

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.	Never use
resume (WD 138)	Usually contains the applicant's educational background and job experience.	Never use
template (WD 138)	Is similar to a form with prewritten text.	Used in office apps.
wizard (WD 138)	Ask you several basic questions	Used to create a resume
panel names (WD 141)	Wizard's list along left side	Never use
Resume Wizard (WD 141)	Word format the resume with appropriate headings and spacing	Use project 3
print layout view (WD 148)	Shows you an exact view of the printed page	Use project 3
table (WD 150)	Is a collection of rows & columns	Use project 3
cell (WD 151)	Intersection of a row and a column; filled with text	Use project 3
end-of-cell mark (WD 151)	Formatting mark that assists you in selecting and formatting cells	Use project 3
gridlines (WD 151)	Help identify the rows and columns in a table	Use project 3
style (WD 151)	Named group of formatting	Use project 3

	the document using styles	
character styles (WD 152)	Affect formats of only selected characters	Use project 3
list styles (WD 152)	Affect alignment & fonts in a numbered or bullet list	Use project 3
paragraph styles (WD 152)	Affect formatting of an entire paragraph	Use project 3
placeholder text (WD 152)	Where wizard inserts word for you to fill in	Use project 3
Styles and Formatting task pane (WD 152)	Can be view ,create, an apply styles	Use project 3
table styles (WD 152)	Affect borders, shading, alignment , and fonts	Use project 3
bullet (WD 154)	Is a dot or other symbol positioned at the beginning of paragraph	Use project 3
bulleted list (WD 154)	Is a list of paragraph that each begins with a bullets	Use project 3
line break character (WD 154)	Advances the intersection point to the beginning of next physical line	Use project 3
print preview (WD 158)	Displays entire document	Use project 3
tab stop (WD 163)	Is location on horizontal ruler that tells word where to position the intersection point	Use project 3
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop	Use project 3
collect (WD 165)	Items and then paste them in new location	Use project 3
Office Clipboard (WD 165)	Temporary storage area that holds up to 24 items copied from office applications	Use project 3
paste (WD 165)	Process of copying an item from office clipboard into document	Use project 3
border (WD 172)	When you draw a solid line	Use project 3
clear formatting (WD 173)	Refers to returning the formatting to the location of insertion point	Use project 3
complimentary close (WD 175)	Two lines below the last lines	Use project 3

date line (WD 175)	Consists of the month, date, and years, positioned 6 lines below letterhead	Use project 3
inside address (WD 175)	3-8 lines below the date line	Use project 3
message (WD 175)	The body of the letter	Use project 3
salutation (WD 175)	Begins 2 lines below the last lines inside address	Use project 3
signature block (WD 175)	Least 4 lines below the complimentary close	Use project 3
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Store the text , to use the same frequently A special type of hyphen that prevents 2 word separated by hyphen	Use project 3
nonbreaking space (WD 180)	Special space character prevents 2 word from splitting	Use project 3
F3 (WD 181)	Instructs word to replace the Auto Text entry name with the stores one	Use project 3
AutoComplete tip (WD 182)	Word displays is complete name above your typing	Use project 3
dimension (WD 182)	Specify the total number of rows in a table	Use project 3
tab character (WD 185)		Use project 3
column boundary (WD 186)	Border to the right of a column	Use project 3
row boundary (WD 186)	Border at the bottom of a row	Use project 3
table resize handle (WD 186)	Is a small square that appears when you point to the bottom- right	Use project 3
smart tag (WD 191)	Button that automatically appears on the screen	Use project 3
document summary (WD 193)	When you save it	Use project 3
file properties (WD 193)	Can store additional information	Use project 3