

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: |
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| Microsoft Office Word (WD 4) | A full featured word processing program that allows you to create professional looking documents and revise them easily. | |
| Language bar (WD 7) | Contains buttons that allow you to speak commands and dictate text | |
| task pane (WD 7) | 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) | Is a short horizontal line that indicates the end of the document | |
| horizontal rule (WD 11) horizontal rule (WD 11) | Used to set tabs, indent paragraphs, adjust column widths, and change page margins | |
| insertion point (WD 11) | Is a blinking vertical bar that indicates where text will be inserted as you type | |
| mouse pointer (WD 11) | Becomes different shapes | |

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| | depending on the task you are performing in word and the pointer's location. | |
| scroll bar (WD 11) | You can display different portions of your document in the document window. | |
| scroll box (WD 11) | It 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. Presents info about the location of the insertion point and etc... | |
| vertical ruler (WD 11) | Sometimes 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) | Is a special toolbar that displays the Word menu names. | |
| short menu (WD 12) | Listing your most recently used commands. | |
| status indicators (WD 12) | 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) | Does not appear on a short menu. | |
| ScreenTip (WD 13) | Short on-screen note associated with the object to which you are pointing. | |
| submenu (WD 13) | Is a list of additional commands associated with the selected command. | |

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| docked toolbar (WD 14) | Is a toolbar that is attached to an edge of the Word window. Depending on the task you are performing, Word may display additional toolbars. | |
| floating toolbar (WD 14) | Is not attached to an edge of the Word window; that is, it appears in the middle of the Word windows. | |
| Formatting toolbar (WD 14) | Will be explained in detail when it's used in the book. | |
| move handle (WD 14) | The vertical dotted line on the left edge of the toolbar. | |
| Standard toolbar (WD 14) | Identifies its 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) | You must select the characters or words to be formatted and then format the selection. | |
| selected text (WD 33) | Is highlighted text. | |
| left-aligned (WD 36) | Flush at the left margin of the document with uneven right edges. | |
| right-aligned (WD 36) | Flush at the right margin of the document with uneven left edges. | |
| centered (WD 38) | Position its text horizontally between the left and right margins on the page. | |
| Repeat command (WD 39) | Duplicates your last command so you can perform it again. | |
| italicized (WD 41) | Text has slanted appearance | |

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| underlined (WD 42) | Text prints with an underscore (_) below each character. | |
| bold (WD 44) | Characters display somewhat thicker and darker than those are not bold. | |
| clip art (WD 45) | Predefined graphics | |
| Clip Organizer (WD 45) | Contains a collection of clips, including clip art, photographs, sounds, and video clips | |
| graphic (WD 45) | Graphical images | |
| resizing (WD 49) selection rectangle (WD 49) | Included both enlarging and reducing the size of a graphic. Selection Rectangle is displayed surrounded. | |
| sizing handles (WD 49) | To change the size of the graphic. | |
| hard copy (WD 53) | Printed version of the document. | |
| printout (WD 53) | " " | |
| insert mode (WD 57) | As you type, 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. | |