

# 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 resume.	No experience
resume (WD 138)	Contains the applicant's educational back around and job experience.	No experience
template (WD 138)	Is similar to a form with prewritten text that is prepared by word fills in the blanks of the template.	No experience
wizard (WD 138)	Asks several basic questions then uses a template to format a document just for you.	No experience
panel names (WD 141)	Is located on the left side is displaying on the left side of the dialogue box.	No experience
Resume Wizard (WD 141)	Word formats the resume with appropriate headings and spacing.	No experience
print layout view (WD 148)	Shows you the exact view of the printed page.	I use this sometimes
table (WD 150)	It is a collection of rows and columns.	I use this sometimes
cell (WD 151)	The intersection of a row and a column, filled with text.	I use this sometimes
end-of-cell mark (WD 151)	A formatting mark that	No experience

	assists you with selecting and formatting cells.	
gridlines (WD 151)	Help identify the rows and columns in a table.	This is one of the properties I use when I use tables
style (WD 151)	A named group of formatting characteristics that you can apply to the text.	I use this often
character styles (WD 152)	Affect the formats of only selected characters.	I use this often
list styles (WD 152)	Affect the alignments and fonts in a word table.	No experience
paragraph styles (WD 152)	Affect the formatting of an entire paragraph.	No experience
placeholder text (WD 152)	Type here objective where Wizard inserts the words.	No experience
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles	I use this often
table styles (WD 152)	Affect the borders	No experience
bullet (WD 154)	A dot positioned at the begging of a paragraph	I use this often
bulleted list (WD 154)	A list of paragraphs	I use this often
line break character (WD 154)	Advances the insertion point to the begging of the next physical line	I use this often
print preview (WD 158)	Displays the entire document in reduced size on the Word screen	I use this often
tab stop (WD 163)	A location on the horizontal ruler	No experience
custom tab stop (WD 164)	Word clears al default tab stops	No experience
collect (WD 165)	copy	No experience
Office Clipboard (WD 165)	A temporary storage area	I use this often
paste (WD 165)	The process of copying an item form the Office Clipboard into a document at the location of the insertion point	I use this often
border (WD 172)	A solid line	I use this often

clear formatting (WD 173)	Returning to original format	I use this often
complimentary close (WD 175)	Feature designed to include closings	No experience
date line (WD 175)	Consists of month date and year	I use this often
inside address (WD 175)	Contains the title plus full name	No experience
message (WD 175)	Paragraphs are single spaced	I use this often
salutation (WD 175)	The closing	No experience
signature block (WD 175)	Allows room for the author to add his signature	No experience
nonbreaking space (WD 180)	A special space character that prevents the splitting of two words	No experience
AutoComplete tip (WD 182)	Displays its complete name above your typing	No experience
dimension (WD 182)	Total number of rows and columns	No experience
column boundary (WD 186)	Border at the right of the column	No experience
row boundary (WD 186)	The border at the bottom of the row	No experience
table resize handle (WD 186)	Resizes the entire table	No experience
smart tag (WD 191)	A button the automatically appears on the screen	No experience
document summary (WD 193)	Additional information about the document	No experience
file properties (WD 193)	Additional information about the document	No experience