

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)	Full-featured word processing program that allows you to create professional looking documents and revise them easily.	I have used Word in the past on all of my written projects and papers.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text.	I haven't ever used the language bar before.
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently.	I have used the task pane to get help when I didn't know what to do in a situation.
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly.	I use the toolbar all the time to format my text and font.
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document.	I use the document window every time I use Word.
end mark (WD 11)	A short horizontal line that indicates the end of the document.	I used that before.
horizontal rule (WD 11) horizontal rule (WD 11)	Sets tab stops, indents paragraphs, adjust column widths, and change page margins.	I have used that before.
insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.	I have used that before.
mouse pointer (WD 11)	Becomes different shapes	I have used this before.

	depending on the task you are performing in Word and the pointer's location on screen.	
scroll bar (WD 11)	Displays different portions of your document in the document window.	I have used this before.
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in the document window.	I have used this before.
status bar (WD 11)	Displays at the bottom of the document window, above the Windows taskbar,	I have used this before.
vertical ruler (WD 11)	Is displayed at the left edge of the Word window when you perform certain tasks.	I have never used this before.
full menu (WD 12)	Lists all the commands associated with a menu.	I have used this before.
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document.	I have used this before.
menu bar (WD 12)	A special toolbar that displays the Word menu names.	I have used this before.
short menu (WD 12)	Lists your most recently used commands.	I have used this before.
status indicators (WD 12)	Turn certain keys or modes on or off.	I have used this before.
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	I have used this before.
hidden command (WD 13)	Does not appear on a short menu.	I have seen this before.
ScreenTip (WD 13)	A short on-screen note associated with the object at which you are pointing.	I have used this before.
submenu (WD 13)	A list of additional commands associated with the selected command.	I have used this before.
docked toolbar (WD 14)	A toolbar that is attached to the edge of the Word window.	I have used this before.

floating toolbar (WD 14)	Not attached to the edge of the Word window.	I have used this before.
Formatting toolbar (WD 14)	The toolbar used to change font, alignment, color, etc.	I have used this before.
move handle (WD 14)	The vertical dotted line on the left edge of the toolbar.	I have used this before.
Standard toolbar (WD 14)	Toolbar used for saving, printing, opening, etc. a document.	I have used this before.
file name (WD 28)	The name assigned to a file.	I have used this before.
folder (WD 29)	A specific location on a disk.	I have used this before.
character formatting (WD 31)	The process of changing the way characters appear on the screen and in print.	I have used this before.
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	I have used this before.
select (WD 33)	Highlight	I have used this before.
selected text (WD 33)	Highlighted text.	I have used this before.
left-aligned (WD 36)	Flush at the left of the margin of the document with uneven right edges.	I have used this before.
right-aligned (WD 36)	Flush at the right of the margin of the document with uneven left edges.	I have used this before.
centered (WD 38)	Position text horizontally between the left and right margins of the page.	I have used this before.
Repeat command (WD 39)	Duplicates your last command so you can perform it again.	I have never used this before.
italicized (WD 41)	Text with a slanted appearance.	I have used this before.
underlined (WD 42) underlined (WD 42)	Text with an underscore.	I have used this before.
bold (WD 44)	Characters displayed somewhat thicker and darker than those that are not bold.	I have used this before.
clip art (WD 45)	Predefined images in Word.	I have used this before.

Clip Organizer (WD 45)	Contains clip art and other graphics.	I have used this before.
graphic (WD 45)	Files containing graphical images.	I have used these before
resizing (WD 49) selection rectangle (WD 49)	Enlarging or reducing a graphic.	I have used this before.
sizing handles (WD 49)	Small squares used to enlarge an image.	I have used this before.
hard copy (WD 53)	Printed version of a document.	I have used this before.
printout (WD 53)	Printed version of a document.	I have used this before.
insert mode (WD 57)	Typing mode that moves characters to the right as you type	I have used this before.
overtyping mode (WD 57)	Typing mode that erases as you type over characters.	I have used this before.
Word Help system (WD 60)	Gets answers to questions about Word.	I have used this before.