

Name _____

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 haven't used this.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I haven't used this.
template (WD 138)	Is similar to a form with prewritten text.	I haven't used this.
wizard (WD 138)	Uses a template to prepare and format a document for you.	I haven't used this.
panel names (WD 141)	A list of panel names along the left side of the window.	I have seen this.
Resume Wizard (WD 141)	Word formats the resume.	I haven't used this.
print layout view (WD 148)	Shows you an exact view of the printed page.	I have used this.
table (WD 150)	A collection of rows and columns.	I have used this.
cell (WD 151)	The intersection of a row and a column.	I have seen this.
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting and formatting cells.	I have seen this.
gridlines (WD 151)	Help identify the rows and columns in a table.	I have seen this.
style (WD 151)	A named group of	I haven't used this.

	formatting characteristics.	
character styles (WD 152)	Affect formats of only selected areas.	I haven't used this.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I haven't used this.
paragraph styles (WD 152)	Affect formatting in an entire paragraph.	I haven't used this.
placeholder text (WD 152)	Words inserted by Wizard.	I have seen this.
Styles and Formatting task pane (WD 152)	View, create, and apply styles.	I haven't used this.
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word Table.	I have used this.
bullet (WD 154)	A dot or other symbol at the beginning of a paragraph.	I have used this.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet.	I have used this.
line break character (WD 154)	Advances the insertion point to the beginning of the next line.	I have seen this.
print preview (WD 158)	Displays the entire document in reduced size.	I have used this.
tab stop (WD 163)	A location on the horizontal ruler that tells Word where to position the insertion point.	I have seen this.
custom tab stop (WD 164)	A tab stop you set.	I have used this.
collect (WD 165)	To copy words.	I have used this.
Office Clipboard (WD 165)	A temporary storage area.	I have seen this.
paste (WD 165)	The process of copying an item into the location of the insertion point.	I have used this.
border (WD 172)	A solid line.	I haven't used this.
clear formatting (WD 173)	Returning the formatting to the Normal style.	I haven't used this.
complimentary close (WD 175)	Two lines below the last line of the message.	I haven't used this.
date line (WD 175)	Consists of the month, day,	I have seen this.

	and year.	
inside address (WD 175)	Contains the addressee's courtesy title plus full name, business affiliation, and full geographical address.	I have seen this.
message (WD 175)	The body of the letter.	I have seen this.
salutation (WD 175)	Begins two lines below the inside address.	I have seen this.
signature block (WD 175)	Four lines below the complimentary close.	I have seen this.
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	You can store text here.	I have used this.
nonbreaking space (WD 180)	A special space that prevents two words from splitting.	I have used this.
F3 (WD 181)	Instructs Word to replace the Autotext entry name with the stored Autotext entry.	I have used this.
AutoComplete tip (WD 182)	Word displays its complete name above your typing.	I have seen this.
dimension (WD 182)	The total number of rows and columns.	I have seen this.
tab character (WD 185)		I have seen this.
column boundary (WD 186)	The border to the right of a column.	I have seen this.
row boundary (WD 186)	The border at the bottom of a row.	I have seen this.
table resize handle (WD 186)	A small square that appears at the bottom right of the table.	I have used this.
smart tag (WD 191)	A button that automatically appears on the screen when Word performs a certain action.	I have seen this.
document summary (WD 193)	Information about the document.	I have seen this.
file properties (WD 193)	Information about the document.	I have used this.

