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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)	Style of research papers	
LA (Modern Language Association of America) (WD 74)	Style of research paper	
parenthetical citations (WD 76)	Notes used only for optional explanatory notes	
works cited (WD 76)	Bibliographical references	
double-space (WD 79)	One blank line between line of text	
line spacing (WD 79)	Amount of vertical space between text in a document	
footer (WD 81)	Text you want printed at the bottom of every page	
header (WD 81)	Text you want printed at the top of every page	
Click and Type (WD 82)	Use it to format and enter text, graphics, and other items	
dock (WD 82)	Attach a floating toolbar above or below the standard and formatting toolbars	
print layout view (WD 82)	Displays the document exactly as it will print	

AutoComplete tip (WD 85)	Instructs Word	
shortcut keys (WD 85)	Format text as you type	
first-line indent (WD 87)	Indents the first line of a paragraph	
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler	
Left Indent marker (WD 87)	Allows you to change the entire left margin	
AutoCorrect feature (WD 89)	Automatically corrects these kinds of errors as you type them	
AutoCorrect Options button (WD 90)	Allows you to undo a correction or change how Word handles future automatic corrections of this type	
endnote (WD 93)	Explanatory note at the bottom of a page	
footnote (WD 93)	Explanatory note at the top of the page	
note reference mark (WD 93)	Explanatory note	
note text (WD 93)	Can be any length and format	
base style (WD 95)	Normal style	
normal style (WD 95)	Most likely 12-pt Times New Roman font for characters and single spaced, left aligned paragraphs	
style (WD 95)	Named group of formatting characteristics that you can apply to text	
automatic page break (WD 101)	When it determines the text has filled one page according to paper size, margin setting, line spacing, and other settings, is considered background repagination	
background repagination	Performs page	

(WD 101)	recomputation between the keystrokes, that is, in between the pauses in your typing	
soft page break (WD 101)	When it determines the text has filled one page according to paper size, margin setting, line spacing, and other settings, is considered background repagination	
works cited page (WD 102)	Bibliographical list of works that are referenced directly in a research paper	
hard page break (WD 103)	A reference that you force into the document at a specific location	
manual page break (WD 103)	A reference that you force into the document at a specific location	
hanging indent (WD 104)	The first line hangs to the left of the rest of the paragraph	
Hanging Indent marker (WD 104)	The bottom triangle at the 0" mark on the ruler	
AutoCorrect entry (WD 106)	Built in list that contains commonly used symbols	
CTRL+clicking (WD107)	Clicking a hyperlink in the document window while pressing the CTRL key	
hyperlink (WD 107)	Shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents or web pages	
jumping (WD 107)	The process of following a hyperlink to its destination	
sorting (WD 109)	Arranging paragraphs in alphabetic, numeric, or date order based on the first character in each paragraph	
ascending sort order (WD 110)	From the beginning of the alphabet to the end of the alphabet, smallest number	

	to the largest number, or earliest date to the lasted date.	
descending sort order (WD 110)	Means the opposite of ascending sort order	
proofreading (WD 110)	You look for grammatical errors and spelling errors	
Clipboard (WD 112)	Temporary Windows storage area	
cutting (WD 112)	Involves removing the selected item from the document and then placing it on the Clipboard	
drag-and-drop editing (WD 112)	You drag the selected item to the new location and the insert it there	
pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of the insertion point.	
paste Options button (WD 114)	A menu displayed that allows you to change the format of the text that was moved	
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action	
smart tag indicator (WD 116)	When Word notifies you that the smart tag is available by	
synonym (WD 118)	A word similar in meaning, to the duplicate or inappropriate word	
thesaurus (WD 118)	A book of synonyms	
antonym (WD 119)	A word with an opposite meaning	