

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)	Lets you elaborate on the positive parts of your resume	Wp3
resume (WD 138)	Applicants educational background	Wp3
template (WD 138)	Prewritten text	Never
wizard (WD 138)	Asks you basic questions and then prepares a document	Wp2
panel names (WD 141)	Currently selected panels	never
Resume Wizard (WD 141)	You type in information and it formants it	Wp2
print layout view (WD 148)	Shows you the exact view of the page as it would be printed	With every paper
table (WD 150)	A collection of words and columns	Not sure
cell (WD 151)	Spaces filled with text	In typing class
end-of-cell mark (WD 151)	Formatting the cell	“ ”
gridlines (WD 151)	Identifies the rows and tables	Never
style (WD 151)	Named group of formatting characteristics	Never
character styles (WD 152)	Formats only selected	In papers

	paragraphs	
list styles (WD 152)	Affect alignments and fonts into a numbered or bulleted list	In papers
paragraph styles (WD 152)	Affects formatting of the entire paragraph	In papers
placeholder text (WD 152)	What you have to erase in the resume before you enter your own information	In resumes
Styles and Formatting task pane (WD 152)	Allows you to view, create and format texts	never
table styles (WD 152)	Affects borders	Never
bullet (WD 154)	Dot or other symbol	In papers
bulleted list (WD 154)	List of things that begin with a bullet	All the time
line break character (WD 154)	Advances the insertion point to the next available line	Not sure
print preview (WD 158)	Displays entire reduced document in reduced size	In all papers
tab stop (WD 163)	A location on the horizontal ruler that tells word where to put the insertion point when you push tab	Never
custom tab stop (WD 164)	Allows you to set your own custom tab point	Never
collect (WD 165)	Copy	Every time I'm on the computer
Office Clipboard (WD 165)	Temp storage area	Never
paste (WD 165)	Copying an object from one place then pasting it in another	Every time I'm on the computer
border (WD 172)	Solid line at the edge of something	Not sure
clear formatting (WD 173)	Returning the format to normal	Not sure
complimentary close (WD 175)	Two lines at the end of a message	Never
date line (WD 175)	Line for the date at the	In papers

	top	
inside address (WD 175)	Personal information at the top of a page	In resumes
message (WD 175)	Body of the sample	In papers
salutation (WD 175)	Ending	In letters
signature block (WD 175)	Where you put your signature	In letters
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Use one line through out the document with the click of button	never
nonbreaking space (WD 180)	Prevents two charters from splitting when they are supposed to	Never
F3 (WD 181)	When you push it the auto text thing fills out in the space	never
AutoComplete tip (WD 182)	Displays what you could fill in above what you are typing	never
dimension (WD 182)	Specifying the total number of rows and tables	Never
tab character (WD 185)		
column boundary (WD 186)	Resize the border of a column	Not sure
row boundary (WD 186)	Resize the boundary of a row	Not sure
table resize handle (WD 186)	Small square that appears when you point to the bottom right corner of a table	Not sure
smart tag (WD 191)	Button that automatically appears at the bottom of a screen when a certain action is performed	SAM
document summary (WD 193)	Store additional information about a document in it	Never
file properties (WD 193)	Document summary	Never