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# Microsoft Office 2003

## Concepts and Techniques

### **Word 2003**

#### **Project two**

#### **Creating a Research Paper**

KEYTERMS Double Entry Journal (DEJ)

<b>TERM</b>	<b>DEFINITION</b>	<b>TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE</b>
APA (American Psychological Association) (WD 74)	A documentation style preferred in social science	never
LA (Modern Language Association of America) (WD 74)	Standard documentation style preferred in humanities.	never
parenthetical citations (WD 76)	When the author preferences in parenthesis the page numbers	never
works cited (WD 76)	Bibliographical references	sometime
double-space (WD 79)	one blank lines between each line	often
line spacing (WD 79)	Amount of vertical space between lines	often
footer (WD 81)	Text you type at the top of each page.	often
header (WD 81)	Text you type at the bottom of a page	sometimes
Click and Type (WD 82)	Used to enter text, graphics, etc	often
dock (WD 82)	Attaching a floating toolbar	Very often
print layout view (WD 82)	Displays document as it will print	A lot
AutoComplete tip (WD 85)	Completes what you about	A lot

	to type	
shortcut keys (WD 85)	Keyboard combinations commands	sometimes
first-line indent (WD 87)	Indenting first line of a paragraph	sometimes
First-Line Indent marker (WD 87)	A triangle on the ruler	sometimes
Left Indent marker (WD 87)	Allows you to change the entire left margin	Some experience
AutoCorrect feature (WD 89)	Automatically corrects errors	Experienced
AutoCorrect Options button (WD 90)	A menu that allows you to undo a correction	Some experience
endnote (WD 93)	A explanatory note exist as a footnote	Some experience
footnote (WD 93)	A note at the end of a document	Some experience
note reference mark (WD 93)	Signals that an explanatory note exist	No experience
note text (WD 93)	Notes at the bottom of document	Some experience
base style (WD 95)	An underlying style	Some experience
normal style (WD 95)	The base style of word 2003	Experienced
style (WD 95)	The way the document is formatted	Experience
automatic page break (WD 101)	Determines when a page is filled and moves to the next page	Experienced
background repagination (WD 101)	Recomputation of the pages	Some experience
soft page break (WD 101)	Determines when a page is filled	Some experience
works cited page (WD 102)	Bibliography page	Some experience
hard page break (WD 103)	Manually break a page	Experienced
manual page break (WD 103)	Manually break a page	Experienced

hanging indent (WD 104)	First line hangs to the left of the rest of the paragraph	No experience
Hanging Indent marker (WD 104)	Bottom triangle on the horizontal ruler	No experience
AutoCorrect entry (WD 106)	Changes text to symbols	Some experience
CTRL+clicking (WD107)	Jumps to another document on your computer	No experience
hyperlink (WD 107)	Shortcut to a web page	Experienced
jumping (WD 107)	Process of following a hyperlink to its destination	Experienced
sorting (WD 109)	Ordering paragraphs in numeric, alphabetical order	No experience
ascending sort order (WD 110)	Beginning to end of alphabetical order or numerical order	Some experience
descending sort order (WD 110)	From end to beginning of alphabetical or numerical order	Some experience
proofreading (WD 110)	Looking for grammatical and spelling errors	Experienced
Clipboard (WD 112)	Temporary windows storage area	No experience
cutting (WD 112)	Removing selected items	Some experience
drag-and-drop editing (WD 112)	Drag selected items to a new location	Experienced
pasting (WD 112)	Copying selected items to a location	Experienced
paste Options button (WD 114)	A menu displayed allow you to change the format of the text that was moved	A lot
smart tag (WD 115)	Button that automatically appears on the screen when word performs a certain action	A lot
smart tag indicator (WD 116)	Tells you that smart tag option is available	A lot
synonym (WD 118)	Words that have similar meanings	A lot
thesaurus (WD 118)	Book of synonyms	A lot

antonym (WD 119)	Words with opposite meanings	often