

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 use this application a lot for essays and what not for other classes.
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)	Is a short horizontal line that indicates the end of the document	
horizontal rule (WD 11) horizontal rule (WD 11)	Horizontal ruler- used to set tabs, indent paragraphs, adjust column widths, and change page margins.	
insertion point (WD 11)	Is a blinking verticle 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.	
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 later projects.	
status bar (WD 11)	Displays different portions at the bottom of your document in the document window.	
vertical ruler (WD 11)	Sometimes is displayed at the left edge of the document window.	
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.	
menu bar (WD 12)	A special toolbar that displays the word menu names.	
short menu (WD 12)	List your most recent commands.	
status indicators (WD 12)	A certain key or mode on of off.	
dimmed command (WD 13)	Appears gray, or dimmer, instead of black, which indicates it is not available.	
hidden command (WD 13)	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.	
submenu (WD 13)	List of additional commands associated with the selected command.	
docked toolbar (WD 14)	Toolbar that is attached to an edge of the Word window.	

floating toolbar (WD 14)	Not attached to an edge of the word window	
Formatting toolbar (WD 14)		
move handle (WD 14)	The vertical dotted lone on the left edge of the toolbar.	
Standard toolbar (WD 14)		
file name (WD 28)	Name assigned to a file when it is saved.	
folder (WD 29)	A specific location on a disk.	
character formatting (WD 31)	The process of changing the way character appear on the screen and in print.	
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	
select (WD 33)	Highlight	
selected text (WD 33)	Highlighted text	
left-aligned (WD 36)	Default alignment for paragraphs.	
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	
centered (WD 38)	Position its text horizontally between the left and right margins on the page.	
Repeat command (WD 39)	Duplicates your last command so you perform it again.	
italicized (WD 41)	Text has a slanted appearance.	
underlined (WD 42)	Text prints with an underscore.	
bold (WD 44)	Characters display somewhat thicker and darker that those that are not bold.	
clip art (WD 45)	Graphics that you can insert on a document.	
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographs,	

	sounds, and video clips	
graphic (WD 45)	Files containing graphical images.	
resizing (WD 49)	Includes both enlarging and reducing the size of graphic.	
selection rectangle (WD 49)	Selected graphic design surrounds a selection rectangle	
sizing handles (WD 49)	Small squares	
hard copy (WD 53)	Printed version of the document	
printout (WD 53)	Printed version of the document	
insert mode (WD 57)	Word inserts the character and moves all the character to the right of the typed character position to the right.	
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point.	
Word Help system (WD 60)	Can get answers to questions.	