

Microsoft Office Word 2007

Chapter Three: Creating a Cover Letter and a Resume

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	Elaborate on positive points	
resume (WD 146)	Applicant's educational background	
template (WD 146)	Form with prewritten	
clip art (WD 153)	Predefined graphic	
Clip Organizer (WD 153)	Collection of clipart	
graphics (WD 153)	Graphical images	
task pane (WD 153)	Carry out some word tasks more efficiently	
tab stop (WD 158)	Position of the intersection point when you click the tab	
tab character (WD 159)	Formatting mark	
border (WD 161)	Solid line around the paragraph	
clear formatting (WD 162)	Normal style	
complimentary close (WD 166)	Only capitalize the first word	
date line (WD 166)	Month, day, year.	
inside address (WD 166)	Full name, job title, business affiliation, and geographical address	
message (WD 166)	Body of the letter	
salutation (WD 166)	Recipient's name	
signature block (WD 166)	Author sign	
building block (WD 170)	Text or graphic	
nonbreaking hyphen (WD 171)	Prevents two words separated from splitting.	
nonbreaking space (WD 171)	Space character	
cell (WD 173)	Intersection of a row and column.	
dimension (WD 173)	Total number of rows and columns	

table (WD 173)	Collection of rows and columns	
end-of-cell mark (WD 174)	Formatting mark	
end-of-row mark (WD 174)	Add columns	
column boundary (WD 178)	Desired the with	
row boundary (WD 178)	Border at the bottom	
table resize handle (WD 178)	Resize the table	
content control (WD 185)	Constraints instructions	
destination document (WD 188)	Items are copied to it	
Office Clipboard (WD 188)	Temporary store media	
source document (WD 188)	Where the items are copied from.	
line break (WD 194)	Advances the insertion point.	
sorting (WD 200)	Ordering characters	
print preview (WD 201)	Displays the entire document.	