

Microsoft Office 2003

Concepts and Techniques

Word 2003

Project one

Creating and Editing a Word Document

Double Entry Journal

Key term:	Definition:	How this definition relates to your prior experience:
Microsoft Office Word (WD 4)	A full-featured word processing program that allows you to create professional looking documents.	
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text.	
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently.	
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly.	
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document	
end mark (WD 11)	A short horizontal line that indicates the end of the document.	
horizontal rule (WD 11) horizontal rule (WD 11)	Used to set tab stops, indent paragraphs, adjust column widths, and change page margins.	
insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.	

mouse pointer (WD 11)	Becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen.	
scroll bar (WD 11)	Displays different portions of your document in the document window.	
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in the document window.	
status bar (WD 11)	Displays at the bottom of the document window, above the Windows task bar.	
vertical ruler (WD 11)	Sometimes is displayed at the left edge of the Word window when you perform certain tasks.	
full menu (WD 12)	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, printing, and formatting data in a document.	
menu bar (WD 12)	A special toolbar that displays the Word menu names.	
short menu (WD 12)	Lists your most recently used commands.	
status indicators (WD 12)	Turns certain keys or modes on or off.	
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for the current selection	
hidden command (WD 13)	Does not appear on a short menu.	
ScreenTip (WD 13)	A short on-screen note associated with the object to which you are pointing.	
submenu (WD 13)	A list of additional commands associated with the selected command.	

docked toolbar (WD 14)	A toolbar that is attached to an edge of the Word window.	
floating toolbar (WD 14)	A toolbar that is not attached to an edge of the Word window.	
Formatting toolbar (WD 14)	Built-in toolbar for formatting.	
move handle (WD 14)	The vertical dotted line on the left edge of the toolbar.	
Standard toolbar (WD 14)	Built-in toolbar.	
file name (WD 28)	The name assigned to a file	
folder (WD 29)	A specific location on a disk.	
character formatting (WD 31)	The process of changing the way characters appear on the screen and in print.	
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	
select (WD 33)	To highlight.	
selected text (WD 33)	Highlighted text.	
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges.	
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	
centered (WD 38)	Text Positioned horizontally between the left and right margins on the page.	
Repeat command (WD 39)	Duplicates your last command so you can perform it again.	
italicized (WD 41)	Text that has a slanted appearance.	
underlined (WD 42) underlined (WD 42)	Text prints with an underscore.	

bold (WD 44)	Characters display somewhat thicker and darker than those that are not bold	
clip art (WD 45)	Predefined graphics that you can insert in a document.	
Clip Organizer (WD 45)	Contains a collection of clips.	
graphic (WD 45)	Files containing graphical images.	
resizing (WD 49) selection rectangle (WD 49)	Enlarging and reducing the size of a graphic. Selected graphic is surrounded by a selection rectangle.	
sizing handles (WD 49)	Change the size of the graphic.	
hard copy (WD 53)	Printed version of the document.	
printout (WD 53)	A printed version of the document.	
insert mode (WD 57)	Word inserts the character and moves all the characters to the right of the typed character.	
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point.	
Word Help system (WD 60)	Gives you answers to questions about Word.	