

Microsoft Office 2003

Concepts and Techniques

Word 2003

Project one

Creating and Editing a Word Document

Double Entry Journal

Key term:	Definition:	How this definition relates to your prior experience:
Microsoft Office Word (WD 4)	A full featured word processing program that allows you to create professional looking documents and revise them easily.	I used this when I do any papers
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text	I have never used this
task pane (WD 7)	A separate window that enables users to carry out some word tasks more efficiently	I used this in eight grade during typing class
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly.	I use them when I write papers for my classes
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document.	Used for a lab in science
end mark (WD 11)	Is a short horizontal line that indicates the end of the document	This is used when I write papers
horizontal rule (WD 11) horizontal rule (WD 11)	Horizontal ruler- used to set tabs, indent paragraphs, adjust column widths, and change page margins.	I used this when I do lab and papers
insertion point (WD 11)	Is a blinking vertical bar that indicates where text will be inserted as you type.	I seen this when I have written papers
mouse pointer (WD 11)	Becomes different shapes	Use it all the time

	depending on the task you are performing in word and the pointer's location.	
scroll bar (WD 11)	Displays different portions of your document in the document window	Used it in the SAM test
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in later projects.	Used it in the SAM test
status bar (WD 11)	Displays different portions of your document in the document window	When I need to do something for a paper
vertical ruler (WD 11)	Displayed at the left edge of the Word window when you perform certain task	Used it in the SAM test
full menu (WD 12)	Lists all the commands associated with a menu. You can display a full menu immediately by double - clicking the menu name on the menu name on the menu bar.	Us this when I have to change the font, paragraph, and etc.
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving storing, printing, and formatting draft.	I first used this was I was starting out using Microsoft
menu bar (WD 12)	Is a special toolbar that displays the Word menu names.	Use this a lot when writing
short menu (WD 12)	Listing your most recently used commands.	I use this when I want to see what I have done to make the paper
status indicators (WD 12)	Use it to turn certain keys or modes on or off.	Used it in the SAM test
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for current selections.	Used it in the SAM test
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu.	Used it in the SAM test
ScreenTip (WD 13)	Is a short on screen note associated with the object to	Never use this before

	which you are pointing.	
submenu (WD 13)	Which is a list of additional commands associated with the selected command	Used it in the SAM test
docked toolbar (WD 14)	Is a toolbar that is attached to an edge of the Word window. Where standard and formatting	Used it in the SAM test
floating toolbar (WD 14)	Is not attached to an edge of the Word window; that is, it appears in the middle of the word window.	Used it in the SAM test
Formatting toolbar (WD 14)	Identifies buttons and boxes for formatting	Use this to change the format
move handle (WD 14)	This is a vertical dotted line on the left edge of the toolbar.	Used it to move things to the edge.
Standard toolbar (WD 14)	Identifies its button and boxes	Used it in the SAM test
file name (WD 28)	Is the name assigned to the file when it was saved	Also use this when I save my work
folder (WD 29)	Specific location on a disk	Used in office apps.
character formatting (WD 31)	Is the process of changing the way characters appear on the screen and in print	Used it in the SAM test
paragraph formatting (WD 31)	Is the process of changing the appearances of a paragraph.	Used a lot when I do any writing in Word
select (WD 33)	(highlight) the text	Used when I am changign
selected text (WD 33)	Is highlighted the text	Also use this to change anything
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges.	Used it in the SAM test and before
right-aligned (WD 36)	Flush at the right margin of the document with eneven left edges.	Used it in the SAM test and before
centered (WD 38)	Positions its text horizontally between the left and right margins on the page	Used it in the SAM test and before
Repeat command (WD 39)	It duplicates your last command so you can perform it again	Used it in the SAM test

italicized (WD 41)	Text has a slanted appearance	Used a lot in all years of working with Word
underlined (WD 42) underlined (WD 42)	Text prints with an underscore below each character.	Used a lot in all years of working with Word
bold (WD 44)	Characters display somewhat thicker and darker	Used a lot in all years of working with Word
clip art (WD 45)	Many predefined graphic , that you can insert into document	Use it to make my papers and etc. more interesting
Clip Organizer (WD 45)	Clip art is located here,	Used it in the SAM test
graphic (WD 45)	Flies containing graphical images	Used it in the SAM test
resizing (WD 49) selection rectangle (WD 49)	Enlarge & reduce size of graphic Surrounds the displayed graphic	Use it when a picture is to big in any of my papers
sizing handles (WD 49)	At each corner and middle location	Use it when a picture is to big in any of my papers
hard copy (WD 53)	A print version of the document	Used it in the SAM test
printout (WD 53)	A print version of the document	Used it in the SAM test
insert mode (WD 57)	Word inserts the character and moves all the characters to the right of typed character.	Used it in the SAM test
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point	Never used it since the SAM test
Word Help system (WD 60)	Gets your questions answered	Used it in the SAM test