

NAME: Greg Alexander

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)	A style for research papers which can be used; preferred in social sciences	I don't recall ever using this
LA (Modern Language Association of America) (WD 74)	Another style for research papers, standard in the humanities	I use this
parenthetical citations (WD 76)	MLA uses this Instead of noting each source at the bottom of the page or at the end of the paper.	I don't know what this is
works cited (WD 76)	Used for bibliographical references	I normally use this if I need to cite where I got my information from
double-space (WD 79)	One blank line between each line of text	I normally double space my papers
line spacing (WD 79)	The amount of vertical space between lines of text in a document	I always see line spacing
footer (WD 81)	Text you want printed at the bottom of every page	I don't normally use this
header (WD 81)	Text you want printed at the top of each page of a document	I don't normally use this
Click and Type (WD 82)	Used to format and enter text, graphics, and other items	I use this.
dock (WD 82)	To attach a floating toolbar	This is sometimes used.

	above or below the Standard and Formatting toolbars by double clicking the floating tool bars title bar.	
print layout view (WD 82)	Displays the document the way it prints	I use this
AutoComplete tip (WD 85)	Used to save typing	I use this
shortcut keys (WD 85)	Format text while typing	Don't usually use this
first-line indent (WD 87)	Indents the first line	I use this
First-Line Indent marker (WD 87)	Marks the first indentation of the line	I sometimes use this
Left Indent marker (WD 87)	Marks the distance of the indent from the left	I use this
AutoCorrect feature (WD 89)	Corrects misspelled text	I use this
AutoCorrect Options button (WD 90)	Allows you to customize the Auto-correct feature	Don't use this
endnote (WD 93)	Notes at the end of the text	Never use this
footnote (WD 93)	Notes at the bottom of the page	Never use this
note reference mark (WD 93)	A figure to indicate where notes are inserted	Don't use this
note text (WD 93)	Used to identify interests in text	Don't use this
base style (WD 95)	Times new roman the starting text	Use this
normal style (WD 95)	Normal style of text	Use this
style (WD 95)	Type of text	Use this
automatic page break (WD 101)	Break in pages	Don't use this
background repagination (WD 101)	In the background of the page there is a repagination	Don't usually use this
soft page break (WD 101)	Not a complete page break	Don't use this

	flows evenly	
works cited page (WD 102)	Bibliographic works that are referenced directly in a research paper	I use this
hard page break (WD 103)	A page break you force into a document	Sometimes use this
manual page break (WD 103)	Same as a hard page break	Never use this
hanging indent (WD 104)	First line hangs off to the left while the rest of the paragraph is indented	Sometimes use this
Hanging Indent marker (WD 104)	A tool on the ruler to say how far you want a hanging Indent to hang	Sometimes use this
AutoCorrect entry (WD 106)	Automatically changes text to something you meant to type	Almost never use this
CTRL+clicking (WD107)	Used to click on hyperlinks	Sometimes use this
hyperlink (WD 107)	A link to another page or web page	Use this
jumping (WD 107)	Following a hyperlink to its destination	Sometimes use this
sorting (WD 109)	Used to sort paragraphs by characters	Don't use this
ascending sort order (WD 110)	Sorting by ascending through letters	Don't use this
descending sort order (WD 110)	Sorting by descending through letters	Don't use this
proofreading (WD 110)	Looking for grammatical errors	Use this
Clipboard (WD 112)	A temporary windows storage area	Sometimes use this
cutting (WD 112)	Removing an item to place on the clipboard.	Don't use this
drag-and-drop editing (WD 112)	Dragging a selected item to a new location	Don't use this
pasting (WD 112)	Copying an item from the clip board onto your document	Don't use this
paste Options button (WD 114)	Change format of text being pasted	Don't use this

smart tag (WD 115)	Allows you to use auto correct and paste options	Don't use this
smart tag indicator (WD 116)	Indicator of a smart tag	Don't use this
synonym (WD 118)	A word similar in meaning to another word	Sometimes use this
thesaurus (WD 118)	A tool used to find synonyms	Sometimes use this
antonym (WD 119)	A word opposite in meaning to another word	Sometimes use this