

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 position.	I don't think I have used this.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I have never used this.
template (WD 138)	Is similar to a form with prewritten text.	I believe I have used this once before.
wizard (WD 138)	Asks you several basic questions and then, based on responses, uses a template to prepare and format document for you.	I have seen him and he has asked me questions, but I never use him.
panel names (WD 141)	dialog box with these panel names	I have seen this.
Resume Wizard (WD 141)	Lets Word format the resume with appropriate headings and spacing.	I have never used this.
print layout view (WD 148)	Shows exact view of the printed page.	I use this all the time.
table (WD 150)	A collection of rows and columns.	I have used this for organizing data.
cell (WD 151)	Intersection of a row and column.	I have used this for science labs and data.
end-of-cell mark (WD 151)	A formatting mark that assists with selecting and formatting cells.	I think I have used this.

gridlines (WD 151)	Help identify the rows and columns in table.	I think I have used it.
style (WD 151)	A named group of formatting characteristics the can apply to text.	I use it every time I type, to select the right style.
character styles (WD 152)	Affect formats of only selected characters.	I don't think I have used this.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I have used this.
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	I am pretty sure I have used this.
placeholder text (WD 152)	Where resume wizard inserts words, Type Objective Here.	I have never used this.
Styles and Formatting task pane (WD 152)	Can view, create, and apply styles.	I have seen and maybe used this.
table styles (WD 152)	Affect borders, shading, alignment, and fonts in Word table.	I have seen this.
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	I have used this many times.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character.	I have used this.
line break character (WD 154)	a formatting mark for a line break at the end of a line, and moves the insertion point to the beginning of the next physical line.	I have never used this.
print preview (WD 158)	Displays the entire document in reduced size on the word screen.	I always use this before printing out a piece of paper.
tab stop (WD 163)	A location on the horizontal ruler the tells Word where to position the insertion point when you press the TAB key on the keyboard.	I always use this before starting a paragraph.
custom tab stop (WD 164)	Clears all default tab stops to the left of the custom tab stop.	I have never used this, I don't think.
collect (WD 165)	copy	I have used this.
Office Clipboard (WD 165)	A temporary storage area	I have never used this

	that holds up to 24 items copied from any Office application.	feature.
paste (WD 165)		
border (WD 172)		
clear formatting (WD 173)		
complimentary close (WD 175)		
date line (WD 175)		
inside address (WD 175)		
message (WD 175)		
salutation (WD 175)		
signature block (WD 175)		
AutoText entry (WD 178) nonbreaking hyphen (WD 180)		
nonbreaking space (WD 180)		
F3 (WD 181)		
AutoComplete tip (WD 182)		
dimension (WD 182)		
tab character (WD 185)		
column boundary (WD 186)		
row boundary (WD 186)		
table resize handle (WD 186)		
smart tag (WD 191)		

document summary (WD 193)		
file properties (WD 193)		