

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.	I have never used this before.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I will use this in the future when I apply for jobs.
template (WD 138)	Is similar to a form with prewritten text.	I use templates to get my projects started.
wizard (WD 138)	Asks you several basic questions and then, based on your responses, uses a template to prepare and format a document for you.	I haven't used this before, but I will.
panel names (WD 141)	A wizard's dialog box displays a list of this.	I use this sometimes, but not a lot.
Resume Wizard (WD 141)	It lets Word format the resume with appropriate headings and spacing.	I used this on a project for resumes.
print layout view (WD 148)	Shows you an exact view of the printed page.	I use this to see how my paper will come out when I print it.
table (WD 150)	A collection of rows and columns.	I use this to organize my data.
cell (WD 151)	The intersection of a row and a column.	I haven't used this before.
end-of-cell mark (WD 151)	A formatting mark that assists you with selection	I haven't used this before.

	and formatting cells.	
gridlines (WD 151)	Help identify the rows and columns in a table.	I have used this before in my projects for school.
style (WD 151)	A named group of formatting characteristics that you can apply to text.	I use this to make my text more interesting.
character styles (WD 152)	Affect formats of only selected characters.	I use this sometimes, but not a lot.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I haven't used this before.
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	I have not ever used this before.
placeholder text (WD 152)	You enter the objective where the Resume Wizard inserted the words.	I have not used this before, but I will now.
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles.	I use this to view, create, and apply styles.
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table.	I use this to make borders on my papers.
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	I use this when I make study guides for tests.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character.	I use this to make lists that each begin with a bullet character.
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line.	I haven't used this before.
print preview (WD 158)	Displays the entire document in reduced size on the Word screen.	I use this to see what I am going to print.
tab stop (WD 163)	A location on the horizontal ruler that tell Word where to position the insertion point when you press the TAB key on the keyboard.	I use this to indent my paragraphs.
paste (WD 165)	The process of copying an item from the Office Clipboard into the document.	I use this to transfer data to and from the internet.
border (WD 172)	A solid line at any edge of a paragraph.	I use this on my documents for school.
clear formatting (WD 173)	Refers to returning the	I use this to start on my

	formatting to the Normal style: black font with no border.	documents for school.
complimentary close (WD 175)	Two lines below the last line of the message.	I haven't used this before.
message (WD 175)	Paragraphs are single-spaced with double-spacing between paragraphs.	I use this for my papers for school.
signature block (WD 175)	At least four lines below the complimentary close, allowing room for the author to sign its name.	I use this in documents or agreements.
AutoText entry (WD 178)	If you use the same text frequently you can store the text in this.	I use this for Times New Roman.
nonbreaking space (WD 180)	A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line.	I have not used this before for school, but I will soon.
F3 (WD 181)	It instructs Word to replace the AutoText entry name with the stored AutoText entry.	I have never used this before, but I like this little trick.
AutoComplete tip (WD 182)	Word displays its complete name above you typing.	I use this for months and other words.
dimension (WD 182)	When inserting a table, you must specify the total number of rows and columns required.	I have not had the chance to use this yet.
column boundary (WD 186)	The border to the right of a column, until the column is the desired width.	I use this when I make columns for newspaper articles.
row boundary (WD 186)	The border at the bottom of a row, until the row is the desired height.	I haven't used this before.
table resize handle (WD 186)	A small square that appears when you point to the bottom-right corner of the table.	I use this to resize objects from clip-art.
smart tag (WD 191)	A button that automatically appears on the screen when Word performs a certain action.	I used this on the test for office applications.
document summary (WD 191)	To help locate documents at	I haven't used this, but I

193)	a later time, you can store additional information about the document in this.	will the next time I have to write something for school.
file properties (WD 193)	To help locate documents at a later time, you can store additional info about the document in this.	I haven't sued this.