

# 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 style of citations	
Modern Language Association of America (MLA) (WD 74)	A style of citations	
research paper (WD 74)	A document you can use to communicate the results of research findings	
parenthetical citations (WD 76)	MLA style uses	
plagiarize (WD 76)	Copying of someone else's work	
works cited (WD 77)	Referring to a bibliography	
double-space (WD 78)	The amount of vertical space in between each line of text	
line spacing (WD 78)	The amount of vertical line spacing	
paragraph spacing (WD 78)	Amount of space below and above a paragraph	
footer (WD 79)	Text and graphics that print at the bottom of every page	
header (WD 79)	Text and graphics that print at the top of every page	
right-aligned (WD 81)	The right margin	
Click and Type (WD 85)	An alternative to form texts and graphics	
shortcut keys (WD 86)	Keyboard combinations	
horizontal ruler (WD 87)	A way to indent paragraphs	
vertical ruler (WD 87)	Displays along the left edge of the Word Window	
First Line Indent marker (WD 88)	To indent the first line of the paragraph	
first-line indent (WD 88)	Top triangle	
Left Indent marker (WD 88)	Allows you to change the entire left margin	

<b>ruler (WD 88)</b>	To indent the first line of a paragraph	
<b>AutoCorrect (WD 91)</b>	Automatically corrects grammar and spelling errors	
<b>AutoCorrect Options button (WD 92)</b>	Word displays a menu that helps you undo a correction	
<b>field (WD 96)</b>		
<b>endnote (WD 99)</b>	An explanatory note	
<b>footnote (WD 99)</b>	At the end of the document	
<b>note reference mark (WD 99)</b>	An explanatory note at the bottom of your page	
<b>note text (WD 99)</b>	Word automatically makes a number sequence	
<b>automatic page breaks (WD 107)</b>	When word automatically inserts a page	
<b>background repagination (WD 107)</b>	The automatic break task	
<b>soft page breaks (WD 107)</b>	When it has determined the text has filled	
<b>bibliography (WD 111)</b>	Source showing where you found that information	
<b>works cited page (WD 111)</b>	A list of referenced sources	
<b>hard page break (WD 112)</b>	A page break you force into a location	
<b>manual page break (WD 112)</b>	When you force a document in a specific location	
<b>bibliographic list (WD 113)</b>	Word will format the list	
<b>hanging indent (WD 116)</b>	Bottom triangle	
<b>Hanging Indent marker (WD 116)</b>	Paragraph formatting	
<b>proofreading (WD 118)</b>	Looking for grammatical errors	
<b>Clipboard (WD 119)</b>	A temporary windows storage area	
<b>cutting (WD 119)</b>	Removing the selected item from the document	
<b>drag-and-drop editing (WD 119)</b>	Drag the selected items to a new location	
<b>pasting (WD 119)</b>	The process of copying and item from the clipboard to another spot	
<b>Paste Options button (WD 122)</b>	Allows you to change the format the paste was moved to	

<b>synonym (WD 124)</b>	A word similar in meaning	
<b>thesaurus (WD 124)</b>	A book of synods	
<b>antonym (WD 125)</b>	Opposite of word	