

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 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)	Displays the document exactly as it will print.	I use this when I print out something from a website, to be sure the ads are not included to save paper and ink.
AutoComplete tip (WD 85)	Instructs Word to place the text to the location of your typing	I have never used this before.
shortcut keys (WD 85)	Format text as you type	These have always been an easier and faster way to type.
first-line indent (WD 87)	Indents just the first line of every paragraph.	I use the “tab” button instead.
First-Line Indent marker (WD 87)	The top triangle on the ruler at the top of the page.	“ “ “ “ “
Left Indent marker (WD 87)	Indents the entire left margin of the selected text	This is helpful when I include long quotes.
AutoCorrect feature (WD 89)	Automatically corrects spelling and grammar errors	This making self-editing much easier.
AutoCorrect Options button (WD 90)	A menu that allows you to undo a correction or change how Word handles future automatic corrections of this type.	“ “ “ “ “
endnote (WD 93)	An explanatory note at the bottom of a document	I have never used endnotes
footnote (WD 93)	An explanatory note at the bottom of a page.	I have never used footnotes.
note reference mark (WD 93)	Signals whether the note is a footnote or an endnote.	I have never used this before.
note text (WD 93)	The text formatting of a footnote or endnote.	Again, I never used notes.
base style (WD 95)	The underlying style for a Word document.	I usually stick with the base style.
normal style (WD 95)	12-point Times New Roman font, single-spaced.	This is the font I usually use.
style (WD 95)	A named group of formatting characteristics that you can apply to text.	This is how I control the appearance of my document.

automatic page break (WD 101)	Automatic insertion of a page break.	This is how I know when a document goes on to a new page.
background repagination (WD 101)	How Word refers to you page breaks	I do not understand this.
soft page break (WD 101)	Same as automatic page breaks.	This is how I know when a document goes onto a new page.
works cited page (WD 102)	A bibliographic list of works referenced directly in a research paper.	I always have a bibliography, but I never write it out in this format.
hard page break (WD 103)	A forced page break.	I never use this.
manual page break (WD 103)	“ “ “ “ “ “	“ “ “ “ “ “
hanging indent (WD 104)	The first line hangs to the left of the rest.	I never use this.
Hanging Indent marker (WD 104)	The bottom triangle on the ruler.	I never use this.
AutoCorrect entry (WD 106)	Corrects commonly misspelled words automatically. Also contains information for commonly used symbols. ☺	This makes editing and typing much faster and easier. ☺
CTRL+clicking (WD107)	How to access a link through a Word document.	I use this when I site a website, then need to use it again later.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location in the same or other documents or web pages.	I use these often to make things more time-efficient.
jumping (WD 107)	The process of following a hyperlink to its destination.	I use this often
sorting (WD 109)	Arranging paragraphs using the first character in the paragraph.	I have always manually done this, if I even had to.
ascending sort order (WD 110)	A to Z; 1, 2, 3, 4, 5...; earliest date to latest date.	“ “ “ “ “ “
descending sort order (WD 110)	Z to A; largest number to smallest; most recent to oldest date.	“ “ “ “ “ “

proofreading (WD 110)	Reviewing a document to fix spelling and grammatical errors.	I always do this, especially, when it is an essay for school.
Clipboard (WD 112)	A temporary Windows storage area	I use the clipboard to copy and paste things.
cutting (WD 112)	Removing the selected item from the document and placing it on the clipboard.	I do this a lot.
drag-and-drop editing (WD 112)	Drag the selection to a different part of the document.	I use this when I wasn't to put a point somewhere else in an essay.
pasting (WD 112)	The process of copying an item from the clipboard into the document at the location and inserting it	I use this to take information off of the internet.
paste Options button (WD 114)	A menu that allows you to change the format of the moved text.	I've never used this before, but it will be helpful.
smart tag (WD 115)	Automatically displays certain actions.	“ “ “ “ “
synonym (WD 118)	A word with a similar meaning to another.	I use these to broaden my vocabulary.
thesaurus (WD 118)	Displays synonyms	I use this to find synonyms.
antonym (WD 119)	A word with an opposite meaning.	I also use this to broaden my vocabulary.