

Microsoft Office 2003

Concepts and Techniques

Word 2003

Project one

Creating and Editing a Word Document

Double Entry Journal

Key term:	Definition:	How this definition relates to your prior experience:
Microsoft Office Word (WD 4)	A full featured word processing program	Allows me to do projects and write papers and essays
Language bar (WD 7)	Buttons that allow you to speak commands	Allows me to do tasks
task pane (WD 7)	Enables you to carry out certain tasks	Helps me do certain things
toolbar (WD 7)	Allows you to perform frequent tasks quickly	Helps me do certain things
document window (WD 10)	Displays text, tables, graphics and other items	Helps me with projects and essays
end mark (WD 11)	Short horizontal line that indicates the end of a doc.	Tells me where the end of the typing is
horizontal rule (WD 11)	To set tab stops, indents, widths and margins	Lets me adjust measurements of where I am typing
insertion point (WD 11)	A blinking vertical line that indicates where you are typing	Let's me know where I am about to type
mouse pointer (WD 11)	Pointer's location on the screen	Tells me where I am
scroll bar (WD 11)	Displays different portions of your document in the document window	Makes easier to go up and down
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed	Helps me move back and forth
status bar (WD 11)	Displays the info about the intersection point, current tasks and certain keys and buttons	Let's me know what I have going on

vertical ruler (WD 11)	An additional ruler on the left	Measures for me
full menu (WD 12)	Lists all commands associated with a menu	Let's me know what I can do
menu (WD 12)	A list of commands you can use to perform tasks	Let's me know what I can do
menu bar (WD 12)	A special toolbar that displays menu names	Let's me know what I can do
short menu (WD 12)	List of your most recently used commands	Let's me know what I have done
status indicators (WD 12)	To turn certain keys or modes on or off	Lets me knows what is on and off
dimmed command (WD 13)	Appears gray or dimmed instead of black	Used as a header or footer
hidden command (WD 13)	A command with medium blue shading on a full menu	N/A
ScreenTip (WD 13)	A small on-screen note associated with the object to which you are pointing	Lets me know better ways of doing things
submenu (WD 13)	Additional commands associated with a selected command	Helps with extra tasks
docked toolbar (WD 14)	Attached to the word window	Makes doing tasks easier and faster
floating toolbar (WD 14)	Appears in the middle of the Word window	Makes tasks easier and faster for specific items
Formatting toolbar (WD 14)	A built in tool bar for basic documents	Makes doing tasks easier and faster
move handle (WD 14)	Vertical dotted line on the left edge of the toolbar	Measuring tool
Standard toolbar (WD 14)	Built in toolbar for basic documents	Makes doing tasks easier and faster
file name (WD 28)	The name assigned to a file	Tells me each file w/o opening it
folder (WD 29)	A specific location on a disk	Organizes my files
character formatting (WD 31)	Changing the way characters appear on the screen and in print	Makes it look better
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph	Lets me change things
select (WD 33)	Highlight	Shows me what I'm clicking
selected text (WD 33)	The highlighted text	Lets me change the any thing where its highlighted

left-aligned (WD 36)	To flush at the left margin	Helps adjust things easily
right-aligned (WD 36)	To flush at the right margin	Helps adjust things easily
centered (WD 38)	Between the left and right margins	Helps adjust things easily
Repeat command (WD 39)	Duplicates your last command, located on the edit menu	Makes things easier and faster
italicized (WD 41)	Slanted appearance	Lets me show important words or phrases
underlined (WD 42)	An underscore(_)below each character	Lets me show important words or phrases
bold (WD 44)	Thicker and darker then original characters	Lets me show important words or phrases
clip art (WD 45)	Predefined graphics	Gives good pictures
Clip Organizer (WD 45)	Contains a collection of clips of sound, photos and videos	Gives me good ideas on picture
graphic (WD 45)	Images	Lets me be creative
resizing (WD 49) selection rectangle (WD 49)	Enlarging and reducing	Lets me adjust things
sizing handles (WD 49)	Small squares in the middle and at the corners	Lets me adjust things
hard copy (WD 53)	A printed version	Helps me turn in assignments
printout (WD 53)	A hard copy	Helps me turn in assignments
insert mode (WD 57)	The default typing mode, types each word to the right of the previous word	Helps right documents
overtyping mode (WD 57)	Places characters to the right of the intersection	N/A
Word Help system (WD 60)	Answers any of your questions about Word	Has helped me