

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)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
cover letter (WD 138)	Enables you to elaborate on positive points in your resume	I never use this
resume (WD 138)	Applicants educational background and information	I've used this once before
template (WD 138)	Similar form with a prewritten text	I never use this
wizard (WD 138)	Something that asks you simple questions and based on your answers it prepares a template in a document for you	I used this before
panel names (WD 141)	Different set of options	I used this before
Resume Wizard (WD 141)	A template that sets up a resume for you	I used this before
print layout view (WD 148)	Shows exact view of what the print will look like	I used this before
table (WD 150)	Collection of rows and column	I used this before
cell (WD 151)	Intersection of row and column	I used this before
end-of-cell mark (WD 151)	Formatting mark that assists with selection and formatting cells	I used this before
gridlines (WD 151)	Helps identify rows and columns in a table	I never use this
style (WD 151)	Name of group of	I used this before

	formatting characteristics that you can apply text to	
character styles (WD 152)	formats of only selected characters	I used this before
list styles (WD 152)	Affect alignment and fonts in a number/bulleted list	I never use this
paragraph styles (WD 152)	Affect formatting of paragraph	I used this before
placeholder text (WD 152)	You enter the objecting where the Resume Wizard inserted the words type objective here	I never use this
Styles and Formatting task pane (WD 152)	view/create/apply styles	I never use this
table styles (WD 152)	Affects borders	I never use this
bullet (WD 154)	Dot or other symbol	I used this before
bulleted list (WD 154)	Lists of paragraphs that begin with a bullet	I used this before
line break (WD 154)	Advances to the intersection point at the beginning of the next physical line	I never use this
print preview (WD 158)	Displays entire document in smaller size	I used this before
tab stop (WD 163)	Tells word where to put an intersection point	I never use this
custom tab stop (WD 164)	Own tab stop	I used this before
collect (WD 165)	Copy	I used this before
Office Clipboard (WD 165)	Temporary storage area that holds up to 24 items	I used this before
paste (WD 165)	Copying and putting it into another location	I used this before
border (WD 172)	Drawling a solid line	I used this before
clear formatting (WD 173)	Returning to normal style	I used this before
complimentary close (WD 175)	two lines below the last line of the message is closed	I used this before
date line (WD 175)	Date is put two to six lines below the letterhead	I never use this
inside address (WD 175)	Persons title and name and	I used this before

	business and geographical address	
message (WD 175)	Body of the letter	I used this before
salutation (WD 175)	Begins the document	I used this before
signature block (WD 175)	Place where author signs name	I used this before
AutoText entry (WD 178)	A place where you can store the text	I never use this
Nonbreaking hyphen (WD 180)	Prevents two words separated by a hyphen from splitting at the end of a line	I never use this
nonbreaking space (WD 180)	You press special space character that prevents two words from splitting if the first word falls at the end of a line	I used this before
F3 (WD 181)	Tells word to replace AutoText entry name with the stored AutoText entry	I never use this
AutoComplete tip (WD 182)	Tip from AutoComplete	I never use this
dimension (WD 182)	Total number of rows and columns required	I never use this
column boundary (WD 186)	Border to the right of the column	I used this before
row boundary (WD 186)	Border at the bottom of a row	I used this before
table resize handle (WD 186)	Small square that appears when you point to the bottom right corner	I used this before
smart tag (WD 191)	Button that automatically appears when word performs a certain task	I used this before
document summary (WD 193)	File properties	I never use this
file properties (WD 193)	Storing additional information about document	I never use this