Microsoft Office Word 2007

Chapter Three: Creating a Cover Letter and a Resume

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	Enables you to elaborate on positive points in your resume, it provides you with an opportunity to show a potential employer your writing skills	No prior experience
resume (WD 146)	Contains the applicant's educational background and job experience	No prior experience
template (WD 146)	Similar to a form with prewritten text; Word prepares the requested document with text and/or formatting common to all documents of this nature	Designing documents/projects
clip art (WD 153)	Predefined graphic	Inserting simple images into word
Clip Organizer (WD 153)	Contains a collection of clip art, photographs, sounds and videos	Inserting images into word
graphics (WD 153)	Files containing graphical images	Inserting images into word
task pane (WD 153)	Separate window that enables you to carry out some Word tasks more efficiently	8th WP
tab stop (WD 158)	Location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard	Writing papers/ indenting paragraphs
tab character (WD 159)	Formatting mark which appears in the empty space between the tab stops	Indenting using tabs
border (WD 161)	A solid line at any edge of a	No prior experience

	paragraph	
clear formatting (WD 162)	Refers to returning the formatting to the Normal style	Formatting documents
complimentary close (WD 166)	Located two lines below the last line of the message; letter element	Typing a letter
date line (WD 166)	Consists of the month, day, and year; positioned two to six lines below the letterhead	Typing a letter
inside address (WD 166)	Placed three to eight lines below the date line, contains the courtesy title plus full name, job title, business affiliation, and full geographical address	Typing a letter
message (WD 166)	The body of the letter	Typing a letter
salutation (WD 166)	Begins two lines below the last line of the inside address; e.g.; Dear…etc.	Typing a letter
signature block (WD 166)	Room for the author to sign his or her name; four blank lines below the complimentary close	Signing a letter
building block (WD 170)	Storing text or graphic and using the entry in the open document and in future documents if needed	No prior experience
nonbreaking hyphen (WD 171)	A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line	8th WP
nonbreaking space (WD 171)	A special space character that prevents two words from splitting if the first word falls at the end of a line	8th WP
cell (WD 173)	Intersection of a row and a column, filled with text	Microsoft Excel
dimension (WD 173)	The total number of rows and columns required in a table	Inserting a table
table (WD 173)	Collection of rows and columns	Microsoft Excel
end-of-cell mark (WD 174)	Formatting mark that assists you with selecting and formatting cells	Editing tables
end-of-row mark (WD 174)	Used to add columns to the	Formatting tables

	right of a table	
column boundary (WD 178)	The border to the right of a column	Formatting tables
row boundary (WD 178)	Border at the bottom of a row, until the row is the desired height	Formatting tables
table resize handle (WD 178)	Small square that appears when you point to a corner of the table	Formatting tables
content control (WD 185)	Contains instructions for filling areas of the template	No prior experience
destination document (WD 188)	The document in which items are copied to	Copying and pasting
Office Clipboard (WD 188)	Temporary storage area that holds up to 24 items (text or graphics) copied from any Office program	Copying and pasting
source document (WD 188)	The document in which items are copied from	Copying and pasting
line break (WD 194)	Advances the insertion point to the beginning of the next physical line, ignoring any paragraph formatting	No prior experience
sorting (WD 200)	Ordering characters in alphabetic, numeric, or date order based on the first character in each paragraph	No prior experience
print preview (WD 201)	displays the entire document in reduced size on the Word screen	printing