

# Microsoft Office Word 2007

## Chapter Three: Creating a Cover Letter and a Resume

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Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	Enables you to elaborate on positive points in a resume and provides an opportunity to show a potential employer your writing skills.	
resume (WD 146)	Contains the applicant's educational background and job experience.	
Template (WD 146)	Similar to a form with prewritten text; Word prepares the requested document with text and/or formatting common to all documents of this nature.	
clip art (WD 153)	A predefined graphic.	
Clip Organizer (WD 153)	A collection of clip art, photographs, sounds, and videos.	
graphics (WD 153)	Files containing graphical images.	
Task pane (WD 153)		
Tab stop (WD 158)		
Tab character (WD 159)	A formatting mark that appears in the empty space between	

	the tab stops.	
border (WD 161)	A solid line at any edge of a paragraph.	
Clear formatting (WD 162)	To returning the formatting to the Normal style.	
Complimentary close (WD 166)	Two lines below that last line of the sentence.	
Date line (WD 166)	Consists of the month, day, and year is positioned two to six lines below the letterhead.	
Inside address (WD 166)	Placed three to eight lines below the date line, usually contains the addressee's courtesy title plus full name, job title, business, affiliation, and full geographical address.	
Message (WD 166)	The body of a letter.	
Salutation (WD 166)	Begins two lines below that last line of the inside address.	
Signature block (WD 166)	Allows room for the author to sign his or her name.	
Building block (WD 170)	A place where you can store text or graphics.	
Non breaking hyphen (WD 171)	A special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line.	
Non breaking space (WD 171)	A special space character that prevents two words from splitting if the first word falls at the end of	

	the line.	
Cell (WD 173)	The intersection of a row and a column.	
Dimension (WD 173)	When inserting a table, it the specifying that total number of rows and columns required.	
Table (WD 173)	A collection of rows and columns.	
End-of-cell mark (WD 174)	A formatting mark that assists you with selecting and formatting cells.	
end-of-row mark (WD 174)	You use to add columns to the right of a table	
column boundary (WD 178)	The border to the right of a column.	
row boundary (WD 178)	The border at the bottom of a row.	
table resize handle (WD 178)	A small square that appears when you point to a corner of the table.	
content control (WD 185)	Contains instructions for filling areas of the template.	
destination document (WD	Items are copied to this.	

188)		
Office Clipboard (WD 188)	A temporary storage area that holds up to 24 items copied from any Office program.	
source document (WD 188)	Items are copied from this.	
line break (WD 194)	Advances the insertion point to the beginning of the next physical line.	

sorting (WD 200)	Ordering characters in this manner.	
print preview (WD 201)	Displays the entire document in reduced size on the Word screen.	