

Microsoft Office Word 2007

Chapter One: Creating and Editing a Word Document

Dou

ble Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
Microsoft Office Word 2007 (WD 2)	Word Processing Program	8 th WP
format (WD 4)	Modify Appearance	8 th grade WP
save (WD 4)	Store a document permanently	4 th Grade
document window (WD 6)	Viewing a portion of your screen	
insertion point (WD 6)	Blinking vertical bar that blinks that indicates where texts would be inserted	
Print Layout view (WD 6)	Shows the document on a mock sheet of paper	
active tab (WD 7)	The tab currently displayed	
Home tab (WD 7)	Contains more frequently used commands	
mouse pointer (WD 7)	Becomes different shapes depending on a task	
Ribbon (WD 7)	Control Center in Word	
scroll arrow (WD 7)	Located at the end of each scroll bar	
scroll bar (WD 7)	Used to display different portions of a document	
scroll box (WD 7)	Reflects a location of the portion of the document	
status bar (WD 7)	Presents information about the document	
tab (WD 7)	Surrounds a collection of groups	
contextual tabs (WD 8)	Used when you perform certain tasks with pictures	

	or tables	
gallery (WD 8)	A set of choices often graphical	
live preview (WD 8)	Allows you to point to a gallery choice	
Dialog Box Launcher (WD 9)	Displays a dialogue or a task pane	
Enhanced ScreenTip (WD 9)	An on-screen note that provides the name of an command	
Mini toolbar (WD 9)	Appears automatically based on the tasks you perform	
task pane (WD 9)	A window that can remain open and visible while you work on the document	
Quick Access Toolbar (WD 10)	Easy access to frequently used commands	
shortcut menu (WD 10)	List of frequently used objects	
menu (WD 11)	Contains a list of commands)
Office Button (WD 11)	Central Location for managing and sharing documents	
submenu (WD 11)	A list of additional commands	
Key Tip (WD 12)	Additional Tips	
Key Tip badge (WD 12)	A keyboard code icon	
BACKSPACE (WD 13)	To delete text	

Spelling and Grammar Check icon (WD 13)		
formatting mark (WD 14)		
nonprinting character (WD 14)		
wordwrap (WD 14)		
file (WD 18)		
file name (WD 18)		
folder (WD 19)		
character formatting (WD 22)		
bullet (WD 23)		
font (WD 23)		
font size (WD 23)		
left-aligned (WD 23)		
Normal style (WD 23)		
point (WD 23)		
style (WD 23)		
theme (WD 23)		
centered (WD 26)		
bulleted list (WD 32)		
bold (WD 34)		
underlined (WD 35)		
italicized (WD 36)		
Quick Style (WD 36)		
style set (WD 36)		
color scheme (WD 37)		
font set (WD 37)		
download (WD 41)		
virus (WD 41)		
selection rectangle (WD 42)		
sizing handles (WD 42)		
scroll (WD 43)		
resizing (WD 46)		
document properties (WD 50)		
keywords (WD 50)		
metadata (WD 50)		
automatically updated properties (WD 51)		
Document Information Panel (WD 51)		
standard properties (WD 51)		
hard copy (WD 53)		

printout (WD 53)	A printed version of document	
insert mode (WD 58)	Where you insert	
Word Help (WD 60)	Find answers and ask questions	