

# Microsoft Office Word 2007

## Chapter Two: Creating a Research Paper

### Double Entry Definition Journal

Keyterm	Definition	How does the keyterm relate to your prior experience?
American Psychological Association (APA) (WD 74)	Documentation styles for research papers	8 <sup>th</sup> grade
Modern Language Association of America (MLA) (WD 74)	Documentation styles for research papers	8 <sup>th</sup> grade
research paper (WD 74)	Document you can use to communicate the results of research findings.	6 <sup>th</sup> grade
parenthetical citations (WD 76)	Instead of noting each source at the bottom of the page or at the end of the paper.	9 <sup>th</sup> grade
plagiarize (WD 76)	To use someone else's work and claim it to be your own.	7 <sup>th</sup> grade
works cited (WD 77)	To refer to the bibliographic list of sources at the end of the paper.	7 <sup>th</sup> grade
double-space (WD 78)	The vertical space above and below each line is equal to one blank line.	5 <sup>th</sup> grade
line spacing (WD 78)	The amount of vertical space between lines of text in a paragraph.	6 <sup>th</sup> grade
paragraph spacing (WD 78)	The amount of space above and below a paragraph.	7 <sup>th</sup> grade
footer (WD 79)	Text and graphics that print at the bottom of every page.	7 <sup>th</sup> grade
header (WD 79)	Text and graphics that print at the top of each page in a document.	7 <sup>th</sup> grade
right-aligned (WD 81)	At the right margin.	7 <sup>th</sup> grade
Click and Type (WD 85)	Format and enter text, graphics and other items.	7 <sup>th</sup> grade
shortcut keys (WD 86)	Keyboard key combinations.	8 <sup>th</sup> grade

<b>horizontal ruler (WD 87)</b>	Displays at the top edge of the document window just below the Ribbon.	8 <sup>th</sup> grade
<b>vertical ruler (WD 87)</b>	Displays along the left edge of the Word window.	8 <sup>th</sup> grade
<b>First Line Indent marker (WD 88)</b>	The top triangle at the 0" mark on the ruler.	9 <sup>th</sup> grade
<b>first-line indent (WD 88)</b>	Indent just the first line of a paragraph.	9 <sup>th</sup> grade
<b>Left Indent marker (WD 88)</b>	Allows you to change the entire left margin.	9 <sup>th</sup> grade
<b>ruler (WD 88)</b>	Indent the first line of a paragraph.	9 <sup>th</sup> grade
<b>AutoCorrect (WD 91)</b>	Automatically corrects these kinds of errors as you type them in a document.	7 <sup>th</sup> grade
<b>AutoCorrect Options button (WD 92)</b>	Word displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type.	8 <sup>th</sup> grade
<b>endnote (WD 99)</b>	Footnote at the end of the document.	8 <sup>th</sup> grade
<b>footnote (WD 99)</b>	Note at bottom of page.	7 <sup>th</sup> grade
<b>note reference mark (WD 99)</b>	Signal that an explanatory note exists either at the bottom of the page or at the end of the document.	8 <sup>th</sup> grade
<b>note text (WD 99)</b>	Can be any length and format.	8 <sup>th</sup> grade
<b>automatic page breaks (WD 107)</b>	Word automatically inserts page breaks.	8 <sup>th</sup> grade
<b>background repagination (WD 107)</b>	Word page break.	9 <sup>th</sup> grade
<b>soft page breaks (WD 107)</b>	A form of Words page break.	9 <sup>th</sup> grade
<b>bibliography (WD 111)</b>	List of sources you used.	7 <sup>th</sup> grade
<b>works cited page (WD 111)</b>	A list of sources that are referenced directly in a research paper.	7 <sup>th</sup> grade
<b>hard page break (WD 112)</b>	You force into the document at a specific location.	8 <sup>th</sup> grade
<b>manual page break (WD 112)</b>	You force onto the document at a specific location.	8 <sup>th</sup> grade
<b>bibliographic list (WD 113)</b>	Saving you time looking up	8 <sup>th</sup> grade

	style guidelines.	
<b>hanging indent (WD 116)</b>	First line hangs to the left of the rest of the paragraph.	9 <sup>th</sup> grade
<b>Hanging Indent marker (WD 116)</b>	The bottom triangle at the 0" mark on the ruler.	9 <sup>th</sup> grade
<b>proofreading (WD 118)</b>	Look for grammatical errors and spelling errors.	7 <sup>th</sup> grade
<b>Clipboard (WD 119)</b>	Temporary Windows storage area.	8 <sup>th</sup> grade
<b>cutting (WD 119)</b>	Involves removing the selected item from the document and then placing it on the Clipboard.	6 <sup>th</sup> grade
<b>drag-and-drop editing (WD 119)</b>	Drag the selected item to the new location and then insert it there.	8 <sup>th</sup> grade
<b>pasting (WD 119)</b>	Process of copying an item from the Clipboard into the document at the location of the insertion point.	8 <sup>th</sup> grade
<b>Paste Options button (WD 122)</b>	Menu appears that allows you to change the format of the item that was moved.	7 <sup>th</sup> grade
<b>synonym (WD 124)</b>	A word similar in meaning.	6 <sup>th</sup> grade
<b>thesaurus (WD 124)</b>	A book of synonyms.	6 <sup>th</sup> grade
<b>antonym (WD 125)</b>	A word opposite meaning to another.	7 <sup>th</sup> grade