

Microsoft Office Word 2007

Chapter One: Creating and Editing a Word Document

Dou

ble Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
Microsoft Office Word 2007 (WD 2)	A program that allows you to create professional-looking documents and revise them easily.	I use Microsoft office word for projects and writing.
format (WD 4)	The overall appearance of the document.	
save (WD 4)	Store a document permanently.	
document window (WD 6)	Contains a mouse pointer, insertion point, scroll bar, and status bar.	
insertion point (WD 6)	A blinking vertical bar	
Print Layout view (WD 6)	Shows document on a mock sheet of paper.	
active tab (WD 7)	A tab that allows you to use the document and all its capabilities.	
Home tab (WD 7)	Contains more frequently used commands.	
mouse pointer (WD 7)	It is the position you are on the screen.	
Ribbon (WD 7)	Control center in word.	
scroll arrow (WD 7)	To scroll through, or display different portions of the document in the document window.	
scroll bar (WD 7)	Display different portions in the document window.	
scroll box (WD 7)	Reflects the location of the	

	portion of the document that is displayed in the document.	
status bar (WD 7)	Presents information about the document.	
tab (WD 7)	Surrounds a collection group.	
contextual tabs (WD 8)	Different type of tab.	
gallery (WD 8)	Set of choices.	
live preview (WD 8)	Allows you to point to a gallery choice and see its effect in the document.	
Dialog Box Launcher (WD 9)	Low right corner of some groups on the Ribbon has a small arrow is called the Dialog Box Launcher.	
Enhanced ScreenTip (WD 9)	Is an on-screen not hat provides the name of the command.	
Mini toolbar (WD 9)	Contains commands related to changing the appearance of text.	
task pane (WD 9)	A window that remains open while you work in the document.	
Quick Access Toolbar (WD 10)	Provides easy access to frequently used commands.	
shortcut menu (WD 10)	Frequently used commands that relate to the right-clicked object.	
menu (WD 11)	Contains a list of commands.	
Office Button (WD 11)	Central location for managing and sharing documents.	
submenu (WD 11)	List of associated commands.	
Key Tip (WD 12)	Displayed keyboard codes.	
Key Tip badge (WD 12)	Press ALT keys.	
BACKSPACE (WD 13)	To delete what you just wrote one letter at a time.	

printout (WD 53)	A printed version of the document.	
insert mode (WD 58)	To insert a point.	
Word Help (WD 60)	TO display information about the document	