

Microsoft Office 2003

Concepts and Techniques

Word 2003

Project one

Creating and Editing a Word Document

Double Entry Journal

Key term:	Definition:	How this definition relates to your prior experience:
Microsoft Office Word (WD 4)	<u>Full-featured word processing program that allows you to create professional looking documents and revise them easily</u>	I use this to create flyers for babysitting and I am able to do my homework on it.
Language bar (WD 7)	<u>Contains buttons that allow you to speak commands and dictate text.</u>	I have never used this, but I think it would be helpful so I don't always have to type.
task pane (WD 7)	<u>A separate window that enables users to carry out some Word tasks more efficiently.</u>	It helps me find things and helps me understand word better.
toolbar (WD 7)	<u>Contains buttons and boxes that allow you to perform frequent tasks quickly.</u>	I frequently use the tool bar to bold, italicize, and underline so it helps me get to them fast.
document window (WD 10)	Displays text, table, graphics, and other items as you insert them in a document.	It allows me to see what I am doing.
end mark (WD 11)	A short horizontal line that indicates the end of the document.	I use this to know when to stop writing or when to write more.
horizontal rule (WD 11) horizontal rule (WD 11)	It is used to set tab stops, indent paragraphs, adjust column widths, and change page margins.	I use this to adjust the columns of the text.
insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.	This helps me to see where the text will go.

mouse pointer (WD 11)	It becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen.	I use this to see what I am clicking on.
scroll bar (WD 11)	Different portions of your document in the document window are displayed here.	This allows me to scroll down the page and see everything I have written.
scroll box (WD 11)	It reflects the location of the portion of the document that is displayed in the document window	It allows me to see how far I am down on the page.
status bar (WD 11)	This displays at the bottom of the document window, above the Windows taskbar and shows what page you are on.	This helps me to see what page I am on.
vertical ruler (WD 11)	The vertical ruler is the same as the horizontal ruler except it is on the left of the text instead of on the top.	It allows me to see how much more of the page I have left.
full menu (WD 12)	It lists all the commands associated with a menu.	It allows me to see everything.
menu (WD 12)	This contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting.	It helps me access things quick and easily.
menu bar (WD 12)	Is a special toolbar that displays the Word menu name.	This helps me see what category my need might be in.
short menu (WD 12)	It lists the most recent commands you have used.	I use this to see what I have used.
status indicators (WD 12)	Certain modes or keys that are turned on or off.	It allows me to see the status of the indicators
dimmed command (WD 13)	It appears gray, which indicates it is not available for the current selection.	It shows what I can't use.
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu.	I never use this command, but now I know what it is.
ScreenTip (WD 13)	A short on-screen note associated with the object to which you are pointing.	I use this to see what I am pointing at.

submenu (WD 13)	A list of additional commands associated with the selected command.	I use it to get into depth on what I need.
docked toolbar (WD 14)	A toolbar that is attached to an edge of the Word window.	It allows me to easily find all of the tools.
floating toolbar (WD 14)	This is not attached to an edge of the Word window; it appears in the middle of the Word window.	I have never used this before.
Formatting toolbar (WD 14)	A toolbar that involves the text, such as, bold, underline, and italicize.	I use this to fix the font and size on my text.
Standard toolbar (WD 14)	This involves all of document, such as, printing, saving, and copying.	I use this all the time to print my documents and open things.
file name (WD 28)	The name assigned to a file when it is saved.	I use this all the time to name my files when I save it.
folder (WD 29)	A specific location on a disk.	I use folders to make my documents more organized.
character formatting (WD 31)	This is the process of changing the way characters appear on the screen and in print.	I use this to emphasize certain words and improve readability of a document.
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	I use this to center or indent a paragraph.
select (WD 33)	highlight	I use this to change font size.
selected text (WD 33)	Highlighted Text	I sometimes use this.
left-aligned (WD 36)	The text moves to the left margin of the text.	I use this to move the text.
right-aligned (WD 36)	The right margin of the document is moved to the right.	I use this to move to the right.
centered (WD 38)	Position its text horizontally between the left and right margins.	I use this for titles.
Repeat command (WD 39)	Duplicates your last command so you can perform it again.	I have never used this before.
italicized (WD 41)	Text that has a slanted appearance.	I use this to move my text side ways.
underlined (WD 42)	Texts prints with an	I use this to underline my

underlined (WD 42)	underscore below each character.	titles.
bold (WD 44)	Character display somewhat thicker and darker than those that are not bold.	I use this to bold vocabulary terms for school.
clip art (WD 45)	Predefined graphics that you can insert into a document	I use this to make my documents more interesting.
Clip Organizer (WD 45)	It is where clip art is located and contains a collection of clips, photographs, sounds, and video clips.	I use this to organize my clip art
resizing (WD 49) selection rectangle (WD 49)	It includes both enlarging and reducing the size of a graphic,	I use this to make my clip art bigger or smaller.
sizing handles (WD 49)	Small squares at each corner and middle location	I have never used this.
hard copy (WD 53)	A printed version of the document.	I use this copy to turn into the teacher.
printout (WD 53)	It is the same as a hard copy.	I use this copy to turn into the teacher.
insert mode (WD 57)	As you type a character, Word inserts the character and moves all the characters to the right of the typed character on position to the right.	I have never used this.
overtyping mode (WD 57)	Word replaces characters to the right of insertion pt.	I don't like this mode because it deletes my work.
Word Help system (WD 60)	You can get answers to questions	I use this to answer my questions.