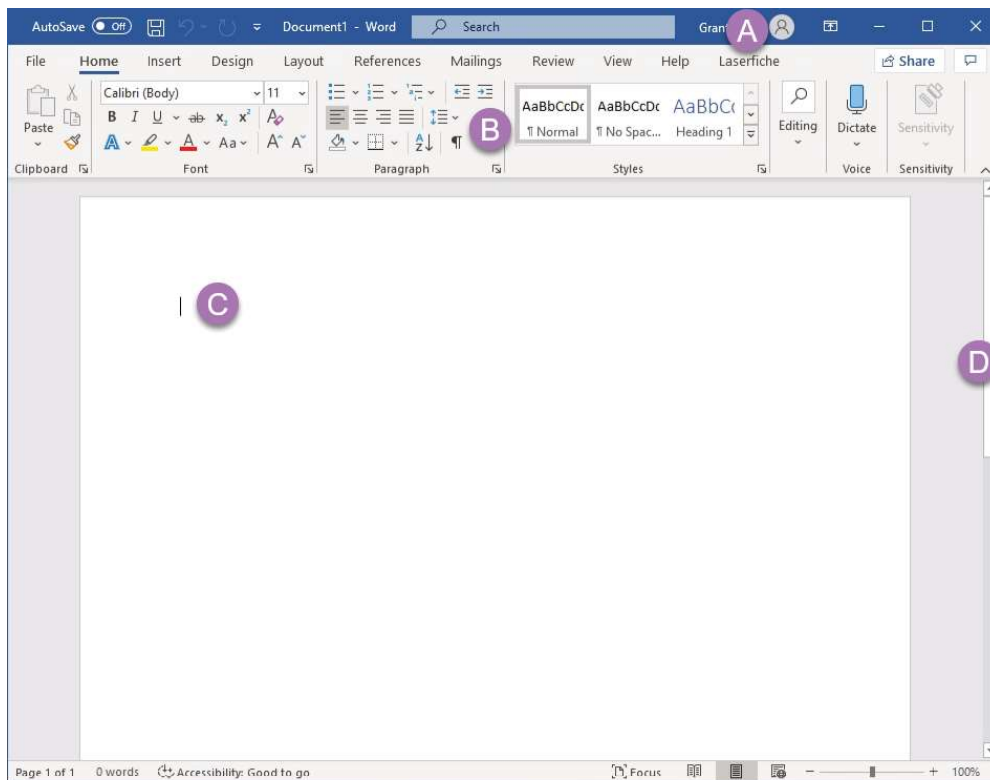




Windows - Basic Elements



What is the 'title bar'? (A)

The title bar is found at the top of the window. It usually informs you as to the program you are using and may also tell you the title of the file you have open.

What is the 'ribbon bar'? (B)

The ribbon bar is usually found at the top of the window. When you click an option at the top (one of the words!) a new set of buttons are displayed - the ribbon.

Depending on what you are doing some ribbons may only be visible at certain times. For example, when you are working with graphics in Word the 'Picture Tools, Format' ribbon becomes available.

What is the 'cursor'? (C)

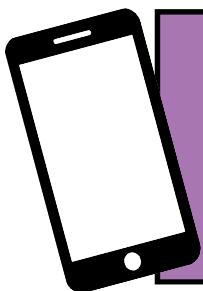
The cursor is a pointer controlled using your mouse or keyboard. The cursor is most often displayed as a small white arrow but can take other forms such as a blinking underscore or vertical line where you can enter text.

What are 'scroll bars'? (D)

Scroll bars are only displayed when the contents cannot be displayed in the window at once. They are usually located at the right and the bottom of the window and are used to navigate to different parts of a document or window.

There are 2 main ways in which the scroll bars can be used:

1. Click on the scroll bar and drag this in the appropriate direction until you reach the desired point in your document. Use this option to scroll quickly through a long document.
2. Click on the arrows to slowly scroll through a document.



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