

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)	Full-featured word processing program that allows you to create professional looking documents and revise them easily.	I have made several documents on word.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text.	
task pane (WD 7)	Enables users to carry out Word tasks more efficiently.	
toolbar (WD 7)	Contains buttons and boxes that allow you to preform 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 a document.	
horizontal rule (WD 11) horizontal rule (WD 11)	Used to set up tabs in dent paragraphs, adjust column widths, and change margins.	
insertion point (WD 11)	Indicates where text will be inserted as you type	
mouse pointer (WD 11)	Becomes different shapes when directed in different areas.	

scroll bar (WD 11)	You display 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 the document window.	
status bar (WD 11)	Presents info. About the location of insertion point and progress current tasks.	
vertical ruler (WD 11)	Displayed on left side of screen when performing certain tasks.	
full menu (WD 12)	List all the commands associated with the regular menu.	
menu (WD 12)	Performs tasks such as retrieving, storing, printing, and formatting data in a document.	
menu bar (WD 12)	Displays menu names for Word.	
short menu (WD 12)	Lists your most recent commands.	
status indicators (WD 12)	Are used to turn certain keys on or off.	
dimmed command (WD 13)	Says if something is not available for a current section.	
hidden command (WD 13)	Personalizes commands for you depending how often you use those commands.	
ScreenTip (WD 13)	Associated with an object you are pointing to.	
submenu (WD 13)	A list of additional commands associated with the selected command.	
docked toolbar (WD 14)	The docked toolbar is the main toolbar where all the menus can be found.	
floating toolbar (WD 14)	Not attached to word window; appears in the middle of the screen.	
Formatting toolbar (WD 14)	Shows the font, color, etc.	
move handle (WD 14)	Vertical dotted line which is	

	located at the left side of the toolbar.	
Standard toolbar (WD 14)	Identifies the docked toolbars buttons and boxes.	
file name (WD 28)	A name assigned to a file when saved.	
folder (WD 29)	Specific location on a disk.	
character formatting (WD 31)	Process of changing the way characters appear on the screen.	
paragraph formatting (WD 31)	Process of changing the appearance of a paragraph.	
select (WD 33)	To bring you curser on the spot you would like to begin at.	
selected text (WD 33)	Highlighted text.	
left-aligned (WD 36)	To start the document and have the left side with even margins.	
right-aligned (WD 36)	To start the document and have the right side with even margins.	
centered (WD 38)		
Repeat command (WD 39)		
italicized (WD 41)		
underlined (WD 42) underlined (WD 42)		
bold (WD 44)		
clip art (WD 45)		
Clip Organizer (WD 45)		
graphic (WD 45)		
resizing (WD 49) selection rectangle (WD 49)		
sizing handles (WD 49)		

hard copy (WD 53)		
printout (WD 53)		
insert mode (WD 57)		
overtyping mode (WD 57)		
Word Help system (WD 60)		