

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)

<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.	I use this sometimes.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	Haven't used yet but I'm sure that I will use it in the future.
template (WD 138)	Is similar to a form with prewritten text.	Good for when you need certain layouts.
wizard (WD 138)	Asks you questions and then based off the responses, it makes and formats a document.	Good for work related stuff.
panel names (WD 141)	Displays different sets of options.	I don't use this very often.
Resume Wizard (WD 141)	Formats the resume with appropriate headings and spacing.	Used for formatting purposes.
print layout view (WD 148)	Shows you an exact layout of the printed page.	I use this often to see what the document will look like printed.
table (WD 150)	A collection of rows and columns.	I use this sometimes when I need to create a table.
cell (WD 151)	An intersection of a row and column.	Good for when using tables
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting the formatting skills.	Used for formatting purposes.

gridlines (WD 151)	Help identify rows and columns in a table.	Good when I'm using tables.
style (WD 151)	A named group of formatting characteristics that you can apply to text.	Don't use this very often.
character styles (WD 152)	Affect formats of only selected characters.	I use this pretty often.
list styles (WD 152)	Affect alignment and font in a numbered or bulleted list.	Used often.
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	Used for formatting purposes.
placeholder text (WD 152)	You enter objective where the resume wizard enters the words, type objective here.	I use this sometimes but not too often.
Styles and Formatting task pane (WD 152)	Can view create and apply styles.	Used for formatting purposes.
table styles (WD 152)	Affect the borders shading alignment and fonts in the word table.	Don't use this very often.
bullet (WD 154)	A dot or other symbol at the beginning of a paragraph.	I use this whenever I need some kind of symbol but that's not too often.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet point.	Used for making lists.
line break character (WD 154)	Advances the intersection point to the beginning of the next physical line.	Don't use this very often.
print preview (WD 158)	Displays the entire document in reduced size on the word screen.	I use this often, right before I print I usually preview my page.
tab stop (WD 163)	A location on the horizontal ruler that tells word where to position the insertion point when you press the TAB key on your keyboard.	Don't use this that often.
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop.	Don't use this that often.
collect (WD 165)	Copy items and then paste them in a new location.	I do this but I don't know if I use this to do it.
Office Clipboard (WD 165)	A temporary storage area that holds up to 24 items copied from the office	I don't think I use this that often.

	application.	
paste (WD 165)	A process of coping an item from the office clipboard into the document at the location of the insertion point.	I do this pretty often.
border (WD 172)	A solid line.	Borders are always on the paper.
clear formatting (WD 173)	Refers to returning the formatting of the normal style.	Used for formatting purposes.
complimentary close (WD 175)	Two lines below the last line of the message, it's displayed.	Don't use this.
date line (WD 175)	Consists of month day and year, is positioned two to six lines below the letter head.	I use this for letters and such.
inside address (WD 175)	Placed three to eight lines below date line and consists of the addressee's courtesy title plus full name, business affiliation, and full geographical address.	I use this for letters and such.
message (WD 175)	Paragraphs are single spaced with double spacing between each paragraph.	I use this for letters or English papers.
salutation (WD 175)	Begins two lines below the last line of the inside address.	Good for writing letters.
signature block (WD 175)	At least four lines below the complimentary close allowing room for the author to sign his or her name.	Good for writing letters.
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Used to store text and be used throughout the whole document along with future documents. A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of the line.	Don't use this but seems as though it would be helpful.
nonbreaking space (WD 180)	A special character that prevents two words from	Nope, don't use this.

	splitting if the first word falls at the end of the line.	
F3 (WD 181)	Key that inserts word to replace the AutoText entry name with the stored AutoText entry.	Don't use this key very often.
AutoComplete tip (WD 182)	Word displays a complete name above your typing.	Don't use often.
dimension (WD 182)	Number of rows and columns wanted in the document.	Required to be used when you want columns and rows in your document.
tab character (WD 185)	Spacing related	Used sometimes
column boundary (WD 186)	The boarder to the right of the column.	Always there.
row boundary (WD 186)	The boarder at the bottom of the row.	Always there.
table resize handle (WD 186)	A small square that appears when you point to the bottom corner of the table.	Always appears
smart tag (WD 191)	A button that automatically appears when word performs a certain action.	Always appears.
document summary (WD 193)	Store additional information about a document to help you locate documents at a later date.	Not used very often.
file properties (WD 193)	Store additional information about a document to help you locate documents at a later date.	Not used very often.