

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)	Word processing program that allows you to create professional looking documents	
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text	
task pane (WD 7)	Is 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, tables, 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 ruler (WD 11)	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)	Becomes different shapes depending on the task you are performing and where	

	your pointers location is	
scroll bar (WD 11)	Displays different portions of your document in the document window.	
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in the document window	
status bar (WD 11)	Displays at the bottom of the document window above the windows taskbar	
vertical ruler (WD 11)	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	
menu (WD 12)	Contains a list of commands you use to perform 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 recently used 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	
ScreenTip (WD 13)	Is 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)	Is a toolbar that is attached to an edge of the word window	
floating toolbar (WD 14)	Is not attached to an edge of	

	the word window	
Formatting toolbar (WD 14)	Shows you fonts and styles to change the way your words look	
move handle (WD 14)	Is the vertical dotted line on the left edge of the toolbar	
Standard toolbar (WD 14)	Identifies buttons and boxes	
file name (WD 28)	Is the name assigned to a file when it is saved	
folder (WD 29)	Is a specific location on a disk	
character formatting (WD 31)	Is the process of changing the way characters appear on the screen and in print	
paragraph formatting (WD 31)	Is the process of changing the appearance of a paragraph	
select (WD 33)	Highlight	
selected text (WD 33)	Highlighted text	
left-aligned (WD 36)	When the text is aligned with the left margin	
right-aligned (WD 36)	When the text is aligned with the right margin	
centered (WD 38)	Between the left and the right margin	
Repeat command (WD 39)	Duplicates your last command	
italicized (WD 41)	Text has a slanted appearance	
underlined (WD 42)	Text prints with an underscore (_) below each character	
bold (WD 44)	Characters display somewhat thicker and darker than those that are not bold	
clip art (WD 45)	Predefined graphics	
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographs, sounds, and video clips.	
graphic (WD 45)	Files contain graphical	

	images	
resizing (WD 49)	Includes both enlarging and reducing the size of a graphic.	
selection rectangle (WD 49)	Selected graphic has small squares called sizing handles	
sizing handles (WD 49)	At each corner and middle location, used to resize	
hard copy (WD 53)	A printed version of the document	
printout (WD 53)	A printed version of the document	
insert mode (WD 57)	As you type a character, word inserts the character and moves all the characters to the right of the typed character one position to the right	
overtyping mode (WD 57)	Word replaces characters to the right of the insertion point	
Word Help system (WD 60)	You can get answers to questions through this	