Using Menus and Dialog Boxes

In Windows NT, you carry out many actions by choosing commands from *menus*. Some of the commands require that you input information or select options in a dialog box. Menus and dialog boxes have a standard appearance from program to program, making them easy to use.

Using Menu Commands

Windows NT menus offer you a list of actions that a program can perform. Every window has menu names listed in the *menu bar* at the top of the window. Menu commands are organized in groups, and most Windows NT programs share a similar menu layout. For example, a File menu usually contains commands that relate to the file as a whole, such as saving, opening, closing, printing, and exiting.

To use a menu command, click the menu name to open the menu, and then, choose the command you want from the menu. A typical menu is shown in Figure 2-4. You can choose only one menu item at a time. Once you click the option, the command is executed. To choose another command on the same menu or to repeat the same command, you must open the menu again. Certain conventions run throughout Windows menus, as shown in Table 2-3.
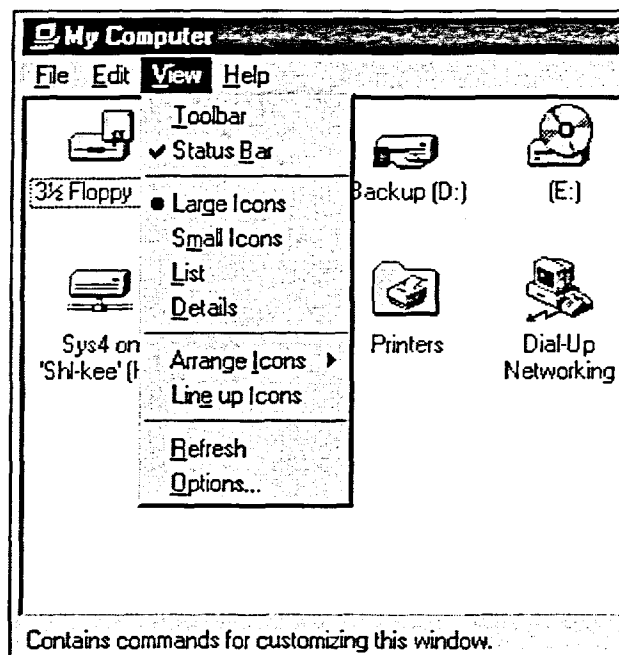

Figure 2-4: *The My Computer View Menu*