

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)	Document style for research paper	I've never heard of this before
MLA (Modern Language Association of America) (WD 74)	Document style for research paper	I've never heard of this before
parenthetical citations (WD 76)	Author references in parentheses with the page numbers of the referenced information.	I've never heard of this before
works cited (WD 76)	Bibliographic information about your research paper.	I use this alot
double-space (WD 79)	One blank line between each line of the text.	I am familiar with this.
line spacing (WD 79)	Amount of vertical space between lines of text in a document.	I use this alot
footer (WD 81)	Text you want printed at the bottom of each page of the document.	I am familiar with this.
header (WD 81)	Text you want printed at the top of each page in a document.	I am familiar with this.
Click and Type (WD 82)	Used to format and enter text, graphics, and other items.	I've never heard of this before
dock (WD 82)	When you attach a floating toolbar.	

print layout view (WD 82)	When the screen displays the document exactly how it will print.	I've never heard of this before
AutoComplete tip (WD 85)	A tip that appears where you are typing.	I am familiar with this.
shortcut keys (WD 85)	Keyboard key combinations to format text as you type.	I've never heard of this before
first-line indent (WD 87)	Indent the first line of the paragraph.	I am familiar with this.
First-Line Indent marker (WD 87)	Top triangle at the 0" mark on the ruler.	I am familiar with this.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	I am familiar with this.
AutoCorrect feature (WD 89)	A feature that automatically corrects errors in your paper.	I am familiar with this.
AutoCorrect Options button (WD 90)	Menu that allows you to undo a correction or change how Word handles future automatic corrections.	I've never heard of this before
endnote (WD 93)		I am familiar with this.
footnote (WD 93)	Note at the end of each page.	I am familiar with this.
note reference mark (WD 93)	A superscript that signals an explanatory note.	I am familiar with this.
note text (WD 93)	Places notes at the end of the document.	I am familiar with this.
base style (WD 95)	Underlining style	I am familiar with this.
normal style (WD 95)	12-point Times New Roman, single-spaced, left-aligned paragraphs.	I am familiar with this.
style (WD 95)	Named group of formatting characteristics that you can apply to text.	I use this alot
automatic page break (WD 101)	Word puts these in when the text has filled one page according to paper size, margin settings, line spacing and other settings.	I've never heard of this before
background repagination (WD 101)	Automatic page break task.	I've never heard of this before

soft page break (WD 101)	Word puts these in when the text has filled one page according to paper size, margin settings, line spacing and other settings.	I've never heard of this before
works cited page (WD 102)	Bibliographical list of works that are referenced directly in a research paper.	I am familiar with this.
hard page break (WD 103)	Horizontal dotted line that separates the words.	I am familiar with this.
manual page break (WD 103)	Horizontal dotted line that separates the words.	I am familiar with this.
hanging indent (WD 104)	When the first line hangs to the left of the rest of the paragraph.	I am familiar with this.
Hanging Indent marker (WD 104)	Bottom triangle at the 0" mark on the ruler	I am familiar with this.
AutoCorrect entry (WD 106)	Has commonly used symbols.	I am familiar with this.
CTRL+clicking (WD107)	You can jump to another document on your computer or network or on the web.	I am familiar with this.
hyperlink (WD 107)	Shortcut that allows a user to jump easily and quickly to another location in the same document.	I use this alot
jumping (WD 107)	Process of following a hyperlink to its destination.	I am familiar with this.
sorting (WD 109)	Ordering of characters.	I use this alot
ascending sort order (WD 110)	Orders the data.	I am familiar with this.
descending sort order (WD 110)	Orders the data backwards.	I am familiar with this.
proofreading (WD 110)	When you look over your work.	I use this alot
Clipboard (WD 112)	Windows storage area.	I am familiar with this.
cutting (WD 112)	Removing selected item from the document then placing it on the clipboard.	I use this alot

drag-and-drop editing (WD 112)	Drag the selected item to the new location and then insert or drop it there.	I use this alot
pasting (WD 112)	Process of copying an item from the document then placing it on the Clipboard.	I use this alot
paste options button (WD 114)	Menu that allows you to change the format of the text that was moved.	I use this alot
smart tag (WD 115)	Button that automatically appears on the screen when Word performs a certain action.	I am familiar with this.
smart tag indicator (WD 116)	For the AutoCorrect Options	I am familiar with this.
synonym (WD 118)	Word similar in meaning to the other word.	
thesaurus (WD 118)	Book of synonyms.	I use this alot
antonym (WD 119)	Word that means the opposite.	I use this alot