

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)	Documentation style for research papers	I don't use it
MLA (Modern Language Association of America) (WD 74)	Documentation style for research papers	I use it on most papers
parenthetical citations (WD 76)	Source of information written next to the information in parenthesis	I use it on most papers
works cited (WD 76)	Bibliographical page in the MLA format	I don't use it
double-space (WD 79)	Word inserts a blank line in between each line of text	I use it a lot
line spacing (WD 79)	Amount of vertical space between lines	I use it a lot
footer (WD 81)	Text printed at the bottom of every page	I don't use it
header (WD 81)	Text printed at the top of every page	I use it occasionally
Click and Type (WD 82)	Double click in blank space in Word, and it will format automatically to that spot	I use it occasionally
dock (WD 82)	Attaching a floating toolbar to the top of the screen	I use it occasionally
print layout view (WD 82)	View that displays the page exactly as it will print	I use it a lot
AutoComplete tip (WD 85)	Option in Word where pressing enter will complete	I use it occasionally

	a term	
shortcut keys (WD 85)	Combinations of keys that format text	I use it a lot
first-line indent (WD 87)	Option where the first line will be automatically indented	I use it occasionally
First-Line Indent marker (WD 87)	Marker that shows you where the first line will be indented to	I use it occasionally
Left Indent marker (WD 87)	Allows you to change the position of the left margin	I use it occasionally
AutoCorrect feature (WD 89)	Word automatically corrects certain grammar and spelling mistakes	I use it a lot
AutoCorrect Options button (WD 90)	Word displays an option to undo a correction	I use it occasionally
endnote (WD 93)	Text written at the end of the document	I don't use it
footnote (WD 93)	Text written at the end of a page	I don't use it
note reference mark (WD 93)	Shows that an explanatory note is in an endnote or a footnote	I don't use it
note text (WD 93)	Explanation in a footnote or endnote	I don't use it
base style (WD 95)	Style of text considered as normal by Word	I use it a lot
normal style (WD 95)	Times New Roman 12-pt font single spaced left aligned	I use it a lot
style (WD 95)	Named group of formatting characteristics	I use it occasionally
automatic page break (WD 101)	Word designates a new page because text has filled up the previous page	I use it a lot
background repagination (WD 101)	Automatic page break task	I use it a lot
soft page break (WD 101)	Same as automatic page break	I use it a lot
works cited page (WD 102)	Bibliographical page in MLA format	I don't use it
hard page break (WD 103)	Page break created by the user	I don't use it
manual page break (WD	Same as hard page break	I don't use it

103)		
hanging indent (WD 104)	The first line is to the left, and the rest of the paragraph is indented	I don't use it
Hanging Indent marker (WD 104)	Lets you know where the hanging indent is	I don't use it
AutoCorrect entry (WD 106)	Formats symbols to a different symbol	I use it occasionally
CTRL+clicking (WD107)	Follows a hyperlink	I use it occasionally
hyperlink (WD 107)	Link to a website	I use it occasionally
jumping (WD 107)	Process of following a hyperlink	I use it occasionally
sorting (WD 109)	Ordering characters by a certain characteristic	I don't use it
ascending sort order (WD 110)	Smallest to largest or first to last order	I don't use it
descending sort order (WD 110)	Largest to smallest or last to first order	I don't use it
proofreading (WD 110)	Checking a paper for mistakes	I use it occasionally
Clipboard (WD 112)	Temporary windows storage area	I use it occasionally
cutting (WD 112)	Removing a selected item and placing it in the clipboard	I use it occasionally
drag-and-drop editing (WD 112)	Dragging a selected item to another place	I use it occasionally
pasting (WD 112)	Copying an item off of the clipboard into the document	I use it occasionally
paste Options button (WD 114)	Menu that allows you to change the format of a pasted item	I don't use it
smart tag (WD 115)	Button that automatically appears when word performs a certain action	I use it occasionally
smart tag indicator (WD 116)	Shows that there is a smart tag	I use it occasionally

synonym (WD 118)	Word that means the same thing as another	I use it occasionally
thesaurus (WD 118)	Book where you find synonyms and antonyms	I use it occasionally
antonym (WD 119)	Word that means the opposite of another	I use it occasionally