

# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project one**

### **Creating and Editing a Word Document**

Double Entry Journal

<b>Key term:</b>	<b>Definition:</b>	<b>How this definition relates to your prior experience:</b>
Microsoft Office Word (WD 4)	Full-featured word processing program that allows you to create professional looking documents and revise them easily.	This definition is true when it comes to papers I type up at home for school.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text	No experience
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently	I use this all the time
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly	I use this all the time to customize word documents
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document	I've been working with a document since I started elementary school
end mark (WD 11)	A short horizontal line that indicates the end of the document	No experience
horizontal rule (WD 11) horizontal rule (WD 11)	At top edge of document; used to set tab stops, indent, adjust column width.	I use this sometimes
insertion point (WD 11)	Blinking vertical bar that indicate where your text will be inserted.	I use this all the time
mouse pointer (WD 11)	Becomes different shapes depending on what task	I use this all the time

	you're performing	
scroll bar (WD 11)	Vertical bars on the right to scroll up and down the page	I use this all the time
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed	I use this all the time
status bar (WD 11)	Presents info on location of pointer, etc	I don't use this
vertical ruler (WD 11)	A ruler of the left side	I don't use this
full menu (WD 12)	List all the commands associated with the menu.	I sometimes use this
menu (WD 12)	Contains a list of commands you use to perform task	I use this moderately
menu bar (WD 12)	A special toolbar that displays word menu name	I use this occasionally
short menu (WD 12)	List your recently used commands	I use this occasionally
status indicators (WD 12)	Used to turn certain keys or modes on or off	I use this occasionally
dimmed command (WD 13)	A command that is not available	I use this command sometimes
hidden command (WD 13)	Commands that does not appear on a short menu	I use this sometimes
ScreenTip (WD 13)	Short on screen note on where you're pointing	I use this sometimes
submenu (WD 13)	A menu from when you click the arrow button on the bottom	I use this moderately
docked toolbar (WD 14)	Toolbar attached to the edge of the word window	No experience
floating toolbar (WD 14)	Toolbar in the middle of word window	Some experience`
Formatting toolbar (WD 14)	Toolbar w/ font, size, etc	I use this all the time
move handle (WD 14)	Dotted line on the end of a toolbar	I use this sometimes
Standard toolbar (WD 14)	Toolbar with standard commands	I use this all the time
file name (WD 28)	Name assigned to a file	I use this all the time
folder (WD 29)	A location on a disk	I use this all the time
character formatting (WD 31)	Process of changing the way words appear	No experience

paragraph formatting (WD 31)	Process of changing the look of a paragraph	No experience
select (WD 33)	Highlight	I use this all the time
selected text (WD 33)	Highlighted text	I use this all the time
left-aligned (WD 36)	Paragraph flushed to the left	I use this sometimes
right-aligned (WD 36)	Paragraph flushed to the right	I use this all the time
centered (WD 38)	Paragraph flushed to the center	I use this sometimes
Repeat command (WD 39)	Duplicate last command	I use this sometimes
italicized (WD 41)	Italizes text	I use this sometimes
underlined (WD 42) underlined (WD 42)	Underline text	I don't use this
bold (WD 44)	Bold text	I use this sometimes
clip art (WD 45)	Insert pictures	I use this sometimes
Clip Organizer (WD 45)	Collection clip art	I don't use this
graphic (WD 45)	Graphical images	I use this sometimes
resizing (WD 49) selection rectangle (WD 49)	Enlarge or reduce size	I use this all the time
sizing handles (WD 49)	Change size of graphic	I use this sometimes
hard copy (WD 53)	Printout	I use this all the time
printout (WD 53)	Hard copy	I use this all the time
insert mode (WD 57)	Inserts characters	I use this all the time
overtyping mode (WD 57)	Type over text	I use this sometimes
Word Help system (WD 60)	get answers to questions	i don't use this