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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)	Popular documentation styles	Use Sam test
LA (Modern Language Association of America) (WD 74)	Popular documentation styles	Use Sam test
parenthetical citations (WD 76)	This is used in MLA style, i	Use Sam test
works cited (WD 76)	For bibliographical references, in alphabetically order	Use in paper
double-space (WD 79)	One blank line between each text	Use in paper
line spacing (WD 79)	Is amount of vertical space between	Use Sam test
footer (WD 81)	Is text you want printed at top of each page	Use Sam test
header (WD 81)	Is text you want to print at the bottom of every page	Use Sam test
Click and Type (WD 82)	To format and enter text, graphics, and other items	Use Sam test
dock (WD 82)	A floating toolbar above or below the Standard and Formatting toolbars	Use Sam test
print layout view (WD 82)	Displays the document exactly as it will print	Use Sam test

AutoComplete tip (WD 85)	Which instruct Word to place the text of the AutoComplete tip at the location of your typing	Use Sam test
shortcut keys (WD 85)	Format text as you type	Use Sam test
first-line indent (WD 87)	Using the horizontal ruler	Use Sam test
First-Line Indent marker (WD 87)	Is the top triangle at the 0” mark on the ruler	Use Sam test
Left Indent marker (WD 87)	Allows you to change the entire left margin	Use Sam test
AutoCorrect feature (WD 89)	Automatically corrects these kinds of errors as you type	Use all the time
AutoCorrect Options button (WD 90)	Allows you to undo a correction or change how Word handles future automatic corrections	Use Sam test
endnote (WD 93)	At the end of document	Use Sam test
footnote (WD 93)	Shows at bottom of page	Use Sam test
note reference mark (WD 93)	To signal that an explanatory note exists	Use Sam test
note text (WD 93)	Can be any length and format	Never used
base style (WD 95)	Underlying style	Use Sam test
normal style (WD 95)	Most likely uses 12- point front, times New Roman	Use all the time
style (WD 95)	Is a named group of formatting characteristics that you can apply	Use Sam test
automatic page break (WD 101)	Word automatically inserts page break	Use Sam test
background repagination (WD 101)	Word refers to the automatic page break task	Use Sam test
soft page break (WD 101)	Determines the text has filled one page according to paper size	Use Sam test
works cited page (WD 102)	Is a bibliographical list of	Use Sam test

	works that are referenced directly.	
hard page break (WD 103)	Is one that you force into the document at a specific location.	Use Sam test
manual page break (WD 103)	Is one that you force into the document at a specific location.	Use Sam test
hanging indent (WD 104)	Type of paragraph formatting	Use Sam test
Hanging Indent marker (WD 104)	Is the bottom triangle at the 0" mark on the ruler	Use Sam test
AutoCorrect entry (WD 106)	Built in list, contains some commonly used symbols	Use Sam test
CTRL+clicking (WD107)	You will jump to another document on your computer	Use Sam test
hyperlink (WD 107)	Is a shortcut that allows a user to jump easily	Use Sam test
jumping (WD 107)	Is the process of following a hyperlink to its destination	Use Sam test
sorting (WD 109)	Ordering characters in this manner	Use Sam test
ascending sort order (WD 110)	Beginning of alphabet to the end	Use Sam test
descending sort order (WD 110)	End of alphabet to the beginning	Use Sam test
proofreading (WD 110)	Look for grammatical errors and spelling errors	All was use in a paper
Clipboard (WD 112)	Is a temporary windows storage area	All was use in a paper
cutting (WD 112)	Involves removing the selected item from the document and then placing it on clipboard	All was use in a paper
drag-and-drop editing (WD 112)	You drag the selected item to new location	All was use in a paper
pasting (WD 112)	Is process of copying an item from the clipboard	All was use in a paper
paste Options button (WD 114)	Menu is displayed that allows you to change the format of the text that was	All was use in a paper

	moved	
smart tag (WD 115)	Is a button that automatically appears on the screen when word performs action	All was use in a paper
smart tag indicator (WD 116)	Notifies you that the smart tag is available	All was use in a paper
synonym (WD 118)	Word similar un meaning	All was use in a paper
thesaurus (WD 118)	Is a book of synonyms	All was use in a paper
antonym (WD 119)	Opposite meaning	All was use in a paper