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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)	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 above or below the	This is sometimes used.

	Standard and Formatting toolbars by double clicking the floating tool bars title bar.	
print layout view (WD 82)	This shows how your work will be printed out	I use this once in a while. This lets me know what's going on, so I don't waste paper.
AutoComplete tip (WD 85)		
shortcut keys (WD 85)		
first-line indent (WD 87)		
First-Line Indent marker (WD 87)		
Left Indent marker (WD 87)		
AutoCorrect feature (WD 89)		
AutoCorrect Options button (WD 90)		
endnote (WD 93)		
footnote (WD 93)		
note reference mark (WD 93)		
note text (WD 93)		
base style (WD 95)		
normal style (WD 95)		
style (WD 95)		
automatic page break (WD 101)		
background repagination (WD 101)		

soft page break (WD 101)		
works cited page (WD 102)		
hard page break (WD 103)		
manual page break (WD 103)		
hanging indent (WD 104)		
Hanging Indent marker (WD 104)		
AutoCorrect entry (WD 106)		
CTRL+clicking (WD107)		
hyperlink (WD 107)		
jumping (WD 107)		
sorting (WD 109)		
ascending sort order (WD 110)		
descending sort order (WD 110)		
proofreading (WD 110)		
Clipboard (WD 112)		
cutting (WD 112)		
drag-and-drop editing (WD 112)		
pasting (WD 112)		
paste Options button (WD 114)		
smart tag (WD 115)		

smart tag indicator (WD 116)		
synonym (WD 118)		
thesaurus (WD 118)		
antonym (WD 119)		