

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)	Full-featured word processing program that allows you to create professional looking documents and revise them easily.	This definition is true when it comes to papers I type up at home for school.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text	No experience
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently	I use this all the time
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly	I use this all the time to customize word documents
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document	I've been working with a document since I started elementary school
end mark (WD 11)	A short horizontal line that indicates the end of the document	No experience
horizontal rule (WD 11)	Sets tab stops, indent paragraphs, adjust column widths, and change page margins.	I use this often
insertion point (WD 11)	Blinking vertical bar that indicates where text will be inserted as you type.	I use this all the time
mouse pointer (WD 11)	Shows where the pointers location is.	I use this all the time
scroll bar (WD 11)	Display different portions of your document in the document window.	I use this often
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in the document window.	I use this a lot
status bar (WD 11)	Displays at the bottom of the document window.	I use this often
vertical ruler (WD 11)	Displayed at the left edge of the word window when you perform tasks.	I use this often
full menu (WD 12)	Lists all the commands associated with a menu.	I use this often
menu (WD 12)	Contains a list of commands you use to perform tasks.	I use this a lot
menu bar (WD 12)	Special toolbar that displays the Word menu names.	I use this a lot
short menu (WD 12)	Lists your most recently used commands.	I use this a lot
status indicators (WD 12)	Used to turn certain keys or modes on or off.	No experience.
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	No experience.

hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu.	I use this a lot
ScreenTip (WD 13)	Short on-screen note associated with the object to which you are pointing.	No experience.
submenu (WD 13)	List of additional commands associated with the selected command.	No experience.
docked toolbar (WD 14)	Toolbar that is attached to an edge of the Word window.	No experience.
floating toolbar (WD 14)	Appears in the middle of the Word window.	No experience.
Formatting toolbar (WD 14)	Fewer complexes. Appears on Words toolbar.	No experience.
move handle (WD 14)	Vertical dotted line on the left edge of the toolbar.	No experience.
Standard toolbar (WD 14)	Identifies its buttons and boxes.	I use this lot.
file name (WD 28)	Name assigned to a file when it is saved.	I use this a lot
folder (WD 29)	Specific location on a disk.	I use this a lot
character formatting (WD 31)	Process of changing the way characters appear on the screen and in print.	I use this a lot
paragraph formatting (WD 31)	Process of changing the appearance of a paragraph.	I use this a lot
select (WD 33)	Used to change the font size of the characters in the headline.	I use this a lot
selected text (WD 33)	Highlighted text.	I use this a lot
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges.	I use this a lot
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	I use this a lot
centered (WD 38)	Position its text horizontally between the left and right margins on the page.	I use this a lot
Repeat command (WD 39)	Duplicates your last command so you can redo it.	I use this a lot
italicized (WD 41)	Has a slanted appearance.	I use this a lot
underlined (WD 42)	Text prints with an underscore () below each character.	I use this a lot
bold (WD 44)	Characters display somewhat thicker and darker than those that are not bold.	I use this a lot
clip art (WD 45)	Art that you can insert into a document.	I use this a lot
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographers, sound and video clips.	I use this a lot
graphic (WD 45)	Files containing graphical images.	I use this a lot
resizing (WD 49)	Includes both enlarging and reducing the size of a graphic.	I use this a lot
sizing handles (WD 49)	Small tiny squares.	No experience.
hard copy (WD 53)	Printed version of the document.	I use this a lot
printout (WD 53)	Printed version of the document.	I use this a lot
insert mode (WD 57)	Moves characters one position to the right as you type them.	I use this a lot
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point.	I use this a lot

Word Help system (WD 60)	You can get answers to questions from the Word Help System.	I've never used this before.
selection rectangle (WD 49)	Surrounds a selected graphic	I've never used this before.