

# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project one**

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

Double Entry Journal

| Key term:                    | Definition:                                                                                                                  | How this definition relates to your prior experience:                                                                                      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Microsoft Office Word (WD 4) | <u>Full-featured word processing program that allows you to create professional looking documents and revise them easily</u> | I have used Word for many projects, essays, etc.                                                                                           |
| Language bar (WD 7)          | <u>Contains buttons that allow you to speak commands and dictate text.</u>                                                   | I haven't used the Language bar in a long time. Sometimes I would have fun with the writing pad, but that was way back when.               |
| task pane (WD 7)             | <u>A separate window that enables users to carry out some Word tasks more efficiently.</u>                                   | I have used it often to get my work out quickly.                                                                                           |
| toolbar (WD 7)               | <u>Contains buttons and boxes that allow you to perform frequent tasks quickly.</u>                                          | I have used the tool bar many of times which allows me to make my work unique, or can help me at times when it needs to be used.           |
| document window (WD 10)      | Displays text, table, graphics, and other items as you insert them in a document.                                            | You need the document window! When using word, if you don't have a document window, you can't see anything, and then you cant do any work. |
| end mark (WD 11)             | A short horizontal line that indicates the end of the document.                                                              | I don't think about it, but I use it. It's just there, but it helps.                                                                       |

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|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| horizontal rule (WD 11)<br>horizontal rule (WD 11) | Also called the ruler, to set tab stops, indent paragraphs, adjust column widths, and change page margins.             | I didn't use it when I was younger, but I'm using it more frequently now, because lots of teachers have requirements now a days on how they want things to go.           |
| insertion point (WD 11)                            | It's a blinking "I" that indicates where text will be inserted as you type.                                            | This is another one where I use it, but I don't pay attention to it. In the long run, it helps so I know where I'm moving.                                               |
| mouse pointer (WD 11)                              | It becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen. | This one really helps me a lot! It's good to know where you are, and what you're clicking at.                                                                            |
| scroll bar (WD 11)                                 | It displays different portions of your document in the document window.                                                | This one helps me, because when I can't see what's below me, I can scroll down so then I know what's going on with what I can't see.                                     |
| scroll box (WD 11)                                 | It reflects the location of the portion of the document that is displayed in the document window.                      | This helps me, if I need to get down to the way way far away bottom, I can use the box and drag it down- instead of clicking the scroll arrows (clicking takes forever). |
| status bar (WD 11)                                 | It displays at the bottom of the document window, above the Windows task bar                                           | The status bar helps me understand what's going on.                                                                                                                      |
| vertical ruler (WD 11)                             |                                                                                                                        |                                                                                                                                                                          |
| full menu (WD 12)                                  |                                                                                                                        |                                                                                                                                                                          |
| menu (WD 12)                                       |                                                                                                                        |                                                                                                                                                                          |
| menu bar (WD 12)                                   |                                                                                                                        |                                                                                                                                                                          |
| short menu (WD 12)                                 |                                                                                                                        |                                                                                                                                                                          |
| status indicators (WD 12)                          |                                                                                                                        |                                                                                                                                                                          |
| dimmed command (WD 13)                             |                                                                                                                        |                                                                                                                                                                          |

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|------------------------------------------|--|--|
| hidden command (WD 13)                   |  |  |
| ScreenTip (WD 13)                        |  |  |
| submenu (WD 13)                          |  |  |
| docked toolbar (WD 14)                   |  |  |
| floating toolbar (WD 14)                 |  |  |
| Formatting toolbar (WD 14)               |  |  |
| move handle (WD 14)                      |  |  |
| Standard toolbar (WD 14)                 |  |  |
| file name (WD 28)                        |  |  |
| folder (WD 29)                           |  |  |
| character formatting (WD 31)             |  |  |
| paragraph formatting (WD 31)             |  |  |
| select (WD 33)                           |  |  |
| selected text (WD 33)                    |  |  |
| left-aligned (WD 36)                     |  |  |
| right-aligned (WD 36)                    |  |  |
| centered (WD 38)                         |  |  |
| Repeat command (WD 39)                   |  |  |
| italicized (WD 41)                       |  |  |
| underlined (WD 42)<br>underlined (WD 42) |  |  |
| bold (WD 44)                             |  |  |
| clip art (WD 45)                         |  |  |

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|-------------------------------------------------|--|--|
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| Clip Organizer (WD 45)                          |  |  |
| graphic (WD 45)                                 |  |  |
| resizing (WD 49)<br>selection rectangle (WD 49) |  |  |
| sizing handles (WD 49)                          |  |  |
| hard copy (WD 53)                               |  |  |
| printout (WD 53)                                |  |  |
| insert mode (WD 57)                             |  |  |
| overtyping mode (WD 57)                         |  |  |
| Word Help system (WD 60)                        |  |  |