

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 don't use it.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I don't use it.
template (WD 138)	Is similar to a form with prewritten text.	I don't use it.
wizard (WD 138)	Prepares a template by asking a few questions.	I don't use it.
panel names (WD 141)	List of panels that provide different options in a wizard dialog box.	I don't use it.
Resume Wizard (WD 141)	Wizard used to make resumes.	I don't use it.
print layout view (WD 148)	View that shows the exact view of the printed page	I use it a lot.
table (WD 150)	Collection of columns and rows to display information.	I use it occasionally.
cell (WD 151)	Intersection of a column and a row.	I use it occasionally.
end-of-cell mark (WD 151)	Formatting mark that shows you the end of a cell.	I use it occasionally.
gridlines (WD 151)	Help identify the rows and columns of a table.	I use it occasionally.
style (WD 151)	Named group of formatting characteristics.	I use it occasionally.

character styles (WD 152)	Only affect format of the selected characters.	I don't use it.
list styles (WD 152)	Affect alignment and fonts in bulleted/numbered list.	I don't use it.
paragraph styles (WD 152)	Affect format of an entire paragraph.	I don't use it.
placeholder text (WD 152)	Text inserted in the template before the actual info has been inserted.	I don't use it.
Styles and Formatting task pane (WD 152)	Task pane where you can view and apply styles.	I don't use it.
table styles (WD 152)	Affect the style of borders and text in a table.	I use it occasionally.
bullet (WD 154)	Dot or other symbol at the beginning of a paragraph.	I use it occasionally.
bulleted list (WD 154)	List of info that has bullets to mark each fact.	I use it occasionally.
line break character (WD 154)	Advances the insertion point to the beginning of the next line.	I don't use it.
print preview (WD 158)	Shows the way the document will be printed without formatting marks.	I use it occasionally.
tab stop (WD 163)	Location on the horizontal ruler that determines the movement of the insertion point when the tab key is pressed.	I use it a lot.
custom tab stop (WD 164)	Tab stop set by the user.	I don't use it.
collect (WD 165)	A.K.A. copying.	I use it a lot.
Office Clipboard (WD 165)	Temporary storage area the holds copied items.	I use it a lot.
paste (WD 165)	Putting an object from the clipboard into the document.	I use it a lot.
border (WD 172)	Solid line at any edge of a paragraph.	I don't use it.
clear formatting (WD 173)	Option that returns the formatting style to the normal style.	I use it occasionally.
complimentary close (WD 175)	Two lines below the last line of the message.	I don't use it.

date line (WD 175)	Contains date and is placed beneath the letterhead.	I don't use it.
inside address (WD 175)	Contains the addressee's full name and position.	I don't use it.
message (WD 175)	Body of the letter.	I don't use it.
salutation (WD 175)	Opening of a letter.	I don't use it.
signature block (WD 175)	Blank space for author to sign his/her name.	I don't use it.
AutoText entry (WD 178)	Text entry that is stored for later use.	I don't use it.
nonbreaking hyphen (WD 180)	Hyphen that keeps two words from splitting at the end of a line.	I don't use it.
nonbreaking space (WD 180)	Space that keeps two words from splitting at the end of a line.	I don't use it.
F3 (WD 181)	Key that tells word to replace the text with the auto text entry	I don't use it.
AutoComplete tip (WD 182)	Complete version of the auto text entry that can be entered by pressing enter.	I use it occasionally.
dimension (WD 182)	Number of rows and columns in a table.	I use it occasionally.
tab character (WD 185)	Formatting mark between tab stops.	I use it occasionally.
column boundary (WD 186)	Border to the right of a column.	I use it occasionally.
row boundary (WD 186)	Border at the bottom of a row.	I use it occasionally.
table resize handle (WD 186)	Small square at the bottom right corner of the table.	I use it occasionally.
smart tag (WD 191)	Button that automatically appears when a certain action is performed.	I use it occasionally.
document summary (WD 193)	Additional information stored to help identify a document.	I use it occasionally.
file properties (WD 193)	Additional information stored to help identify a document.	I use it occasionally.