

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)	Program that allows the user to type and edit text.	I use it a lot.
Language bar (WD 7)	Contains buttons that let you speak commands and dictate text.	Never used it.
task pane (WD 7)	A separate window that allows you to finish tasks faster.	I use them.
toolbar (WD 7)	Contains buttons and boxes that allow you to carry out common tasks quickly.	I use them all the time.
document window (WD 10)	Displays text, tables, graphics, and other items.	I use it constantly.
end mark (WD 11)	Short horizontal line that indicates the end of a document.	I don't use it often.
horizontal ruler (WD 11)	Allows you to set margins and tabs.	I use it occasionally.
insertion point (WD 11)	Blinking vertical bar that indicates where you are typing.	I use it constantly.
mouse pointer (WD 11)	Allows you to change where you are typing and perform other commands using the mouse.	I use it constantly.
scroll bar (WD 11)	Bar at the right of the screen that allows you to scroll up and down to view the entire page.	I use it a lot.
scroll box (WD 11)	A part of the scroll bar that	I use it constantly.

	displays the location in the document.	
status bar (WD 11)	Located at the bottom of the page, it provides information about the document.	I use it a lot.
vertical ruler (WD 11)	Same as the horizontal ruler, just it works vertically.	I use it occasionally.
full menu (WD 12)	Lists all of the commands associated with a menu.	I use it occasionally.
menu (WD 12)	List of commands to perform tasks such as saving a document.	I use them a lot.
menu bar (WD 12)	Toolbar that displays menus.	I use it a lot.
short menu (WD 12)	List of recently used commands in a given menu.	I use it a lot.
status indicators (WD 12)	Indicators that let you know when a key or function is on or off.	I use them occasionally.
dimmed command (WD 13)	A command that is not currently available.	I do not use dimmed commands.
hidden command (WD 13)	A command that does not show up on the short menu.	I see them a lot.
ScreenTip (WD 13)	Short on-screen note associated with the object to which you are pointing.	I use it occasionally.
submenu (WD 13)	List of additional commands associated with a selected command.	I use them a lot.
docked toolbar (WD 14)	A toolbar that is attached to the edge of the Microsoft Word window.	I use docked toolbars a lot.
floating toolbar (WD 14)	A toolbar that is not attached to the edge of the Microsoft Word window.	I use floating toolbars a lot.
Formatting toolbar (WD 14)	Toolbar that allows you to perform formatting commands.	I use it a lot.
move handle (WD 14)	Dotted vertical line on the left edge of a toolbar that allows you to move the toolbar.	I use them a lot.
Standard toolbar (WD 14)	Toolbar that allows you to perform normal commands.	I use it a lot.

file name (WD 28)	Name assigned to a file when it is saved.	I use it a lot.
folder (WD 29)	A specific location on a disk that contains files.	I use folders a lot.
character formatting (WD 31)	Process of changing the way that characters appear.	I format characters a lot.
paragraph formatting (WD 31)	Process of changing the way that paragraphs appear.	I format paragraphs a lot.
select (WD 33)	Text is considered selected when it is highlighted; you can then format or delete it faster.	I select text a lot.
selected text (WD 33)	Selected text is text that is selected/highlighted.	I use selected text a lot.
left-aligned (WD 36)	Text aligned on the left of the page.	I use left-aligned a lot.
right-aligned (WD 36)	Text aligned on the right of the page.	I use right-aligned occasionally.
centered (WD 38)	Text aligned to the center of the page.	I use centered text a lot.
Repeat command (WD 39)	A repeat command is a command that reverses the last undo command.	I use it occasionally.
italicized (WD 41)	Text that is slanted.	I use it occasionally.
underlined (WD 42)	Text that has a line under it.	I use it occasionally.
bold (WD 44)	Text that is bold.	I use it occasionally.
clip art (WD 45)	A graphic that comes with Microsoft word.	I use it occasionally.
Clip Organizer (WD 45)	Menu that organizes clip art.	I use it occasionally.
graphic (WD 45)	Another word for art.	I use it occasionally.
resizing (WD 49) selection rectangle (WD 49)	Resizing is the changing of size.	I use it occasionally.
sizing handles (WD 49)	Squares at the corners of a picture that change the size when dragged.	I use it occasionally.
hard copy (WD 53)	A printout of the document.	I use it a lot.
printout (WD 53)	A physical piece of paper	I use it a lot.

	with the document on it.	
insert mode (WD 57)	Mode of typing where the text is inserted at the insertion point.	I use it a lot.
overtyping mode (WD 57)	Mode of typing where text is written over the other text.	I use it occasionally.
Word Help system (WD 60)	System that allows you to ask for help in Word.	I never use it.