

# 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.  | I have never used this.  |
| resume (WD 138)            | Usually contains the applicant's educational background and job experience.  | I haven't used this, but I will probably use it in the future.             |
| template (WD 138)          | Is similar to a form with prewritten text.   | I don't know what this is.   |
| wizard (WD 138)            | Asks you 7 basic questions and then, based on your responses, use a template to prepare and format a document for you. | I haven't used this.   |
| panel names (WD 141)       | A list of names along the left side with the currently selected panel displaying on the right side of the dialog box.  | I don't use this.  |
| Resume Wizard (WD 141)     | Word formats the resume with an appropriate headings and spacing.  | I haven't used this, but I will probably use it in the future.             |
| print layout view (WD 148) | Shows the exact view of the printed page.  | I use it sometimes, but I usually just print it out and hope for the best. |
| table (WD 150)             | A collection and row of columns  | I am using it right now.   |
| cell (WD 151)              | The intersection of a row  | I am using it right now.   |

|  |   |  |
|--|---|--|
|  | and a column that is filled with text.  |  |
| end-of-cell mark (WD 151)                | A formatting mark that assists you with selecting and formatting cells  | I am using it right now.   |
| gridlines (WD 151)                       | Helps identify the rows and columns in a table.   | I am using it right now.   |
| style (WD 151)                           | A named group of formatting characteristics that you can apply to text.   | I'm not clear on what this is.   |
| character styles (WD 152)                | Affect formats of only selected characters.   | I'm not clear on what this is.   |
| list styles (WD 152)                     | Affect alignment and fonts in a numbered or bulleted list.  | I'm not clear on what this is.   |
| paragraph styles (WD 152)                | Affect formatting of an entire paragraph.   | I'm not clear on what this is.   |
| placeholder text (WD 152)                | An area where future text will be.  | I used this in my resume project.  |
| Styles and Formatting task pane (WD 152) | You can view, create, and apply styles  | I'm not clear on what this is.   |
| table styles (WD 152)                    | Affects the borders, shading, alignment, and fonts in a Word table.   | I'm not clear on what this is.   |
| bullet (WD 154)                          | A dot or other symbol positioned at the beginning of a paragraph.   | I use this when I have a list of something that needs to be written down.  |
| bulleted list (WD 154)                   | A bunch of vertical bullets, that makes up a list.  | I use this when I have a list of something that needs to be written down.  |
| line break character (WD 154)            | Formatting marks for a line break at the end of a line, and moves the insertion point to beginning of the next physical line. | I haven't used this.   |
| print preview (WD 158)                   | Displays the entire document in a reduced size on the Word screen.  | I use it sometimes, but I usually just print it out and hope for the best. |
| tab stop (WD 163)                        | A location on the horizontal ruler that tells Word where to position the insertion point when you press the "Tab" key.        | I use it all the time without knowing it or recognizing it.                |
| custom tab stop (WD 164)                 | Word clears all default tab stops to the left of the  | I'm not clear on what this is.   |

|  |  |  |
|--|--|--|
|  | custom tab stop.   |  |
| collect (WD 165)                                       | Copying an item and pasting them in a new location.  | I copy, but is there a difference between copying, cutting, and collecting?              |
| Office Clipboard (WD 165)                              | A temporary storage place that holds up to 24 items that is copied from any Office application.  | I've used it once.   |
| paste (WD 165)   | The process of copying an item from the Office Clipboard into the document at the location of the insertion.   | I use this all of the time. I don't involve the clipboard though. I just copy and paste. |
| border (WD 172)  | A solid line at any edge of a paragraph.   | I'm not sure if I've used this or not.   |
| clear formatting (WD 173)                              | Means returning the formatting to the Normal style.  | I haven't used this.   |
| complimentary close (WD 175)                           | Displays 2 lined below the last line of the message.   | I'm not sure if I've used this or not.   |
| date line (WD 175)                                     | The month, day, and year, is positioned 2-6 lines below the letterhead.  | I haven't used this.   |
| inside address (WD 175)                                | Placed 3-8 lines below the date line, usually contains the addressee's courtesy title plus full name, business affiliation, and full geographical address. | I haven't used this.   |
| message (WD 175)                                       | Paragraphs that are single-spaced with double-spacing between paragraphs.  | I write messages all the time.   |
| salutation (WD 175)                                    |  |  |
| signature block (WD 175)                               |  |  |
| AutoText entry (WD 178)<br>nonbreaking hyphen (WD 180) |  |  |
| nonbreaking space (WD 180)                             |  |  |
| F3 (WD 181)  |  |  |

|                              |  |  |
|------------------------------|--|--|
| AutoComplete tip (WD 182)    |  |  |
| dimension (WD 182)           |  |  |
| tab character (WD 185)       |  |  |
| column boundary (WD 186)     |  |  |
| row boundary (WD 186)        |  |  |
| table resize handle (WD 186) |  |  |
| smart tag (WD 191)           |  |  |
| document summary (WD 193)    |  |  |
| file properties (WD 193)     |  |  |