

# Microsoft Office Word 2007

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

Dou

ble Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
cover letter (WD 146)	Enables you to elaborate on positive points in your resume	Horner
resume (WD 146)	Personal Information as well as the applicant's educational background as well as job experience	Horner
template (WD 146)	Prewritten Text	Horner
clip art (WD 153)	Predefined graphic	Horner
Clip Organizer (WD 153)	Contains clip art, photographs, sounds, and videos	Horner
graphics (WD 153)	Files containing graphical violence	Horner
task pane (WD 153)	Separate window that enables you to carry out some Word tasks more efficiently	Horner
tab stop (WD 158)	Location on horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard.	Horner
tab character (WD 159)	Formatting mark that appears between the empty space of the tab stops.	Horner
border (WD 161)	Solid line	Horner
clear formatting (WD 162)	Returning the formatting to the Normal Style	Horner
complimentary close (WD 166)	Two lines before the last	Horner

	line of the message	
<b>date line (WD 166)</b>	Consists of the month, day, and year	Horner
<b>inside address (WD 166)</b>	Addressee's courtesy title plus full name, job title, business affiliation, and full geographical address	Horner
<b>message (WD 166)</b>	Body of the letter	Horner
<b>salutation (WD 166)</b>	Greeting the recipient's name	Horner
<b>signature block (WD 166)</b>	Author's signature	Horner
<b>building block (WD 170)</b>	Place where you can store text or graphics	Horner
<b>nonbreaking hyphen (WD 171)</b>	Special type of hyphen that prevents two words separated by a hyphen	Horner
<b>nonbreaking space (WD 171)</b>	Special space character that prevents two words from splitting if the first word falls at the end of a line	Horner
<b>cell (WD 173)</b>	Intersection of a row and a	Horner
<b>dimension (WD 173)</b>	Total number of rows and columns required	Horner
<b>table (WD 173)</b>	Collection of rows and columns	Horner
<b>end-of-cell mark (WD 174)</b>	Formatting mark that assists you with selecting and formatting cells.	Horner
<b>end-of-row mark (WD 174)</b>	You can use it to add columns to the right of the table	Horner
<b>column boundary (WD 178)</b>	The border to the right of a column	Horner
<b>row boundary (WD 178)</b>	The border at the bottom of a row	Horner
<b>table resize handle (WD 178)</b>	Small square that appears when you point to a corner of a table	Horner
<b>content control (WD 185)</b>	Contains instructions for	Horner

	filling out a template	
<b>Office Clipboard (WD 188)</b>	Temporary Storage	Horner
<b>source document (WD 188)</b>	The thing that is copied from	Horner
<b>line break (WD 194)</b>	Advances the insertion point to the beginning of the next physical line	Horner
<b>print preview (WD 201)</b>	How a document looks like when you print it	Horner