

Name _____

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)

| TERM | DEFINITION | TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE |
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| cover letter (WD 138) | Enables you to elaborate on positive points in your position. | Never used it. |
| resume (WD 138) | Usually contains the applicant's educational background and job experience. | Use it if I want a job. |
| template (WD 138) | Is similar to a form with prewritten text. | Never used it. |
| wizard (WD 138) | A template that is prepared for you. | Never used it. |
| panel names (WD 141) | Is displayed in the dialog box. | Never used it. |
| Resume Wizard (WD 141) | A template that makes it easier to make a resume. | Never used it. |
| print layout view (WD 148) | An exact view of the printed page. | Never used it. |
| table (WD 150) | A collection of rows and columns. | Never used it. |
| cell (WD 151) | The intersection of a row and column is called a cell. | Never used it. |
| end-of-cell mark (WD 151) | A formatting mark that assists you with selecting and formatting cells. | Never used it. |
| gridlines (WD 151) | Help identify the rows and columns in a table. | Never used it. |
| style (WD 151) | A group of formatting characteristics. | Never used it. |

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| character styles (WD 152) | Affect formats on only selected characters. | Never used it. |
| list styles (WD 152) | Affect a alignment. | Never used it. |
| paragraph styles (WD 152) | Affect formatting of an entire paragraph. | Never used it. |
| placeholder text (WD 152) | Objective here type. | Never used it. |
| Styles and Formatting task pane (WD 152) | Where you can view, create, and apply styles. | Use it occasionally to change fonts. |
| table styles (WD 152) | Affect the borders, shading, alignment, and fonts. | Never used it. |
| bullet (WD 154) | A dot or other symbol. | Use it to organize. |
| bulleted list (WD 154) | A list of phrases that each begin wit a bullet. | Use it to organize. |
| line break character (WD 154) | Advances the insertaion point to the beginning of the next physical line. | Never used it. |
| print preview (WD 158) | Displays the entire document in reduced size on the word screen. | Never used it. |
| tab stop (WD 163) | Location on the horizontal ruler that tells Word where to position the inseration point. | Never used it. |
| custom tab stop (WD 164) | Word clearing all default tab stops. | Never used it. |
| collect (WD 165) | Synonym to copying. | Never used it. |
| Office Clipboard (WD 165) | A temporary storage area that holds up to 24 items. | Never used it. |
| paste (WD 165) | The process of inserting miscellaneous copied things. | Use it a lot. |
| border (WD 172) | A sold line. | Never used it. |
| clear formatting (WD 173) | Refers to returning the formatting to the normal style. | Never used it. |
| complimentary close (WD 175) | Two lines below the last line of the message. | Never used it. |
| date line (WD 175) | Consists of the moth, day, | Never used it. |

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| | and year. | |
| inside address (WD 175) | Contains the addresses courtesy title. | Never used it. |
| message (WD 175) | Paragraphs are sing- spaced with double- spacing between paragraphs. | I use this a lot. |
| salutation (WD 175) | Begins two lines below the last line of the inside address. | Never used it. |
| signature block (WD 175) | At least four lines below the complimentary close. | Never used it. |
| AutoText entry (WD 178) nonbreaking hyphen (WD 180) | Where you can store text. | Never used it. |
| nonbreaking space (WD 180) | You can press ctrl shift spacebar to insert one. | Never used it. |
| F3 (WD 181) | Word replaces the characters with a stored entry when you push it. | Never used it. |
| AutoComplete tip (WD 182) | Word displays its complete name above your typing as an Autocomplete tip. | Never used it. |
| dimension (WD 182) | The rows and columns. | Never used it. |
| tab character (WD 185) | When you adjust the columns and rows. | Never used it. |
| column boundary (WD 186) | Can be dragged to the border of the right of a column. | Never used it. |
| row boundary (WD 186) | The border of the bottom of a row. | Never used it. |
| table resize handle (WD 186) | You can resize the whole table. | Never used it. |
| smart tag (WD 191) | A button that automaticly is on the screen. | Never used it. |
| document summary (WD 193) | Helps you locate files. | Never used it. |
| file properties (WD 193) | Additional information about the file. | Never used it. |
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