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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.	
resume (WD 138)	Usually contains the applicant's educational background and job experience.	
template (WD 138)	Is similar to a form with prewritten text.	
wizard (WD 138)	Prepares a document using your answers	
panel names (WD 141)	Names of the selected area of use in Wizard	
Resume Wizard (WD 141)	Type of wizard used to make resumes	
print layout view (WD 148)	View of the document as it will appear	
table (WD 150)	Collection of rows of columns	
cell (WD 151)	Intersection of row and column	
end-of-cell mark (WD 151)	Formatting mark used to assist with selecting cells	
gridlines (WD 151)	Identify rows and columns	
style (WD 151)	Named group of formatting characteristics	
character styles (WD 152)	Affect formats of only	

	selected characters	
list styles (WD 152)	Affect alignment and fonts in a bulleted/numbered list	
paragraph styles (WD 152)	Affect format of entire paragraphs	
placeholder text (WD 152)	Area for inserted words that is previously written	
Styles and Formatting task pane (WD 152)	Where you view, create, and apply styles	
table styles (WD 152)	Affect styles in a word table	
bullet (WD 154)	Dot at beginning of paragraph	
bulleted list (WD 154)	List of bullets	
line break character (WD 154)	Advances insertion point	
print preview (WD 158)	Displays the whole doc in reduced size	
tab stop (WD 163)	Indicates where the tab indents to	
custom tab stop (WD 164)	A set tab stop	
collect (WD 165)	The ability to copy and paste	
Office Clipboard (WD 165)	Temporary storage area	
paste (WD 165)	Process of copying or cutting and then moving	
border (WD 172)	Solid line to side of paragraph	
clear formatting (WD 173)	Returning to normal formatting	
complimentary close (WD 175)	To lines below the last line in the message	
date line (WD 175)	Date that is positioned 2-6 lines below letterhead	
inside address (WD 175)	Courtesy’s title, full name, business affiliation, address	
message (WD 175)	The body of the letter	
salutation (WD 175)	Beginning of message that is two lines below the	

	address and is inside it	
signature block (WD 175)	Area to sign name	
AutoText entry (WD 178) nonbreaking hyphen (WD 180)	Use of same text frequency _____ Prevents a hyphenated word from splitting at end of line	
nonbreaking space (WD 180)	Prevents a word from splitting at end of line	
F3 (WD 181)	Shotcut to replace the AutoText entry name with stored	
AutoComplete tip (WD 182)	Shows what the word your typing may be	
dimension (WD 182)	Total number of rows and columns in a table	
tab character (WD 185)	Object that appears when you hit tab	
column boundary (WD 186)	Border to right of column	
row boundary (WD 186)	Border at bottom of row	
table resize handle (WD 186)	Used to resize the whole table	
smart tag (WD 191)	Button that automatically appears on the screen when certain actions are performed	
document summary (WD 193)	Where you can store additional info about the document	
file properties (WD 193)	Where you can store additional info about the document	