

Name _____

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.	
resume (WD 138)	Usually contains the applicant's educational background and job experience.	
template (WD 138)	Is similar to a form with prewritten text.	
wizard (WD 138)	Asks several basic questions and uses a template to create a basic document.	I have never used a wizard before.
Resume Wizard (WD 141)	Lets Word format your resume with appropriate heading and spacing.	I have never written a resume before, so I have never used this.
print layout view (WD 148)	Shows an exact view of the printed page.	I use this to see what my document will look like before I print it.
table (WD 150)	A collection of rows and columns	I make tables for lab reports on Word
cell (WD 151)	The intersection of a row and a column	This is where I write specific information
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting and formatting cells.	I've never noticed this before.
gridlines (WD 151)	Help identify rows and	I never use these

	columns of a table	
style (WD 151)	A named group of formatting characteristics that you can apply to text.	I never choose styles already created. I make my own.
character styles (WD 152)	Affect formats of only selected characters.	Again, I don't use this.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I've never heard of this before.
paragraph styles (WD 152)	Affect formatting on an entire paragraph.	I've never heard of this before.
Styles and Formatting task pane (WD 152)	Another way to work with styles.	I never use this.
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table.	I never use this
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	I use bullets to make lists.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character.	I write these a lot, usually with phrases.
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line.	I noticed this before.
print preview (WD 158)	Displays entire document in reduced size on the Word screen	I use this to see what my document will look like before I print it.
tab stop (WD 163)	Tells Word where to position the insertion point when you press the TAB key.	I never mess around with its position
custom tab stop (WD 164)	Clears all default tab stops	I have never heard of this before
collect (WD 165)	To copy items from a document	I use this to move or repeat items in a document.