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Microsoft Office 2003

Concepts and Techniques

WORD 2003

PROJECT TWO

CREATING A RESEARCH PAPER

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
APA (American Psychological Association) (WD 74)	Documentation style that is preferred in the social sciences.	I have not used this tool.
LA (Modern Language Association of America) (WD 74)	Documentation style that is the standard in the humanities.	I use this for most of the documents that I create.
parenthetical citations (WD 76)	In-text citations used instead of noting each source at the bottom of the page or at the end of the paper	I have used this for document-based questions.
works cited (WD 76)	Used for bibliographical references	I have used this for book reports.
double-space (WD 79)	Spacing where there is one blank line between each line of text	I use this for most of my documents that I create.
line spacing (WD 79)	The amount of vertical space between lines of text in a document	I use this to change the spacing of my document to either single, 1.5, or double.
footer (WD 81)	Text you want printed at the bottom of every page	I have not used this tool.
header (WD 81)	Text you want printed at the top of each page in a document	I have used this to show my page numbers.
Click and Type (WD 82)	Used to format and enter text, graphics, and other items	I have used this to insert graphics into my documents.

dock (WD 82)	To attach a floating toolbar above or below the Standard and Formatting toolbars by double-clicking the floating toolbar's title bar	I have used this to make it easier to use a toolbar and its formatting buttons.
print layout view (WD 82)	Displays the document exactly as it will print	I use this to see how my document will print before I print it.
AutoComplete tip (WD 85)	Displays words as you are typing them so that you can place the text of the AutoComplete tip at the location of your typing and save typing	I use this to correct my commonly misspelled words when typing fast.
shortcut keys (WD 85)	Keyboard key combinations to format text as you type it	I use this to bold, italicize, and underline my documents.
first-line indent (WD 87)	Using the horizontal ruler to instruct Word to indent just the first line of a paragraph	I use this to indent my paragraphs.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler	I use this to change the indentation of my first line.
Left Indent marker (WD 87)	The small square at the 0" mark that allows you to change the entire left margin	I have not used this tool.
AutoCorrect feature (WD 89)	Automatically corrects spelling, capitalization, or grammar errors as you type them in the document	I use this to quickly correct common mistakes in my document.
AutoCorrect Options button (WD 90)	A menu that shows up at autocorrected words that allows you to undo a correction or change how Word handles future automatic corrections of this type	I use this to add commonly misspelled words into the AutoCorrect feature.
endnote (WD 93)	An explanatory note that exists at the end of the document	I have not used this tool.
footnote (WD 93)	An explanatory note that exists at the bottom of the page	I have used this to explain certain words within my documents.
note reference mark (WD 93)	A superscript that is used to	I have used this for numbers

93)	signal that a footnote or endnote exists	like 1 st and such in my documents.
note text (WD 93)	An explanatory note that can be either a footnote or an endnote.	I have used this to explain certain parts or words in my document.
base style (WD 95)	The underlying style for a new Word document which is the Normal style.	I use this for most of my documents.
normal style (WD 95)	Most likely uses 12-point Times New Roman font for characters and single-spaced, left-aligned paragraphs.	I use this for most of my documents for school and such.
style (WD 95)	A named group of formatting characteristics that you can apply to text.	I use this to format my document quickly.
automatic page break (WD 101)	Word automatically inserts these when it determines text has filled one page according to paper size, margin settings, line spacing, and other settings.	I have used this to make new pages once my last one is filled up.
background repagination (WD 101)	Word performs page recomputation between the keystrokes if you add text, delete text, or modify text on a page.	I use this to fix my document after I have done it already.
soft page break (WD 101)	Same as automatic page break.	I have used this to make new pages once my last one is filled up.
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I have used this to cite books and websites I have used to make my documents.
hard page break (WD 103)	A page break that you force into the document at a specific location.	I have not used this tool.
manual page break (WD 103)	Same as hard page break.	I have not used this tool.
hanging indent (WD 104)	Type of paragraph formatting where the first line hangs to the left of the rest of the paragraph.	I have used this for my bibliographies in some documents.
Hanging Indent marker (WD 104)	The bottom triangle at the 0" mark on the ruler.	I have used this to change my hanging indent for

		bibliographies.
AutoCorrect entry (WD 106)	Commonly misspelled words and symbols that Word automatically corrects for you as you type.	I have used this to fix commonly misspelled words and make different symbols like the copyright symbol.
CTRL+clicking (WD107)	Causes you to jump to another document on your computer, on your network, or on the World Wide Web when clicking a hyperlink in a document window.	I have used this to jump to websites from hyperlinks within a document.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents or Web pages.	I have used this to jump to websites when they are within a document.
jumping (WD 107)	The process of following a hyperlink to its destination.	I have used this to go to websites from hyperlinks in a document.
sorting (WD 109)	Ordering characters alphabetically, numerically, or in date order based on the first character in each paragraph.	I have used this to sort my bibliographies.
ascending sort order (WD 110)	Ordering from the beginning of the alphabet to the end of the alphabet, smallest number to the largest number, or earliest date to the most recent date.	I always use this to sort my works cited pages.
descending sort order (WD 110)	Ordering from the end of the alphabet to the beginning of the alphabet, the largest number to the smallest number, or the most recent date to the earliest date.	I have not used this tool.
proofreading (WD 110)	When Word looks for grammatical errors and spelling errors.	I have used this after I am finished typing a document to fix spelling and grammatical errors.
Clipboard (WD 112)	A temporary Windows storage area.	I have used this to cut and paste, and copy and paste.
cutting (WD 112)	Involves removing the	I have used this to take

	selected item from the document and placing it on the Clipboard.	words out of certain places where they didn't belong.
drag-and-drop editing (WD 112)	You drag the selected item to the new location and then insert, or drop, it there.	I have used this to quickly drag parts of a document to different parts of a document.
pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of the insertion point.	I have used this to take words that I cut or copied to different parts of a document.
paste Options button (WD 114)	Displays a menu that allows you to change the format of the text that was moved.	I use this make pasted words the same as the destination format.
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action.	I have not used this tool.
smart tag indicator (WD 116)	Displayed to indicate that the smart tag is available for AutoCorrect Options and Smart Tag Actions.	I have not used this tool.
synonym (WD 118)	A word similar in meaning to the duplicate or inappropriate word.	I have used this to change commonly used words into more complex words in my documents.
thesaurus (WD 118)	A book of synonyms.	I have used this to find more complex words for easy words I use in my document.
antonym (WD 119)	A word with an opposite meaning.	I use this to find words opposite to the meaning of a word within my document.