Microsoft Office Word 2007

Chapter Two: Creating a Research Paper

Double Entry Definition Journal

Keyterm	Definition	How does the keyterm relate to your prior experience?
American Psychological Association (APA) (WD 74)	A popular style for research papers.	
Modern Language Association of America (MLA) (WD 74)	A popular style for research papers.	
research paper (WD 74)	A document you can use to communicate the results of research findings.	
parenthetical citations (WD 76)	Used instead of noting each source at the bottom of the page.	
plagiarize (WD 76)	To copy some persons work without citing it.	
works cited (WD 77)	Where you found your information.	
double-space (WD 78)	The paragraph is double spaced	
line spacing (WD 78)	The vertical space between the lines of space in a paragraph.	
paragraph spacing (WD 78)	Amount of space above and below a paragraph.	
footer (WD 79)	Text or images at the bottom of the page.	
header (WD 79)	Text or graphics at the top of the page.	
right-aligned (WD 81)	The right margin.	
Click and Type (WD 85)	Format and enter text.	
shortcut keys (WD 86)	Keyboard key combinations.	
horizontal ruler (WD 87)	To justify the indentation of a paragraph.	
vertical ruler (WD 87)	Displays along the left edge of the document.	
First Line Indent marker (WD 88)	The top triangle.	

first-line indent (WD 88)	To indent the first line of the paragraph.	
Left Indent marker (WD 88)	Allows you to change the entire left margin.	
ruler (WD 88)	To indent to first line of the paragraph.	
AutoCorrect (WD 91)	Automatically corrects errors.	
AutoCorrect Options button (WD 92)	Allows you to undo a correction.	
field (WD 96)	Is the location of the document.	
endnote (WD 99)	A number used at the end of a document.	
footnote (WD 99)	A number used at the top of the document.	
note reference mark (WD 99)	To signal a note is at the top or bottom of the document.	
note text (WD 99)	Can be any length or format.	
automatic page breaks (WD 107)	A break.	
background repagination (WD 107)	Automatic page break.	
soft page breaks (WD 107)	A break that is soft.	
bibliography (WD 111)	To show your work cited, or where you found your work.	
works cited page (WD 111)	Your bibliography.	
hard page break (WD 112)	A page break that is manually done.	
manual page break (WD 112)	A hard page break.	
bibliographic list (WD 113)	It can alphabetize and organize your bibliography.	
hanging indent (WD 116)	Hangs to the left of the rest of the indents.	
Hanging Indent marker (WD 116)	At the top of the page that allows you to create hanging indents.	
proofreading (WD 118)	To revise your paper, read over.	
Clipboard (WD 119)	At the top of the page near the file button.	
cutting (WD 119)	Involves removing a part of the document and place it on the clipboard.	
drag-and-drop editing (WD 119)	Drag item to new location.	

pasting (WD 119)		
Paste Options button (WD 122)		
synonym (WD 124)		
thesaurus (WD 124)		
antonym (WD 125)		