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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)	Two popular documentation styles for research papers are Modern Language Association of America and American Psychological Association styles.	I don't use it.
LA (Modern Language Association of America) (WD 74)	Two popular documentation styles for research papers are Modern Language Association of America and American Psychological Association styles.	I don't use it.
parenthetical citations (WD 76)	The MLA styles uses in-text parenthetical citations instead of nothing each source at the bottom of the page or at the end of the paper.	I don't use it.
works cited (WD 76)	The MLA styles uses the term works cited for the bibliographical references.	I don't use it.
double-space (WD 79)	The MLA documentation style requires that you double-space the entire paper; that is, one blank line should be between each line of text.	I don't use it.
line spacing (WD 79)	line spacing is the amount of vertical space between	I don't use it.

	lines of text in a document.	
footer (WD 81)	A footer is text you want printed at the bottom of every page.	I don't use it.
header (WD 81)	A header is text you want printed at the top of each page in a document.	I don't use it.
Click and Type (WD 82)	When in print layout view, you can use Click and Type to format and enter text, graphics, and other items.	I don't use it.
dock (WD 82)	You can dock, or attach, a floating toolbar above or below the Standard and Formatting toolbars by double-clicking the floating toolbar's title bar.	I don't use it.
print layout view (WD 82)	When you click the Header and Footer command on the View menu, Word automatically switches to print layout view, which displays the document exactly as it will print.	I don't use it.
AutoComplete tip (WD 85)	If you watch the screen as you type, you may have noticed that as you typed the first few characters in the month, Octo, Word displayed the AutoComplete tip October, above the characters.	I don't use it.
shortcut keys (WD 85)	When your fingers are already on the keyboard, it often is more efficient to use shortcut keys, or keyboard key combinations, to format text as you type it.	I don't use it.
first-line indent (WD 87)	You can instruct word to indent just the first line of a paragraph, called first-line indent, using the horizontal ruler.	I don't use it.
First-Line Indent marker (WD 87)	The First-Line Indent marker is the top triangle at the 0 mark on the ruler.	I use it successfully.

Left Indent marker (WD 87)	The Left Indent marker allows you to change the entire left margin, whereas the First Line Indent marker indents only the first line of the paragraph.	I use it successfully.
AutoCorrect feature (WD 89)	For this reason, Word provides an AutoCorrect feature that automatically corrects these kinds of errors as you type them in the document.	I use it successfully.
AutoCorrect Options button (WD 90)	When you click the Autocorrect Options button, Word displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type.	I use it successfully.
endnote (WD 93)	The MLA style specifies that a superscript be use for a note reference mark to signal that an explanatory note exists either at the bottom of the page as a footnote or at the end of the document as an endnote.	I use it successfully.
footnote (WD 93)	The MLA style specifies that a superscript be use for a note reference mark to signal that an explanatory note exists either at the bottom of the page as a footnote or at the end of the document as an endnote.	I use it successfully.
note reference mark (WD 93)	The MLA style specifies that a superscript be use for a note reference mark to signal that an explanatory note exists either at the bottom of the page as a footnote or at the end of the document as an endnote.	I use it successfully.
note text (WD 93)	In the Word, note text can be nay length and format.	I use it successfully.

base style (WD 95)	The underlying style, called the base style, for a new World document is the Normal style.	I use it successfully.
normal style (WD 95)	For a new installation of World 2003, the Normal style most likely uses 12-point Times New Roman font for characters and single-spaced, left-aligned paragraphs.	I use it successfully.
style (WD 95)	A style is a named group of formatting characteristics that you can apply to text.	I use it successfully.
automatic page break (WD 101)	As you type documents that exceed one page, Word automatically inserts page breaks, called automatic page break or soft page break.	I use it successfully.
background repagination (WD 101)	Thus, Word refers to the automatic page break task as background repagination.	I use it successfully.
soft page break (WD 101)	As you type documents that exceed one page, World automatically inserts page breaks, called automatic page break or soft page break.	I use it successfully.
works cited page (WD 102)	According to the MLA style, the works cited page is a bibliographical list of works that are referenced directly in a research paper.	I don't use it.
hard page break (WD 103)	A background repagination, or hard page break, is one that you force into the document at a specific location.	I don't use it.
background repagination (WD 103)	A background repagination, or hard page break, is one that you force into the document at a specific location.	I don't use it.
hanging indent (WD 104)	In essence, the first line hangs to the left of the rest	I don't use it.

	of the paragraph; thus, this type of paragraph formatting is called a hanging indent.	
Hanging Indent marker (WD 104)	The Hanging Indent marker is the bottom triangle at the 0 mark on the ruler.	I don't use it.
AutoCorrect entry (WD 106)	In addition to word, this built-in list of AutoCorrect entry also contains some commonly used symbols.	I don't use it.
CTRL+clicking (WD107)	By clicking a hyperlink in the document window while pressing the CTRL key called CTRL+clicking.	I don't use it.
hyperlink (WD 107)	By clicking a hyperlink in the document window while pressing the CTRL key called CTRL+clicking.	I don't use it.
jumping (WD 107)	Jumping is the process of following a hyperlink to its destination.	I don't use it.
sorting (WD 109)	Ordering characters in this manner is called sorting.	I don't use it.
ascending sort order (WD 110)	Form the beginning of the alphabet to the end of the alphabet, smallest number to the largest number, or earliest date to the most recent date.	I don't use it.
descending sort order (WD 110)	Descending sort order means sorting from the end of the alphabet to beginning of the alphabet, the largest number to the smallest number, or the most recent date to the earliest date.	I don't use it.
proofreading (WD 110)	While proofreading, you look for grammatical errors and spelling errors.	I don't use it.
Clipboard (WD 112)	The Clipboard is a temporary Windows storage area.	I don't use it.
cutting (WD 112)	Cutting involves removing the selected item form the document and then placing	I don't use it.

	it on the Clipboard.	
drag-and-drop editing (WD 112)	With drag-and-drop editing, you drag the selected item to the new location and then insert, or drop, it there.	I use it successfully.
pasting (WD 112)	Pasting is the process of copying an item form the Clipboard into the document at the location of the insertion point.	I use it successfully.
paste Options button (WD 114)	If you click the paste Options button, a menu is displayed that allows you to change the format of the text that was moved.	I use it successfully.
smart tag (WD 115)	A smart tag is a bottom that automatically appears on the screen when Word performs a certain action.	I use it successfully.
smart tag indicator (WD 116)	With the AutoCorrect Option and Smart Tag Actions, Word notifies you that the smart tag is available by displaying a smart tag indicator on the screen.	I use it successfully.
synonym (WD 118)	I these instances, you will want to look up a synonym, or word similar in meaning, to the duplicate or inappropriate word.	I use it successfully.
thesaurus (WD 118)	A thesaurus is a book of synonyms.	I use it successfully.
antonym (WD 119)	You also can look up an antonym, or word with an opposite meaning.	I don't use it.