

NAME \_\_\_\_\_

# Microsoft Office 2003 Concepts and Techniques

## WORD 2003

### PROJECT TWO

## CREATING A RESEARCH PAPER

### KEYTERMS Double Entry Journal (DEJ)

<b>TERM</b>	<b>DEFINITION</b>	<b>TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE</b>
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 the document exactly as it will print.	I have used this occasionally.
AutoComplete tip (WD 85)	Instructs Word to place the text of the AutoComplete tip at the location of the typing.	I have used this frequently.
shortcut keys (WD 85)	Keyboard key combinations to format text.	I have used this frequently.
first-line indent (WD 87)	Indents just the first line of the paragraph.	I have used this frequently.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark.	I don't normally use this.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	I don't normally use this.
AutoCorrect feature (WD 89)	Automatically corrects errors as you type a document.	I have used this frequently.
AutoCorrect Options button (WD 90)	Displays a menu that allows you to undo a correction or change how Word handles future automatic corrections.	I have used this frequently.
endnote (WD 93)	A note at the end of the document.	I don't normally use this.
footnote (WD 93)	A note at the bottom of the page.	I don't normally use this.
note reference mark (WD 93)	Signals that an explanatory note exists at either the bottom of the page or at the end of a document.	I don't normally use this.
note text (WD 93)	Can be any length and format.	I don't normally use this.
base style (WD 95)	The underlying style for a new Word document is the normal style.	I use this frequently.
normal style (WD 95)	Most likely uses 12-point Times New Roman font for characters and single-spaced, left-aligned paragraphs.	This is what I normally use when I type a document.

style (WD 95)	A name group of formatting characteristics that you can apply to text	I have used this frequently.
automatic page break (WD 101)	Documents that exceed one page.	I have used this frequently.
background repagination (WD 101)	Automatic page break.	I have used this frequently.
soft page break (WD 101)	Determines the text has filled one page according to paper size, margin settings, line spacing, and other settings.	I have used this frequently.
works cited page (WD 102)	Bibliographical list of works that are referenced directly in a research paper.	I have used this frequently.
hard page break (WD 103)	You force into the document at a specific location.	I do not use this at all.
manual page break (WD 103)	You force into the document at a specific location.	I do not use this at all.
hanging indent (WD 104)	The first line hangs to the left of the rest of the paragraph.	I do not use this at all.
Hanging Indent marker (WD 104)	The bottom right triangle at the 0" mark on the ruler.	I do not use this at all.
AutoCorrect entry (WD 106)	In addition to words, this feature also contains some commonly used symbols.	I do not normally use this
CTRL+clicking (WD107)	Clicking a hyperlink in the document window while pressing the CTRL key, you jump to another document on your computer, network, or World Wide Web.	I have used this frequently.
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.	I have used this frequently.
jumping (WD 107)	The process of following a hyperlink to its destination.	I have used this frequently.

sorting (WD 109)	Ordering characters in a manner.	I do not recognize this.
ascending sort order (WD 110)	Sorting from the beginning of the alphabet to the end of the alphabet, smallest number to the largest number, or earliest date to the most recent date.	I do not recognize this.
descending sort order (WD 110)	Sorting from the end of the alphabet to the beginning of the alphabet, the largest number to the smallest number, or the most recent date the earliest date.	I do not recognize this.
proofreading (WD 110)	Looking for grammatical errors and spelling errors.	I have used this frequently.
Clipboard (WD 112)	A temporary Windows storage area.	I do not use this very much.
cutting (WD 112)	Involves removing the selected item from the document and then placing it on the Clipboard	I have used this frequently.
drag-and-drop editing (WD 112)	Drag the selected item to the new location and then insert, or <i>drop</i> , it there.	I have used this frequently.
pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of the insertion point.	I have used this frequently.
paste Options button (WD 114)	A menu is displayed that allows you to change the format of the text that was removed.	I have used this frequently.
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action.	I do not use this frequently.
smart tag indicator (WD 116)	With AutoCorrect Options and Smart Tag Actions, Word tells you that the smart tag is available.	I do not use this frequently.
synonym (WD 118)	A word similar in meaning, to the duplicate or inappropriate word.	I use these very frequently.
thesaurus (WD 118)	A book of synonyms.	I use this sometimes.

antonym (WD 119)	A word that is the opposite of the meaning.	I use these very frequently.