

NAME \_\_\_\_\_

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)	A style for a research paper.	I have not used this.
MLA (Modern Language Association of America) (WD 74)	A style for a research paper.	I have used this.
parenthetical citations (WD 76)	Says citations right in the text.	I have not used this.
works cited (WD 76)	Bibliographical references.	I have used this.
double-space (WD 79)	A style where one blank line appears between each line of text.	I have used this.
line spacing (WD 79)	The amount of vertical space between lines of text.	I have used this.
footer (WD 81)	The text you want printed at the bottom of every page.	I do not use this.
header (WD 81)	The text you want printed at the top of every page.	I use this occasionally.
Click and Type (WD 82)	Helps you format and enter text, graphics, and other items.	I have not used this.
dock (WD 82)	Attaching a floating toolbar.	I have not used this.
print layout view (WD 82)	Displays the document exactly as it will print.	I use this to preview things.

AutoComplete tip (WD 85)	Lets you enter a word before finishing it.	I have used this.
shortcut keys (WD 85)	Keyboard combinations to help format text.	I have not used this.
first-line indent (WD 87)	Indents the first line of each paragraph.	I have used this.
First-Line Indent marker (WD 87)	A top triangle at the 0" mark on the ruler.	I have not used this.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	I have not used this.
AutoCorrect feature (WD 89)	Automatically corrects spelling, capitalization, or grammar errors.	I have used this.
AutoCorrect Options button (WD 90)	Allows you to undo a correction.	I have used this.
endnote (WD 93)	An explanatory note that exists at the end of a document.	I have not used this.
footnote (WD 93)	An explanatory note that exists at the bottom of a page.	I have not used this.
note reference mark (WD 93)	A superscript number used to signal that an explanatory note exists.	I have not used this.
note text (WD 93)	The text can be any length and format.	I have not used this.
base style (WD 95)	The underlying style in Word.	I have used this.
normal style (WD 95)	Used 12-point Times New Roman font for characters and has single-spaces, left-aligned paragraphs.	I have used this.
style (WD 95)	A named group of formatting characteristics that you can apply to text.	I have used this.
automatic page break (WD 101)	Inserted when Word determines the text has filled one page.	I have used this.
background repagination (WD 101)	The name given to the automatic page break task.	I have used this.
soft page break (WD 101)	Inserted when Word determines the text has filled one page.	I have used this.

works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I have used this.
hard page break (WD 103)	A break that you force into the document at a specific location.	I have used this.
manual page break (WD 103)	A break that you force into the document at a specific location.	I have used this.
hanging indent (WD 104)	The first line hangs the left of the rest of the paragraph.	I have not used this.
Hanging Indent marker (WD 104)	The bottom triangle at the 0" mark on the ruler.	I have not used this.
AutoCorrect entry (WD 106)	Built-in list that contains some commonly used symbols.	I have not used this.
CTRL+clicking (WD107)	A way to click a hyperlink in a document.	I have used this.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location.	I have used this.
jumping (WD 107)	The process of following a hyperlink to its destination.	I have used this.
sorting (WD 109)	Ordering characters by alphabetical, numerical, or date order.	I have used this.
ascending sort order (WD 110)	An order from the beginning to the end of the alphabet.	I have used this.
descending sort order (WD 110)	An order from the end to the beginning of the alphabet.	I have used this.
proofreading (WD 110)	Looking for grammatical and spelling errors.	I have used this.
Clipboard (WD 112)	A temporary Windows storage area.	I have used this.
cutting (WD 112)	Involves removing the selected item from the document and then placing it on the Clipboard.	I have used this.
drag-and-drop editing (WD 112)	Dragging the selected item to the new location and inserting it there.	I have used this.
pasting (WD 112)	The process of copying an item from the Clipboard	I have used this.

	into the document.	
paste Options button (WD 114)	A menu that is displayed that allows you to change the format of the text that was moved.	I have not used this.
smart tag (WD 115)	A button that automatically appears on the screen.	I have not used this.
smart tag indicator (WD 116)	A small blue box that shows that a smart tag is available.	I have not used this.
synonym (WD 118)	A word with similar meaning.	I have used this.
thesaurus (WD 118)	A book of synonyms.	I have used this.
antonym (WD 119)	A word with an opposite meaning.	I have used this.