

# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project one**

### **Creating and Editing a Word Document**

Double Entry Journal

<b>Key term:</b>	<b>Definition:</b>
Microsoft Office Word (WD 4)	<u>Full-featured word processing program that allows your to create professional looking documents and revise them easily</u>
Language bar (WD 7)	<u>Contains buttons that allow you to speak commands and dictate text.</u>
task pane (WD 7)	<u>A separate window that enables users to carry out some Word tasks more efficiently.</u>
toolbar (WD 7)	<u>Contains buttons and boxes that allow you to perform frequent tasks quickly.</u>
document window (WD 10)	Displays text, table, graphics, and other items as you insert them in a document.
end mark (WD 11)	A short horizontal line that indicates the end of the document.
horizontal rule (WD 11) horizontal rule (WD 11)	A tool used to set tab stops, indent paragraphs, adjust column widths, and change page margins horizontally on the page.
insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.
mouse pointer (WD 11)	Also known as the Cursor,

	it has different shapes to indicate the function it will do if you click it.
scroll bar (WD 11)	Used to navigate the page vertically in a smaller screen.
scroll box (WD 11)	Used to navigate the page horizontally in a smaller screen.
status bar (WD 11)	Presents information about the location of the insertion point and progress of current tasks, as well as the status of certain commands, keys, and buttons.
vertical ruler (WD 11)	To set tab stops, indent paragraphs, adjust column widths, and change page margins vertically on the page.
full menu (WD 12)	Shows all of the specific functions to a menu.
menu (WD 12)	Contains a list of commands you use to perform tasks.
menu bar (WD 12)	Displays Word's menu names.
short menu (WD 12)	A more frequently used list of commands in a menu
status indicators (WD 12)	Used to turn certain keys or modes on or off.
dimmed command (WD 13)	Indicates when a command cannot be used
hidden command (WD 13)	A command that does not appear on the short menu
ScreenTip (WD 13)	On-screen note associated with the object to which you are pointing.
submenu (WD 13)	A list of additional commands associated with the selected command.
docked toolbar (WD 14)	A toolbar attach to an edge of the word window
floating toolbar (WD 14)	A toolbar that appears in the middle of the word window.
Formatting toolbar (WD 14)	A tool bar used to format the page.

move handle (WD 14)	Allows you to move toolbars to display its entire buttons.
Standard toolbar (WD 14)	Many buttons necessary for using word.
file name (WD 28)	The title a file is saved at indicated at the top of the page.
folder (WD 29)	A specific location on a disk.
character formatting (WD 31)	Changing the way characters appear on the screen and in print.
paragraph formatting (WD 31)	Changing the appearance of the paragraph
select (WD 33)	To click on or highlight
selected text (WD 33)	Highlighted text
left-aligned (WD 36)	Text or pictures start at left margin
right-aligned (WD 36)	Text or pictures start at right margin
centered (WD 38)	Text or pictures start in middle of page
Repeat command (WD 39)	Duplicate the previous command made
italicized (WD 41)	Has a slanted appearance
underlined (WD 42) underlined (WD 42)	Text with an underscore beneath each character.
bold (WD 44)	Somewhat thicker and larger characters
clip art (WD 45)	Program containing many pictures in Word.
Clip Organizer (WD 45)	Collection of clips, sounds, movies etc.
graphic (WD 45)	Graphical images
resizing (WD 49) selection rectangle (WD 49)	Enlarging and reducing size of graphic. Selected images or so fourth surrounded by black dots
sizing handles (WD 49)	Small squares which allow

	you to enlarge an image.
hard copy (WD 53)	A printed version of a document
printout (WD 53)	A printed version of a document
insert mode (WD 57)	Used to insert new text
overtyping mode (WD 57)	Used to insert new text and replace old
Word Help system (WD 60)	Used to help use Microsoft word.