

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)	A word processing software.	
Language bar (WD 7)	A bar that contains buttons that allow to speak comands 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, table, 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)	Used to set tab stops, 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)	It becomes different shapes depending on the task you are performing in Word and the pointers location on the	

	screen.	
scroll bar (WD 11)	Displays different portions of your document in the document window.	
scroll box (WD 11)	It 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 progress of tasks, as well as the status of certain commands, keys, and buttons.	
vertical ruler (WD 11)	Is 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. You can also display a full menu immediately by double clicking the menu name on the menu bar.	
menu (WD 12)	Contains a list of commands you use to perform certain tasks such as retrieving, storing, printing, and formatting data in a document.	
menu bar (WD 12)	A special toolbar that displays the Word menu names.	
short menu (WD 12)	Lists your most recent commands.	
status indicators (WD 12)	Use them to turn certain keys or modes on or off.	
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu because it does not appear on a short menu.	
ScreenTip (WD 13)	A 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)	A toolbar that is attached to the edge of a word window.	
floating toolbar (WD 14)	A toolbar that is not attached to an edge of the word window.	
Formatting toolbar (WD 14)	A type of toolbar that is formatted to the way the user chooses.	
move handle (WD 14)	The vertical dotted line on the left edge of the toolbar.	
Standard toolbar (WD 14)	The default settings for the toolbar.	
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)	The process of changing the way characters appear on the screen and in print.	
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	
select (WD 33)	To signify where you want something or highlight it.	
selected text (WD 33)	Highlighted text.	
left-aligned (WD 36)	Moved to the left margin of the document with uneven right edges.	
right-aligned (WD 36)	Moved to the right side of the document with uneven left edges.	
centered (WD 38)	Position the text between the left and right margins.	
Repeat command (WD 39)	Duplicates your last command so you can perform it again.	
italicized (WD 41)	When the text has a slanted appearance.	
underlined (WD 42)	This type of text prints with an underscore.	

bold (WD 44)	When the text is stronger and blacker than usual.	
clip art (WD 45)	Predefined graphics in word.	
Clip Organizer (WD 45)	Contains a collection of clips including clip art, as well as sounds, and video clips.	
graphic (WD 45)	Graphical images.	
resizing (WD 49) selection rectangle (WD 49)	Enlarging and reducing the size of your graphic.	
sizing handles (WD 49)	Small squares in a selection rectangle.	
hard copy (WD 53)	A printed version of the document.	
printout (WD 53)	A printed version of a document.	
insert mode (WD 57)		
overtyping mode (WD 57)		
Word Help system (WD 60)		