

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.	I have not used this tool.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I have not used this tool.
template (WD 138)	Is similar to a form with prewritten text.	I have not used this tool.
wizard (WD 138)	This asks you several basic questions and then, based on your responses, uses a template to prepare and format a document for you.	I have not used this tool.
panel names (WD 141)	This is displayed when a wizard's dialog box displays a list of panel names.	I have not used this tool.
Resume Wizard (WD 141)	You can let Word format the resume with appropriate headings and spacing.	I have not used this tool.
print layout view (WD 148)	A view that shows you an exact view of the printed page.	I use this tool to sometimes see what my final paper will look like.
table (WD 150)	It is a collection of rows and columns.	I use this tool to make tables for labs and projects.
cell (WD 151)	The intersection of a row and a column is a cell.	I have not used this tool.

end-of-cell mark (WD 151)	This is a formatting mark that assists you with selecting and formatting cells.	I have not used this tool.
gridlines (WD 151)	These help you identify the rows and columns in a table.	I have not used this tool.
style (WD 151)	A named group of formatting characteristics that you can apply to text.	I have not used this tool.
character styles (WD 152)	These affect formats of only selected characters.	I have not used this tool.
list styles (WD 152)	Affect alignment and fonts in a numbered or bulleted list.	I have not used this tool.
paragraph styles (WD 152)	Affect formatting of an entire paragraph.	I have not used this tool.
placeholder text (WD 152)	A place where you can replace text.	I have not used this tool.
Styles and Formatting task pane (WD 152)	You can view, create, and apply styles.	I have not used this tool.
table styles (WD 152)	Affect borders, shading, alignment, and fonts in a Word table.	I have not used this tool.
bullet (WD 154)	A dot or other symbol positioned at the beginning of a paragraph.	I use this to organize lists.
bulleted list (WD 154)	A list of paragraphs that each begin with a bullet character.	I use this to organize lists.
line break character (WD 154)	This advances the insertion point to the beginning of the next physical line.	I have not used this tool.
print preview (WD 158)	Displays the entire document in reduced size on the Word screen.	
tab stop (WD 163)	A location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard.	I have not used this tool.
custom tab stop (WD 164)	Word clears all default tab stop: left, centered, right, or decimal.	I have not used this tool.
collect (WD 165)	To copy items.	I have not used this tool.

Office Clipboard (WD 165)	A temporary storage area that holds up to 24 items.	I use this when I copy items.
paste (WD 165)	The process of copying an item from the Office Clipboard.	I use this to paste items.
border (WD 172)	A solid line that can be drawn.	I have not used this tool.
clear formatting (WD 173)	You can return the formatting to Normal style by clicking clear formatting.	I have not used this tool.
complimentary close (WD 175)	This is displayed two lines below the last line of a message.	I have not used this tool.
date line (WD 175)	Consists of month, day, and year is positioned two to six lines below the letterhead.	I have not used this tool.
inside address (WD 175)	Place three to eight lines below the date line.	I have not used this tool.
message (WD 175)	The body of the letter.	I have not used this tool.
salutation (WD 175)	The good-bye part of the letter.	I have not used this tool.
signature block (WD 175)	Typed at least four lines below the complimentary close.	I have not used this tool.
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	To store and use previous text. It is a special type of hyphen that prevents two words separated by a hyphen from splitting at the end of a line.	I have not used this tool.
nonbreaking space (WD 180)	A special space character that prevents two words from splitting if the first word falls at the end of a line.	I have not used this tool.
f3 (WD 181)	This instructs Word to replace the AutoText entry name with the stored AutoText entry.	I have not used this tool.
AutoComplete tip (WD 182)	A tip that appears when you type of often used phrase.	I have not used this tool.
dimension (WD 182)	When inserting a table, you must specify the total	I have not used this tool.

	number of rows and columns required.	
tab character (WD 185)	A control character in a document that represents movement to the next tab stop.	I have not used this tool.
column boundary (WD 186)	The border to the right of a column.	I have not used this tool.
row boundary (WD 186)	The border at the bottom of a row.	I have not used this tool.
table resize handle (WD 186)	A small square that appears when you point to the bottom-right corner of the table.	I have not used this tool.
smart tag (WD 191)	A button that automatically appears on the screen when Word performs a certain action.	I have not used this tool.
document summary (WD 193)	Additional information that you can store when saving it.	I have not used this tool.
file properties (WD 193)	Additional information that you can store when saving it.	I have not used this tool.