

To scroll the contents of a window using the scroll box:

1. Point to the scroll box.
2. Drag the scroll box in the scroll bar until you see the desired section of the window.

To open multiple windows:

1. Open the first window with which you want to work.
2. Open the rest of the windows you want to view.

To switch between windows:

1. Click anywhere in the window you want to make active.

To use a menu command:

1. On the menu bar, click the desired menu name.
2. On the menu, click the desired menu command.

To close a menu:

1. Click anywhere outside the menu.

To display a page in a dialog box:

1. Click the desired tab.

To choose a command button:

1. Click the desired button.

To select an option button:

1. Click the desired button to select it or to deselect it.

To select a check box:

1. Click the desired check box to select it or to deselect it.

To select from a list box:

1. Click the desired option in the list.

To select from a drop-down list box:

1. Click the arrow on the right side of the box.
2. Click the desired option.