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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)	Standard used mainly in humanities	
MLA (Modern Language Association of America) (WD 74)	Standard used mainly in social sciences	
parenthetical citations (WD 76)	Citations in MLA documents that cite the work in the text	
works cited (WD 76)	Alphabetical MLA bibliography page	
double-space (WD 79)	One blank between each line	
line spacing (WD 79)	Amount of space between lines	
footer (WD 81)	Text at the bottom of page outside of margin	
header (WD 81)	Text at top of page inside of margin	
Click and Type (WD 82)	Double-clicking a blank area and then typing	
dock (WD 82)	To attach a toolbar	
print layout view (WD 82)	Document is seen as it will print	
AutoComplete tip (WD 85)	Word hints what may be what is being written	
shortcut keys (WD 85)	Key combos to do toolbars	
first-line indent (WD 87)	Tool to indent first line of paragraph	

First-Line Indent marker (WD 87)	Top triangle on ruler to mark where indentation is	
Left Indent marker (WD 87)	Allows you to change entire left margin	
AutoCorrect feature (WD 89)	Automatically corrects spelling errors	
AutoCorrect Options button (WD 90)	Ability to modify and disable AutoCorrect feature	
endnote (WD 93)	Reference that is at end of document	
footnote (WD 93)	Reference that is at end of page	
note reference mark (WD 93)	Reference to info at bottom of page or document	
Note text(WD 93)	Text that references the document	
base style (WD 95)	Normal Word style	
normal style (WD 95)	12-pt Times New Roman , single-spaced, left-aligned format	
style (WD 95)	Named group of formatting characteristics	
automatic page break (WD 101)	Word enters the page break automatically	
background repagination (WD 101)	Name for automatic page break	
soft page break (WD 101)	Automatic page break	
works cited page (WD 102)	Bibliographical list of works	
hard page break (WD 103)	Break inserted at a point	
manual page break (WD 103)	Hard page break	
hanging indent (WD 104)	Indent hangs to left	
Hanging Indent marker (WD 104)	Marks where hanging indent is	
AutoCorrect entry (WD 106)	Some commonly used symbols are changed from text	
ctrl+clicking (WD107)	Selecting a hyperlink	
hyperlink (WD 107)	Link to the web or another page	
jumping (WD 107)	Process of following a hyperlink	
sorting (WD 109)	Ordering paragraphs in certain orders	

ascending sort order (WD 110)	Beginning to end sort	
descending sort order (WD 110)	End to beginning sort	
proofreading (WD 110)	Looking for grammatical and spelling errors	
Clipboard (WD 112)	Temporary Windows storage area	
cutting (WD 112)	Removing a selection to clipboard	
drag-and-drop editing (WD 112)	Select and then drag selection to new spot	
pasting (WD 112)	Copying an item and putting it somewhere else	
paste Options button (WD 114)	Ability to change format of moved text	
smart tag (WD 115)	Button that automatically appears to perform certain actions	
smart tag indicator (WD 116)	Shows that smart tag is avail	
synonym (WD 118)	Word that has same meaning as selection	
thesaurus (WD 118)	Tool to find synonyms	
antonym (WD 119)	Word that is opposite of the selected word	