

# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project one**

### **Creating and Editing a Word Document**

Double Entry Journal

| <b>Key term:</b>                                   | <b>Definition:</b>   | <b>How this definition relates to your prior experience:</b> |
|--|--|--|
| Microsoft Office Word (WD 4)                       | Full featured word processing program that allows you to create processing programs      |  |
| Language bar (WD 7)                                | Contains buttons that allow you to speak commands and dictate text                       |  |
| task pane (WD 7)                                   | Enables users to carry out some Word tasks more efficiently                              |  |
| toolbar (WD 7)                                     | Contains buttons and boxes that allow you to perform frequent tasks quickly              |  |
| document window (WD 10)                            | Displays text, tables, graphics, and other items   |  |
| end mark (WD 11)                                   | Short horizontal ruler   |  |
| horizontal rule (WD 11)<br>horizontal rule (WD 11) | Used to set tab stops, indent paragraphs, adjust column widths, and change page margins. |  |
| insertion point (WD 11)                            | Indicates where text will be inserted as you type  |  |
| mouse pointer (WD 11)                              | Becomes different shapes depending on the task you are performing                        |  |
| scroll bar (WD 11)                                 | Displays different portions of you document  |  |
| scroll box (WD 11)                                 | Reflects the location of the portion of the document                                     |  |
| status bar (WD 11)                                 | Presents information about   |  |

|                            |   |  |
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|                            | the location of the insertion point and the progress of current tasks, as well as the status of certain commands, keys, and buttons |  |
| vertical ruler (WD 11)     | Displayed at the left edge of the Word window when you perform certain tasks  |  |
| full menu (WD 12)          | Lists all the commands associated with a menu   |  |
| menu (WD 12)               | Contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document       |  |
| menu bar (WD 12)           | Toolbar that displays the Word menu names.  |  |
| short menu (WD 12)         | Listing of your most recently used commands   |  |
| status indicators (WD 12)  | Used to turn certain keys or modes on or off  |  |
| dimmed command (WD 13)     | Appears gray, or dimmed instead of black, which indicates it is not available for current use                                       |  |
| hidden command (WD 13)     | A command with medium blue shading in the rectangle to its left on a full menu  |  |
| ScreenTip (WD 13)          | Short on-screen note associated with the object to which you are pointing   |  |
| submenu (WD 13)            | A list of additional commands associated with the selected command  |  |
| docked toolbar (WD 14)     | A toolbar that is attached to an edge of the Word window  |  |
| floating toolbar (WD 14)   | Not attached to an edge of the Word window, appears in the middle of the Word window  |  |
| Formatting toolbar (WD 14) | Built in tool bar   |  |
| move handle (WD 14)        | Displays all the buttons on either toolbar  |  |

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|---|--|--|
| Standard toolbar (WD 14)                        | Built in toolbar   |  |
| file name (WD 28)                               | The name assigned to a file when it is saved   |  |
| folder (WD 29)                                  | A specific location on a disk  |  |
| character formatting (WD 31)                    | The process of changing the way characters appear on the screen and in print                   |  |
| paragraph formatting (WD 31)                    | The process of changing the appearance of a paragraph  |  |
| select (WD 33)                                  | Highlight the text   |  |
| selected text (WD 33)                           | The highlighted text   |  |
| left-aligned (WD 36)                            | Flush at the left margin of the document with uneven right edges                               |  |
| right-aligned (WD 36)                           | Flush at the right margin of the document with uneven left edges                               |  |
| centered (WD 38)                                | Positions its text horizontally between the left and right margins                             |  |
| Repeat command (WD 39)                          | Duplicates your last command so you can perform it again                                       |  |
| italicized (WD 41)                              | Text has a slanted appearance  |  |
| underlined (WD 42)<br>underlined (WD 42)        | Text prints with an underscore   |  |
| bold (WD 44)                                    | Characters display thicker and darker than the others  |  |
| clip art (WD 45)                                | Predefined graphics that you can insert in a document  |  |
| Clip Organizer (WD 45)                          | Contains a collection of clips, including clip art, as well as photos, sounds, and video clips |  |
| graphic (WD 45)                                 | Graphical images   |  |
| resizing (WD 49)<br>selection rectangle (WD 49) | Can enlarge and reduce the size of the graphic<br>The small squares that                       |  |

|                          |   |  |
|--------------------------|---|--|
|                          | surround the graphic  |  |
| sizing handles (WD 49)   | Small squares in the selection rectangle that changes the size of the graphic |  |
| hard copy (WD 53)        | Printed version of the document   |  |
| printout (WD 53)         | Printed version of the document   |  |
| insert mode (WD 57)      | The default typing mode   |  |
| overtyping mode (WD 57)  | Word replaces characters to the right of the insertion point                  |  |
| Word Help system (WD 60) | A system that you can get answers to questions you may have                   |  |