

# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project one**

### **Creating and Editing a Word Document**

Double Entry Journal

<b>Key term:</b>	<b>Definition:</b>	<b>How this definition relates to your prior experience:</b>
Microsoft Office Word (WD 4)	It is a full-featured word processing program that allows you to create professional looking documents and revise them easily.	I use Microsoft Office Word a lot to write essays and reports for school
Language bar (WD 7)	This contains buttons that allow you to speak commands and dictate text.	I have not used this tool.
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently.	I see the task pane every time I start Word. I used it sometimes to access previously used files.
toolbar (WD 7)	This contains buttons and boxes that allow you to perform frequent tasks quickly.	I use many toolbars to perform tasks more quickly.
document window (WD 10)	This displays text, tables, graphics, and other items as you type or insert them in a document.	I see the document window whenever I use Word.
end mark (WD 11)	It is a short horizontal line that indicates the end of a document.	I have not used this tool.
horizontal rule (WD 11) horizontal rule (WD 11)	This is used to set tab stops, indent paragraphs, adjust column widths and change	I have not used this tool.

	page margins.	
insertion point (WD 11)	It is the blinking vertical bar that indicates where text will be inserted as you type.	I see this every time I use a computer as I type on it.
mouse pointer (WD 11)	This becomes different shapes depending on the task you are performing in Word and in pointer's location.	I used the mouse pointer all the time when I use the computer. It becomes many different shapes.
scroll bar (WD 11)	You can display different portions of your document window.	I use this to see part of documents I can not see.
scroll box (WD 11)	This reflects the location of the portion of the document that is displayed in the document window.	I use this to scroll down on the document I am viewing.
status bar (WD 11)	This displays at the bottom of the document window, above the Windows taskbar.	I have not used this tool.
vertical ruler (WD 11)	This sometimes is displayed at the left edge of the Word window when you perform certain tasks.	I have not used this tool.
full menu (WD 12)	This lists all the commands associated with a menu, it expands into a full menu immediately by double-clicking the menu name on the menu bar.	I use this to view all the tools in a menu.
menu (WD 12)	This contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document.	I use a menu to perform tasks that will help me format my document.
menu bar (WD 12)	This special toolbar displays Word menu names.	I use this toolbar to print and save my files.
short menu (WD 12)	This lists your most recently used commands	This convenient list makes making a document easier.
status indicators (WD 12)	You use these to turn certain keys or modes on or off.	I have not used this tool.
dimmed command (WD 13)	This appears gray, or dimmed, which indicates it is not available for the current selection.	I see dimmed commands when I open up menus.

hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu.	I see hidden commands when I expand short menus.
ScreenTip (WD 13)	A short on-screen note associated with the object to which you are pointing.	I have not used this tool.
submenu (WD 13)	This is a list of additional commands associated with the selected command.	I see submenus when I point to a menu.
docked toolbar (WD 14)	It is a toolbar that is attached to an edge of the Word window.	I use docked toolbars to format my document.
floating toolbar (WD 14)	It is not attached to an edge of the Word window; that is, it appears in the middle of the Word window.	I use certain floating toolbars like word count to help format my document.
Formatting toolbar (WD 14)	A toolbar that allows you to format your Word document.	This main toolbar helps me format my documents.
move handle (WD 14)	It is a vertical dotted line on the left edge of the toolbar.	I have not used this tool.
Standard toolbar (WD 14)	A toolbar that contains the most common commands necessary for a document.	This main toolbar helps me format my documents.
file name (WD 28)	A name that is assigned to a file when it is saved.	I use file names to quickly retrieve my files after I save them.
folder (WD 29)	A specific location on a disk.	I use folders to be more organized while saving.
character formatting (WD 31)	The process of changing the way characters appear on the screen and in ability of a document.	I use character formatting to emphasize certain words and improve read print.
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph.	I rarely use this tool to help organize my paragraphs.
select (WD 33)	A pick a character.	I always select characters with the select tool.
selected text (WD 33)	Highlighted text.	I highlight text to format the characters.
left-aligned (WD 36)	It is flushed at the left margin of the document with uneven right edges.	I used alignments to move around text to make it look more appealing.
right-aligned (WD 36)	It is flushed at the right margin of the document	I used alignments to move around text to make it look

	with uneven left edges.	more appealing.
centered (WD 38)	It is to position its text horizontally between the left and right margins on the page.	I used alignments to move around text to make it look more appealing.
Repeat command (WD 39)	This duplicates your last command so that you can perform it again.	I use this tool undo mistakes I have done.
italicized (WD 41)	Text that has a slanted appearance.	I use italics to give text a unique appearance.
underlined (WD 42) underlined (WD 42)	This prints with an underscore ( _ ) below each character.	Text that is underlined gives a different perspective. I use this often.
bold (WD 44)	These characters display somewhat thicker and darker than those that are not bold.	I use this tool to emphasize certain text.
clip art (WD 45)	Where Word has predefined graphics. You can insert them in a document.	I use this tool to insert pictures.
Clip Organizer (WD 45)	This contains a collection of clips, including clip art, as well as photographs, sounds, and video clips.	I use this tool with Clip art to get pictures and video clips.
graphic (WD 45)	They are files containing graphical images.	I use graphics to present visuals.
resizing (WD 49) selection rectangle (WD 49)	This includes both enlarging and reducing the size of a graphic. Selection rectangle has small squares.	I use this to resize my images.
sizing handles (WD 49)	The small squares the selection rectangle displays at each corner and middle location.	I use this to resize my images.
hard copy (WD 53)	A printed version of a document.	I use hard copies to hand in as a final copy.
printout (WD 53)	A printed version of a document.	I use printouts to hand in at school.
insert mode (WD 57)	A mode where as you type a character, Word inserts the character and moves all the characters to the right of the typed character one position to the right.	I have not used this tool.
overtyping mode (WD 57)	A mode where Word	I have not used this tool.

	replaces characters to the right of the insertion point.	
Word Help system (WD 60)	A way to get answers to questions you may get while making a document.	I use this tool to get answers to questions I have while making my document.