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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 popular documentation style for research papers	
LA (Modern Language Association of America) (WD 74)	A popular documentation style for research papers	
parenthetical citations (WD 76)	The citing of sources within the document in parentheses rather than the use of a bibliography	
works cited (WD 76)	Alphabetically lists works that are referenced directly in the paper	When I write a paper and use sources, I cite my works.
double-space (WD 79)	One blank line is between each line of text	When writing a paper, teachers often ask that I double-space my papers so they can edit more easily.
line spacing (WD 79)	The amount of vertical space between lines of text in a document	
footer (WD 81)	Text you want printed at the bottom of every page	
header (WD 81)	Text you want printed at the top of each page in a document	At the top of a page I often number it by using a header.
Click and Type (WD 82)	Can be used when in print layout view to format and	

	enter text, graphics, and other items	
dock (WD 82)	attach	
print layout view (WD 82)	Word automatically switches to this, it displays the document exactly as it will print	I use this view to see how my document will look when printed as a hard copy.
AutoComplete tip (WD 85)	Shows up for the date, etc.	When I type the date at the top of a paper, before I am finished typing it will automatically appear if I click enter.
shortcut keys (WD 85)	Keyboard key combinations	
first-line indent (WD 87)	Instructing Word to indent just the first line of a paragraph	When writing a paper for school I use a first-line indent.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler	
Left Indent marker (WD 87)	Allows you to change the entire left margin	
AutoCorrect feature (WD 89)	Automatically corrects these kinds of errors as you type them in the document	If I spell a word incorrectly, AutoCorrect usually corrects it.
AutoCorrect Options button (WD 90)	Button that when pressed displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type	
endnote (WD 93)	A footnote displayed at the end of the document	
footnote (WD 93)	A reference displayed at the bottom of the page of a document	I use these to refer to works cited in my documents or to explain what something is.
note reference mark (WD 93)	A superscript or raised number is used next to a word that signals that an explanatory note exists either at the bottom of the page or end of the document	
note text (WD 93)	The information that is within a footnote, can be	

	any length and format	
base style (WD 95)	The underlying style for a new Word document that is the Normal style	
normal style (WD 95)	The base style, most likely 12-point Times New Roman font for characters and single-spaced, left-aligned paragraphs	
style (WD 95)	Features of text formatting and coloring, sizing, etc.	
automatic page break (WD 101)	As you type documents that exceed one page, Word automatically inserts page breaks	
background repagination (WD 101)	The automatic page break task is referred to as this	
soft page break (WD 101)	Another word for automatic page breaks	
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper	
hard page break (WD 103)	A manual page break, one must insert one following the body of a research paper to disconnect it from the bibliography	
manual page break (WD 103)	A hard page break, one must insert one following the body of a research paper to disconnect it from the bibliography	
hanging indent (WD 104)	The first line hangs to the left of the rest of the paragraph	
Hanging Indent marker (WD 104)	The bottom triangle at the 0" mark on the ruler	
AutoCorrect entry (WD 106)	Words that Word has predefined as often misspelled, Word automatically corrects them	
CTRL+clicking (WD107)	How you are able to follow a hyperlink	
hyperlink (WD 107)	A shortcut that allows a	Elementary school

	user to jump easily and quickly to another location in the same document or to other documents or Web pages	
jumping (WD 107)	The process of following a hyperlink to its destination	
sorting (WD 109)	Ordering characters in alphabetic, numeric, or date order based on the first character in each paragraph	
ascending sort order (WD 110)	From the beginning of the alphabet to the end of the alphabet, smallest number to the largest number, or earliest date to the most recent date	
descending sort order (WD 110)	From the end of the alphabet to the beginning, the largest number to the smallest, or the most recent date to the earliest	
proofreading (WD 110)	You look for grammatical errors and spelling errors	Home
Clipboard (WD 112)	A temporary Windows storage area	
cutting (WD 112)	Involves removing the selected item from the document and then placing it on the Clipboard	Middle school and home
drag-and-drop editing (WD 112)	You drag the selected item to the new location and then insert, or drop, it there	
pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of the insertion point	Middle school
paste Options button (WD 114)	When clicked, a menu is displayed that allows you to change the format of the text that was moved	Middle school
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action	

smart tag indicator (WD 116)	The way by which Word notifies you that the smart tag is available	
synonym (WD 118)	Word similar in meaning	If I repeat words a lot in a paper I can use a synonym to replace it.
thesaurus (WD 118)	A book of synonyms	Elementary school
antonym (WD 119)	Word with an opposite meaning	Elementary school