

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)	APA style	I normally use it everyday
Modern Language Association of America (MLA) (WD 74)	MLA style	I normally use it everyday
research paper (WD 74)	Document use to communicate the results of research findings.	I normally use it everyday
parenthetical citations (WD 76)	Instead of nothing each source at the bottom.	I normally use it everyday
plagiarize (WD 76)	Do not use someone else's work	I normally use it everyday
works cited (WD 77)	Refer to the bibliography.	I normally use it everyday
double-space (WD 78)	Double space between lines	I normally use it everyday
line spacing (WD 78)	The amount of vertical space.	I normally use it everyday
paragraph spacing (WD 78)	Space above and below paragraph	I normally use it everyday
footer (WD 79)	Graphics in the bottom.	I normally use it everyday
header (WD 79)	Graphics in the top	I normally use it everyday
right-aligned (WD 81)	Right margin	I normally use it everyday
Click and Type (WD 85)	Enter or format items.	I normally use it everyday
shortcut keys (WD 86)	Format text as you type	I normally use it everyday
horizontal ruler (WD 87)	Horizontal position below the ribbon	I normally use it everyday
vertical ruler (WD 87)	Left vertical edge of Word window	I normally use it everyday
First Line Indent marker (WD 88)	First line of paragraph	I normally use it everyday
first-line indent (WD 88)	Top triangle	I normally use it everyday
Left Indent marker (WD 88)	Change the left margin.	I normally use it everyday
ruler (WD 88)	Horizontal ruler	I normally use it everyday
AutoCorrect (WD 91)	Automatically corrects.	I normally use it everyday
AutoCorrect Options button (WD 92)	Undo corrections.	I normally use it everyday

field (WD 96)	Placeholder for data.	I normally use it everyday
endnote (WD 99)	Note at the end of the document	I normally use it everyday
footnote (WD 99)	Note at the bottom of page.	I normally use it everyday
note reference mark (WD 99)	Explanatory note	I normally use it everyday
note text (WD 99)	Length and format	I normally use it everyday
automatic page breaks (WD 107)	Breaks	I normally use it everyday
background repagination (WD 107)	Illustrates word	I normally use it everyday
soft page breaks (WD 107)	Automatic page breaks	I normally use it everyday
bibliography (WD 111)	Alphabetical list	I normally use it everyday
works cited page (WD 111)	List of sources.	I normally use it everyday
hard page break (WD 112)	Gives specific location	I normally use it everyday
manual page break (WD 112)	Hard page break	I normally use it everyday
bibliographic list (WD 113)	List of sources	I normally use it everyday
hanging indent (WD 116)	Paragraph formatting	I normally use it everyday
Hanging Indent marker (WD 116)	Bottom triangle.	I normally use it everyday
proofreading (WD 118)	Grammatical errors.	I normally use it everyday
Clipboard (WD 119)	Temporary storage area.	I normally use it everyday
cutting (WD 119)	Removing selected things	I normally use it everyday
drag-and-drop editing (WD 119)	Change position of objects	I normally use it everyday
pasting (WD 119)	Copying an item form the clipboard	I normally use it everyday
Paste Options button (WD 122)	Allows to change	I normally use it everyday
synonym (WD 124)	Similar word	I normally use it everyday
thesaurus (WD 124)	Book of synonyms	I normally use it everyday
antonym (WD 125)	Opposite words.	I normally use it everyday