

NAME _____

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)	A style for research papers which can be used; preferred in social sciences	I don't recall ever using this
LA (Modern Language Association of America) (WD 74)	Another style for research papers, standard in the humanities	I use this
parenthetical citations (WD 76)	MLA uses this Instead of noting each source at the bottom of the page or at the end of the paper.	I don't know what this is
works cited (WD 76)	Used for bibliographical references	I normally use this if I need to cite where I got my information from
double-space (WD 79)	One blank line between each line of text	I normally double space my papers
line spacing (WD 79)	The amount of vertical space between lines of text in a document	I always see line spacing
footer (WD 81)	Text you want printed at the bottom of every page	I don't normally use this
header (WD 81)	Text you want printed at the top of each page of a document	I don't normally use this
Click and Type (WD 82)	Used to format and enter text, graphics, and other items	I use this.
dock (WD 82)	To attach a floating toolbar	This is sometimes used.

	above or below the Standard and Formatting toolbars by double clicking the floating tool bars title bar.	
print layout view (WD 82)	Another way to view a document.	I use this feature all the time.
AutoComplete tip (WD 85)	Provides helpful hints for editing a document.	Helps me utilize my time more effectively.
shortcut keys (WD 85)	Used to quickly accomplish tasks with the keyboard.	I use shortcut keys everyday.
first-line indent (WD 87)	Indents the first line of a paragraph	Useful when typing a list or something special.
First-Line Indent marker (WD 87)	Indicates at what point the first line indent will be.	
Left Indent marker (WD 87)	Indicates where the left indent will occur.	Useful when left-indenting a paragraph.
AutoCorrect feature (WD 89)	Used to correct common mistakes and commonly misspelled words.	
AutoCorrect Options button (WD 90)	Used to configure Autocorrect.	Maximize efficiency by utilizing Autocorrect to its' best ability.
endnote (WD 93)	Text found at the very end of the document containing notes.	Useful for notating at the end of a document t
footnote (WD 93)		
note reference mark (WD 93)		
note text (WD 93)		
base style (WD 95)		
normal style (WD 95)		
style (WD 95)		
automatic page break (WD 101)		
background repagination (WD 101)		

soft page break (WD 101)		
works cited page (WD 102)		
hard page break (WD 103)		
manual page break (WD 103)		
hanging indent (WD 104)		
Hanging Indent marker (WD 104)		
AutoCorrect entry (WD 106)		
CTRL+clicking (WD107)		
hyperlink (WD 107)		
jumping (WD 107)		
sorting (WD 109)		
ascending sort order (WD 110)		
descending sort order (WD 110)		
proofreading (WD 110)		
Clipboard (WD 112)		
cutting (WD 112)		
drag-and-drop editing (WD 112)		
pasting (WD 112)		
paste Options button (WD 114)		
smart tag (WD 115)		

smart tag indicator (WD 116)		
synonym (WD 118)		
thesaurus (WD 118)		
antonym (WD 119)		