

# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project one**

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

Double Entry Journal

<b>Key term:</b>	<b>Definition:</b>	<b>How this definition relates to your prior experience:</b>
Microsoft Office Word (WD 4)	Word is a word processing program that allows you to create professional looking documents.	I use Microsoft Office Word both in class and at home.
Language bar (WD 7)	The Language bar contains buttons that allow you to speak commands and dictate text.	I have never used this function before.
task pane (WD 7)	A task pane is a separate window that enables users to carry out some Word tasks more efficiently.	I use this feature mostly to open an existing document when I first open Word and when I add clip-art both at home and in class.
toolbar (WD 7)	A toolbar contains buttons and boxes that allow you to perform frequent tasks quickly.	I use the toolbar mostly to save, print, underline, bold, italicize, and change the font and size of my document both at home and in class.
document window (WD 10)	The document window displays text, tables, graphics, and other items as you type or insert them in a document.	I use the document window every time I use Microsoft Office Word at home and in class.
end mark (WD 11)	The end mark is a short horizontal line that indicates the end of the document.	I don't have to do anything special to use the end mark, it happens automatically, but I do use it every time I use Word.
horizontal ruler (WD 11)	The horizontal ruler sets tab stops, indent paragraphs,	I use this feature when I am at home or in school and

	adjust column widths, and changes page margins.	need to change the margins of my paper.
insertion point (WD 11)	The insertion point is a blinking vertical bar that indicates where text will be inserted as you type.	The end mark shows me where the words will show up when I type. I use it in class and at home.
mouse pointer (WD 11)	The mouse pointer becomes different shapes depending on the task you are performing in Word and the pointer's position on the screen.	I use this feature mostly to highlight words and to navigate through the Word program.
scroll bar (WD 11)	The scroll bar displays different portions of your document in the document window.	I use the scroll bar when I need to look at a different part of my document.
scroll box (WD 11)	The scroll box reflects the location of the portion of the document that is displayed in the document window.	I use the scroll box mostly when I am working on long documents and need to scroll to a different part of the document.
status bar (WD 11)	The status bar presents information about the location of the insertion point and the progress of current tasks, as well as the status of certain commands, keys, and buttons.	I only use this feature to see what page I am currently on and how many pages there are in total.
vertical ruler (WD 11)	The vertical ruler is displayed at the left hand side of the Word window.	I have not used the vertical ruler before.
full menu (WD 12)	The full menu lists all the commands associated with a menu.	I use the full menu when I need to use a function from the menu bar, but don't see it.
menu (WD 12)	The menu contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting the data in a document.	I use the menu at home and in school when I need to save or open something. I also use it to insert clip-art.
menu bar (WD 12)	The menu bar is a special toolbar that displays the Word menu names.	I use the menu bar to find where to click to something related to a certain topic.
short menu (WD 12)	The short menu is a list of your most recently used	I use this function every time I use Microsoft Word.

	commands that comes down from the menu.	
status indicators (WD 12)	Status indicators turn certain keys or modes on or off.	I have not used the status indicators.
dimmed command (WD 13)	A dimmed command appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	This function is not really something that I can use, it's more of something that helps me know what not to use.
hidden command (WD 13)	A hidden command is something that does not appear on a short menu.	I do not use hidden commands.
ScreenTip (WD 13)	A ScreenTip is a short on-screen note associated with the object to which you are pointing.	I don't think I have used this feature before.
submenu (WD 13)	This is a list of additional commands associated with the selected command.	I use the submenu at home and in class.
docked toolbar (WD 14)	A docked toolbar is a toolbar that is attached to an edge of the Word window.	I use this function every time I use Word.
floating toolbar (WD 14)	A floating toolbar is not attached to an edge of the Word window	I use this usually when I am editing a picture.
Formatting toolbar (WD 14)	The formatting toolbar has buttons to change things like the font.	I use this every time I use Word both at home and in school.
move handle (WD 14)	The move handle is the vertical dotted line on the left edge of the toolbar.	I do not use this feature.
Standard toolbar (WD 14)	The standard toolbar allows you to change the format.	I use this toolbar mostly to save and open new documents.
file name (WD 28)	A file name is the name assigned to a file when it is saved.	This is a feature that has to be used every time I use Word.
folder (WD 29)	A folder is a specific location on a disk.	I use folders in class to organize my work.
character formatting (WD 31)	Character formatting is the process of changing the way characters appear on the screen and in print.	I use this feature mostly for creating headlines.
paragraph formatting (WD 31)	Paragraph formatting is the process of changing the	I used this feature when I create articles for

	appearance of a paragraph.	newspapers.
select (WD 33)	To highlight	I use this feature when I change fonts.
selected text (WD 33)	The highlighted text	I use this when I change fonts.
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges.	I usually use this as my normal typing mode.
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	I use this when I type my name and date for school papers.
centered (WD 38)	Positioning the text horizontally between the left and right margins.	I use this when I type titles of papers.
Repeat command (WD 39)	This duplicates your last command so you can perform it again.	I have not used this feature before.
italicized (WD 41)	Italicized text has a slanted appearance.	I use this to make certain words stand out.
underlined (WD 42)	Text prints with an underscore.	I use this to make certain words stand out.
bold (WD 44)	Bold characters display somewhat thicker and darker than those that are not bold.	I use this to make certain words stand out.
clip art (WD 45)	Predefined graphics.	I use this to insert pictures into my papers.
Clip Organizer (WD 45)	The Clip Organizer contains a collection of clips.	I use this to insert pictures into my papers.
graphic (WD 45)	Graphical images.	I use this to insert pictures into my papers.
resizing (WD 49)	Resizing includes both enlarging and reducing the size of a graphic.	I use this to change the size of the pictures in my documents, usually on the cover page of papers.
selection rectangle (WD 49)	Has small squares that are used to resize images.	I use this to resize images.
sizing handles (WD 49)	Small boxes at each corner and middle location to change the size of images.	I use this to resize images.
hard copy (WD 53)	A printed version of a document.	I turn papers in to teachers in this form.
printout (WD 53)	Same as hard copy.	I turn papers in to teachers in this form.
insert mode (WD 57)	As you type a character, Word inserts the character	I almost always use this to type.

	and moves all the characters to the right.	
overtyping mode (WD 57)	When Word replaces characters to the right of the insertion point.	I try not to use this, but sometimes I switch to it by accident.
Word Help system (WD 60)	A way to get answers to questions.	I don't usually need to use this.