

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)	Displays a document exactly as it will look when printed.	I use this pretty often.
AutoComplete tip (WD 85)	A shorter way of typing the date.	Used sometimes. Saves typing time.
shortcut keys (WD 85)	A keyboard key combinations, to format text as you type.	Don't use often.
first-line indent (WD 87)	Using the horizontal ruler to indent just the first line of a paragraph.	When writing paragraphs.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark of the horizontal ruler.	To move the intent on the horizontal ruler.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	To move the left margin.
AutoCorrect feature (WD 89)	Automatically corrects errors as you type them in the document.	To automatically correct misspellings.
AutoCorrect Options button (WD 90)	Displays a menu that allows you to undo a correction or change how Word handles future automatic corrections.	To change autocorrect options.
endnote (WD 93)	Notes at the end of the document.	Used sometimes.
footnote (WD 93)	Notes at the bottom of the page.	Used sometimes for research papers and such.
note reference mark (WD 93)	Used to signal that an explanatory note exists either at the bottom page as a footnote or at the end of a document as an endnote	Used sometimes.
note text (WD 93)	Word places notes at the bottom of each page as footnotes.	I use this sometimes.
base style (WD 95)	An underlying style.	Not used often.
normal style (WD 95)	The underlying style. Called the base style, for a new Word document is the	Not used very often.

	normal style.	
style (WD 95)	A named group of formatting characteristics that you can apply to text.	Used for formatting reasons.
automatic page break (WD 101)	Page breaks that Word automatically inserts.	Used often.
background repagination (WD 101)	Automatic page break that performs page recomputation between key strokes, that is, between pauses in your typing.	Used to create page breaks.
soft page break (WD 101)	Page breaks that Word automatically inserts.	Used often.
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	Used to give credit to the authors that information was taken from.
hard page break (WD 103)	A break forced into the page document at a specific location	Used for formatting sometimes.
manual page break (WD 103)	A break forced into the document at a specific location	Used for formatting sometimes
hanging indent (WD 104)	A type of paragraph formatting.	Used for indenting paragraphs.
Hanging Indent marker (WD 104)	A method of creating a hanging indent using the horizontal ruler	Used for formatting purposes.
AutoCorrect entry (WD 106)	A list of words and symbols that can be changed.	Used to make different symbols and words in your document.
CTRL+clicking (WD107)	Clicking a hyperlink in the document window while pressing the Ctrl key.	Used to jump from document to document or document to web page.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents or web pages.	Used sometimes.
jumping (WD 107)	The process of following a hyperlink to its destination.	Used for jumping from document to document.
sorting (WD 109)	Ordering things from alphabet, numbers and dates.	Used for organizing and arranging paragraphs.
ascending sort order (WD	Sorting from the beginning	Not used often.

110)	of the alphabet to the end of the alphabet and sorting from the smallest numbers to the largest numbers.	
descending sort order (WD 110)	Sorting from the end of the alphabet to the beginning of the alphabet, from the largest number to the smallest number etc.	Not used often.
proofreading (WD 110)	Looking for grammatical errors and spelling errors.	Used for editing paper and making it sound better.
Clipboard (WD 112)	A temporary Windows storage area.	Used for cutting, and pasting.
cutting (WD 112)	Involves removing a selected item from the document, then placing it on the clipboard.	Used for editing
drag-and-drop editing (WD 112)	You drag a selected item to a new location and then insert it, or drop it, to where you want it to be.	Used for editing.
pasting (WD 112)	A process of copying an item from the clipboard into the document at the location of the insertion point.	Used for editing.
paste Options button (WD 114)	A menu display that allows you to change the format of a text that was moved.	Used to help formatting
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action.	Used for auto correct options and paste options.
smart tag indicator (WD 116)		
synonym (WD 118)		
thesaurus (WD 118)		
antonym (WD 119)		