

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 have never used this before.
resume (WD 138)	Contains the applicant's educational back around and job experience.	I had to use this in my Western Civilizations class once.
template (WD 138)	Is similar to a form with prewritten text; that is, Word prepares the requested document with text and formatting.	I used this to create a resume.
wizard (WD 138)	Asks several basic questions then uses a template to format a document just for you.	I used this to make my resume
panel names (WD 141)	This is located on the left side of the screen, displaying different options.	I have never used this before
Resume Wizard (WD 141)	Word formats a resume with appropriate headings and spacing.	I had to use this in this class and in one other.
print layout view (WD 148)	Shows you the exact view of the printed page.	I use this all the time before I print.
table (WD 150)	It is a collection of rows and columns.	I use this to organize charts.
cell (WD 151)	The intersection of a row and a column, filled with text.	This is in the tables that I use.

end-of-cell mark (WD 151)	A formatting mark that assists you with selecting and formatting cells.	I have not used this before.
gridlines (WD 151)	Help identify the rows and columns in a table.	I have not used this before.
style (WD 151)	A named group of formatting characteristics that you can apply to the text.	I think I used this to make certain words stand out.
character styles (WD 152)	Affect the formats of only selected characters.	I use this in headlines.
list styles (WD 152)	Affect the alignments and fonts in a word table.	I don't think I have used this before.
paragraph styles (WD 152)	Affect the formatting of an entire paragraph.	I have not used this before.
placeholder text (WD 152)	Type here objective where Wizard inserts the words.	I have not used this before.
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles	I use this to change the fonts of my papers.
table styles (WD 152)	Affect the borders	I have not used this before.
bullet (WD 154)	A dot positioned at the beginning of a paragraph	I use this to make lists.
bulleted list (WD 154)	A list of paragraphs	I use this to make lists.
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line	I have not used this before.
print preview (WD 158)	Displays the entire document in reduced size on the Word screen	I use this before I print a paper.
tab stop (WD 163)	A location on the horizontal ruler	I usually just use the default settings for this.
custom tab stop (WD 164)	Word clears all default tab stops	I don't usually use this because I end up messing something up.
collect (WD 165)	To copy	I use this a lot.
Office Clipboard (WD 165)	A temporary storage area	When I copy something, it goes here.
paste (WD 165)	The process of copying an item from the Office Clipboard into a document at the location of the insertion point	I use this after I copy something.

border (WD 172)	A solid line	I don't usually use this.
clear formatting (WD 173)	Returning to original format	I don't use this.
complimentary close (WD 175)	Feature designed to include closings	I don't use this.
date line (WD 175)	Consists of month date and year	I don't use this.
inside address (WD 175)	Contains the title plus full name	I have not used this
message (WD 175)	When paragraphs are single spaced with double space between paragraphs.	Sometimes my teachers want me to write in this form.
salutation (WD 175)	Two lines below the closing of the paragraph	I don't really know what this means.
signature block (WD 175)	Allows room for the author to add his signature	I use this when I write a letter that needs my signature.
Non-breaking space (WD 180)	A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line.	I don't use this.
AutoComplete tip (WD 182)	Displays its complete name above your typing	I use this mostly when I am typing words.
dimension (WD 182)	Total number of rows and columns	I enter this information to make charts.
column boundary (WD 186)	Border at the right of the column	I don't use this.
row boundary (WD 186)	The border at the bottom of the row	I don't use this.
table resize handle (WD 186)	Resizes the entire table	I don't think I have ever used this before.
smart tag (WD 191)	A button that automatically appears on the screen	I know what this is, but I turn them off.
document summary (WD 193)	Additional information about the document	I have never used this before.
file properties (WD 193)	Additional information about the document	I have never used this before.