

# 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)	Full-featured word processing program that allows you to create professional looking documents and revise them easily.	I use Microsoft a lot, and I know how to work most things, and know that it is easy to do.
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text.	I have never used the language bar before.
task pane (WD 7)	A separate window that enables users to carry out some Word tasks more efficiently.	I use the task pane to look through Word documents easier.
toolbar (WD 7)	Contains buttons and boxes that allow you to perform prequent tasks quickly.	I use the tool bar everytime I use Microsoft. It is very quick and effcent
document window (WD 10)	Displays texts, tables, graphics, and other items as you type or insert them in a document.	This is what I type on .
end mark (WD 11)	A short, hozizontal line that indicates the end of the document.	The end mark sometimes shows up on my screen, but I don't normally use it.
horizontal rule (WD 11) horizontal rule (WD 11)	Usually called a ruler to set tab stops, indent paragraphs, adjust column widths, and change page margins.	I use this when I need things to be in the exact place, or indent.
insertion point (WD 11)	A blinking vertical bar that indicates where text will be inserted as you type.	I always see this point, and it shows me where to start typing on my document.

mouse pointer (WD 11)	Becomes different shapes depending on the task you are performing in Word and the pointers location on the screen.	I always use this when I change fonts, or sizes.
scroll bar (WD 11)	When using them, you display different portions of your document in the document window.	I use this to see the rest of my document, by scrolling down.
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in the document window.	Again, I use this to scroll down or up my document
status bar (WD 11)	Displays at the bottom of the document window, above the Windows taskbar	I look at this to see what my document's status is
vertical ruler (WD 11)	Sometimes is displayed at the left edge of the Word window when you perform certain tasks.	I don't normally see this
full menu (WD 12)	Lists all the commands associated with a menu	I use this when the short menu doesn't have all the things.
menu (WD 12)	Contains a list of commands you use to perform tasks such as retrieving, storing, printing, and formatting data in a document.	I use this when im looking for something
menu bar (WD 12)	A special toolbar that displays the Word menu names.	I use this when im printing, or need to undo, or insert something.
short menu (WD 12)	Listing your most recently uses commands.	I go back to this a lot when im doing a Word document.
status indicators (WD 12)	Used to turn certain keys or modes on or off.	I don't normally use this.
dimmed command (WD 13)	Appears gray, or dimmed, instead of black, which indicated it is not available for the current selection	I see this gray when I cannot use this button.
hidden command (WD 13)	A command with medium blue shading in the rectangle to its left on a full menu.	I see this on the side on a menu bar when it is not available to use.
ScreenTip (WD 13)	A short on-screen note associated with the object to which you are pointing.	I don't know what this is
submenu (WD 13)	A list of additional	I use this to see things that

	commands associated with the selected command.	don't show up on the main menus.
docked toolbar (WD 14)	A toolbar that is attached to an edge of the word window.	I see this sometimes at the right end of the Word documents.
floating toolbar (WD 14)	Not attached to an edge of the Word window; that is, it appears in the middle of the word window.	This comes up when I click on certain things, and it stay in the middle of my page.
Formatting toolbar (WD 14)	The toolbar used to change color font, center align, size.. e.t.c.	I use this all the time, to change fonts, or colors, or center something.
move handle (WD 14)	The vertical dotted line on the left edge of the toolbar.	I use this to move the toolbars around.
Standard toolbar (WD 14)	Inserting, or opening something, or saving, undoing.	I also use this all the time, because it is needed to be used for a word document.
file name (WD 28)	Name associated to a file when it is saved.	I use file names to save my documents.
folder (WD 29)	Specific location on a disk	I can save things in a folder, if I have a lot of files.
character formatting (WD 31)	The process of changing the way characters appear on the screen and in print.	I don't normally use this.
paragraph formatting (WD 31)	The process of changing the appearance of a paragraph,	I use this to indent, bullet, or numbers paragraphs.
select (WD 33)	Highlight the text	I use this when I need to change that specific group of words to a bigger font, color, or size.
selected text (WD 33)	The highlighted text.	This is the text I see after I highlight.
left-aligned (WD 36)	Flush at the left margin of the document with uneven right edges.	I left align things when they need to move a tad to the left.
right-aligned (WD 36)	Flush at the right margin of the document with uneven left edges.	I use this the most, to or align a group of words to the right.
centered (WD 38)	Position the text horizontally between the left and right margins on the page.	I use this if I need the text to be in the middle of the page.
Repeat command (WD 39)	On the edit menu, it duplicates your last command so you can	I use this only when I need something to be doubled, or said again.

	perform it again	
italicized (WD 41)	Text that has a slanted appearance.	I use this when I want to emphasize a word.
underlined (WD 42) underlined (WD 42)	Text with an underscore below each character.	I mostly use this for beginning lines, or headlines.
bold (WD 44)	Characters are thicker, and darker than those that are not bold.	I use this to make a word or phrase stand out.
clip art (WD 45)	Predefined graphics.	I use this when I need to add a picture.
Clip Organizer (WD 45)	Contains a collection of clips, including clip art, as well as photographs, sounds, and video clips.	I don't normally use this.
graphic (WD 45)	Available from a variety of sources	I can get these off the internet, as well as clip art.
resizing (WD 49) selection rectangle (WD 49)	Includes both enlarging and reducing the size of a graphic Has small squares at each corner and middle location	I resize my graphic all the time, when they are too big, or too small. I see the selection rectangle, when I need to click the graphic, to move it.
sizing handles (WD 49)	Used to change the size of the graphic	I use this to change the size
hard copy (WD 53)	A printed version of the document	I print hard copies every time I type something on word.
printout (WD 53)	A printed version of the document	(See Above)
insert mode (WD 57)	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 use this.
overtyping mode (WD 57)	Where word replaces characters to the right of the insertion point	I don't normally use this
Word Help system (WD 60)	Where you can get answers to questions. Use the type a question for help box on menu bar.	I don't really use this