

Microsoft Office Word 2007

Chapter Three: Creating a Cover Letter and a Resume

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Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	To elaborate on positive points in your resume.	9 th grade
resume (WD 146)	Contains the applicants educational background and job experience.	9 th grade
template (WD 146)	Similar to a form with prewritten text.	7 th grade
clip art (WD 153)	Predefined graphic.	6 th grade
Clip Organizer (WD 153)	Contains collection of clip art, photos, sounds, and videos.	8 th grade
graphics (WD 153)	Variety of sources.	7 th grade
task pane (WD 153)	Opens right hand side of the window.	9 th grade
tab stop (WD 158)	Horizontal ruler that tells Word where to position the insertion point.	9 th grade
tab character (WD 159)	Formatting mark appears in the empty space between the tab stops.	9 th grade
border (WD 161)	Edge of a paragraph.	7 th grade
clear formatting (WD 162)	Refers to returning the formatting to the Normal style.	7 th grade
complimentary close (WD 166)	Two lines below the last line of the messages.	9 th grade
date line (WD 166)	Consist of the month, day, and year.	8 th grade
inside address (WD 166)	Placed three to eight lines below the date line.	8 th grade
message (WD 166)	Body of the letter.	7 th grade
salutation (WD 166)	Begins two lines below the last line of the inside address.	6 th grade

signature block (WD 166)	Four blank lines below the complimentary close, allowing room for the author to sign his or her name.	7 th grade
building block (WD 170)	To store the text or graphic.	8 th grade
nonbreaking hyphen (WD 171)	Special type of hyphen that prevents two words separated by end of line.	9 th grade
nonbreaking space (WD 171)	Special space character that prevents two words from splitting if the first word falls at the end of a line.	9 th grade
cell (WD 173)	Intersection of a row and a column.	8 th grade
dimension (WD 173)	Total number of rows and columns required.	8 th grade
table (WD 173)	Collection of rows and columns.	7 th grade
end-of-cell mark (WD 174)	Returned as part of the text when the cell range is set to include the entire cell	9 th grade
end-of-row mark (WD 174)	Use to add columns to the right of a table.	9 th grade
column boundary (WD 178)	The border to the right of a column.	9 th grade
row boundary (WD 178)	The border at the bottom of a row.	9 th grade
table resize handle (WD 178)	Is a small square that appears when you point to a corner of a table.	9 th grade
content control (WD 185)	Contains instructions for filling areas of the template.	8 th grade
destination document (WD 188)	Items are copied to destination documents.	8 th grade
Office Clipboard (WD 188)	Temporary storage area that holds up to 24 items.	8 th grade
source document (WD 188)	Items are copied from.	7 th grade
line break (WD 194)	Advances the insertion point to the beginning to the next physical line.	8 th grade
sorting (WD 200)	Ordering characters.	8 th grade
print preview (WD 201)	Displays the entire document in reduced size on the Word screen.	6 th grade

