

Name \_\_\_\_\_

# Microsoft Office 2003 Concepts and Techniques

## WORD 2003

### PROJECT THREE

#### CREATING A RESUME USING A WIZARD AND A COVER LETTER WITH A TABLE

KEYTERMS Double Entry Journal (DEJ)

<b>TERM</b>	<b>DEFINITION</b>	<b>TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE</b>
cover letter (WD 138)	Enables you to elaborate on positive points in your position.	<b>Occasionally use this</b>
resume (WD 138)	Usually contains the applicant's educational background and job experience.	<b>Barely ever use this</b>
template (WD 138)	Is similar to a form with prewritten text.	<b>Sometimes use this</b>
wizard (WD 138)	<b>A template to prepare and format a document for you.</b>	<b>I barely ever use it</b>
panel names (WD 141)	<b>A list of names on a panel</b>	<b>I do not use this</b>
Resume Wizard (WD 141)	<b>A wizard to create a resume</b>	<b>I am only using this in class</b>
print layout view (WD 148)	<b>A tool used to see the page as it would be printed</b>	<b>Don't use this</b>
table (WD 150)	<b>Certain organization of text using boxes</b>	<b>I am using this right now</b>
cell (WD 151)	<b>One box of a table</b>	<b>I am using this right now</b>
end-of-cell mark (WD 151)	<b>A mark at the end of a cell</b>	<b>Don't use this</b>
gridlines (WD 151)	<b>Lines to identify rows and columns</b>	<b>Use these</b>
style (WD 151)	<b>A type of formatting characteristics</b>	<b>Barely use this</b>

character styles (WD 152)	<b>Style of characters</b>	<b>Use this</b>
list styles (WD 152)	<b>Style which a list is organized by</b>	<b>Don't Use this</b>
paragraph styles (WD 152)	<b>Formatting of a paragraph</b>	<b>Use this</b>
placeholder text (WD 152)	<b>A text which is meant to be replaced</b>	<b>Use this</b>
Styles and Formatting task pane (WD 152)	<b>Used to set a style and format text and a page</b>	<b>Use this</b>
table styles (WD 152)	<b>Styles of a table</b>	<b>Use this</b>
bullet (WD 154)	<b>Used to indicate an idea in a list</b>	<b>I often use this</b>
bulleted list (WD 154)	<b>A list organized by bullets</b>	<b>I often use this</b>
line break character (WD 154)	<b>Character used to show a line break</b>	<b>Never use this</b>
print preview (WD 158)	<b>To look at a page before it is printed</b>	<b>Sometimes use this</b>
tab stop (WD 163)	<b>A piece used to tell word where the insertion point is when you hit the tab key</b>	<b>Sometimes use this</b>
custom tab stop (WD 164)	<b>To customize your tab stop and move it around</b>	<b>Sometimes use this</b>
collect (WD 165)	<b>Also known as copy</b>	<b>Often use this</b>
Office Clipboard (WD 165)	<b>Temporary storage used to hold twenty-four items</b>	<b>Sometimes use this</b>
paste (WD 165)	<b>To reapply something collected or copied</b>	<b>Very often use this</b>
border (WD 172)	<b>A decorative lining around something</b>	<b>Not too often</b>
clear formatting (WD 173)	<b>Returning a format to the normal style</b>	<b>Sometimes use this</b>
complimentary close (WD 175)	<b>To close something complimentary</b>	<b>Never use this</b>
date line (WD 175)	<b>A line on which you write the date</b>	<b>Never use this</b>
inside address (WD 175)	<b>Placed three to eight lines below the date.</b>	<b>Never use this</b>
message (WD 175)	<b>What has actually been written</b>	<b>Use this</b>

salutation (WD 175)	<b>The greeting</b>	<b>Sometimes use this</b>
signature block (WD 175)	<b>A block made for someone to sign their name</b>	<b>Sometimes use this</b>
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	<b>To entry some thing that is replaced for a common misspelling</b>	<b>Use this</b>
nonbreaking space (WD 180)	<b>A space but without two words seperating</b>	<b>Never use this</b>
F3 (WD 181)	<b>To enable autotext</b>	<b>Never use this</b>
AutoComplete tip (WD 182)	<b>Tips which enable themselves without you having to.</b>	<b>Never use this</b>
dimension (WD 182)	<b>The sizing of a table</b>	<b>Sometimes use this</b>
tab character (WD 185)	<b>A character to symbolized where you tabed</b>	<b>Sometimes use this</b>
column boundary (WD 186)	<b>Boundary between column</b>	<b>Use this</b>
row boundary (WD 186)	<b>Boundary between rows</b>	<b>Use this</b>
table resize handle (WD 186)	<b>Used to resize the table</b>	<b>Barely use this</b>
smart tag (WD 191)	<b>A tag that automatically fixes things</b>	<b>Occasionally use thi</b>
document summary (WD 193)	<b>Summary of what is used in the document</b>	<b>Use this</b>
file properties (WD 193)	<b>Properties of files</b>	<b>Use this</b>