Microsoft Office 2003
Concepts and Techniques
WORD 2003
PROJECT THREE
CREATING A RESUME USING A WIZARD
AND A COVER LETTER WITH A TABLE
KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
cover letter (WD 138)	Enables you to elaborate on positive points in your position.	I have not used this tool.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I have used this to make a resume for a job application.
template (WD 138)	Is similar to a form with prewritten text.	I have used templates of resumes and letters to make it easier to make them.
wizard (WD 138)	Asks you several basic questions and then, based on your responses, uses a template to prepare and format a document for you	I have used this when using new software on my computer.
panel names (WD 141)	A list with the currently selected panels displaying on the right side of the dialog box.	I have used this to see which panels I am using.
Resume Wizard (WD 141)	Formats the resume with appropriate headings and spacing.	I have used this so that I can format my documents easier.
print layout view (WD 148)	Shows you an exact view of the printed page.	I have used this to see what my document will look like before I print it out.
table (WD 150)	A collection of rows and columns.	I have used this to organize information in my documents.

cell (WD 151)	The intersection of a row and a column.	I have used this to type in certain information.
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting and formatting cells.	I have used this to change the size of my cells.
gridlines (WD 151)	Help identify the rows and columns in a table.	I have used this to see the sizes of my cells and table.
style (WD 151)	A named group of formatting characteristics that you can apply to text.	I have used this to change the style of certain words or sentences in my document.
character styles (WD 152)	Affects formats of only selected characters.	I have used this to format certain words or sentences in my document.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I have used this to format lists within my document.
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	I have used this to format paragraphs within my document.
placeholder text (WD 152)	Places where you enter words which is already in the correct place in the document.	I have used this in resume templates to make the resume faster.
Styles and Formatting task pane (WD 152)	With this you can view, create, and apply styles.	I use this tool to use different styles in my document.
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table.	I use this to change the style of tables in my document.
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	I have used this to make lists in my document.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character.	I have used this to make lists in my document.
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line.	I have used this to get to the beginning of the next line in my document.
print preview (WD 158)	Displays the entire document in reduced size on the Word screen.	I have used this to see my document before I print it and make small changes to it.
tab stop (WD 163)	A location on the horizontal ruler that tells Word where to position the insertion point where you press the	I have used this make the indent for new paragraphs in my document.

	TAB key on the keyboard.	
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop.	I have used this to reset my tab stops to the left.
collect (WD 165)	When you copy items and put them in the Office Clipboard.	I have used this to put something I wrote somewhere in my document into another place in my document.
Office Clipboard (WD 165)	A temporary storage area that holds up to 24 items copied from any Office application.	I have used this to copy text or graphics in my document and paste them somewhere else.
paste (WD 165)	The process of copying an item from the Office Clipboard in to the document at the location of the insertion point.	I have used this to place copied items into other places in my document.
border (WD 172)	A solid line at any edge of a paragraph.	I have used this to make borders and tables in my document.
clear formatting (WD 173)	Refers to returning the formatting to the Normal style.	I have used this to clear formatting I used in my document.
complimentary close (WD 175)	It is displayed two lines below the last line of the message.	I have used this to say thanks or such in my document as a last word.
date line (WD 175)	Consists of the month, day, and year, and is positioned two to six lines below the letterhead.	I have used this to put the current date on a letter that I make.
inside address (WD 175)	Usually contains the addressee's courtesy title plus full name, business affiliation, and full geographical address and is placed three to eight lines below the date line.	I have used this to put my address into a letter that I make.
message (WD 175)	The body of the letter, which begins two lines below the last line of the inside address.	I have used this to make the body of my letter.
salutation (WD 175)	Beings two lines below the last line of the inside address.	I have used this to end and close out my letter with usually a "sincerely".
signature block (WD 175)	Typed at least four lines	I have used this to give

	below the complimentary close, allowing room for the author to sign his or her name.	space before my name so that I can sign my letter.
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	If you use the same text frequently, you can store the text in an AutoText entry and then use the stored entry throughout the open document, as well as future documents. A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line.	I have used this to be able to use words quicker that I use a lot. I have used this to keep together certain words with hyphens in my document that need to be kept together.
nonbreaking space (WD 180)	A special space character that prevents two words from splitting if the first word falls at the end of a line.	I have used this tool to keep together a title or such in my document.
F3 (WD 181)	Instructs Word to replace the AutoText entry name with the stored AutoText entry.	I have used this to easily place in words that I use frequently in my document.
AutoComplete tip (WD 182)	As you type, Word searches the list of AutoText entry names, and if one matches your typing, Word displays its complete name above your typing as an AutoComplete tip, and it can be placed in by pressing ENTER.	I have used this to finish words that are in the AutoText list quicker.
dimension (WD 182)	The total number of rows and columns required in a table.	I have used this to make a specific number of rows and columns in my table.
tab character (WD 185)	A control character in a document that represents movement to the next tab stop.	I have used this to move to the next tab in my document.
column boundary (WD 186)	The border to the right of a column, which can be dragged to a desired width.	I use this to change to the size my columns.
row boundary (WD 186)	The border at the bottom of	I use this to change to the

	a row, which can be dragged to a desired height.	size of my rows.
table resize handle (WD 186)	A small square that appears when you point to the bottom-right hand corner of the table which lets you resize the entire table.	I have used this to resize my entire table.
smart tag (WD 191)	A button that automatically appears of the screen when Word performs a certain action.	I have used this to easily format or use actions in my document.
document summary (WD 193)	Additional information about the document that helps locate it.	I have used this to help find my documents easier.
file properties (WD 193)	The same as a document summary.	I have used this to help find my documents easier.