

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 that allows you to create professional looking documents and revise them easily.	
Language bar (WD 7)	Contains buttons that allow you to speak commands and dictate text	
task pane (WD 7)	A separate window that enables users to carry out some word tasks more efficiently	
toolbar (WD 7)	Contains buttons and boxes that allow you to perform frequent tasks quickly.	
document window (WD 10)	Displays text, tables, graphics, and other items as you type or insert them in a document.	
end mark (WD 11)	Is a short horizontal line that indicates the end of the document	
horizontal rule (WD 11) horizontal rule (WD 11)	Horizontal ruler- used to set tabs, indent paragraphs, adjust column widths, and change page margins.	
insertion point (WD 11)	Is a blinking verticle bar that indicates where text will be inserted as you type.	
mouse pointer (WD 11)	Becomes different shapes	

	depending on the task you are performing in word and the pointer's location.	
scroll bar (WD 11)	Displays different portions of your document in the document window	
scroll box (WD 11)	Reflects the location of the portion of the document that is displayed in later projects.	
status bar (WD 11)	Presents info about location of insertion point and progress of current tasks.	
vertical ruler (WD 11)	Ruler on the left of the screen that measures the height of the document	
full menu (WD 12)	Lists all the commands associated with the menu	
menu (WD 12)	Contains list of commands used to store and change documents	
menu bar (WD 12)	Toolbar used for displaying Word menu names	
short menu (WD 12)	Small menu used to display recently used commands	
status indicators (WD 12)	Turn certain modes or tools on or off	
dimmed command (WD 13)	Appears gray because it is not available for a certain selection	
hidden command (WD 13)	Doesn't appear on short menu so must be retrieved from drop down list	
ScreenTip (WD 13)	On-screen note associated with object being pointed to	
submenu (WD 13)	List of commands associated with selected command	
docked toolbar (WD 14)	Toolbar attached to the edge of the Word window	
floating toolbar (WD 14)	Toolbar that attaches in the middle of the Word window	
Formatting toolbar (WD 14)	Toolbar used to format the document	
move handle (WD 14)	Displays both sides of toolbar	

Standard toolbar (WD 14)	Frequently used tools are displayed here	
file name (WD 28)	Name assigned to file when saved	
folder (WD 29)	Specific location on a disk	
character formatting (WD 31)	Formatting the way characters appear on screen	
paragraph formatting (WD 31)	Changing the appearance of the paragraph	
select (WD 33)	Highlight	
selected text (WD 33)	Highlighted text	
left-aligned (WD 36)	Words are flush to left margin	
right-aligned (WD 36)	Words are flush to right margin	
centered (WD 38)	Lines are equal between left and right sides of page	
Repeat command (WD 39)	Last command that was performed	
italicized (WD 41)	Slanted text	
underlined (WD 42) underlined (WD 42)	Text has a line under it	
bold (WD 44)	Text is darker and thicker	
clip art (WD 45)	Premade graphics that can be easily inserted to documents	
Clip Organizer (WD 45)	Stores clip art	
graphic (WD 45)	Picture or something visual	
resizing (WD 49) selection rectangle (WD 49)	Enlarging or reducing graphic size by selecting graphic	
sizing handles (WD 49)	Used to change the size of graphics	
hard copy (WD 53)	Printed version of the copy	
printout (WD 53)	Printed version of the copy	

insert mode (WD 57)	Ability to insert character and have all other words afterward shift to the right	
overtyping mode (WD 57)	Ability to replace characters instead of shifting them	
Word Help system (WD 60)	System to help answer questions about Word	