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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)	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)	This displays the document exactly as it will print.	It helps me see how my paper will print.
AutoComplete tip (WD 85)	It recognizes the word that you type and puts it in.	I have never used this before.
shortcut keys (WD 85)	Keyboard key combinations, to format text as you type it.	I use this to get to things faster.
first-line indent (WD 87)	You can instruct Word to indent just the first line of a paragraph.	I use this to make paragraphs.
First-Line Indent marker (WD 87)	The top triangle at the O" marks on the ruler.	I have never used this before.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	I have never used this before.
AutoCorrect feature (WD 89)	This automatically corrects these kinds of errors as you type them in the document.	I have never used this.
AutoCorrect Options button (WD 90)	Word displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type.	I will use this more often now that I no what it is
endnote (WD 93)	An explanatory note that exists at end of the document.	I use this to explain what I write that others might not be familiar with.
footnote (WD 93)	An explanatory note that exists at the bottom of the page.	I use this to explain what I write that others might not be familiar with.
note reference mark (WD 93)	MLA style specifies that a superscript be used for an endnote.	I have never used this.
note text (WD 93)	Can be any length and format.	I use this when I write my papers.
base style (WD 95)	The underlying style for a new Word formats the text.	I use the base style for all of my papers.
normal style (WD 95)	Most likely uses 12-pint Times New Roman font for characters and single-spaced, left-aligned	I always use normal style when I write papers for school.

	paragraphs.	
style (WD 95)	A named group of formatting characteristics that you can apply to text.	I change the style when I do projects.
automatic page break (WD 101)	Word automatically inserts page breaks when It determines the text has filled one page according to paper size, margin settings, and line spacing.	I like automatic breaks because I don't have to do it myself.
background repagination (WD 101)	Word refers to the automatic page break task as this.	I have never used this before.
soft page break (WD 101)	It determines the text has filled one page according to paper size.	I don't really use this, but I have used it a couple of times.
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I use this to cite my work.
hard page break (WD 103)	One that you force into the document at a specific location.	I have never tried this before.
hanging indent (WD 104)	The first line hands to the left of the rest of the paragraph.	I use this to indent.
Hanging Indent marker (WD 104)	The bottom triangle at the 0" mark on the ruler.	I have never used this before.
AutoCorrect entry (WD 106)	Contains some commonly used symbols.	I use this to get symbols on my writing.
CTRL+clicking (WD107)	You can jump to another document on your computer.	I will try to do this when I use documents again.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location in the same document.	I never use this.
descending sort order (WD 110)	Means sorting from the end of the alphabet to the beginning of the alphabet.	I sort in descending order sometimes.
proofreading (WD 110)	You look for grammatical errors and spelling errors.	I use this to make sure my grammar is correct.
drag-and-drop editing (WD 112)	You drag the selected item to the new location and then insert it there.	I have never tried to use this before.

pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of insertion point.	I use this to copy information from cites on the web.
smart tag indicator (WD 116)	Word notifies you that the smart tag is available.	I have never used this before.
synonym (WD 118)	A word with a similar meaning.	I use this to enhance my vocabulary.
thesaurus (WD 118)	A book of synonyms.	I have never used this before, but I will the next time I have to write an essay.
antonym (WD 119)	A word with the opposite meaning.	I use this to come up with opposites.