

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 never used it.
resume (WD 138)	Usually contains the applicant's educational background and job experience.	I never did it.
template (WD 138)	It is similar to a form with prewritten text.	I do not do it.
wizard (WD 138)	It asks you several basic questions and then, based on your responses, uses a template to prepare and format a document for you.	Sometimes I saw it, but I do not have to use it. Usually, I skip it.
panel names (WD 141)	Is located on the left side is displaying on the left side of the dialogue box.	I did not make the other type of document.
Resume Wizard (WD 141)	It helps to type a resume.	No experience.
print layout view (WD 148)	It shows you an exact view of the printed page.	I rarely used it.
table (WD 150)	It is a collection of rows and columns.	I hardly used it.
cell (WD 151)	The intersection of a row and a column is called a cell.	I have to use it when I use any table.
end-of-cell mark (WD 151)	It is a formatting mark that assists you with selection	No experience.

	and formatting cell	
gridlines (WD 151)	It helps identify the rows and show gridlines.	I do not have to use it. I can identify without it.
style (WD 151)	It is a named group of formatting characteristics that you can apply to text.	I sometimes use it.
character styles (WD 152)	It affects formats of only selected characters.	I enjoy using it more than using just style.
list styles (WD 152)	It affects alignment and fonts in a numbered or bulleted list.	I often use it.
paragraph styles (WD 152)	It affects formatting of an entire paragraph.	I sometimes use it.
placeholder text (WD 152)	It helps you to find where you will write and what is it about.	I should use it.
Styles and Formatting task pane (WD 152)	It helps you to view, create, and apply style.	I sometimes use it.
table styles (WD 152)	It affects the borders, shading, alignment, and fonts in a Word table.	I sometimes use it.
bullet (WD 154)	It is a dot or other symbol positioned at the beginning of a paragraph.	I use it, but I do not have to make it.
bulleted list (WD 154)	It is a list of paragraphs that each begin with a bullet character.	I used it, sometimes.
line break character (WD 154)	It advances the insertion point to the beginning of the next physical line.	Sometimes I used it.
print preview (WD 158)	It displays the entire document in reduced size on the Word screen.	I rarely used it.
tab stop (WD 163)	It is location on the horizontal ruler that tells Word where to position the insertion point when you press the TAP key on the key board.	I have used it before.
custom tab stop (WD 164)	Word clears all default tab stops to the left of the custom tab stop.	I have used it before.
collect (WD 165)	Items and then paste them in a new location.	I have used it before at test.
Office Clipboard (WD 165)	It is a temporary storage	I rarely used it.

	area that holds up to 24 items copied from any Office application.	
paste (WD 165)	It is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.	I often used it. When I moved the sentences.
border (WD 172)	It is a solid line that you can draw at any edge of a paragraph.	I rarely used it.
clear formatting (WD 173)	It is normal style like black and no border.	I only used it when I was making any document.
complimentary close (WD 175)	Two lines below the last line of the message, it is displayed.	I have used it.
date line (WD 175)	It consists of the month, day, and year, is positioned two to six lines below the letterhead.	I have used this before.
inside address (WD 175)	It placed three to eight lines below the date line, usually contains the addressee's courtesy title plus full name, business affiliation, and full geographical address.	I have used this before.
message (WD 175)	Within this, paragraphs are single – spaced with double – spacing between paragraphs.	I used this before.
salutation (WD 175)	If present, it begins two lines below the last line of the inside address.	I have used this before.
signature block (WD 175)	It allows room for the author to sign his or her name.	No experience.
AutoText entry (WD 178)	It stores texts.	No experience.
nonbreaking hyphen (WD 180)	It is a special space character that prevents two words from splitting if the first word falls at the end of a line.	No experience.
nonbreaking space (WD 180)	It is a special type of hyphen that prevents two words separated by a	No experience.

	hyphen from splitting at the end of a line	
F3 (WD 181)	Word to replace the autotext entry name with the stored autotext entry.	No experience.
AutoComplete tip (WD 182)	It shows you its complete name above your typing.	I have used this.
dimension (WD 182)	When inserting a table, you must specify the total number of rows and columns required.	I had no experience.
tab character (WD 185)	A system that allows the user to indent	No experience.
column boundary (WD 186)	The border to the right of the column, until the column is the desired width.	No experience.
row boundary (WD 186)	The border at the bottom of the row, until the row is the desired height.	No experience.
table resize handle (WD 186)	It is a small square that appears when you point to the bottom-right corner of the table.	No experience.
smart tag (WD 191)	It is a button that automatically appears on the screen when Word performs a certain action.	No experience.
document summary (WD 193)	To help locate documents at a later time, you can store additional information about the document by it.	No experience.
file properties (WD 193)	It is another name of document summary.	No experience.