

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	
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)	A short horizontal line that indicates the end of the document	
horizontal rule (WD 11) horizontal rule (WD 11)	Indent paragraphs, adjust column widths, and change page margins	
insertion point (WD 11)	A blinking vertical 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 and the location on the screen	
scroll bar (WD 11)	Display different portions of your document in the 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 information about the location of the insertion point and the progress of current tasks, as well as the status of certain commands, keys, and buttons	
vertical ruler (WD 11)	Displayed at the left edge of the word window when you perform certain tasks	
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, storing, printing and formatting data	
menu bar (WD 12)	Toolbar that displays the word menu names	
short menu (WD 12)	Listing your most recently used commands	
status indicators (WD 12)	Turns certain keys on or off	
dimmed command (WD 13)	Gray or dimmed instead of black indicates it is not available for the current selection	
hidden command (WD 13)	Full menu when it does not appear on a short menu	
ScreenTip (WD 13)	Short on-screen note associated with the object to which you are pointing	
submenu (WD 13)	A 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)	Will be explained later in the book	
move handle (WD 14)	Vertical dotted line on the screen with the resolution set to 800 x 600	
Standard toolbar (WD 14)	Identifies its buttons and boxes	
file name (WD 28)	The name assigned to a file when it is saved	
folder (WD 29)	A specific location on a disk	
character formatting (WD 31)	Process of changing the way characters appear on the screen in print	
paragraph formatting (WD 31)	Process of changing the appearance of a paragraph	
select (WD 33)	Change font size of the characters in the headline	
selected text (WD 33)	Highlighted text	
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges	
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges	
centered (WD 38)	Position horizontally between the left and right margins on the page	
Repeat command (WD 39)	Duplicates your last command so you can perform it again	
italicized (WD 41)	Text with a slanted appearance	
underlined (WD 42) underlined (WD 42)	Texts with an underscore	
bold (WD 44)	Characters that are somewhat thicker and darker than others	
clip art (WD 45)	Predefined graphics you can add to your document	
Clip Organizer (WD 45)	Where clip art is located and contains a collection of	

	clips, photos, sounds and video	
graphic (WD 45)	Graphical images	
resizing (WD 49) selection rectangle (WD 49)	Enlarging and reducing of a graphic. Displayed around the graphic	
sizing handles (WD 49)	Small squares at each corner and middle location that help size the picture	
hard copy (WD 53)	A printed version of the document	
printout (WD 53)	A printed version of the document	
insert mode (WD 57)	When Word inserts the character and moves all the characters to the right of the typed character one position to the right	
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point	
Word Help system (WD 60)	Answers your questions when you are using Word	