

Name _____

Microsoft Office 2003

Concepts and Techniques

WORD 2003

PROJECT THREE

CREATING A RESUME USING A WIZARD AND A COVER LETTER WITH A TABLE

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
cover letter (WD 138)	Enables you to elaborate on positive points in your position.	N/A
resume (WD 138)	Usually contains the applicant's educational background and job experience.	N/A
template (WD 138)	Is similar to a form with prewritten text.	N/A
wizard (WD 138)	Asks you several basic questions and then, based on your responses, uses a template to prepare and format a document for you.	N/A
panel names (WD 141)	Each panel presents a different set of options, in which you select preferences or enter text.	N/A
Resume Wizard (WD 141)	Lets Word format the resume with appropriate headings and spacing.	N/A
print layout view (WD 148)	It shows you an exact view of the printed page.	N/A
table (WD 150)	Is a collection of rows and columns.	N/A
cell (WD 151)	Is the intersection of a row and a column. And is filled with text.	N/A

end-of-cell mark (WD 151)	Is a formatting mark that assists you with selecting and formatting cells.	N/A
gridlines (WD 151)	It helps identify the rows and columns in a table.	N/A
style (WD 151)	Is a named group of formatting characteristics that you can apply to text.	N/A
character styles (WD 152)	Affects formats of only selected characters.	N/A
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	N/A
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	N/A
placeholder text (WD 152)	You enter the objective where the Resume Wizard inserted the words, Type Objective Here.	N/A
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles.	N/A
table styles (WD 152)	Affect the borders, shading, alignment, and fonts in a Word table.	N/A
bullet (WD 154)	Is a dot or other symbol positioned at the beginning of a paragraph.	N/A
bulleted list (WD 154)	Is a list of paragraphs that each begin with a bullet character.	N/A
line break character (WD 154)	Word inserts a formatting mark for a line break at the end of a line, and moves the insertion point to the beginning of the next physical line.	N/A
print preview (WD 158)	Displays the entire document in reduced size on the Word screen.	N/A
tab stop (WD 163)	Is a location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard.	N/A

custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop.	N/A
collect (WD 165)	You copy, or collect, items and then paste them in a new location.	N/A
Office Clipboard (WD 165)	Is a temporary storage area that holds up to 24 items copied from any Office application.	N/A
paste (WD 165)	Is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.	N/A
border (WD 172)	In Word, you draw a solid line at any edge of a paragraph.	N/A
clear formatting (WD 173)	Refers to returning to the formatting to the Normal Style.	N/A
complimentary close (WD 175)	Two lines below the last line of the message. Capitalize only the first word.	N/A
date line (WD 175)	Consists of the month, day, and year, is positioned two to six lines below the letterhead.	N/A
inside address (WD 175)	Placed three to eight lines below the date line, usually contains the addressee's courtesy title plus full name, business affiliation, and full geographical address.	N/A
message (WD 175)	Paragraphs are single-spaced with double spacing between paragraphs.	N/A
salutation (WD 175)	Begins two lines below the last line of the inside address.	N/A
signature block (WD 175)	At least four lines below the complimentary close, allowing room for the author to sign his or her	N/A

	name.	
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	You can store text in an AutoText entry and then use the stored entry throughout the open document, as well as future documents. Which is a special type of hyphen that prevents two word separated by a hyphen from splitting at the end of a line.	N/A
nonbreaking space (WD 180)	Which is a special space character that prevents two words from splitting if the first word falls at the end of a line.	N/A
F3 (WD 181)	Pressing the F3 key instructs Word to replace the AutoText entry name with the stored AutoText entry.	N/A
AutoComplete tip (WD 182)	As you type, Word searches the list of AutoText entry names, and if one matches your typing, Word displays its complete name above your typing as a tip.	N/A
dimension (WD 182)	When inserting a table, you must specify the total number of rows and columns required.	N/A
tab character (WD 185)	Advanced the insertion point from one cell to the next in a table.	N/A
column boundary (WD 186)	The border to the right of a column, until the column is the desired width.	N/A
row boundary (WD 186)	You can resize a row by dragging the row boundary, the border at the bottom of a row, until the row is the desired height.	N/A
table resize handle (WD 186)	Is a small square that appears when you point to the bottom-right corner of the table.	N/A
smart tag (WD 191)	Is a button that	N/A

	automatically appears on the screen when Word performs a certain action.	
document summary (WD 193)	To help locate documents at a later time, you can store additional info about the document.	N/A
file properties (WD 193)	To help locate documents at a later time, you can store additional info about the document.	N/A