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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've only used this in this class |
| resume (WD 138) | Usually contains the applicant's educational background and job experience. | I've only used this in this class. |
| template (WD 138) | Is similar to a form with prewritten text. | I have never used this before |
| wizard (WD 138) | Asks several basic questions and based on your answers prepares a document for you | I haven't used this before |
| panel names (WD 141) | An option in which you select preferences or enter text | I don't remember ever using this before |
| Resume Wizard (WD 141) | Word formats a resume with headings and spaces | I've used this in this class to make a fake resume |
| print layout view (WD 148) | Shows you the exact view of the printed page | I use this before I print to see how it will look |
| table (WD 150) | Collection of rows and columns | I use this sometimes to sort my information |
| cell (WD 151) | Intersection of a row and a column | I write information in the cells of tables |
| end-of-cell mark (WD 151) | Formatting mark that assists you with selecting and formatting cells. | I don't think I've ever used this |
| gridlines (WD 151) | Helps identify the rows and columns in a table. | I use this when I make a table. |

| style (WD 151) | Named group of formatting characteristics that you can apply to text | I rarely use this |
|---|---|---|
| character styles (WD 152) | Affect formats of only selected characters. | I don't think I have ever used this |
| list styles (WD 152) | Affect alignment and fonts in a numbered or bullet list | I don't know if I've ever used this |
| paragraph styles (WD 152) | Affect formatting of an entire paragraph | I might have used this before |
| Styles and Formatting task pane (WD 152) | You can view, create and apply styles | I don't believe that I have use this before |
| table styles (WD 152) | Affect the borders,shading, alignment and fonts of a table | I might have used this before. |
| bullet (WD 154) | A dot or other symbol at the beginning of a paragraph | I use this when I am making a list |
| bulleted list (WD 154) | Is a list of paragraphs that each begin with a bullet character | I use this to make a list which is organized |
| line break character (WD 154) | Advances the insertion point to the beginning of the next physical line | I might have used this before. |
| print preview (WD 158) | Displays the entire document in a reduced size on the Word screen | This shows me what my document will look like before I print it |
| tab stop (WD 163) | Tells Word were to position the insertion point | I used this when I indent paragraphs |
| custom tab stop (WD 164) | You can set your own insertion point | I never use this |
| collect (WD 165) | Copy | I use this to copy items |
| Office Clipboard (WD 165) | A temporary storage of copied items | I use this sometimes |
| paste (WD 165) | Process of copying an item into a  document | I use this sometimes |
| border (WD 172) | A solid line | I rarely use this |
| clear formatting (WD 173) | Refers to returning the formatting to the Normal style | I rarely use this |
| complimentary close (WD 175) | Displayed two lines below the last line of the message | I don't believe that I have use this before |
| date line (WD 175) | Consist of the month, day and year | I might have used this before. |
| inside address (WD 175) | Placed 3 to 8 lines below | I don't believe that I have |

| | the date | use this before |
|---|---|---|
| message (WD 175) | Paragraphs that are singled spaced | I use this sometimes |
| salutation (WD 175) | Begins two line | I don't believe that I have use this before |
| signature block (WD 175) | Allows the author to sign there name | I never use this |
| AutoText entry (WD 178) | If you use the same phrase a lot you can save it | I might have used this before. |
| nonbreaking space (WD 180) | A special space character that prevents 2 words from splitting at the end of a line | I don't believe that I have use this before |
| F3 (WD 181) | Replaces auto text | I never use this |
| AutoComplete tip (WD 182) | Displays a completed name above your typing | I might have used this before. |
| dimension (WD 182) | When inserting a table you must specify the total number of rows and columns | I never use this |
| column boundary (WD 186) | The border to the right of a column | I use this sometimes |
| row boundary (WD 186) | The border to the bottom of a column | I rarely use this |
| table resize handle (WD 186) | Small squares that appear when you point to the bottom-right corner of the table | I don't believe that I have use this before |
| smart tag (WD 191) | A button that appears at the bottom of your screen after a certain action | I use this sometimes |
| document summary (WD 193) | Helps locate the documents after you store additional information | I might have used this before. |
| file properties (WD 193) | Helps locate the documents after you store additional information | I might have used this before. |