

Menu bar and tool bar

- A **menu bar** is a graphical control element which contains drop-down menus.
- The menu bar's purpose is to supply a common housing for window- or application-specific menus which provide access to such functions as opening files, interacting with an application, or displaying help documentation or manuals.

- Menu bars are typically present in [graphical user interfaces](#) that display documents and representations of files in [windows](#) and [windowing systems](#) but menus can be used as well in [command line interface](#) programs like text editors or [file managers](#) where drop-down menu is activated with a shortcut or combination key.

Toolbar

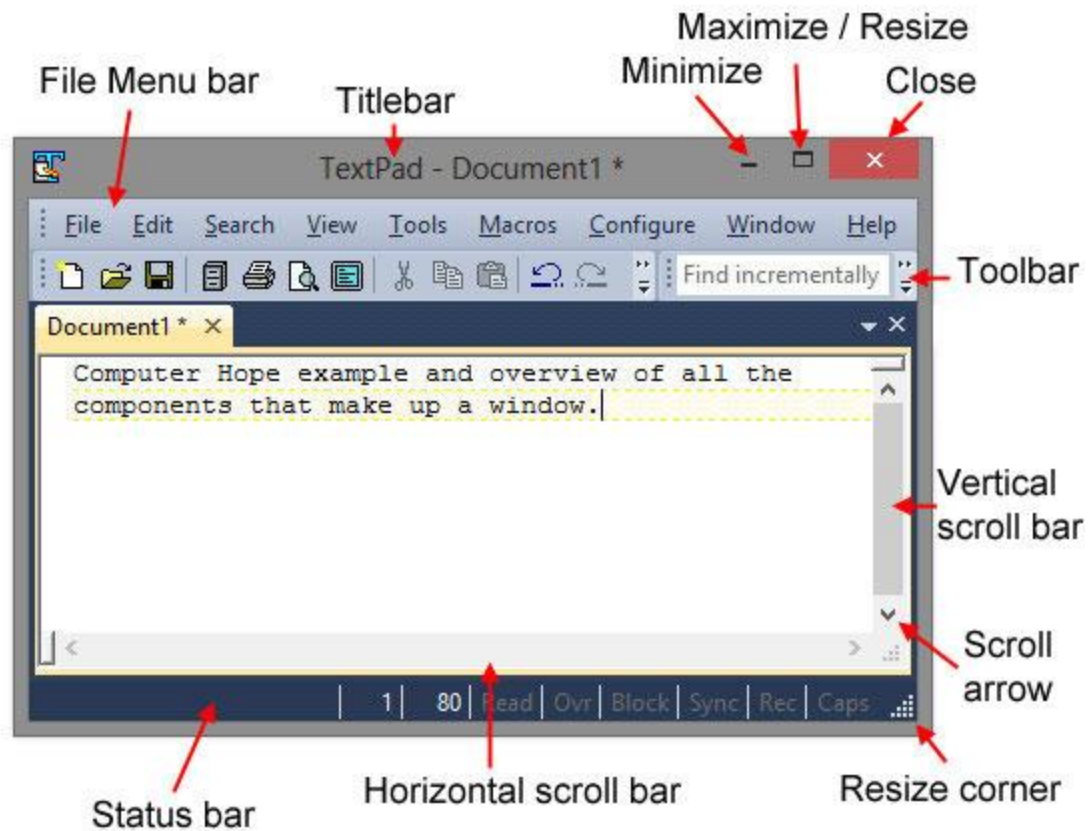
- . A **toolbar** is a set of icons or buttons that are part of a software program's interface or an open window.
- ... **Microsoft Word** has a **toolbar** with icons that allow you to open, save, and print documents, as well as change the font, text size, and style of the text.

- The toolbar can also reside within an open window. For example, Web browsers, such as Internet Explorer, include a toolbar in each open window. These toolbars have items such as Back and Forward buttons, a Home button, and an address field. Some browsers allow you to customize the items in toolbar by right-clicking within the toolbar and choosing "Customize..." or selecting "Customize Toolbar" from the browser preferences.

- Open windows on the desktop may have toolbars as well. For example, in [Mac OS X](#), each window has Back and Forward buttons, View Options, a Get Info button, and a New Folder button. You can customize the Mac OS X window toolbars as well.

- Toolbars serve as an always-available, easy-to-use interface for performing common functions. So if you haven't made use of your programs' toolbar options or customization features in the past, now is a good time to start!

Example of a Microsoft Windows window



- A toolbar often provides quick access to functions that are commonly performed in the [program](#). For example, a [formatting toolbar](#) in a [Microsoft Excel](#) gives you access to things like making text [bold](#) or changing its alignment, along with other common [buttons](#). In an [Internet browser](#), toolbars add functionality that may not come pre-installed. For example, with the Google toolbar, you can get access to exclusive Google features.

- If you are missing a window's toolbar, try pressing the [Alt key](#) on the keyboard as some programs hide the toolbar until Alt is pressed. In Windows 8 and Windows 10, some programs and apps may only show a hidden toolbar if the mouse cursor is positioned at top of the window.

Common computer software toolbars and other bars

- [App bar](#) - Windows 8 bar.
- [Bar chart](#) - A chart consisting of horizontal or vertical bars.
- [Barcode](#) - A series of lines that identifies an address, product, or other information.
- Browser toolbar - Any toolbar in an Internet browser.
- [Bookmarks bar](#) - Bar showing frequently visited bookmarks or favorites.
- [Commands bar](#) - A bar that shows available commands in a program.
- [Formatting toolbar](#) - Toolbar that shows text formatting options.
- [Formula bar](#) - Bar in a spreadsheet program that allows you to edit a formula.
- at the very top of a window that describes the program or window.

- [Menu bar](#) - A bar at the top of the screen that gives access to all of the menus.
- [Navigation bar](#) - Gives access to all navigation features in a browser.
- [Places bar](#) - A pane that shows common places to access files.
- [Progress bar](#) - An indicator that shows how long until something is completed.
- [Scroll bar](#) - A bar on the bottom or side of the window to scroll through a page.
- [Split bar](#) - A bar that divides the window into multiple sections.
- [Status bar](#) - One of the few bars at the bottom of the window that shows the status.
- [Title bar](#) - A bar