Microsoft Office Word 2007

Chapter Two: Creating a Research Paper

Double Entry Definition Journal

Keyterm	Definition	How does the keyterm relate to your prior experience?
American Psychological Association (APA) (WD 74)	A popular documentation style for research papers	I use MLA documentation style
Modern Language Association of America (MLA) (WD 74)	Another popular documentation style for research papers	I use MLA documentation style
research paper (WD 74)	Document you can use to communicate the results of research findings	Writing papers for all subjects on specific topics
parenthetical citations (WD 76)	Author references in parentheses with the page number of referenced information; in-text citations	Citing sources in papers
plagiarize (WD 76)	Using someone else's work and claiming it as your own	8th WP, writing bibliographies and citations
works cited (WD 77)	Bibliographic list of sources at the end of the paper	Uniform way of presenting bibliography, used in all subjects
double-space (WD 78)	Amount of vertical space between each line of text and above and below paragraphs should be equal to one blank line	Used in writing all papers for school
line spacing (WD 78)	Amount of vertical space between lines of text in a paragraph	Usually use double-space
paragraph spacing (WD 78)	Amount of space above and below a paragraph	Usually use double-space
footer (WD 79)	Text and graphics that print at the bottom of every page	8th WP
header (WD 79)	Text and graphics that print at the top of each page in a document	8th WP

right-aligned (WD 81)	at the right margin	Name, date and period for all papers are right aligned
Click and Type (WD 85)	Use it to format and enter text, graphics, and other items	Used in writing
shortcut keys (WD 86)	Keyboard key combinations to format text as you type it	Used in writing Ex: copy, paste..etc
horizontal ruler (WD 87)	Displays at the top edge of the document winder just below the Ribbon	Indenting
vertical ruler (WD 87)	Displays along left edge of Word window	Indenting
First Line Indent marker (WD 88)	Indent just the first line of a paragraph	Used in all writing
first-line indent (WD 88)	Top triangle at the 0" mark on the ruler	Indenting first line of paragraph
Left Indent marker (WD 88)	Allows you to change the entire left margin	Changing margin of paper
ruler (WD 88)	Horizontal ruler	Changing indent space
AutoCorrect (WD 91)	Automatically corrects typing, spelling, capitalization or grammar errors as you type them in the document	Often corrects my mistyped words
AutoCorrect Options button (WD 92)	Allows you to undo a correction or change how Word handles future automatic corrections of this type	Purpose mistakes
field (WD 96)	Placeholder for data whose contents can change	Inserting data
endnote (WD 99)	Explanatory note exists at end of document	8th WP
footnote (WD 99)	Explanatory note exists at bottom of page	Extra information included
note reference mark (WD 99)	A subscript that references footnotes or endnotes	Using footnotes and endnotes
note text (WD 99)	Any length and format	8th WP
automatic page breaks (WD 107)	Page breaks, when determined that the text has filled one page according to paper size, margin settings, line spacing and other settings	Typing long papers
background repagination (WD 107)	Refers to automatic page break tasks	8th WP
soft page breaks (WD 107)	Page breaks, when determined	Typing lengthy papers

	that the text has filled one page according to paper size, margin settings, line spacing and other settings	
bibliography (WD 111)	Alphabetical list of sources referenced in a paper	Used in research papers for all subjects
works cited page (WD 111)	List of sources that are referenced directly in a research paper	MLA format, all subjects
hard page break (WD 112)	One that you force into the document at a specific location	8th WP
manual page break (WD 112)	One that you force into the document at a specific location	8th WP
bibliographic list (WD 113)	Word formats the list of sources and alphabetizes them, saving time taking up style guidelines	8th WP
hanging indent (WD 116)	First line hangs to the left of the rest of the paragraph, type of paragraph formatting	Bibliographies
Hanging Indent marker (WD 116)	Bottom triangle at the 0" mark on the ruler	Hanging indentations for works cited pages
proofreading (WD 118)	Look for grammatical errors and spelling errors	Process when editing a paper
Clipboard (WD 119)	Temporary Windows storage area	Copy/paste
cutting (WD 119)	Removing selected item from document and then placing it on Clipboard	Rearranging information in a paper
drag-and-drop editing (WD 119)	Drag selected item to new location and then insert, or drop it there	Rearranging information in a paper
pasting (WD 119)	Process of copying an item from the Clipboard into the document at the location of the insertion point	Copy/paste in all research papers
Paste Options button (WD 122)	Menu appears that allows you to change format of item that was moved	8th WP
synonym (WD 124)	Word similar in meaning	English, vocabulary and typing papers
thesaurus (WD 124)	Book of synonyms	Typing papers, vocabulary
antonym (WD 125)	Opposite of a word	Changing the vocabulary of text