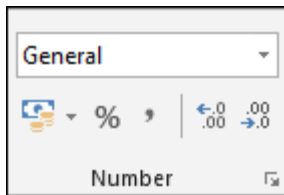


Lesson 1-13: Understand Ribbon components

The whole is more than the sum of its parts.
Aristotle, Greek critic, philosopher, physicist & zoologist
 (384 BC – 322 BC)

The Ribbon is made up of several different controls.



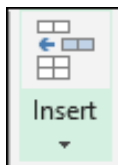
Command group

Similar actions are grouped into a cluster. For example, every control relating to numbers is clustered into the *Number* group.



Normal button

Simply executes a command when clicked. The *Bold* button on the *Home* tab is a good example.



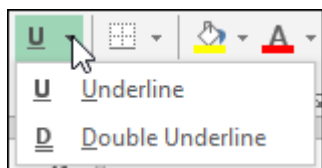
Menu button

This type of button has a little down-arrow on it. It will display a *list*, *menu* or *rich menu* drop-down when clicked.



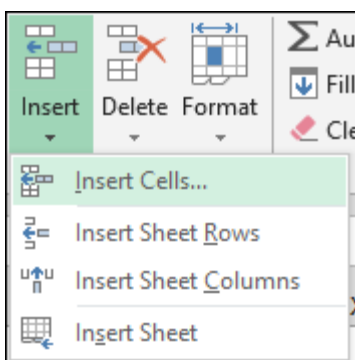
Split button

This is the hardest button to understand because these buttons look almost the same as the *Menu* button. When you hover the mouse cursor over a split button, the icon and drop-down arrow highlight separately as different “buttons within a button”.



A good example is the *underline* button on the *Home* toolbar.

Clicking the icon part of a split button (the U) will perform the default action of the button (in this case a single underline). Clicking the arrow part of the button will display a drop-down list of further choices (in this case the choice between a single and double underline).



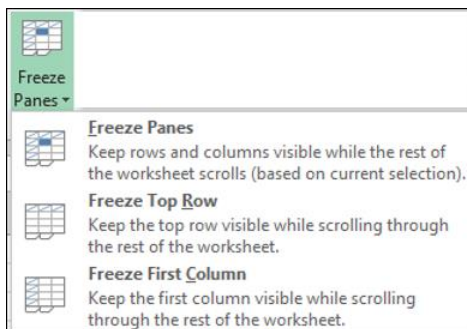
Drop down list

I often shorten this to simply “Drop Down” in this book. A drop down is a simple menu listing several choices.

If you see an ellipsis (...) after a drop down list item, this means that a dialog will be displayed after you click, offering further choices.

Rich menu

The rich menu is a drop-down list with added help text explaining what each item will do.

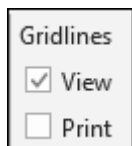
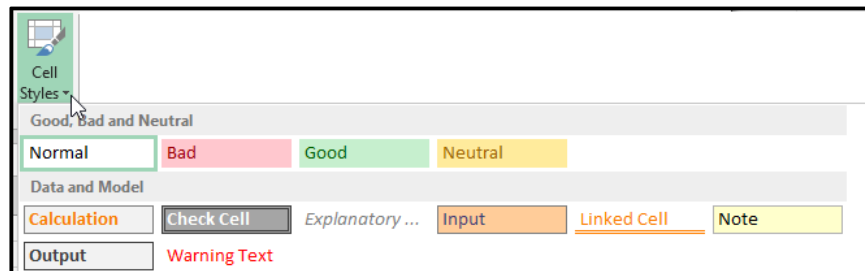


This rich menu can be found at:
View→Window→Freeze Panes

The *Freeze Panes* feature is not covered in this *Basic Skills* book but is covered in-depth in the *Essential Skills* book in this series (in Lesson 3-18: *Freeze Columns and Rows*).

Drop down gallery

This is a little like a drop down list but has graphics to visually demonstrate the effect of each choice.



Check box

A little square box that you can click to switch an option on or off.

In this example (from the *Page Layout* Ribbon) you are able to switch the gridlines on and off for the screen display and/or the printout.

Dialog launcher

Dialog launchers appear on the bottom right-hand corner of some command groups. Dialogs offer more choices than it is possible for the Ribbon to express graphically.

