Microsoft Office Word 2007

Chapter Three: Creating a Cover Letter and a Resume

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	Enables you to elaborate on positive points in your resume.	
resume (WD 146)	Usually contains educational background and job experiences.	
template (WD 146)	A document with text.	
clip art (WD 153)	A predefined graphic	
Clip Organizer (WD 153)	Collection of clip art, photographs, sounds, and videos.	
graphics (WD 153)	Graphical images.	
task pane (WD 153)	A task plane enables you to do more multitask on one document.	
tab stop (WD 158)	Tells word where to position the insert point.	
tab character (WD 159)	Indents the paragraph.	
border (WD 161)	A solid line.	
clear formatting (WD 162)	Returns the format to normal style.	
complimentary close (WD 166)	Two lines below the last line.	
date line (WD 166)	Positioned two to six lines below the letterhead.	
inside address (WD 166)	Address courteous file.	
message (WD 166)	The body of the letter.	
salutation (WD 166)	Replacement for the person's name.	
signature block (WD 166)	Room for the author to put	

	their name.	
building block (WD 170)	Where you can store text and graphics.	
nonbreaking hyphen (WD 171)	Prevents words from breaking the line.	
nonbreaking space (WD 171)	Prevents two words from spacing.	
cell (WD 173)	Intersection of a column or a row.	
dimension (WD 173)	The specification of the total number of rows, and columns.	
table (WD 173)	A collection of rows and columns.	
end-of-cell mark (WD 174)	Formatting mark that assists you with formatting cells.	
end-of-row mark (WD 174)	Add columns to the right.	
column boundary (WD 178)	Boarder to the right of a column.	
row boundary (WD 178)	Boarder at the bottom of the column.	
table resize handle (WD 178)	A small square when you point to the end of the table.	
content control (WD 185)	Controls instructions for filling in a template.	
destination document (WD	Where items are copied to.	

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Office Clipboard (WD 188)	A temporary storage area.	
source document (WD 188)	A device where the items are copied from.	
line break (WD 194)	Advances the insertion point to the next physical line.	
sorting (WD 200)	Ordering characters in the matter.	

print preview (WD 201)	Shows what the document would look like if you would have print the document.	