

Microsoft Office Word 2007

Chapter One: Creating and Editing a Word Document

Double Entry Definition Journal

Keyterm	Definition	How does this key term relate to your prior experience?
Microsoft Office Word 2007 (WD 2)	Full featured word processing program	8 th grade WP
format (WD 4)	The structure that allows documents to reside in which being worked on	8 th grade WP
save (WD 4)	To store a document permanently	8 th grade WP
document window (WD 6)	Used to view a portion of a document on the screen	8 th grade WP
insertion point (WD 6)	Blinking vertical bar that indicates where text, graphics and other items will be inserted	8 th grade WP
Print Layout view (WD 6)	Shows the document on a mock sheet of paper in the document window	8 th grade WP
active tab (WD 7)	Displayed in Home tab	8 th grade WP
Home tab (WD 7)	Primary tab, contains the more frequently used commands	8 th grade WP
mouse pointer (WD 7)	Becomes different shapes depending on task performed in Word and pointer's location on screen	8 th grade WP
Ribbon (WD 7)	Provides easy central access to tasks you perform while creating a document	8 th grade WP
scroll arrow (WD 7)	Located at each end of a scroll bar, used to scroll through or display different portions of the document	8 th grade WP

scroll bar (WD 7)	Displays different portions of a document in the document window	8 th grade WP
scroll box (WD 7)	Reflects the location of the portion of the document that is displayed in the document window	8 th grade WP
status bar (WD 7)	Presents information about the document, the progress of current tasks and status of commands and keys; it provides controls for viewing	8 th grade WP
tab (WD 7)	Surrounds a collection of groups, and each group contains related commands	8 th grade WP
contextual tabs (WD 8)	Used when performing certain tasks or work with objects like pictures or tables	8 th grade WP
gallery (WD 8)	Set of choices, often graphical, arranged in a grid or in a list	8 th grade WP
live preview (WD 8)	Allows you to point to a gallery choice and see its effect in the document without actually selecting the choice	8 th grade WP
Dialog Box Launcher (WD 9)	Small arrow that displays a dialog box or a task pane with additional options for the group	8 th grade WP
Enhanced ScreenTip (WD 9)	On-screen note that provides the name of the command, available keyboard shortcuts, a description of the command, and sometimes instructions for how to obtain help about the command	8 th grade WP
Mini toolbar (WD 9)	Appears automatically based on tasks you perform, contains commands related to changing the appearance of text in a document	8 th grade WP
task pane (WD 9)	A window that can remain	8 th grade WP

	open and visible while you work in the document	
Quick Access Toolbar (WD 10)	Provides easy access to frequently used commands, located by default above the Ribbon	8 th grade WP
shortcut menu (WD 10)	List of frequently used commands that relate to the right-clicked object	8 th grade WP
menu (WD 11)	Contains a list of commands	8 th grade WP
Office Button (WD 11)	Central location for managing and sharing documents	8 th grade WP
submenu (WD 11)	List of additional commands associated with the selected command	8 th grade WP
Key Tip (WD 12)	Displayed code letter used to select a command	8 th grade WP
Key Tip badge (WD 12)	Keyboard code icon for certain commands	8 th grade WP
BACKSPACE (WD 13)	Can press the key until you have deleted the text in error and then retype the text correctly	8 th grade WP
Spelling and Grammar Check icon (WD 13)	Appears on the status bar, checks for spelling errors	8 th grade WP
formatting mark (WD 14)	A character that Word displays on the screen but is not visible on the printed document	8 th grade WP
nonprinting character (WD 14)	Another word for formatting mark	8 th grade WP
wordwrap (WD 14)	Allows you to type words continually without pressing enter key at end of each line	8 th grade WP
file (WD 18)	A saved document	8 th grade WP
file name (WD 18)	The name assigned to a file when it is saved	8 th grade WP
folder (WD 19)	An organization tool used to store files	8 th grade WP
character formatting (WD 22)	The process of changing the way characters appear on the screen	8 th grade WP
bullet (WD 23)	A dot or other symbol at the	8 th grade WP

	beginning of the paragraph; used to list things	
font (WD 23)	Typeface	8 th grade WP
font size (WD 23)	Specifies the size of the characters, measured by points	8 th grade WP
left-aligned (WD 23)	Flush at the left margin of the document	8 th grade WP
Normal style (WD 23)	11-point Calibri font	8 th grade WP
point (WD 23)	1/72 of one inch in height	8 th grade WP
style (WD 23)	A group of formatting characteristics, including font and font size	8 th grade WP
theme (WD 23)	A set of uniformed formats for fonts, colors and graphics	8 th grade WP
centered (WD 26)	Text centered in middle of document	8 th grade WP
bulleted list (WD 32)	A series of paragraphs each beginning with a bullet	8 th grade WP
bold (WD 34)	Makes characters thicker and darker	8 th grade WP
underlined (WD 35)	Text with an underscore (_)	8 th grade WP
italicized (WD 36)	Text that is slanted	8 th grade WP
Quick Style (WD 36)	In the styles gallery, part of a styles set	8 th grade WP
style set (WD 36)	A group of frequently used styles formatted so they look pleasing when used together	8 th grade WP
color scheme (WD 37)	12 complementary colors for text etc. in the document	8 th grade WP
font set (WD 37)	Defines format for headings and body text	8 th grade WP
download (WD 41)	The process of copying something to your computer	8 th grade WP
virus (WD 41)	A computer program that can damage files and programs	8 th grade WP
selection rectangle (WD 42)	What appears around a selected graphic	8 th grade WP
sizing handles (WD 42)	Resizing tabs at the edges of graphics	8 th grade WP
scroll (WD 43)	When you move the on-screen document up and down	8 th grade WP

resizing (WD 46)	Enlarging and reducing the size of the graphic	8 th grade WP
document properties (WD 50)	Details about a file	8 th grade WP
keywords (WD 50)	Words or phrases that further describe the document	8 th grade WP
metadata (WD 50)	Document properties	8 th grade WP
automatically updated properties (WD 51)	File system properties and statistics	8 th grade WP
Document Information Panel (WD 51)	Areas where you can view and enter document properties	8 th grade WP
standard properties (WD 51)	Properties that include author, title, and subject	8 th grade WP
printout (WD 53)	A hard copy of a document	8 th grade WP
insert mode (WD 58)		8 th grade WP
Word Help (WD 60)	You can find answers to questions and display information about various topics	8 th grade WP