

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)	Full-featured word processing program that allows you to create documents and revise them easily.	Horner's Class
format (WD 4)	How you modify appearance	Horner's Class
save (WD 4)	Store	Kindergarten
document window (WD 6)	Portion of a document on the screen that can be viewed	Kindergarten
insertion point (WD 6)	Blinking Vertical Bar which indicates where text, graphics, and other items will be inserted	Kindergarten
Print Layout view (WD 6)	Preset view which shows document on mock sheet of paper in document window	Third Grade
active tab (WD 7)	Tab currently displayed	Horner's Class
Home tab (WD 7)	Primary tab with the more frequently used commands	Horner's Class
mouse pointer (WD 7)	Becomes different shapes on different tasks	Kindergarten
Ribbon (WD 7)	Located top of Word which provides easy, central access to the tasks you perform while creating a document	Horner's Class
scroll arrow (WD 7)	Located at each end of scroll bar	Kindergarten
scroll bar (WD 7)	If too big or wide, scroll using it	Kindergarten
scroll box (WD 7)	Shows the location of your place	Kindergarten
status bar (WD 7)	Located bottom shows you progress of current tasks and status of commands and keys	1 st Grade
tab (WD 7)	Tab surrounds a collection of groups	Horner's Class
contextual tabs (WD 8)	Other tabs (subordinate)	Horner's Class

gallery (WD 8)	Set of choices in grid/list	Horner's Class
live preview (WD 8)	Let's you see preview of document without opening it	4 th Grade
Dialog Box Launcher (WD 9)	When clicked, displays dialog box or task pane	4 th Grade
Enhanced ScreenTip (WD 9)	On screen note that provides the name of the command and description of command	Horner's Class
Mini toolbar (WD 9)	Contains commands which is like a shortcut	Horner's Class
task pane (WD 9)	Window that remains open and visible	Horner's Class
Quick Access Toolbar (WD 10)	Provides easy access to frequently used commands	Horner's Class
shortcut menu (WD 10)	List of frequently used commands	Horner's Class
menu (WD 11)	Contains list of commands) Horner's Class
Office Button (WD 11)	Central location for managing and sharing files	Horner's Class
submenu (WD 11)	List of additional commands	Horner's Class
Key Tip (WD 12)	Shortcuts on keyboard rather than using the mouse	Horner's Class
Key Tip badge (WD 12)	Appear when you press alt and want to do it using keyboard	Horner's Class
BACKSPACE (WD 13)	Deletes unwanted things	Horner's Class
Spelling and Grammar Check icon (WD 13)	Checks your spelling and grammar	Horner's Class
formatting mark (WD 14)	Character that helps you out	Horner's Class
nonprinting character (WD 14)	Same as formatting mark	Horner's Class
wordwrap (WD 14)	Allows you to type words in a paragraph continually without pressing the Enter Key each time	Horner's Class
file (WD 18)	Storage for data	Horner's Class
file name (WD 18)	Name of your file	Horner's Class
folder (WD 19)	Place for your files	Horner's Class
character formatting (WD 22)	Changing the way characters form and print	Horner's Class
bullet (WD 23)	Dot or symbol used to highlight important things	Horner's Class
font (WD 23)	Typeface	Horner's Class
font size (WD 23)	Size of characters	Horner's Class

left-aligned (WD 23)	Flush at the left side with uneven right edges	Horner's Class
Normal style (WD 23)	11-font Calibri	Horner's Class
point (WD 23)	1/72 of one inch in height	Horner's Class
style (WD 23)	Named group of formatting characteristics	Horner's Class
theme (WD 23)	Set of unified formats for fonts, colors, and graphics	Horner's Class
centered (WD 26)	Evenly spaced from left and right margins	7 th Grade
bulleted list (WD 32)	Series of paragraphs beginning with bullets	6 th Grade
bold (WD 34)	Thicker and Darker than regular	Horner's Class
underlined (WD 35)	Words with underscores	Horner's Class
italicized (WD 36)	Slanted text	Horner's Class
Quick Style (WD 36)	Part of a style set	Horner's Class
style set (WD 36)	Groups of frequently used styles	Horner's Class
color scheme (WD 37)	Complimentary colors for text	Horner's Class
font set (WD 37)	Defines formats for two fonts	Horner's Class
download (WD 41)	Copying things from one computer to another	Horner's Class
virus (WD 41)	Computer program that damages your computer	Horner's Class
selection rectangle (WD 42)	Surrounds a selected graphic	Horner's Class
sizing handles (WD 42)	Small squares and circles around a selection rectangle that sizes it.	Horner's Class
scroll (WD 43)	Moving from top to bottom, side to side	Horner's Class
resizing (WD 46)	Reducing or enlarging the size	Horner's Class
document properties (WD 50)	Details of a file	Horner's Class
keywords (WD 50)	Words that describe the document	Horner's Class
metadata (WD 50)	Includes the name of author, title, or subject	Horner's Class
automatically updated properties (WD 51)	Date your create, or change a file	Horner's Class
Document Information Panel (WD 51)	Place where you can see information about the task	Horner's Class
standard properties (WD 51)	Microsoft Office Documents	Horner's Class
hard copy (WD 53)	Printed out copy	Horner's Class
printout (WD 53)	Same as hard copy	Horner's Class
insert mode (WD 58)	When you type a character	Horner's Class

Word Help (WD 60)	Upper right corner that helps you	Horner's Class
		Horner's Class