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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)	One of the types of documentation styles.	I haven't used this before.
MLA (Modern Language Association of America) (WD 74)	The other type of documentation style.	I have used this before.
parenthetical citations (WD 76)	In text notes citing a source.	I have used this before.
works cited (WD 76)	The bibliographical references in the document.	I have used these before.
double-space (WD 79)	One blank line should be between each line of text.	I have used this many times before.
line spacing (WD 79)	The amount of vertical space between lines of text in a document.	I have used this before,
footer (WD 81)	Text you want printed at the bottom of every page.	I have not used this before.
header (WD 81)	Text you want printed at the top of every page.	I have not used this before.
Click and Type (WD 82)	Used in print layout view to format and enter text or graphics.	I have used this before.
dock (WD 82)	Attaching a floating toolbar above or below the standard toolbars.	I haven't used this before.
print layout view (WD 82)	Displays the document	I have used this before.

	exactly as it will print.	
AutoComplete tip (WD 85)	Application that automatically finishes certain fragments of text you may type.	I have used this before.
shortcut keys (WD 85)	Keyboard key combinations that help format text as you type it.	I have used this before.
first-line indent (WD 87)	Using the horizontal ruler you can indent only the first line of text in a paragraph/	I have used this before.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler.	I have used this before.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	I have used this before.
AutoCorrect feature (WD 89)	Automatically corrects errors as you type them.	I have used this before.
AutoCorrect Options button (WD 90)	Automatically corrects common errors in a document.	I have used this before.
endnote (WD 93)	Explanatory note at the end of the document.	I haven't used this before.
footnote (WD 93)	Explanatory note at the end of the page.	I haven't used this before.
note reference mark (WD 93)	A mark indicating that there is a reference later in the document.	I haven't used this before.
note text (WD 93)	The text for footnotes and/or endnotes.	I haven't used this before.
base style (WD 95)	The underlying style or normal style.	I have used this before.
normal style (WD 95)	Uses 12 point font and times new Roman.	I have used this before.
style (WD 95)	A named group of formatting characteristics.	I have used this before.
automatic page break (WD 101)	The break in text after one page has been filled with text.	I have used this before.
background repagination (WD 101)	The automatic page break task.	I have used this in our class now.
soft page break (WD 101)	The break in text after one page has been filled with text.	I have used this before.

works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I have used this before.
hard page break (WD 103)	A page break you force into the document.	I have used this before.
manual page break (WD 103)	A page break you force into the document.	I have used this before.
hanging indent (WD 104)	Lines indented one half inch from the margin,	I have used this before.
Hanging Indent marker (WD 104)	Indicates the hanging indent.	I have used this before.
AutoCorrect entry (WD 106)	Converts macros to commonly used symbols.	I have used this before.
CTRL+clicking (WD107)	Helps you jump to another document or the web.	I have used this before.
hyperlink (WD 107)	Allows users to quickly jump to another section.	I have used this before.
jumping (WD 107)	The process of following a hyperlink to a location.	I have used this before.
sorting (WD 109)	Ordering characters in alphabetical or numerical styles.	I have used this before.
ascending sort order (WD 110)	Ordering from the beginning of the alphabet to the end.	I haven't used this before.
descending sort order (WD 110)	Ordering from the end of the alphabet to the beginning.	I haven't used this before.
proofreading (WD 110)	Looking for grammatical or spelling errors.	I have done this before.
Clipboard (WD 112)	Temporary Windows storage area.	I haven't used this before.
cutting (WD 112)	Removing the selected item and putting it on the Clipboard.	I have used this before.
drag-and-drop editing (WD 112)	Drag the selected item to a new location.	I have used this before.
pasting (WD 112)	The process if copying an item from the Clipboard to a new area.	I have used this before.
paste Options button (WD 114)	Menu that allows you to change format of text.	I have used this before.

smart tag (WD 115)	Button that automatically appears when Word does a certain action.	I have used these before.
smart tag indicator (WD 116)	Icon that shows you when a smart tag is available.	I have used this before.
synonym (WD 118)	Word similar in meaning	I have used this before.
thesaurus (WD 118)	A book of synonyms	I have used this before.
antonym (WD 119)	Word that means the opposite of the selected word you have.	I have used this before.