Microsoft Office 2003
Concepts and Techniques
Word 2003
Project one
Creating and Editing a Word Document

Double Entry Journal

Key term:	Definition:	How this definition relates to your prior experience:
Microsoft Office Word (WD 4)	A full-featured word processing program that allows you to create professional looking documents and revise them easily.	I have used Word to create essays and other documents for school.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text.	I have not used this tool.
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently.	I have used it when I have questions about how to do something.
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly.	I use it a lot to format my document.
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document.	I use it to see what I am typing and to make documents.
end mark (WD 11)	A short horizontal line that indicates the end of the document.	I have not used this tool.
horizontal rule (WD 11) horizontal rule (WD 11)	Used to set tab stops, indent paragraphs, adjust column widths, and change page margins.	I use this tool to change margins.
insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.	I use it to know where I am typing in my document.
mouse pointer (WD 11)	Becomes different shapes	I use this to get to different

	depending on the task you are performing in Word and the pointer's location on the screen.	places in my document.
scroll bar (WD 11)	Used to display different portions of your document in the document window.	I use this to view different parts of my document.
scroll box (WD 11)	The position of it reflects the location of the portion of the document that is displayed in the document window.	I use this to get to different parts of my document.
status bar (WD 11)	Presents information about the location of the insertion point and the progress of current tasks, as well as the status of certain commands, keys, and buttons.	I use this to see how many pages my document is.
vertical ruler (WD 11)	Sometimes is displayed at the left edge of the Word window when you perform certain tasks.	I have not used this tool.
full menu (WD 12)	Lists all the commands associated with a menu.	I use this in order to format and change my document and pick different settings.
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document.	I use this a lot in order to do things in my document.
menu bar (WD 12)	A special toolbar that displays the Word menu names.	I use this in order to get to commands to format my document.
short menu (WD 12)	Lists your most recently used commands.	I have not used this tool.
status indicators (WD 12)	Used to turn certain keys or modes on or off.	I use this to see if I am on caps lock or not.
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	I use this to tell what commands I can use at different times.
hidden command (WD 13)	Automatically personalizes the short menus for you based on how often you use commands.	I use this to use commonly used commands.
ScreenTip (WD 13)	A short on-screen note	I have not used this tool.

	associated with the object to which you are pointing.	
submenu (WD 13)	A list of additional commands associated with the selected command.	I have used this to get to specific commands to change my document.
docked toolbar (WD 14)	A toolbar that is attached to an edge of the Word window.	I have used these toolbars to quickly format my document.
floating toolbar (WD 14)	A toolbar that is not attached to an edge of the Word window.	I have used these to format my document.
Formatting toolbar (WD 14)	Contains buttons that allow you to format your document.	I have used these to quickly format my document.
move handle (WD 14)	A vertical dotted line on the left edge of the toolbar that when double-clicked, displays all the buttons on either toolbar.	I have not used this tool.
Standard toolbar (WD 14)	A toolbar that contains common tools necessary for formatting a document.	I use this to use commonly used commands to format and change my document.
file name (WD 28)	The name assigned to a file when it is saved.	I use this to give file names to my documents.
folder (WD 29)	A specific location on a disk.	I use this to organize my documents.
character formatting (WD 31)	The process of changing the way characters appear on the screen and in print.	I have not used this tool.
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	I have used this to change the format of my paragraphs.
select (WD 33)	To highlight a character or characters.	I have used this to select specific parts of my document to format them.
selected text (WD 33)	Highlighted text.	I use these to format specific sections of my document.
left-aligned (WD 36)	The default alignment for paragraph; flush at the left margin of the document with uneven right edges.	I use this normally in essays and most documents.
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	I use this sometimes for headings and other things.
centered (WD 38)	To position text	I use this for titles and

	horizontally between the left and right margins on the page.	sometimes other things.
Repeat command (WD 39)	Duplicates your last command so you can perform it again.	I use this when I do something wrong in my document and want to undo it.
italicized (WD 41)	Text with a slanted appearance.	I use this for emphasized words and sometimes other things.
underlined (WD 42) underlined (WD 42)	Text prints with an underscore (_) below each character.	I use this for book titles and sometimes other titles of things.
bold (WD 44)	Text that displays somewhat thicker and darker than those that are not bold.	I use this for important words.
clip art (WD 45)	Predefined graphics that you can insert in a document.	I use this to add pictures that pertain to my document.
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographs, sounds, and video clips.	I use this to find pictures to add to my document.
graphic (WD 45)	Graphical images that are available from a variety of sources.	I use these to put into my document.
resizing (WD 49) selection rectangle (WD 49)	Includes both enlarging and reducing the size of a graphic.	I use this to resize my graphics to make them bigger and smaller.
sizing handles (WD 49)	Used to change the size of the graphic.	I use these to resize my pictures that are in my document.
hard copy (WD 53)	A printed version of a document.	I use this to read and hand in my documents.
printout (WD 53)	A printed version of a document.	I use this to read and hand in my documents.
insert mode (WD 57)	A mode where as you type a character, Word inserts the character and moves all the characters to the right of the typed character one position to the right.	I use this to insert letters and words and sentences where they should be in my document as well as graphics.
overtype mode (WD 57)	A mode where Word replaces characters to the right of the insertion point	I have not used this tool.

	as you type.	
Word Help system (WD 60)	Used to get answers to questions when using Word.	I use this to find answers to questions I have to find out things.