

Microsoft Office Word 2007

Chapter Three: Creating a Cover Letter and a Resume

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	Allows you to elaborate positive points in your resume	
resume (WD 146)	Contains applicants education background	
template (WD 146)	A prewritten text	
clip art (WD 153)	Predefined graphic	
Clip Organizer (WD 153)	A collection of clip art	
graphics (WD 153)	Graphical images	
task pane (WD 153)	A separate window that enables you to carry out some word tasks more efficiently	
tab stop (WD 158)	A location on the horizontal ruler	
tab character (WD 159)	A formatting mark that appears in the empty space	
border (WD 161)	A solid line	
clear formatting (WD 162)	Refers to returning to normal style	
complimentary close (WD 166)	Two lines below the last line of the message	
date line (WD 166)	Consist of the month date and year	
inside address (WD 166)	Placed below date	
message (WD 166)	Begins two lines below the salutation	
salutation (WD 166)	A greeting	
signature block (WD 166)	A complimentary close	
building block (WD 170)	Used if you use the same text or graphic	
nonbreaking hyphen (WD 171)	Prevents two words separated by a hyphen from splitting at	

	the end of a line	
nonbreaking space (WD 171)	Prevents two words from splitting if the first word falls at the end of a line	
cell (WD 173)	The intersection of a row	
dimension (WD 173)	The total number of rows	
table (WD 173)	A collection of rows and columns	
end-of-cell mark (WD 174)	Assist you with formatting and selecting cells	
end-of-row mark (WD 174)	To add columns	
column boundary (WD 178)	The border to the right of the column	
row boundary (WD 178)	The border at the bottom of the row	
table resize handle (WD 178)	A small square that appears when you point to a corner of a table	
content control (WD 185)	Contains instructions for filling areas of the template	
destination document (WD 188)	Items are copied to it	
Office Clipboard (WD 188)	A temporary storage area	
source document (WD 188)	Items are copied from	
line break (WD 194)	Advances an assertion point	
sorting (WD 200)	Ordering characters	
print preview (WD 201)	Displays the entire document	