

# 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)

<b>TERM</b>	<b>DEFINITION</b>	<b>TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE</b>
cover letter (WD 138)	Enables you to elaborate on positive points in your position.	Gives whoever is reading your resume a statement of intent.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	Creating a resume to serve as a profile to future employers.
template (WD 138)	Is similar to a form with prewritten text.	Used to create a resume, brochure, or other document easily.
wizard (WD 138)	Helpful in quickly and easily creating a customized document.	Used to create a resume, brochure, or other document easily.
panel names (WD 141)	A dialog box found within a wizard.	Used to quickly access commonly used features.
Resume Wizard (WD 141)	Helps a user create a resume from a template.	Used to create my resume!
print layout view (WD 148)	Shows an exact view of the printed page.	Used to view the document on the computer screen before printing.
table (WD 150)	Collection of rows and columns.	Used to organize data.
cell (WD 151)	Intersection of a row and column.	Holds individual data entries.
end-of-cell mark (WD 151)	Formatting mark that assists you with selecting, working with, and formatting cells.	Used when selecting and moving multiple cells at one time.
gridlines (WD 151)	Identify rows and columns	Used to quickly find

	in a table.	specific rows and columns.
style (WD 151)	Named group of formatting characteristics that you can apply to text.	Used to quickly and easily apply a visually appealing look to text.
character styles (WD 152)	Affect the formatting of only the selected characters.	Used to quickly and easily apply a visually appealing look to specific characters.
list styles (WD 152)	Affect the alignment and fonts in a numbered or bulleted list.	Used to change the bullet icon or other important formatting.
paragraph styles (WD 152)	Affect the formatting of an entire paragraph.	Used to quickly and easily apply a visually appealing look to a whole paragraph.
placeholder text (WD 152)	Text automatically entered by Word which needs to be replaced by the user.	Replaced the placeholder text when creating a document from a template.
Styles and Formatting task pane (WD 152)	Allows the user to view, create, and apply styles.	Used to quickly change the style of text.
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table.	Change the border, shading, font, or alignment in a table.
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	Used when creating a bulleted list.
bulleted list (WD 154)	List of paragraphs that each begin with a bullet character.	Used to quickly organize thoughts in a list.
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line.	Used to quickly find and advance the line break.
print preview (WD 158)	Provides a real-life view of the document before printing.	Used to save paper by viewing drafts on the computer screen.
tab stop (WD 163)	The location on the horizontal ruler that tells Word where to position the insertion point.	Used to adjust the tab field.
custom tab stop (WD 164)	Clears the standard tab stop so you can set where the tab will indent.	Used to set a custom tab stop.
collect (WD 165)	Copy.	Copy multiple items to the clipboard.
Office Clipboard (WD 165)	A universal clipboard available to all Office applications.	Used to move, copy, cut, and paste items to and from different Office

		applications.
paste (WD 165)	The process of copying an item and pasting it at the insertion point.	Used to quickly and easily move text.
border (WD 172)	Solid line.	Used to outline a page, text, or other special feature.
clear formatting (WD 173)	Returning the formatting style to normal.	Used to quickly and easily clear the formatting.
complimentary close (WD 175)	A way of saying good-bye, such as “sincerely” or “thank you”.	Used when writing letters for business.
date line (WD 175)	Includes the month, day, and year.	Used when composing a business letter.
inside address (WD 175)	Contains the recipient’s contact information and title.	Used when composing a business letter.
message (WD 175)	The body of a business letter.	Found in a business letter.
salutation (WD 175)	A word of greeting, such as “Dear”.	Found in a business letter.
signature block (WD 175)	Allows room for the writer to sign the letter. Usually three lines.	Found in a business letter.
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Automatically inserts a hyphen where necessary.	Helpful when typing a letter quickly.
nonbreaking space (WD 180)	A special space character that prevents two words from splitting.	Used in awkward situations.
F3 (WD 181)	Stores an auto-correct entry.	Used to quickly add to the autocorrect database.
AutoComplete tip (WD 182)	The tip which is displayed by allowing your cursor to hover over text.	Helpful if unsure what a feature or button will execute.
dimension (WD 182)	The total number of rows and columns in a table.	Used when creating a table.
tab character (WD 185)	Helpful when entering data into a table.	Used when entering data into a table.
column boundary (WD 186)	Border to the right of a column.	Used to quickly adjust the border of a table.
row boundary (WD 186)	The border at the bottom of a row.	Used to quickly adjust the border of a table.
table resize handle (WD 186)	Small square that appears when you point to the bottom-right corner of the	Used to quickly resize a table or other object.

	table.	
smart tag (WD 191)	Button that appears on the screen when Word performs a specific action.	Used to undo an unwanted autocorrect action.
document summary (WD 193)	Used to house general information about a document.	Helpful in finding the document's author.
file properties (WD 193)	Used to hold file specific information	Helpful in tracking a document.