

# 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)	<u>Full-featured word processing program that allows you to create professional looking documents and revise them easily</u>	It has helped me many times to create a nice, professional looking papers and projects.
Language bar (WD 7)	<u>Contains buttons that allow you to speak commands and dictate text.</u>	In French I could get the correct spelling or translation of a word in French.
task pane (WD 7)	<u>A separate window that enables users to carry out some Word tasks more efficiently.</u>	The task pane has allowed me to use things more quickly and efficiently.
toolbar (WD 7)	<u>Contains buttons and boxes that allow you to perform frequent tasks quickly.</u>	It allows me to do things I need to without even looking for it in hard places to find.
document window (WD 10)	Displays text, table, graphics, and other items as you insert them in a document.	The window lets me see what is in my document so I can delete or insert anything I need.
end mark (WD 11)	A short horizontal line that indicates the end of the document.	The end mark helps me identify the end of the page.
horizontal rule (WD 11) horizontal rule (WD 11)	It is used to set tab stops, indent paragraphs, adjust column widths, and change page margins.	They very helpful in the spacing part of the process.
insertion point (WD 11)	It is a blinking vertical bar that indicates where text	It gives me direction to where I am inserting words

	will be inserted as you type.	and between which words it will be placed.
mouse pointer (WD 11)	It becomes different shapes depending on the task you are performing in Word and the pointers location on screen.	The mouse pointer indicates to me that the computer got the message or task I clicked and that it's doing that.
scroll bar (WD 11)	Using the scroll bar, you display different portions of your document in the document window.	
scroll box (WD 11)	Scroll box reflects the location of the portion of the document that is displayed in the document window.	
status bar (WD 11)	It presents information about the location of the insertion point, progress of current tasks, status of certain commands, keys, and buttons.	
vertical ruler (WD 11)	Is displayed on left side of Word window when you perform certain tasks.	
full menu (WD 12)	It lists all the commands associated with a menu .	
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving, storing, etc.	
menu bar (WD 12)	A special tool bar that displays the Word menu names.	
short menu (WD 12)	A display listed your most recently used commands.	
status indicators (WD 12)	Certain modes or keys that are turned on or off. At bottom of screen, if dimmed off, and if darkened on.	
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for current selection.	
hidden command (WD 13)		

ScreenTip (WD 13)		
submenu (WD 13)		
docked toolbar (WD 14)		
floating toolbar (WD 14)		
Formatting toolbar (WD 14)		
move handle (WD 14)		
Standard toolbar (WD 14)		
file name (WD 28)		
folder (WD 29)		
character formatting (WD 31)		
paragraph formatting (WD 31)		
select (WD 33)		
selected text (WD 33)		
left-aligned (WD 36)		
right-aligned (WD 36)		
centered (WD 38)		
Repeat command (WD 39)		
italicized (WD 41)		
underlined (WD 42) underlined (WD 42)		
bold (WD 44)		
clip art (WD 45)		
Clip Organizer (WD 45)		

graphic (WD 45)		
resizing (WD 49) selection rectangle (WD 49)		
sizing handles (WD 49)		
hard copy (WD 53)		
printout (WD 53)		
insert mode (WD 57)		
overtyping mode (WD 57)		
Word Help system (WD 60)		