

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) | Prepares a document using your answers | |
| panel names (WD 141) | Names of the selected area of use in Wizard | |
| Resume Wizard (WD 141) | Type of wizard used to make resumes | |
| print layout view (WD 148) | View of the document as it will appear | |
| table (WD 150) | Collection of rows of columns | |
| cell (WD 151) | Intersection of row and column | |
| end-of-cell mark (WD 151) | Formatting mark used to assist with selecting cells | |
| gridlines (WD 151) | Identify rows and columns | |
| style (WD 151) | Named group of formatting characteristics | |
| character styles (WD 152) | Affect formats of only | |

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| | selected characters | |
| list styles (WD 152) | Affect alignment and fonts in a bulleted/numbered list | |
| paragraph styles (WD 152) | Affect format of entire paragraphs | |
| placeholder text (WD 152) | Area for inserted words that is previously written | |
| Styles and Formatting task pane (WD 152) | Where you view, create, and apply styles | |
| table styles (WD 152) | Affect styles in a word table | |
| bullet (WD 154) | Dot at beginning of paragraph | |
| bulleted list (WD 154) | List of bullets | |
| line break character (WD 154) | Advances insertion point | |
| print preview (WD 158) | Displays the whole doc in reduced size | |
| tab stop (WD 163) | Indicates where the tab indents to | |
| custom tab stop (WD 164) | A set tab stop | |
| collect (WD 165) | The ability to copy and paste | |
| Office Clipboard (WD 165) | Temporary storage area | |
| paste (WD 165) | Process of copying or cutting and then moving | |
| border (WD 172) | Solid line to side of paragraph | |
| clear formatting (WD 173) | Returning to normal formatting | |
| complimentary close (WD 175) | To lines below the last line in the message | |
| date line (WD 175) | Date that is positioned 2-6 lines below letterhead | |
| inside address (WD 175) | Courtesy's title, full name, business affiliation, address | |
| message (WD 175) | The body of the letter | |
| salutation (WD 175) | Beginning of message that is two lines below the | |

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| | address and is inside it | |
| signature block (WD 175) | Area to sign name | |
| AutoText entry (WD 178) nonbreaking hyphen (WD 180) | Use of same text frequency <hr/> Prevents a hyphenated word from splitting at end of line | |
| nonbreaking space (WD 180) | Prevents a word from splitting at end of line | |
| F3 (WD 181) | Shotcut to replace the AutoText entry name with stored | |
| AutoComplete tip (WD 182) | Shows what the word your typing may be | |
| dimension (WD 182) | Total number of rows and columns in a table | |
| tab character (WD 185) | Object that appears when you hit tab | |
| column boundary (WD 186) | Border to right of column | |
| row boundary (WD 186) | Border at bottom of row | |
| table resize handle (WD 186) | Used to resize the whole table | |
| smart tag (WD 191) | Button that automatically appears on the screen when certain actions are performed | |
| document summary (WD 193) | Where you can store additional info about the document | |
| file properties (WD 193) | Where you can store additional info about the document | |