

Microsoft Office Word 2007

Chapter One: Creating and Editing a Word Document

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
Microsoft Office Word 2007 (WD 2)	Allows you to creates professional- looking documents and revise them easily.	6 th grade WP
format (WD 4)	How you can modify the appearance.	8 th grade WP
save (WD 4)	Storage media including a hard disk, USB flash drive, or CD.	4 th grade
document window (WD 6)	Through which you view a portion of a document on the screen.	Not used
insertion point (WD 6)	A blinking vertical bar that indicators where text graphics. And other items will be inserted.	Not used
Print Layout view (WD 6)	Shows the document on a mock sheet of paper in the document window.	5 th grade
active tab (WD 7)	Tab that is displayed.	8 th grade
Home tab (WD 7)	A primary tab that contains the more frequently used commands.	8 th grade
mouse pointer (WD 7)	Can become different shapes depending on the task you are performing in	5 th grade

	Word and the pointer's location on the screen.	
Ribbon (WD 7)	The control center in Word	Not used
scroll arrow (WD 7)	Found at the end of a scroll bar. Display different portions of the document in the document window.	Not used
scroll bar (WD 7)	Displays different portions of a document in the document window.	Not used
scroll box (WD 7)	Reflects the location of the portion of the document that is displayed in the document window.	Not used
status bar (WD 7)	Located at the bottom of the document window above the Windows Vista taskbar. It presents information about the document, the progress of current tasks, and the status of certain commands and keys.	8 th grade
tab (WD 7)	Surrounds a collection of Groups and each group contains related commands.	5 th grade
contextual tabs (WD 8)	Helps when you perform certain tasks or work with objects such as pictures or tables.	8 th grade
gallery (WD 8)	Set of choices, often graphical, arranged in a grid or in a list.	8 th grade
live preview (WD 8)	A feature that allows you to point to a gallery by clicking the gallery's effect in the document.	8 th grade
Dialog Box Launcher (WD 9)	Displays a dialog box or a task pane with additional options for the group.	6 th grade

Enhanced ScreenTip (WD 9)	on-screen note that provides name of command	5 th grade
Mini toolbar (WD 9)	Certain commands related to changing the appearance of text in a document.	7 th grade
task pane (WD 9)	A window that can remain open and visible while you work in the document.	7 th grade
Quick Access Toolbar (WD 10)	Provides easy access to frequently used commands.	6 th grade
shortcut menu (WD 10)	A list of frequently used commands that relate to the right-clicked object.	6 th grade
menu (WD 11)	Contains a list of commands.) 5 th grade
Office Button (WD 11)	Central location for managing and sharing documents.	5 th grade
submenu (WD 11)	A list of additional command associated with the selection command.	6 th grade
Key Tip (WD 12)	To select a command using the keyboard.	7 th grade
Key Tip badge (WD 12)	Keyboard code icon.	7 th grade
BACKSPACE (WD 13)	To delete text in error.	4 th grade

Spelling and Grammar Check icon (WD 13)		
formatting mark (WD 14)		
nonprinting character (WD 14)		
wordwrap (WD 14)		
file (WD 18)		
file name (WD 18)		
folder (WD 19)		
character formatting (WD 22)		
bullet (WD 23)		
font (WD 23)		
font size (WD 23)		
left-aligned (WD 23)		
Normal style (WD 23)		
point (WD 23)		
style (WD 23)		
theme (WD 23)		
centered (WD 26)		
bulleted list (WD 32)		
bold (WD 34)		
underlined (WD 35)		
italicized (WD 36)		
Quick Style (WD 36)		
style set (WD 36)		
color scheme (WD 37)		
font set (WD 37)		
download (WD 41)		
virus (WD 41)		
selection rectangle (WD 42)		
sizing handles (WD 42)		
scroll (WD 43)		
resizing (WD 46)		
document properties (WD 50)		
keywords (WD 50)		
metadata (WD 50)		
automatically updated properties (WD 51)		
Document Information Panel (WD 51)		
standard properties (WD 51)		
hard copy (WD 53)		

printout (WD 53)		
insert mode (WD 58)		
Word Help (WD 60)		