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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)	Type of document style	Never use it
LA (Modern Language Association of America) (WD 74)	Type of document style	Use it when I type a paper
parenthetical citations (WD 76)	Page number to reference information	Used it in my research paper last year
works cited (WD 76)	Alphabetical works that relate directly to the information on the page	" "
double-space (WD 79)	One b lank line between each line of text	In all rough drafts
line spacing (WD 79)	Amount of vertical space between each line	In papers
footer (WD 81)	Note printed at the bottom of the page	SAM
header (WD 81)	Note printed at the bottom of the page	SAM
Click and Type (WD 82)	Used to format and enter text	SAM
dock (WD 82)	Attach a floating toolbar	SAM
print layout view (WD 82)	Shows the document exactly as it will print	With papers
AutoComplete tip (WD 85)	Shortcut to typing dates	SAM

shortcut keys (WD 85)	Key board key combinations	With papers
first-line indent (WD 87)	Indent the first line of the paragraph	SAM
First-Line Indent marker (WD 87)	Top triangle at the 0" mark on the ruler	SAM
Left Indent marker (WD 87)	Allows you to change your entire left margarine	SAM
AutoCorrect feature (WD 89)	Automatically corrects errors in the document	In papers
AutoCorrect Options button (WD 90)	Undo a correction or how word handles a feature	SAM
endnote (WD 93)	A footnote put at the end of a document	SAM
footnote (WD 93)	An endnote put at the foot of a document	SAM
note reference mark (WD 93)	Used to signal a note at the bottom of the page	SAM
note text (WD 93)	And length or format	SAM
base style (WD 95)	Underlying style	In papers
normal style (WD 95)	12 point times new roman	In papers
style (WD 95)		
automatic page break (WD 101)	Group of formatting characteristics	Never
background repagination (WD 101)	Automatic page break	Never
soft page break (WD 101)	Automatic page break	In papers
works cited page (WD 102)	Bibliographic list of works that are directly referenced in the paper	In most papers
hard page break (WD 103)	Manual page break	In papers
manual page break (WD 103)	Forces the document into a specific location	In papers

hanging indent (WD 104)	First line hangs to the left of the document	In papers
Hanging Indent marker (WD 104)	Bottom triangle at the 0" mark	SAM
AutoCorrect entry (WD 106)	Makes :) into ☺	Facebook
CTRL+clicking (WD107)	Jump into another document on your computer	Never
hyperlink (WD 107)	A shortcut that allows you to jump form one document to another	In powerpoints
jumping (WD 107)	The process of following a hyperlink to it's destination	" "
sorting (WD 109)	Ordering the characters in an alphabetical order	Never
ascending sort order (WD 110)	From beginning to end of alphabet and number line	Never
descending sort order (WD 110)	Sorting from the end to the beginning	Never
proofreading (WD 110)	You look for grammatical errors and spelling mistakes	In all papers
Clipboard (WD 112)	Temporary windows storage area	SAM
cutting (WD 112)	Removing a selected area of the document and putting it somewhere else	SAM
drag-and-drop editing (WD 112)	Drag the selected item and drop it	SAM
pasting (WD 112)	The process of pasting an item	In all papers
paste Options button (WD 114)	Allows you to change the format of the text that was moved	Never
smart tag (WD 115)	Button that appears on the screen when word performs a certain action	SAM
smart tag indicator (WD 116)	Notifies you that smart tag is avaliable	SAM
synonym (WD 118)	Similar in meaning	In papers

thesaurus (WD 118)	A book of synonyms	In papers
antonym (WD 119)	A word of the opposite meaning	In papers