

Name _____

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.	
resume (WD 138)	Usually contains the applicant's educational background and job experience.	
template (WD 138)	Is similar to a form with prewritten text.	
wizard (WD 138)	Uses a template based on your responses to prepare and format a document	
panel names (WD 141)	Each panel presents a different set of options in which you select preferences or enter text	
Resume Wizard (WD 141)	Lets Word format the resume with appropriate headings and spacing	
print layout view (WD 148)	Shows you an exact view of the printed page	
table (WD 150)	A collection of rows and columns	
cell (WD 151)	The intersection of a row and a column	
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting and formatting cells	

gridlines (WD 151)	Helps identify the rows and columns in a table	
style (WD 151)	A named group of formatting characteristics that you can apply to text	
character styles (WD 152)	Affects formats of only selected characters	
list styles (WD 152)	Affects alignment and fonts in a numbered or bulleted list	
paragraph styles (WD 152)	Affects formatting of entire paragraph	
placeholder text (WD 152)	Enter the object where the Resume Wizard inserts the words, Type Here	
Styles and Formatting task pane (WD 152)	Can view, create, and apply styles	
table styles (WD 152)	Affects the borders, shading, alignment, and fonts in the Word Table	
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph	
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character	
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line	
print preview (WD 158)	Displays the entire document in reduced size on the Word screen	
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	
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab	
collect (WD 165)	Copy items and then paste them in a new location	
Office Clipboard (WD 165)	A temporary storage area that hold up to 24 items ant then pastes them in a new	

	location	
paste (WD 165)	The process of copying an item from the Office Clipboard into a document at the location of the insertion point	
border (WD 172)	A solid line at any edge of a paragraph	
clear formatting (WD 173)	Refers to returning the formatting to the Normal style	
complimentary close (WD 175)	Two line below the last line of the message, it is displayed. Capitalize only the first word	
date line (WD 175)	Consists of the month, day and year, is positioned two to six lines below the letterhead	
inside address (WD 175)	Placed three to eight lines below the date line, consists of the addressee's courtesy title plus full name, business affiliation, and full graphical address	
message (WD 175)	Paragraph are single-spaced with double-spacing between paragraphs	
salutation (WD 175)	Two lines below the last line of the inside address	
signature block (WD 175)	At least four lines below the complimentary close, allowing room for the author to sign his or her name	
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Using the same text frequently is stored here, and then can use the stored entry throughout the open document as well as future documents A special type of hyphen 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 if the first word falls at the end of a line	
F3 (WD 181)	Instructs Word to replace the AutoText entry name with the stored AutoText entry	
AutoComplete tip (WD 182)	While typing, Word displays its complete name above your typing	
dimension (WD 182)	Specific number of rows and columns required	
tab character (WD 185)		
column boundary (WD 186)	The border to the right of a column until the column is the desired width	
row boundary (WD 186)	The border at the bottom of a row until the row is the desired height	
table resize handle (WD 186)	The small square that appears when you point to the bottom-right corner of the table	
smart tag (WD 191)	A button that automatically appears on the screen when Word performs a certain action	
document summary (WD 193)	The file properties when the document is saved	
file properties (WD 193)	Helps locate documents at a later time, you can store additional information about the document	