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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 popular documentation styles for research papers.	I have not used this before.
LA (Modern Language Association of America) (WD 74)	A popular documentation styles for research papers.	I have not used this before.
parenthetical citations (WD 76)	This is used instead of noting each source at the bottom of the page or at the end of the paper.	I do not use this form.
works cited (WD 76)	The term for bibliographical references.	I use this to give credit to the person that I learned the information from
double-space (WD 79)	When one blank line is between each line of text.	I use this form when I need to edit a paper.
line spacing (WD 79)	The amount of vertical space between lines of text in a document.	This is something that just happens when I am using Word.
footer (WD 81)	Text you want printed at the bottom of every page.	I do not use this.
header (WD 81)	Text you want printed at the top of each page in a document.	I do not use this.
Click and Type (WD 82)	When in print layout view, you can use this format to format and enter text, graphics, and other items.	I use this every time I am on my computer.

dock (WD 82)	When you attach a floating toolbar above or below the Standard and Formatting.	I don't use this.
print layout view (WD 82)	This displays the document exactly as it will print.	I use this to make sure my document looks good before I print it.
AutoComplete tip (WD 85)	When Word displays the rest of what you are going to type.	I use this when I type dates onto my paper.
shortcut keys (WD 85)	Shortcut keys are keyboard key combinations.	I use these mostly to print, cut and paste, save, and bold, underline, or italicize.
first-line indent (WD 87)	This is used to indent just the first line of a paragraph.	I usually just press tab to do this.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler.	I don't use this.
Left Indent marker (WD 87)	This allows you to change the entire left margin.	I don't use this.
AutoCorrect feature (WD 89)	A feature that automatically corrects errors as you type them in the document.	I use this when I mistype a word or don't capitalize "i".
AutoCorrect Options button (WD 90)	When you click this button, Word displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type	I don't think I have used this before, but I'm not sure.
endnote (WD 93)	A way to insert extra information at the bottom of the page.	I don't use this.
footnote (WD 93)	A way to insert extra information at the beginning of the page.	I do not use this feature.
note reference mark (WD 93)	This is used to signal that an explanatory not exists either at the bottom or the top of the page.	I do not use this.
note text (WD 93)	Word places notes at the bottom of the page as footnotes.	I do not use this.
base style (WD 95)	The underlying style for a new Word document.	I use this whenever I open Word.
normal style (WD 95)	The font style that Word uses when it's opened.	I use this whenever I open Word.

style (WD 95)	A named group of formatting characteristics that you can apply to text.	I usually change the style of typing when I use Word.
automatic page break (WD 101)	Word automatically goes to a new page when you type more words that fit on a page.	Word does this for me automatically if I type a long paper.
background repagination (WD 101)	What Word refers to the automatic page break task as.	I am not really sure what this means.
soft page break (WD 101)	This is the same as automatic page breaking.	I use this when I type long essays.
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I use this when I write a paper and need to give credit to where I got my information.
hard page break (WD 103)	A page break that you force into documents.	I use this, but usually just press enter a lot.
manual page break (WD 103)	A page break that you force into documents.	I use this, but usually just press enter a lot.
hanging indent (WD 104)	When the first line hangs to the left of the rest of the paragraph.	I use this when I am making my bibliographies.
Hanging Indent marker (WD 104)	The bottom triangle at the 0" mark on the ruler.	I use this to change the hanging indent.
AutoCorrect entry (WD 106)	A list of words when misspelled a certain way will automatically correct themselves.	Word uses this when I misspell a word.
CTRL+clicking (WD107)	A way to go to a hyperlink in a document.	I use this to follow hyperlinks.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents or Web pages.	I use these mostly on the internet.
jumping (WD 107)	The process of following a hyperlink to its destination.	I use this when I CTRL+click.
sorting (WD 109)	When paragraphs are ordered alphabetically.	I use this on my bibliography page.
ascending sort order (WD 110)	This means from the beginning of the alphabet to the end of the alphabet,	I'm not really sure if I use this or not.

	smallest to largest.	
descending sort order (WD 110)	The opposite of ascending sort order.	I'm not sure if I use this feature.
proofreading (WD 110)	Looking for spelling and grammar errors.	I use this to edit my papers.
Clipboard (WD 112)	A temporary Windows storage area.	I use this when I copy and paste.
cutting (WD 112)	When text or a picture is removed from a document and placed in the clipboard.	I use this to cut and paste.
drag-and-drop editing (WD 112)	When you drag selected items to a new location.	I use this every now and then.
pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of the insertion point.	I use this when I cut and paste.
paste Options button (WD 114)	A menu that allows you to change the format of the text that was moved.	I do not use this feature.
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action.	I do not use this feature.
smart tag indicator (WD 116)	The way that Word notifies you that a smart tag is available.	I do not use this feature.
synonym (WD 118)	A word similar to another in meaning.	I use this to strengthen the vocabulary in my papers.
thesaurus (WD 118)	A book of synonyms.	I use this to search for synonyms.
antonym (WD 119)	A word with the opposite meaning of another word.	I don't really use this very often.