

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)		
format (WD 4)		
save (WD 4)		
document window (WD 6)		
insertion point (WD 6)		
Print Layout view (WD 6)		
active tab (WD 7)		
Home tab (WD 7)		
mouse pointer (WD 7)		
Ribbon (WD 7)		
scroll arrow (WD 7)		
scroll bar (WD 7)		
scroll box (WD 7)		
status bar (WD 7)		
tab (WD 7)		
contextual tabs (WD 8)		
gallery (WD 8)		
live preview (WD 8)		
Dialog Box Launcher (WD 9)		
Enhanced ScreenTip (WD 9)		
Mini toolbar (WD 9)		
task pane (WD 9)		
Quick Access Toolbar (WD 10)		
shortcut menu (WD 10)		
menu (WD 11)
Office Button (WD 11		
submenu (WD 11)		
Key Tip (WD 12		
Key Tip badge (WD 12)		
BACKSPACE (WD 13)		

Spelling and Grammar Check icon (WD 13)		
formatting mark (WD 14)		
nonprinting character (WD 14)		
wordwrap (WD 14)		
file (WD 18)		
file name (WD 18)		
folder (WD 19)		
character formatting (WD 22)		
bullet (WD 23)		
font (WD 23)		
font size (WD 23)		
left-aligned (WD 23)		
Normal style (WD 23)		
point (WD 23)		
style (WD 23)		
theme (WD 23)		
centered (WD 26)		
bulleted list (WD 32)		
bold (WD 34)		
underlined (WD 35)		
italicized (WD 36)		
Quick Style (WD 36)		
style set (WD 36)		
color scheme (WD 37)		
font set (WD 37)		
download (WD 41)		
virus (WD 41)		
selection rectangle (WD 42)		
sizing handles (WD 42)		
scroll (WD 43)		
resizing (WD 46)		
document properties (WD 50)		
keywords (WD 50)		
metadata (WD 50)		
automatically updated properties (WD 51)		
Document Information Panel (WD 51)		
standard properties (WD 51)		
hard copy (WD 53)		

printout (WD 53)		
insert mode (WD 58)		
Word Help (WD 60)		