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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 type of a research paper style	
LA (Modern Language Association of America) (WD 74)	Research paper style	
parenthetical citations (WD 76)	Used for noting each source at the bottom of the page at the end of the paper	
works cited (WD 76)	Bibliographical references	
double-space (WD 79)	One blank line is between each line of text	
line spacing (WD 79)	Amount of vertical space between lines of text in a document	
footer (WD 81)	Text you want printed at the bottom of each page	
header (WD 81)	Text you want printed at the top of each page	
Click and Type (WD 82)	Format and enter text, graphics and other items	
dock (WD 82)	Attach a floating toolbar above or below the standard and formatting toolbars	
print layout view (WD 82)	Displays the document exactly as it will print	

AutoComplete tip (WD 85)	First few characters in the word will just automatically appear the word	
shortcut keys (WD 85)	Keyboard combinations to format text as you type	
first-line indent (WD 87)	Indent the first line of a paragraph	
First-Line Indent marker (WD 87)	Discussed later in this project	
Left Indent marker (WD 87)	Allows you to change the entire left margin	
AutoCorrect feature (WD 89)	Automatically corrects errors as you type them	
AutoCorrect Options button (WD 90)	Undo a correction or change how word handles future automatic corrections	
endnote (WD 93)	Explanatory note at the end of the document	
footnote (WD 93)	Explanatory note at the end of the document	
note reference mark (WD 93)	Signal that an explanatory note exists	
note text (WD 93)	Can be any length or format	
base style (WD 95)	Underlying style, the normal type	
normal style (WD 95)	12-point times new roman font single spaced	
style (WD 95)	Named group of formatting characteristics that you can apply to text	
automatic page break (WD 101)	When word automatically inserts page breaks	
background repagination (WD 101)	Word refers to the automatic page break tasks at this	
soft page break (WD 101)	When word automatically inserts page breaks	
works cited page (WD 102)	Bibliographical list of works that are referenced directly in a research paper	
hard page break (WD 103)	A break you force into the	

	document at a specific location	
manual page break (WD 103)	A break you force into the document at a specific location	
hanging indent (WD 104)	First line of each entry begins at the left margin, the rest are indented	
Hanging Indent marker (WD 104)	One method of creating a hanging indent	
AutoCorrect entry (WD 106)	Automatically corrects commonly misspelled words and symbols	
CTRL+clicking (WD107)	Jump to another document on your computer, network or on the internet	
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location in the same document, other documents or web pages	
jumping (WD 107)	Process of following a hyperlink to its destination	
sorting (WD 109)	Arranging paragraphs alphabetical, numerical, or date order	
ascending sort order (WD 110)	From beginning of the alphabet to the end	
descending sort order (WD 110)	From the end of the alphabet to the beginning	
proofreading (WD 110)	Look for grammatical errors and spelling errors	
Clipboard (WD 112)	Temporary windows storage area	
cutting (WD 112)	Removing the item then replacing it somewhere else	
drag-and-drop editing (WD 112)	Drag the item and then drop it to its new destination	
pasting (WD 112)	Process of copying an item and then putting it (pasting it) somewhere else	
paste Options button (WD	Format of the text that was	

114)	moved	
smart tag (WD 115)	Button that automatically appears on the screen when Word performs a certain action	
smart tag indicator (WD 116)	Tells you when a smart tag is being displayed	
synonym (WD 118)	A word that means the same as another	
thesaurus (WD 118)	A book of synonyms	
antonym (WD 119)	A word that means the opposite as another	