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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)

<b>TERM</b>	<b>DEFINITION</b>	<b>TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE</b>
cover letter (WD 138)	Enables you to elaborate on positive points in your position.	
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)	Asks you several questions then based on your responses, uses a template to prepare and format a document for you	
panel names (WD 141)	Currently selected panel displaying on the ride side of the dialog box	
Resume Wizard (WD 141)	Type a resume from scratch or use a resume wizard	
print layout view (WD 148)	Sheos exact view of the printed page	
table (WD 150)	Collection of rows and columns	
cell (WD 151)	Intersection of a row and a column	
end-of-cell mark (WD 151)	Formatting mark that assists you with seleting and formatting cells	

gridlines (WD 151)	Help identify the rows and columns in a table	
style (WD 151)	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)	Affects formatting of entire paragraph	
placeholder text (WD 152)	When the Resume wizard inserted the words, type objective here	
Styles and Formatting task pane (WD 152)	View, create, and apply styles	
table styles (WD 152)	Affects the borders, shading, alignment, and fonts	
bullet (WD 154)	Dot or other symbol positioned at the beginning of a paragraph	
bulleted list (WD 154)	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	
print preview (WD 158)	Displays the entire document in reduced size on the word screen	
tab stop (WD 163)	Location on the horizontal ruler that tells where to position the insertion point when you press the tab key	
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop	
collect (WD 165)	Copy	
Office Clipboard (WD 165)	Temporary storage area that holds up to 24 items	
paste (WD 165)	Process of copying an item from the office clipboard into a new location	

border (WD 172)	Solid line that is the edge of the paper	
clear formatting (WD 173)	Refers to returning the formatting to the normal style	
complimentary close (WD 175)	Two lines below the last line of the message	
date line (WD 175)	Consists of the month, day, and years. Positioned two to six lines below the letterhead	
inside address (WD 175)	Places three to eight lines below the date line, usually contains addresses	
message (WD 175)	Paragraphs are single spaced w/ double spacing between paragraphs	
salutation (WD 175)	Begins two lines below the last line of the inside address	
signature block (WD 175)	At least four lines below the complimentary close, must have room to sign your name	
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Storing text that you use frequently in the auto text entry. Special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line	
nonbreaking space (WD 180)	Space that character that prevents two words from splitting if the first word falls at the end of a line	
F3 (WD 181)	Instructs word to replace the auto text entry name w/ the stored auto text entry	
AutoComplete tip (WD 182)	Word displays its complete name above your typing as an auto complete tip	
dimension (WD 182)	Total number of rows and columns in the table	
tab character (WD 185)		

column boundary (WD 186)	Resizing your column	
row boundary (WD 186)	Resizing your bottom column	
table resize handle (WD 186)	Small square that appears when you point to the bottom-right corner of the table	
smart tag (WD 191)	Button that automatically appears on the screen when word performs a certain action	
document summary (WD 193)	When you save it, it gives you a brief summary what it is	
file properties (WD 193)	When you save it, it gives you a brief summary what it is	