

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)	A full featured word processing program that allows you to create professional looking documents and revise them easily.	I use Microsoft Office Word when I have projects or papers to do for classes.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text.	I have never used this feature before.
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently.	I have never used this feature before.
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly.	I use many things at one time that are stored on the toolbar when they are not in use.
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document.	This window shows what is currently being typed and what will be printed or shown when it's opened again.
end mark (WD 11)	A short horizontal line that indicates the end of the document.	I have seen this line and it tells me where my work has ended.
horizontal rule (WD 11) horizontal rule (WD 11)	Set tab stops, indent paragraphs, adjust column widths, and change page margins.	I don't usually use this feature when using Word.
insertion point (WD 11)	A blinking vertical bar that indicates where text will be	This bar shows where the next letter or punctuation

	inserted as you type.	mark will be typed.
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.	The pointer can be an "I" shape for where the insertion point will be or it will be a mouse pointer to perform a task.
scroll bar (WD 11)	Display different portions of your document in the document window.	I use the scroll bar to look at the top of my page or other parts of it.
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in the document window.	This shows me what section of the document I am currently in and how much of the document is there.
status bar (WD 11)	Displays at the bottom of the document window, above the Windows taskbar.	I look at this to see what page I am on and how many lines I have typed.
vertical ruler (WD 11)	Is sometimes displayed at the left edge of the Word window when you perform certain tasks.	I never use this feature.
full menu (WD 12)	Arrows at the bottom of the short menu, it expands into a full menu.	I use this when I need to find a feature that is not in the short menu.
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document.	I use this then I need to fix my document or when something needs to be changed.
menu bar (WD 12)	A special toolbar that displays the Word menu names.	I use this when I need to fix my document or when something needs to be changed.
short menu (WD 12)	A listing of your most recently used commands.	I use this when I use a feature repeatedly.
status indicators (WD 12)	Used to turn certain keys or modes on or off.	I have never used this before.
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	This happens frequently when I cannot perform a task that I want to do, but am not able to yet.
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu because it does not appear on the short menu.	I have used this before when I need a command used, but it was not available in the short menu.
ScreenTip (WD 13)	A short on-screen note	I have never used this.

	associated with the object to which you are pointing.	
submenu (WD 13)	A list of additional commands associated with the selected commands.	I use this frequently when I need a command that is related to a more generic command.
docked toolbar (WD 14)	A toolbar that is attached to an edge of the Word window.	I am not familiar with this feature.
floating toolbar (WD 14)	Is not attached to an edge of the Word window; that is, it appears in the middle of the Word window.	I use this when editing a photo or WordArt.
Formatting toolbar (WD 14)	Shows the different boxes and buttons for formatting a document.	I have used these buttons and boxes when editing or adding to my document.
move handle (WD 14)	The vertical dotted line on the left edge of the toolbar.	I have never used this.
Standard toolbar (WD 14)	The toolbar that has the basic commands for a document.	I have used this frequently.
file name (WD 28)	The name assigned to a file when it is saved.	I use this to find my document at a later date.
folder (WD 29)	A specific location on a disk.	I use this to organize my documents.
character formatting (WD 31)	The process of changing the way characters appear on the screen and in print.	I use this when I want to add a little spice to my document.
paragraph formatting (WD 31)	The process of changing the appearance of the paragraph.	I use this when I want my words to be typed in a certain way.
select (WD 33)	To change the size of the character ins the headline, you first must highlight both paragraphs in the headline.	I use this when I need to change something with my words.
selected text (WD 33)	The highlighted text.	I have used this when something was changed.
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges.	This is the default aligning and I use it most of the time.
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	I use this when I need to put my name and date on the document.
centered (WD 38)	Position the text horizontally between the	I use this when I am titling my documents.

	left and right margins on the page.	
Repeat command (WD 39)	Duplicates your last command so you can perform it again.	I do not use this command frequently.
italicized (WD 41)	Has a slanted appearance.	I use this when I want something specific have some stress.
underlined (WD 42) underlined (WD 42)	Prints with and underscore (_) below each character.	I use this when I want something specific to have some stress.
bold (WD 44)	Displays somewhat thicker and darker than those that are not bold.	I use this when I want something specific to have some stress.
clip art (WD 45)	Predefined graphics that you can insert in a document.	I use this when I want to add a picture to my document.
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographs, sounds, and video clips.	I can find what type of clip I want in my document in this feature.
graphic (WD 45)	Files containing graphical images are available from a variety of sources.	I use this when I need a picture in my document.
resizing (WD 49) selection rectangle (WD 49)	Resizing includes both enlarging and reducing the size of the graphic. Selection rectangle surrounds the picture so it can be resized.	I use this when I want my picture to be larger or smaller depending on how many pages I have for my document.
sizing handles (WD 49)	At each corner and middle location, you use the sizing handles to change the size of the graphic.	I use this when I want my picture to be larger or smaller.
hard copy (WD 53)	A printed version of the document.	I have used this numerous times.
printout (WD 53)	A printed version of the document.	I have used this numerous times.
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 one position to the right.	I use this when I have forgotten to put something into my document.
overtyping mode (WD 57)	Word replaces characters to the right of the insertion	I have used this before, but I prefer not to.

	point.	
Word Help system (WD 60)	At anytime while you are using Word, you can get answers to questions through this.	I use this occasionally when I forget how to do a command.