

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)	Word processing program	College essay writing
format (WD 4)	A structure that allows documents to relate in which being worked on.	College essay writing
save (WD 4)	Records the progress of a document.	College essay writing
document window (WD 6)	The window upon which you may view a portion of a document on the screen.	College essay writing
insertion point (WD 6)	A blinking vertical bar that indicate where text, graphics, and other items will be inserted.	College essay writing/editing
Print Layout view (WD 6)	Shows the document on a mock sheet of paper in the document window.	College essay writing
active tab (WD 7)	The tab that is currently displayed.	College essay writing
Home tab (WD 7)	Also known as the primary tab, contains the more frequently used commands.	College essay writing
mouse pointer (WD 7)	The mouse pointer becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen.	College essay writing
Ribbon (WD 7)	The control center for Word.	College essay writing
scroll arrow (WD 7)	Located at each end of the	College essay writing

	scroll box.	
scroll bar (WD 7)	A bar that displays when the contents of an area may not be visible	College essay writing
scroll box (WD 7)	Reflects the location of the portion of the document that is displayed in the document window.	College essay writing
status bar (WD 7)	Presents information about the document, the progress of current tasks, and the status of certain commands and keys; it also provides controls for viewing the document.	College essay writing
tab (WD 7)	A tab surrounds a collection of groups, and each group contains a related command.	College essay writing
contextual tabs (WD 8)	As opposed to the top-level tabs, the contextual tabs are used when you perform certain tasks or work with objects such as pictures or tables.	College essay writing
gallery (WD 8)	A set of choices, often graphical, arranged in a grid or in a list.	PowerPoint presentation
live preview (WD 8)	A feature that allows you to point to a gallery choice and see its effect in the document.	PowerPoint presentation
Dialog Box Launcher (WD 9)	When clicked, displays a dialog box.	College essay writing
Enhanced ScreenTip (WD 9)	An on-screen note that provides the name of the command.	College essay writing
Mini toolbar (WD 9)	Appears automatically based on the tasks you	College essay writing

	perform.	
task pane (WD 9)	A window that can remain open and visible while you work on a document.	College essay writing/PowerPoint presentation
Quick Access Toolbar (WD 10)	Provides quick access to frequently used commands.	College essay writing
shortcut menu (WD 10)	A menu that appears when you right-click an object, it is a list of frequently used commands that relate to the right-clicked object.	College essay writing
menu (WD 11)	Contains a list of commands.	College essay writing
Office Button (WD 11)	A central location for managing and sharing documents.	College essay writing/PowerPoint Presentation
submenu (WD 11)	A list of additional commands associated with the selected command.	
Key Tip (WD 12)	When you press a key tip, additional key tips related to the selected command may appear.	College essay writing/PowerPoint presentation
Key Tip badge (WD 12)	If you prefer to use your keyboard instead of the mouse, you can press the ALT key on the keyboard to display a Key Tip Badge.	College essay writing
BACKSPACE (WD 13)	A key that when pressed deletes one character in a word document.	College essay writing

Spelling and Grammar Check icon (WD 13)	Checks and corrects spelling and grammar in documents	College essay writing
formatting mark (WD 14)	A character that Word displays on the screen but is not visible on a printed document	College essay writing
nonprinting character (WD 14)	A character that Word displays	College essay writing

	on the screen but is not visible on a printed document	
wordwrap (WD 14)	Allows you to type words in a paragraph continually without pressing the ENTER key at the end of each line	College essay writing
file (WD 18)	A saved document	College essay writing
file name (WD 18)	The name assigned to a file when it is saved	College essay writing
folder (WD 19)	A specific location on a storage medium	College essay writing
character formatting (WD 22)	The process of changing the way characters appear	College essay writing
bullet (WD 23)	A dot or other symbol positioned at the beginning of a paragraph	Modern Lit. Project
font (WD 23)	Typeface	College essay writing
font size (WD 23)	Specifies the size of characters	College essay writing
left-aligned (WD 23)	Default alignment (flush at the left margin of the document with uneven right edges)	College essay writing
Normal style (WD 23)	Default style	College essay writing
point (WD 23)	About 1/72 of one inch in height	College essay writing
style (WD 23)	A named group of formatting characteristics	College essay writing
theme (WD 23)	A set of unified formats for fonts, colors, and graphics	College essay writing
centered (WD 26)	Positioned horizontally between the left and right margins on the page	College essay writing
bulleted list (WD 32)	A series of paragraphs beginning with a bullet	Modern Lit. Project
bold (WD 34)	Display characters thicker and darker	College essay writing
underlined (WD 35)	Displays characters with an underscore () below each character	College essay writing
italicized (WD 36)	Displays characters with a slanted appearance	College essay writing
Quick Style (WD 36)	Part of a style set	College essay writing
style set (WD 36)	Consists of a group of frequently	College essay writing

	used styles formatted so they look pleasing when used together	
color scheme (WD 37)	Identifies 12 complementary colors for text, background, accents, and links in a document	Modern Lit. Project
font set (WD 37)	Each theme has a font set that defines formats for two fonts: one for headings and another for body text.	College essay writing
download (WD 41)	The process of a computer receiving information.	College essay writing
virus (WD 41)		
selection rectangle (WD 42)		
sizing handles (WD 42)		
scroll (WD 43)		
resizing (WD 46)	Includes both enlarging and reducing the size of a graphic.	
document properties (WD 50)		
keywords (WD 50)		
metadata (WD 50)		
automatically updated properties (WD 51)	Include file system properties, such as the date you create or change a file, and statistics, such as file size.	College essay writing
Document Information Panel (WD 51)	Contains areas where you can view and enter document properties.	College essay writing
standard properties (WD 51)	Associated with Microsoft Office documents standard properties include author, title, and subject.	College essay writing
hard copy (WD 53)	A printed version of a document.	College essay writing
printout (WD 53)	(Another name for a hard copy) A printed version of a document.	College essay writing
insert mode (WD 58)		
Word Help (WD 60)		