

Microsoft Office Word 2007

Chapter One: Creating and Editing a Word Document

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
Microsoft Office Word 2007 (WD 2)	A full-featured word processing program that allows you to create professional – looking documents and revise them easily	I use it everyday
format (WD 4)		
save (WD 4)	Store a document on a variety of storage media including hard disk, USB flash drive, or CD.	I use it everyday
document window (WD 6)	The view a portion of a document.	I use it everyday
insertion point (WD 6)	Indicates where the items will be inserted.	I use it everyday
Print Layout view (WD 6)	Shows the document on a mock sheet of paper in the document window.	I use it everyday
active tab (WD 7)	Tab currently displayed.	I use it everyday
Home tab (WD 7)	Primary tab	I use it everyday
mouse pointer (WD 7)	Changes the shapes of the pointer	I use it everyday
Ribbon (WD 7)	Control center in word.	I use it everyday
scroll arrow (WD 7)	To scroll through	I use it everyday
scroll bar (WD 7)	Display different portions of the document.	I use it everyday
scroll box (WD 7)	The location of the part of the document window.	I use it everyday
status bar (WD 7)	Presents information about t he document.	I use it everyday
tab (WD 7)	Collection of groups, and related commands.	I use it everyday
contextual tabs (WD 8)	Other tabs.	I use it everyday
gallery (WD 8)	Set of choices.	I use it everyday

live preview (WD 8)	Point to a gallery choice.	I use it everyday
Dialog Box Launcher (WD 9)	Dialog box	I use it everyday
Enhanced ScreenTip (WD 9)	On-screen note that provides the name of the command.	I use it everyday
Mini toolbar (WD 9)	Table based on the task you perform.	I use it everyday
task pane (WD 9)	Table that remain open and visible while you work in the document.	I use it everyday
Quick Access Toolbar (WD 10)	Easy access.	I use it everyday
shortcut menu (WD 10)	Frequently used commands.	I use it everyday
menu (WD 11)	List of commands.) I use it everyday
Office Button (WD 11)	Managing and sharing documents.	I use it everyday
submenu (WD 11)	Additional commands	I use it everyday
Key Tip (WD 12)	Select a command	I use it everyday
Key Tip badge (WD 12)	Code icon	I use it everyday
BACKSPACE (WD 13)	New paragraph	I use it everyday
Spelling and Grammar Check icon (WD 13)	Errors in the document	I use it everyday
formatting mark (WD 14)	A character.	I use it everyday
nonprinting character (WD 14)	A formatting mark.	I use it everyday
wordwrap (WD 14)	Type in paragraph continually.	I use it everyday
file (WD 18)	A save document.	I use it everyday
file name (WD 18)	Name assigne to the saved document.	I use it everyday
folder (WD 19)	Location to store.	I use it everyday
character formatting (WD 22)	Changing the appearance of the paragraph.	I use it everyday
bullet (WD 23)	A point.	I use it everyday
font (WD 23)	Typeface.	I use it everyday
font size (WD 23)	The size of the characters.	I use it everyday
left-aligned (WD 23)	The paragraph aligns to the left.	I use it everyday
Normal style (WD 23)	11-point Calibri font.	I use it everyday
point (WD 23)	1/72 of one inch in height	I use it everyday
style (WD 23)	Formatting characteristics	I use it everyday
theme (WD 23)	Set of unified formats	I use it everyday
centered (WD 26)	Puts the test in the center.	I use it everyday
bulleted list (WD 32)	Series of paragraphs.	I use it everyday
bold (WD 34)	Thicker and darker letters.	I use it everyday
underlined (WD 35)	Text prints with an underscore	I use it everyday
italicized (WD 36)	Slanted appearance.	I use it everyday

Quick Style (WD 36)	Part of style set	I use it everyday
style set (WD 36)	Group of used styles.	I use it everyday
color scheme (WD 37)	Color for text, background, accents, and links.	I use it everyday
font set (WD 37)	Formats two fonts.	I use it everyday
download (WD 41)	Copying digital things in the document.	I use it everyday
virus (WD 41)	Program that can damage the pc.	I use it everyday
selection rectangle (WD 42)	Around a graphic.	I use it everyday
sizing handles (WD 42)	In the selection rectangle.	I use it everyday
scroll (WD 43)	Top or bottom portion.	I use it everyday
resizing (WD 46)	Enlarging and reducing the size.	I use it everyday
document properties (WD 50)	Details about a file	I use it everyday
keywords (WD 50)	Words or phrases that describe the document.	I use it everyday
metadata (WD 50)	Document properties.	I use it everyday
automatically updated properties (WD 51)	File system properties.	I use it everyday
Document Information Panel (WD 51)	Document properties.	I use it everyday
standard properties (WD 51)	Author, title, and subject.	I use it everyday
hard copy (WD 53)	Printout	I use it everyday
printout (WD 53)	Printed version	I use it everyday
insert mode (WD 58)	Word moves all the characters to the right of the typed character.	I use it everyday
Word Help (WD 60)	Answer you questions.	I use it everyday