COMMUNITY ADULT LEARNING PROGRAM

Community Learning Network

- Web apps load within a web browser and don't need to be downloaded.

Parts Of An App

Just like the "Parts of a Window", apps have structure. There are some primary parts that all apps have and some parts that will be specific to an app or to particular app categories. There are many parts that make up apps but this overview of four key elements can be easily memorized and used to help you navigate an app while you learn how to use it.

WINDOW: The frame that contains the app components: look for the "Parts of a Window".
MENU SYSTEM: The menu system of an app contains the commands. Commands are instructions that tell the app what you want it to do. For example, if I'm using Microsoft Word to type this handout and want to change the text size, I need to look in the menu system for that command. The menu system usually consists of two components:

1. **Drop down lists (menu).** Usually at the top of the window with headings like FILE, EDIT, TOOLS. Small downward pointing arrows can also be a clue to a drop-down list of options.
2. **Toolbars (icons).** Toolbars are parts that contain a row of icons. On desktop computers they are usually at the top of the window. On mobile apps they can be at the top and bottom of the window. Sometimes they are accessed by clicking on one of the following menu icons:

≡ ⋮
Hamburger Kebab

SIDE BARS: Collapsible sections on either side of the window that might contain navigational options. The clue is a horizontal arrow.
STATUS BAR: The bottom part of the window frame. This part of the app can provide information regarding the current document or web page and also contain small toolbars containing commands.

www.litforlife.com
403-652-5090

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Community Learning Network
c/o UofA South Campus (Saville Centre)

2-211, 11610 65 AVE NW
Edmonton, AB T6G 2E1

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