

## Lesson 3.2 Navigating dialog boxes

In this section you'll learn to navigate dialog boxes, which is similar to navigating menus but with a couple of twists.

**Table 3.2** Navigating dialog boxes

Say	To
<list item name> <b>Under &lt;letter, number or symbol&gt;</b> <b>Letter &lt;1-4 letters&gt;</b>	select a dialog box list item press the Alternate key plus the underlined letter, number or symbol of an item to select that item select the first item in a dialog box list that starts with a given 1-4 letters
<b>1-40 Control Tab</b> <b>1-40 Shift Control Tab</b> <b>1-40 Tab</b> <b>1-40 Shift Tab</b>	move forward a number of dialog box tabs move back a number of dialog box tabs move the cursor forward through dialog box elements move the cursor back through dialog box elements
<b>Space</b> <b>Alternate Down</b> <b>Enter</b>	toggle a check box toggle a drop-down list hit the Enter key to activate a selected item (same as OK or Yes)
<b>1-200 Left</b> <b>1-200 Right</b> <b>1-200 Up</b> <b>1-200 Down</b>	hit the Left arrow 1-200 times to move the cursor up 1-200 menu items hit the Right arrow 1-200 times to move the cursor down 1-200 menu items hit the Up arrow 1-200 times to move the cursor up 1-200 menu items hit the Down arrow 1-200 times to move the cursor down 1-200 menu items
<b>1-200 Left · Enter</b> <b>1-200 Right · Enter</b> <b>1-200 Up · Enter</b> <b>1-200 Down · Enter</b>	hit the Left arrow 1-200 times to move the cursor by menu item, then hit Enter to activate the selected item hit the Right arrow 1-200 times to move the cursor by menu item, then hit Enter to activate selected item hit the Up arrow 1-200 times to move the cursor by menu item, then hit Enter to activate the selected item hit the Down arrow 1-200 times to move the cursor by menu item, then hit Enter to activate selected item
<b>Go Home</b> <b>Go End</b> <b>Home Enter</b> <b>End Enter</b>	select the first item of a list including drop-down lists and Open dialog box file lists select the last item of a list including drop-down lists and Open dialog box file lists select the first menu item and hit Enter select the last menu item and hit Enter

**Figure 3.2a:** Elements of a dialog box

