

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 and revise them easily	I often use Microsoft Office Word to write letters to friends and papers for school.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text	Used if I ever want to dictate what I want to show up on my document.
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently	When I start Word, I use the Getting Started task pane that allows me to search for Office related topics on the Microsoft Website, etc.
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly	When I need to change the formatting, font size or color, I use this.
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document	While I am editing or creating a document, this is the window in which I do it.
end mark (WD 11)	A short horizontal line that indicates the end of the document. Each time you begin a new line, the end mark moves downward.	While I am typing a document I look for the end mark to see where the text stops.
horizontal ruler (WD 11)	Used to set tab stops, indent paragraphs, adjust column widths, and change page margins	I use this if I ever need to set tab stops or indent paragraphs.
insertion point (WD 11)	A blinking vertical bar that	If I lose my place I look to

	indicates where text will be inserted as you type.	the insertion point, which is where I was last typing.
mouse pointer (WD 11)	Becomes different shapes depending on the task you are performing in word and the pointer's location.	I use this to drag objects/text boxes/pictures.
scroll bar (WD 11)	Displays different portions of your document in the document window	I scroll up and down the project with this.
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in later projects.	I look to this to see the portion of the document that is displayed in later projects.
status bar (WD 11)	Displays different portions at the bottom of your document in the document window.	I look here for different portions at the bottom of my document in the document window.
vertical ruler (WD 11)	Sometimes is displayed at the left edge of the document window.	Will be used in future project.
full menu (WD 12)	Lists all the commands associated with a menu	Used when I ever need to command something.
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving	
menu bar (WD 12)	A special toolbar that displays the word menu names	
short menu (WD 12)	Lists your most recent used commands	
status indicators (WD 12)	A certain key or mode on or off	
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available	
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu	
ScreenTip (WD 13)	A short on-screen note associated with the object to which you are pointing	If I am unsure of what something is I can place my mouse over it and see a ScreenTip.
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 not attached to an edge of the Word window; it appears in the middle of the Word window	
Formatting toolbar (WD 14)	The toolbar that displays buttons used for formatting	
move handle (WD 14)	The vertical dotted line on the left edge of the toolbar	
Standard toolbar (WD 14)	The toolbar containing buttons to perform standard functions on Word	When I need to change something I can use this menu.
file name (WD 28)	The name assigned to a file when it is saved	When I'm saving something I use a file name.
folder (WD 29)	A specific location on a disk	When saving a document I save it to a folder.
character formatting (WD 31)	The process of changing the way characters appear on the screen and in print	If I want to edit the appearance of my document I use this.
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph	
select (WD 33)	To highlight a section of text	
selected text (WD 33)	Highlighted text	When I want to edit text I select it.
left-aligned (WD 36)	Default alignment for paragraphs, flush at the left margin of the document with uneven right edges	This is the standard alignment I use while writing papers.
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges	This is the standard alignment I use when I put my name and the date at the top of a paper.
centered (WD 38)	To center text so that it is in the middle between the left and right margins	This is the alignment I use when inserting a title of a paper.
Repeat command (WD 39)	A command that duplicates your last command so you can perform it again	
italicized (WD 41)	To make text slanted in appearance	
underlined (WD 42) underlined (WD 42)	To make a line under the text	I use this when referring to a book or making my own

		title.
bold (WD 44)	To make text bolded in appearance	I use this while typing to emphasize words.
clip art (WD 45)	Predefined graphics	If I ever need to provide a graphic I use clip art.
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographs, sounds and video clips	
graphic (WD 45)	Graphical images	
resizing (WD 49) selection rectangle (WD 49)	Includes both enlarging and reducing the size of a graphic Has small squares called sizing handles at each corner and middle location,	
sizing handles (WD 49)	used to change the size of the graphic	
hard copy (WD 53)	A printed version of the document	
printout (WD 53)	A printed version of the document	Used when you are finished with a paper or project to hand in.
insert mode (WD 57)	Default typing mode is insert mode.	Used whenever I am typing a document.
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point.	Used if you want to delete text.
Word Help system (WD 60)	Where you can get answers to questions while using Word	Used if I am ever unsure of how to perform something on Word.