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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 not used this.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I have not used this.
template (WD 138)	Is similar to a form with prewritten text.	I have used this.
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 have not used this.
panel names (WD 141)	A dialog box with the wizard's name on its title bar.	I have not used this.
Resume Wizard (WD 141)	Word formats the resume with appropriate headings and spacing.	I have not used this.
print layout view (WD 148)	Shows an exact view of the printed page.	I have used this.
table (WD 150)	A collection of rows and columns.	I have used this.
cell (WD 151)	An intersection of a row and a column.	I have seen this.
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting	I have seen this.

	and formatting cells.	
gridlines (WD 151)	Help identify the rows and columns of a table.	I have seen this.
style (WD 151)	A named group of formatting characteristics that you can apply to text.	I have used this.
character styles (WD 152)	Affect formats of only selected characters.	I have used this.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I have used this.
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	I have used this.
placeholder text (WD 152)	Holds a place for a certain group of text.	I have not used this.
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles.	I have used this.
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table.	I have not used this.
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	I have used this.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character.	I have used this.
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line.	I have not used this.
print preview (WD 158)	Displays the entire document in reduced size on the Word screen.	I have used this.
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 the keyboard.	I have not used this.
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop.	I have not used this.
collect (WD 165)	You copy, or collect , items and then past them in a new location.	I have used this.
Office Clipboard (WD 165)	Is a temporary storage area that hold up to 24 items	I have not used this.

	(text or graphics) copied from any Office application.	
paste (WD 165)	The process of copying an item from the Office Clipboard into the document at the location of the insertion point.	I have used this.
border (WD 172)	A solid line at any edge of a paragraph.	I have not used this.
clear formatting (WD 173)	Refers to the returning the formatting to the Normal style.	I have used this.
complimentary close (WD 175)	Two lines below the last line of the message.	I have not used this.
date line (WD 175)	Consists of the month, day, and year, is positioned two to six lines below the letterhead.	I have not used this.
inside address (WD 175)	Is placed three to eight lines below the date line, usually contains the addressee's courtesy title plus, full name, business affiliation, and full geographical address.	I have not used this.
message (WD 175)	Begins two lines below the salutation. The paragraphs are single-spaced with double-spacing between paragraphs.	I have used this.
salutation (WD 175)	If present, begins two lines below the last line of the inside address.	I have used this.
signature block (WD 175)	At least four lines below the complimentary close, allowing room for the author to sign his or her name.	I have used this.
AutoText entry (WD 178)	If you use the same text frequently, you can store the text here and then use the stored entry throughout the open document, as well as future documents.	I have not used this.
nonbreaking hyphen (WD	A special type of hyphen	I am not sure about this.

180)	that prevents two words separated by a hyphen from splitting at the end of a line.	
nonbreaking space (WD 180)	A special space character that prevents two words from splitting is the first word falls at the end of a line.	I am not sure about this.
F3 (WD 181)	Instructs Word to replace the AutoText entry name with the stored AutoText entry.	I have not used this.
AutoComplete tip (WD 182)	As you type, Word searches the list of AutoText entry names, and if one matches your typing, word displays its complete name above you typing.	I have used this.
dimension (WD 182)	When inserting a table, you must specify the total number of rows and columns required.	I have used this.
tab character (WD 165)	When you press the TAB key, this formatting mark appears in the empty space between the tab stops.	I have used this.
column boundary (WD 186)	The border to the right of a column until the column is the desired width.	I have used this.
row boundary (WD 186)	The border at the bottom of a row until the row is the desired height.	I have used this.
table resize handle (WD 186)	A small square that appears when you point to the bottom-right corner of the table.	I have used this.
smart tag (WD 191)	A button that automatically appears on the screen when Word performs a certain action.	I have not used this.
document summary (WD 193)	The summary of a document as in contents. You can specify items such as a title, subject, category, keyword(s), and comment(s).	I have not used this.

file properties (WD 193)	Helps locate documents at a later time when you store additional information about the document.	I have not used this.
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