

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.	High school
resume (WD 138)	Usually contains the applicant's educational background and job experience.	
template (WD 138)	Is similar to a form with prewritten text.	
wizard (WD 138)	Word provides wizards for a variety of documents including resumes, legal pleadings, letters, faxes, memos, agendas, and Web pages; they make the process of creating specialized documents easier.	home
panel names (WD 141)	Displayed along the left of a wizard's dialog box, each panel presents a different set of options, in which you select preferences or enter text	
Resume Wizard (WD 141)	A wizard that lets Word format the resume with appropriate headings and spacing	

print layout view (WD 148)	Shows you an exact view of the printed page	
table (WD 150)	A collection of rows and columns	Home, for labs for science
cell (WD 151)	The intersection of a row and a column, filled with text	
end-of-cell mark (WD 151)	A formatting mark that assists you with selecting and formatting cells	
gridlines (WD 151)	Help identify the rows and columns in a table	
style (WD 151)	A named group of formatting characteristics that you can apply to text	
character styles (WD 152)	Affect formats of only selected characters	
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list	
paragraph styles (WD 152)	Affect formatting of an entire paragraph	
placeholder text (WD 152)	The text found in the place that you enter the objective which reads, Type Objective Here. The Resume Wizard inserted these words.	
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles	
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table	
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph	
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character	
line break character (WD 154)	Advances the insertion point to the beginning of the next physical line (press shift+enter)	
print preview (WD 158)	Displays the entire document in reduced size	

	on the Word screen	
tab stop (WD 163)	A location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard	
custom tab stop (WD 164)	When you set up your own custom tab stops, Word clears all default tab stops to the left of the custom tab stop	
collect (WD 165)	Copy	
Office Clipboard (WD 165)	A temporary storage area that holds up to 24 items (text or graphics) copied from any Office application	
paste (WD 165)	The process of copying an item from Office Clipboard into the document at the location of the insertion point	home
border (WD 172)	A solid line at any edge of a paragraph	
clear formatting (WD 173)	Refers to returning the formatting to the Normal style	
complimentary close (WD 175)	Displayed two lines below the last line of the message	
date line (WD 175)	Consists of the month, day, and year. Is positioned two or six lines below the letterhead	
inside address (WD 175)	Placed three to eight lines below the date line and usually contains the addressee's courtesy title plus full name, business affiliation, and full geographical address	
message (WD 175)	The body of the letter	
salutation (WD 175)	Begins two lines below the last line of the inside address, greeting	

signature block (WD 175)	Typed at least four lines below the complimentary close, allows room for the author to sign his or her name	
AutoText entry (WD 178)	If you use the same text frequently you can store the text here and then used the stored entry throughout the open document, as well as future documents	
Nonbreaking hyphen (WD 180)	A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line	
nonbreaking space (WD 180)	A special space character that prevents two words from splitting if the first word falls at the end of a line	
F3 (WD 181)	Pressing this key instructs Word to replace the AutoText entry name with the stored AutoText entry	
AutoComplete tip (WD 182)	When Word displays a list of AutoText entry names, and if one matches your typing, Word displays its complete name above your typing as an AutoComplete tip	
dimension (WD 182)	The total number of rows and columns required in a table	
tab character (WD 185)	A control character in a document that represents movement to the next tab stop	
column boundary (WD 186)	The border to the right of a column	
row boundary (WD 186)	The border at the bottom of a row	
table resize handle (WD 186)	A small square that appears when you point to the bottom-right corner of the table	

smart tag (WD 191)	A button that automatically appears on the screen when Word performs a certain action	
document summary (WD 193)	To help locate documents at a later time, you can store additional information about the document	
file properties (WD 193)	To help locate documents at a later time, you can store additional information about the document	